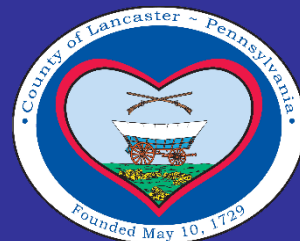


Facility Program Final Report

February 2023, updated
February 2024



LANCASTER COUNTY
CORRECTIONAL FACILITY

DISCLAIMER

Lancaster County Correctional Facility – Facility Program Report

Disclaimer:

This program document serves as a guide for the design team to use in developing the Lancaster County Correctional Facility design. It is important to understand design is an iterative process that requires response to conditions such as site constraints, building adjacencies, technology upgrades and changing industry standards. As such, it is not uncommon for elements such as square footages included within the program document to vary up to the point of procuring construction contracts.

While the program document will be approved by the Lancaster County Board of Commissioners, **there has not been an official vote taken on the size or budget for this project.** The program will be refined once those formal decisions have been made.

The current direction from the Board of Commissioners is to plan for a facility to support a core of 1,212 beds with an initial build of approximately 1,000 beds.

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SECTION 1 INTRODUCTION

Project Background and Approach

The County of Lancaster, Pennsylvania, has recognized the need to build a new correctional facility to meet the needs of its justice system. A consultant team led by CGL has been contracted to represent the County in the effort to replace the current facility, which dates back to the mid-nineteenth century. The County and CGL (Project Team) collaborated to develop a detailed facility program to include all the spatial and operational requirements for the new Lancaster County Correctional Facility (LCCF) to be a long-term solution for the County. Emphasis shall be made on designing a facility that is adaptable and flexible to meet the future needs of the ever-changing criminal justice system. The following displays the purpose of the facility program:

- Build on the Steering Committee’s Mission Statement
- Build on the County’s project Guiding Principles
- Incorporate the results from the validation of needs
- Define the management concept and operational basis for the new LCCF
- Translate the operational basis into a spatial description
- Identify functional adjacency relationships

Report Disclaimer:

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The current direction from the Board of Commissioners is to plan for a facility to support a core of 1,212 beds with an initial build of approximately 1,000 beds.

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LANCASTER COUNTY CORRECTIONAL FACILITY – FACILITY PROGRAM REPORT

The Project Team started space programming sessions in October of 2022. The initial space programming sessions included nine individual user groups, over three days. The purpose of the sessions was to gain operational perspectives and to identify the required spaces to be included in the new LCCF. Additionally, the Project Team met virtually from December through March to continue refining the space program found in this document. Project development has continued into 2023 with the Project Team providing the following pre-design tasks:

- Implementing Public Outreach/Communication Plan
- Preparing a program to define the operational and management philosophy and space requirements of the new facility
- Providing a project cost estimate model for construction and Total-Cost-of-Ownership model
- Defining the delivery and procurement method

This report incorporates the findings of the 2022 Needs Assessment, revised in February 2023, and provides the recommended bed space target for planning and program development of the new LCCF.

Program Methodology

The Project Team used a comprehensive stakeholder discussion and information-gathering review process. A series of program sessions was conducted with stakeholders, which included correctional staff and contract providers.

The sessions were conducted both in-person and virtually between October and March 2023 and organized into the following topics:

- Session 1 – Staff Support
- Session 2 – Support Services
- Session 3 – Main Control
- Session 4 – Facility Administration
- Session 5 – Housing
- Session 6 – Programs and Services
- Session 7 – Intake, Transport, & Release
- Session 8 – Lobby-Visitation
- Session 9 – Health Care

Each of the topic sessions included an overview of the facility’s vision, project goals, description of the current facility and operating state, review of trends and benchmarks, and discussion on the desired future operational state and associated spatial needs.

Mission Statement

The project Steering Committee developed the following Mission Statement to define its goals and provide a vision of the future LCCF.

*Construction of the LCCF will result in a facility that is **professional**, operates with the utmost integrity and adheres to facility and corrections **best practices to prepare individuals to re-enter society as law abiding and productive citizens while providing a safe environment for the incarcerated, staff, visitors and the community.***

Guiding Principles

In addition, a workshop was conducted with County stakeholders to identify project Guiding Principles to guide the project's development:

- ❖ **Create a safe and supportive environment for staff, detainees, inmates, and the public**
 - Design areas for staff wellness, including sufficient workstations, training space and break areas
 - Ensure staff, inmates and the public are safe and feel supported
 - Plan for spaces to support special populations such as female, mental health and vulnerable
- ❖ **Focus programming to support the reduction of recidivism**
 - Set the tone and behavioral expectations at acceptance: preparation for community re-entry process starts at the intake process
 - Improve access to justice system stakeholders to connect inmates to the community
 - Provide flexible spaces that can support a variety of program opportunities
- ❖ **Plan a facility that will serve the community well into the future**
 - Right-size housing units for operational adaptability and the populations served
 - Allow for adaptability of design to incorporate future needs
 - Integrate technology to advance and enhance operations, programs, facility maintenance and security
- ❖ **Establish a positive community footprint**
 - Create a facility that prioritizes the well-being of the surrounding community, proactively addressing any potential negative impacts, including building aesthetics, noise levels, light pollution, and traffic congestion
 - Serve as good stewards of resources
 - Incorporate nature outside the facility and biophilic features inside the facility

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Key Operational Elements

The kick-off programming session included a presentation and group discussion of the Mission Statement and Guiding Principles. The program includes a description of the function, operational assumptions, special considerations, and a space listing for each facility component. Key operational elements included as part of the programming process are highlighted in this section.

❖ Incorporation of Needs Assessment

- Plan with ability to accommodate 2050 projected needs
- Utilize offender profile data to determine the appropriate housing classification/allocation and program spaces

❖ Implementation of Four Management Tools

- Classification – implement a system checklist to evaluate and manage inmate's risk
- Services –align inmate services and programs based on offender profile
- Strategic Inmate Management/Direct supervision – provide a more normative housing environment with inmate access to services and programs in/adjacent to housing unit
- Professional staff – ensure number and quality of properly-trained staff

❖ Creation of Facility Environment

- Balance –provide mixture of secure/open and restrictive/therapeutic spaces
- Set expectations – use environment to establish behavior from visitors, staff, and in-custody
- All spaces – incorporate experience from Public Lobby to Staff Areas to Intake to Housing to Release

❖ Separation of Intake/Transportation/Release Functions

- Pre-Intake/Law Enforcement Lobby – separate law enforcement and jail duties and set expected in-custody behavior
- Intake – balance open and secure spaces and match spaces to operational flow
- Transportation – provide areas for secure staging and transport
- Release – separate function and connect persons to community-based services

❖ Prioritization of Adaptable Living Areas

- Recognize most of the population have medical/mental health issues
- Recognize current and future public health concerns
- Strive to provide early warning of medical/mental health issues and assaultive behavior
- Provide all beds on floor with exception of work release units
- Provide accessible cells in Wellness Center and Infirmary

- Provide safe space for individuals experiencing drug and alcohol withdrawal

❖ **Meaningful Inmate Services and Programs**

- Continue and expand opportunities for inmate workers
- Ensure access to multi-purpose rooms, classrooms, and program areas

❖ **Incorporation of Healthcare Best Practices**

- Include recommended functions and spaces for Wellness Center and Infirmary
- Define Medical Housing as sheltered environment for patients with fragile or complex medical or mental health conditions
- Define Special Needs as services to inmates with acute and severe mental illness separated into stages/steps of care representing level of acuity and treatment needs as follows:
 - Close Watch Psychiatric Observation
 - Level 1 Crisis Management
 - Level 2 Inpatient Care
 - PO 3 Stepdown/ Sheltered Housing

❖ **Incorporation of Technology**

- Continue to identify and incorporate best practices in technology into the facility and daily operations

❖ **Integration of Court Services**

- Continue and expand use of video court technology

❖ **Expansion of Support Services**

- Plan for Food and Laundry Services based on needs through 2050
- Size Central Plant needs through 2050

SECTION 2 OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Introduction

The purpose of the Lancaster County Corrections Facility (LCCF) is confinement of an individual:

- awaiting trial
- sentenced by the County to 23 months or less
- charged with a Probation violation
- held on warrant(s) from other jurisdictions

The County is responsible for providing a safe and secure environment for these inmates. Meeting this purpose requires an appropriate mix of a physical plant and human resources. The optimal environment is achieved by combining proper facility design, technology, security procedures, well-trained staff, and the correct level of inmate programming.

The four management tools of classification, services, Strategic Inmate Management (SIM), and a professional staff provide the basis for an effective operation. The following operational and security guidelines are to guide the County in the continuing development of the new LCCF.

Operational Concepts

The new LCCF should be designed to promote a secure and stable environment whereby staff, community members, and service providers can effectively engage with the incarcerated population to provide services that decrease recidivism into the justice system and increases the chance of success reintegrating back into the community. This is accomplished with a focus on facility security, adaptability, and functionality of spaces laid out in such a way that maximizes efficiency of process as well as staffing considerations.

The facility should emphasize attention in the area of staff support that provides employees with amenities and spaces that contribute to their role in meeting operational goals. Natural lighting and sufficient respite space are key to the health and wellness of employees as well as inmates. Also, the use of views to nature and the surrounding landscape should be considered in the project.

The new LCCF will operate under the following broad seventeen operational concepts.

1. Strategic Inmate Management (SIM)/Direct Supervision Approach

The new LCCF will operate under a SIM/ direct supervision design and management concept. Officers will be posted within the housing units where they will directly observe and interact with inmates assigned to the housing unit. SIM/ Direct supervision facilities afford the officer the opportunity to be proactive in managing the inmate population – addressing issues and diffusing potentially problematic situations before they occur. Constant staff interaction with inmates increases security and safety in day-to-day operations.

A SIM/ direct supervision housing unit must have good lines of sight into all areas of the housing unit and incorporate Unit Management concepts (described below). Additionally, SIM/ direct supervision should be supported by good lines of sight in all other inmate occupied areas and throughout the facility. This means simple circulation/corridor layouts and security vision panels from corridors into spaces.

Additionally, facilities designed for SIM/ direct supervision typically incorporate cost effective/ softer finishes and fixtures such as carpet in common areas, acoustic panels, and moveable furniture as opposed to the traditional stainless-steel fixtures that are commonly bolted to the ground in older style jails and prison facilities.

Two key concepts in SIM/ direct supervision management include accountability for inappropriate behavior as well providing opportunity for increased amenities as an incentive for appropriate behavior.

2. Unit Management Model

The Unit Management Model entails a decentralization of inmate programs and services, whereby delivery of services occurs mostly within the housing unit instead of moving inmates to a centralized location elsewhere in the facility. This reduces the amount of inmate movement and associated escort requirements for day-to-day activities while increasing safety and security by reducing possible conflicts with other classifications of inmates. A typical housing unit operated under a unit management model will be designed so that meals are served in the housing unit dayroom, and spaces are provided on the unit for educational and treatment programs, counseling, exercise, video visitation, and triage services.

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3. Assessment and Classification

The cornerstone of effective correctional security lies in the internal classification of inmates according to their security/supervision and program needs. Initial assessment is an important tool for assigning appropriate classification to every admitted inmate. Classification screening begins when an inmate enters the jail, and after the initial classification decision is made using an objective assessment instrument (i.e., written and validated), the inmate is assigned to a permanent housing unit. Classification status for any inmate may change over the inmates stay at the facility and can be reassessed by facility staff as required.

4. Variety of Housing Units

Modern operating correctional practices require that facilities have the capability to classify inmates and separate them according to security risk, needs, and behavioral factors. The new LCCF will be designed to provide a variety of housing units to respond to the classification designations assigned to inmates, providing opportunity for improved inmate behavior, with varying levels of housing unit amenities and privileges for less restrictive inmate classifications. Focus should be placed on adaptability of units to be interchangeable over time with minimal costs and effort. As populations change over time with trends in the criminal justice system, these classification ratios change. Additionally, housing units designed to provide facility orientation should be planned near facility intake that provide functional space for this process.

5. Programs and Services Delivery Method

As previously discussed, the correctional facility will operate under a decentralized programs and services delivery model to minimize inmate movement outside of the housing units. This provides for greater internal movement and increased access to program activities within the housing unit, while minimizing circulation throughout the facility. The goal is also to reduce staffing demands for escort duties and to reduce movement of contraband throughout the facility.

6. Decentralized Programs and Services

Decentralized programs and services located at the housing unit level include:

- video visitation (family and professional)
- remote appearance for court proceedings
- service kiosks
- education/classroom space
- individual and group counseling
- passive recreation
- outdoor recreation
- medical triage/medication distribution

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7. Visitation

A variety of visitation options will be available, including inmate issued tablets, video visitation kiosks located in each housing unit, secure booth visitation, and both small and large contact visitation spaces in an open room setting – the latter two of which are provided in a central visitation area located near the civilian entrance to the facility. These visitors will access the area from the lobby area. Inmate access will be from the secure inmate side. Family and professional visitation areas should be adjacent but separate by sight and sound. Additionally, interview/counseling rooms are provided on each housing unit for inmates to visit with their attorneys, social workers, clergy or counselors.

8. Intake, Transfer, and Release

The correctional facility should provide an intake, transfer, and release area that includes safe /secure space for new admittances that incorporates SIM/ direct supervision management principles and serves as the front door to the criminal justice system in Lancaster County. This is accomplished by keeping new arrivals well informed of the intake process with constant interaction and supervision by intake staff. The intake and transfer area should also include sufficient space to accommodate state-of-the-art screening systems such as body and line scanners. The intake and transfer area should be adjacent but separate to prevent movement of contraband and reduce the likelihood of erroneous releases.

The property storage room should touch all three functions of this area to reduce staffing requirements for the collection and return of property during intake transfer and release. The property storage room will accommodate space for vacuum sealed/hanging storage bags for up to approximately 1,200 inmates.

The design of the release area should take into consideration industry best practices that facilitate access to services that are targeted to reduce recidivism.

9. Mail Services

Inmate Mail Services

Mail services should accommodate sufficient space to provide receiving, searching, and sorting for all inmate legal mail and packages received at the LCCF. All other inmate mail is required to be mailed directly to a third-party vendor Text Behind, where they receive all mail which is scanned and sent to inmates electronically. Any inmate mail received at the LCCF which is not inmate legal mail will be returned to the sender.

Staff Mail Services

Mail services should accommodate sufficient space to provide receiving and sorting for all staff mail. All other large deliveries will be sent to the loading dock to be received, searched, and delivered as required. Proper signage shall be provided to direct deliveries to the correct location at the new LCCF.

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10. Food Service

The food service area should accommodate space for inmate workers to prepare meals on standard detention grade plastic trays three times per day, seven days a week. Inmate workers are supervised by security staff and require secure areas for bathroom and meal breaks. The kitchen should be designed in such a way that provides open sight lines and assists security staff in supervising inmate workers in the most efficient manner. In addition, off of the main inmate kitchen is a culinary arts program kitchen space with the ability to provide short order meals for staff.

11. Laundry Service

The laundry services area should accommodate space for inmate workers to perform the necessary tasks to wash and dry both clothing and linens a minimum of 5 days a week. The area should include sufficient cart staging spaces to keep dirty clothing and linens separate from clean clothing and linens. The area should include secure chemical storage for all laundry chemicals. All inmate workers shall be screened with a metal detector before and after shifts to ensure no contraband or items which could be used as a weapon are brought back into the housing units. This area is unsupervised by security staff and should be secure, so inmate workers are unable to leave without security escort.

12. Work Release

The LCCF will facilitate a secure housing unit with a standalone separate entrance into the secure perimeter to support inmates assigned to the work release program. Considerations should be taken into the adjacency of parking and drop-off areas for participants in the program that limits pedestrian traffic across public parking and lobby areas as well as the intake and release area. The separate entrance and release area should be able to accommodate a body scanner and also staging space for the check-in/check-out process.

13. Unit Support

Multi-purpose rooms located on the units provide flexibility for engaging in a variety of programs and services. These rooms can be used for recreational activities, such as table games, group counseling, activities, and meetings. In addition, the unit dayroom supports passive recreation, informal unit meetings, and dining.

14. Recreation

An outdoor recreation area with a secure perimeter provides space for inmates to get daily physical activity. This enclosed space is directly accessible from each housing unit dayroom and within direct view from the housing unit officer's station. Secure views of natural settings and lighting are desired in order to reduce anxiety and stress levels that often contribute to the degradation of mental health conditions. Views will avoid direct line of sight to neighboring residential properties by the strategic placement of landscaping, buildings, and berms.

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15. Medical Triage/Dispensary

County contracted nursing staff will provide triage services and medication distribution at the housing unit level in the triage spaces provided. The triage space should be planned near officer workstations to reduce staffing demands and provide security. If additional medical attention is required, the nurse will schedule the inmate to be seen in the wellness center. A medication distribution area located on each housing unit (issue room) separate from the triage area should be provided to reduce the requirement of security staff while providing security for nursing staff during pill call. Nursing staff will be able to enter the issue room through the housing unit sallyport and use a pass through to issue inmate medications. Only a few of the housing units will not have an issue room i.e., high classification and disciplinary housing which will require pill call to take place at each cell. The issue room should include lockable cabinetry, a counter, and a sink with touchless water faucet in order to issue water with medication.

16. Centralized Programs and other Services

Centralized programs and other services include the chapel, classrooms, multi-purpose rooms, centralized visitation, centralized counseling and social services, parole and disciplinary hearings, and video court for judicial proceedings.

17. Staff Support

The new LCCF promotes the highest level of professionalism through training, appropriate amenities, and a safe, secure, and dignified work environment. The ability to provide on-going training and staff development is enhanced by the inclusion of appropriately planned and designed staff support areas for a variety of activities. Staff support areas and amenities are intended to be used by all staff including county, contract, and volunteers. These areas include locker rooms with showers, a muster room, fitness rooms, and staff dining.

Staff locker rooms should provide space for assigned, full sized lockers that accommodate the hanging of uniforms, orderly storage of equipment utilized by security staff, and the ability to charge electronic devices not allowed into the secure perimeter. Included in each locker room should be a bank of smaller lockers for contract staff to leave and retrieve personal items such as coats, shoes, cell phone, small personal items, and any items not authorized inside the secure perimeter. Contract staff lockers should allow for electronic devices to be charged while staff are working. A mother's room, which is accessed by key card only, should include a seating area with table, refrigerator, and a sink with counter. The muster room should be located outside of the secure perimeter and will accommodate the functions of on-coming and off-going shifts for clock punches, briefing, and training.

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Security Guidelines

The security concept reflects a commitment to positive, high-quality staff/inmate interaction. Regardless of the building configuration or the capital investment in technology, the facility cannot achieve an appropriate security level without adequate staff and the related emphasis on training. With proper training, staff will be able to manage new technologies and proactively respond to security issues. The basic staffing approach focuses upon the inmate living units.

The following security concepts should be considered in the development of the facility design:

- Any door opening from a secure to a non-secure area requires a sallyport of two interlocked doors that will be controlled from Main Control.
- Exterior walls of all housing areas should use vertically and horizontally reinforced masonry or concrete, or a comparable secure configuration using steel construction.
- Any penetrations into the secure exterior wall should be no wider than five inches; however, several such widths may be combined to create the appearance of a wider opening if the separating construction component is secure and hardened steel.
- While the building itself can serve as the external security line, there should be a buffer zone of 150 feet between external public access areas and those sections of the facility to which inmates have access.
- Closed circuit television (CCTV) should provide visual capabilities to Main Control.
- The type and spacing of outdoor light standards should be selected based on the location of the buildings on the site, surrounding land uses, and environmental conditions. A level of three (3) foot candles should be maintained over the exterior areas of the facility.
- Exterior lighting should be connected to the emergency power system. Selected area fixtures on the interior of the facility should be connected to the emergency power system to ensure an average illumination of one-half (0.5) foot candles during a power outage.
- Light direction, brightness and effect on light pollution should be considered in order to respect the community and neighborhood and minimize the impact from outdoor facility lighting by incorporating ANSI/IES TM-15-20's Backlight, Uplight, and Glare (BUG) requirements of two or less.
- Acoustical treatments that will minimize decibel levels and reverberation time and enhance audio communications should be used in all housing units.
- With a secure perimeter and an operational approach based upon direct security, conventional design methods can be applied to much of the interior space, outer building wall, and roof construction.

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Perimeter security requirements include the following:

- Pedestrian and vehicular security walls should separate secure from non-secure areas.
- A minimal number of entrances and exits through the security perimeter should be planned.
- Secure walls and fences (where needed) that minimize public views into the facility should surround the facility.
- Loading docks and service areas should be within fenced/walled areas and sallyports will be located between the service and secure perimeter areas.

The perimeter system should include systems for detection, alarm monitoring and control, voice annunciation, and lighting. Physical barriers, CCTV cameras, and physical response to permit an accurate assessment of the alarm condition are also required. Electronic detection or surveillance devices need only be used in areas where the commitment of a full-time staff position is unwarranted.

Security Zoning

Principles of operational security zoning are applied to the development of the site plan and the functional relationships of the facility's operational components.

Zoning levels are as much defined by their access requirements as by their security restrictions; however, security zoning is enhanced when areas of a facility are grouped according to function and accessibility. The basic purpose of securing zoning is to strictly control inmate movement and access to the various components of the facility through a careful combination of construction methods, staff supervision, and electronic technology.

Through zoning, movement control, staff observation, secure construction, and electronic surveillance technology, inmates will pass through barriers to move from one zone or sub-zone to another. Access between zones may be centrally or locally controlled. Inmates might be allowed access to one zone and denied access to another based on classification designation or allowed access to one zone under a pass system but require escort to access another. The new facility will use five internal security zones.

Building Perimeter (Zone 1): The first security zone consists of the functional areas located outside of the security perimeter including the public lobby, administrative offices, and the staff service area.

Security Perimeter (Zone 2): The second security zone is the facility's building or security fences. A boundary formed by walls, fences, or other construction elements designed to confine inmates and prevent escape or unauthorized passage. Movement through this zone is generally through interlocking doors that are monitored and controlled from the main control room.

Inmate Movement and Activity Areas (Zone 3): The third zone includes corridors, waiting areas, activity, program or service rooms, or areas that are used by inmates and staff.

Housing Units (Zone 4): The housing unit living areas comprise the fourth security zone and includes all housing unit areas except the cells themselves.

Cells (Zone 5): The fifth zone consists of individual cells in the housing units and is generally defined as the individual cell enclosure within each housing unit.

SECTION 3 PROGRAM

Introduction

The purpose of a program is to translate the operational basis of a building into a spatial description. To accomplish this, spatial standards are applied to definitions of personnel and functions resulting in a determination of the amount of space and the functional relationship between spaces that is appropriate to satisfy the operational objectives. The operational basis of the proposed correctional facility has been developed from stakeholder meetings and experience with other criminal justice projects.

The program defines in spatial terms the operational mandate of all the facility components organized into seventeen broad functional categories:

- 1.000 Public Entrance and Visitation
- 2.000 Facility Administration
- 3.000 Staff Entrance and Support
- 4.000 Main Control
- 5.000 Intake, Transport, and Release
- 6.000 Inmate Programs
- 7.000 Intake Housing
- 8.000 Male Housing
- 9.000 Female Housing
- 10.000 Specialty Housing
- 11.000 Work Release Housing
- 12.000 Juvenile Detention
- 13.000 Medical and Specialty Services
- 14.000 Laundry
- 15.000 Food Service
- 16.000 Building Support and Warehouse
- 17.00 Central Plant

Each component is described in narrative and spatial terms as follows:

Item	Description
Description of Function	Description of the component’s mission that establishes the basis for the design and construction approach.
Operational Assumptions	Framing the basic operating conditions to define the use of the component.
Special Considerations	Identification of any spatial factors or critical adjacencies that impact facility operation or design when applicable.
Adjacency Diagram	When necessary for areas with complicated operational flows and layouts, relationship diagrams will be provided.
Space Program Table	Net square footage for each space included in the component.

The space allocation table for each component includes the items described below:

Item	Description
Space Number	A number is assigned to each space. As the program evolves to architectural documents, the space numbering affords the opportunity to cross-check spaces.
Component	Space is named or described. The name in conjunction with the Space Number provides the architect with a basic understanding of the function.
Unit Net Square Feet (NSF)	The size of every room is driven by the function of the space. NSF is defined as the internal dimensions of a space that does not include the wall thickness, corridors, and any other area. Standards are derived from American Correctional Association (ACA) and local standards, as well as industry benchmarks.
Quantity	The number of units for a specific space type is identified.
Total NSF	The results of NSF multiplied by the number of units.

The final space summary will include the items described below:

Item	Description
Departmental Gross Factor	A factor is applied to NSF to estimate the amount of floor area required to enclose, access, and mechanically support the area.
Departmental Gross Square Feet (DGSF)	The total DGSF of an individual space component is an addition of the NSF (size of a room) and the Departmental Gross Factor (amount of non-assignable space) to arrive at the total estimated “contribution” that a single space contributes to the size of a building.

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The final program summary will provide the total DGSF requirement for the facility categories and components included. The design concept phase will include application of a building gross factor percentage to account for space that is directly related to a building and not a function. If the building is a high rise structure (and an Architectural Program does not define height, only square feet), then the elevator shafts, lobbies, fire stairs, mechanical shafts, exterior wall thickness must be accounted for in the total building size since cost is based not on total area. The building gross factor will be applied to the total DGSF to determine the Building Gross Square Feet (BGSF).

As part of developing the key operational assumptions to guide program development, the Team reviewed the pros and cons to determine the maximum number of beds for a housing unit. Comparisons between 56 beds and 64 beds were made and it was determined 64 beds would be the ideal maximum number of beds per unit. The County's goal is to ensure that every housing unit has a manageable population size appropriate to the assigned inmate classification without adding more officer posts and operational costs than necessary to service the new LCCF.

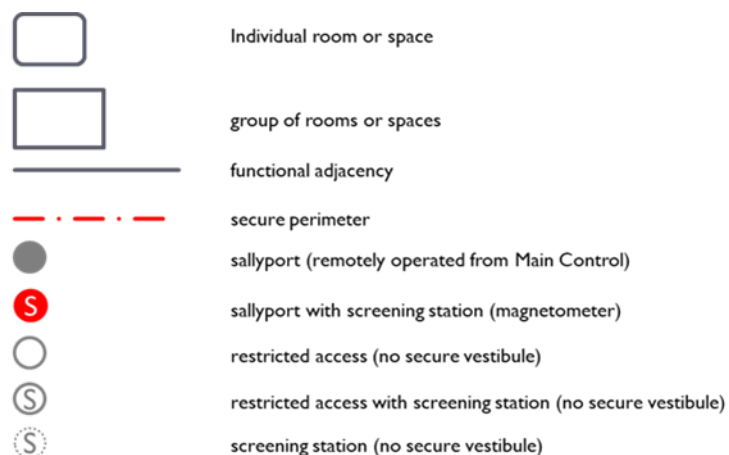
The space program and planned operational approach utilizes a 'cluster model', which includes support space to support inmate programming, healthcare services, case management reviews, etc. in a clustered area adjacent to a group of housing units. This model decentralizes these services and brings them closer to the living units, providing more direct services and reducing inmate movement. Planning for housing support clusters rather than providing all inmate support space directly in the housing units creates opportunities for a more efficient and cost effective delivery of a number of these services.

Facility Organization

The diagram below depicts symbols used to show different types of rooms, spaces, and security zones discussed while reviewing agencies during the initial programming meetings. The first type of space is characterized as a rectangle with rounded corners, which represents an individual room or space, and the second type is shown as a rectangle which represents a group of rooms or spaces. A solid gray line represents the functional adjacency between two components such as the relationship between loading dock and warehouse.

The red dashed line represents a boundary of the ‘secure perimeter’, which is the area within the facility where inmates are in the secure custody of the County. The circles represent places where movement in the facility is specifically controlled. The solid gray circle signifies a sallyport with interlocking doors that is controlled remotely by Main Control. These sallyports are typically controlling access to and from major building components, such as housing clusters, inmate services areas, the intake and transport area, and staff areas within the secure perimeter. The red circle with a white “S” represents a sallyport with interlocking doors controlled remotely by Main Control and also includes a screening station. Typically, these types of sallyports are found in public lobbies or areas where individuals from the public or staff are entering into the secure perimeter of the facility. These spaces typically have a magnetometer, a small table, and an officer post at an access point into the secure perimeter.

The uncolored circles indicate where control is restricted by a lockable door with control typically restricted by key card access, or with a screening station provided at a key location that may be used by an officer as needed. The solid circle represents a control door only, which is the most typical access control in the facility. A solid circle with an “S” is a control door that also includes a screening station that is used as needed, such as adjacent to the food service area where inmate workers may be screened when leaving the kitchen. The dashed line circle indicates a location where a screening station is placed within a circulation zone to be used as needed.



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1.000 PUBLIC ENTRANCE AND VISITATION

1.100 Public Entrance and Lobby

Description of Function

The Public Entrance should be easily accessible, with convenient access to public transportation services. The Public Entrance should be identifiable from the facility's exterior and parking areas and lead to a Public Lobby that serves as a reception and waiting area for visitors, professional visitors, and those having business with facility administration. The Public Entrance and Lobby will be outside of the secure perimeter and staff should have clear sightlines for anyone entering or exiting the LCCF. The Public Entrance will be controlled by Main Control, to allow for professional visits or any other required entrance to the public lobby after hours. The entrance will include a vestibule which will remain open during extended business hours and allow limited access by professional visitors 24/7 in order to accommodate attorney client visits.

The Public Entrance and Lobby is the first point of contact that members of the public have with the facility and staff. To encourage positive connections between the facility, families and other community visitors, the Lobby should reflect a welcoming and non-threatening environment. Design should include natural light, though with shatter-resistant glazing. An area for information kiosks will be provided.

The Lobby will include an area for those waiting to be screened for visitation, including seating, an area for strollers, public restrooms and an area for the public to drop off pre-approved personal items to anyone incarcerated. The Lobby is also the point of reception for those waiting to meet with personnel in administration or in another area of the facility.

Small wall-mounted public lockers will be provided for visitors to secure personal items not allowed within the secure perimeter of the facility such as cell phones or keys. Public lockers should be in proximity to, but prior to the point of entry to the secure perimeter. The lockers should be positioned to prevent re-entry/access after screening has occurred. Those who have official business with facility administration may be permitted into the administration area by the Lobby officer. The Administration Area is outside of the secure perimeter of the facility with access controlled by key card and does not require security screening. All visitors entering the secure perimeter of the facility must be security screened.

An enclosed officer station with a secure door, ballistic glazing, and ballistic walls with the ability to protect against large caliber assault weapons will be provided in the Public Lobby. A correctional officer will be located at this post during business and visitation hours to provide information to visitors and others, facilitate access to the administration area, and maintain security. In addition, anyone scheduled to drop off personal item(s), medication(s), or any other item permitted by the facility's policy will be dropped off with the correctional officer located in the lobby. A secure property pass-thru will be provided which is large enough to allow small items such as medication, eyeglasses, etc. to be passed. The correctional officer will then request the appropriate department to retrieve, check-in, and search items being dropped off before distributing the item(s).

An area designated for spectators to view arraignment court remotely will be provided in the public lobby. This area will have clear sightlines from the officer station and allow for 4 seats which face a monitor which televises the arraignment court hearings.

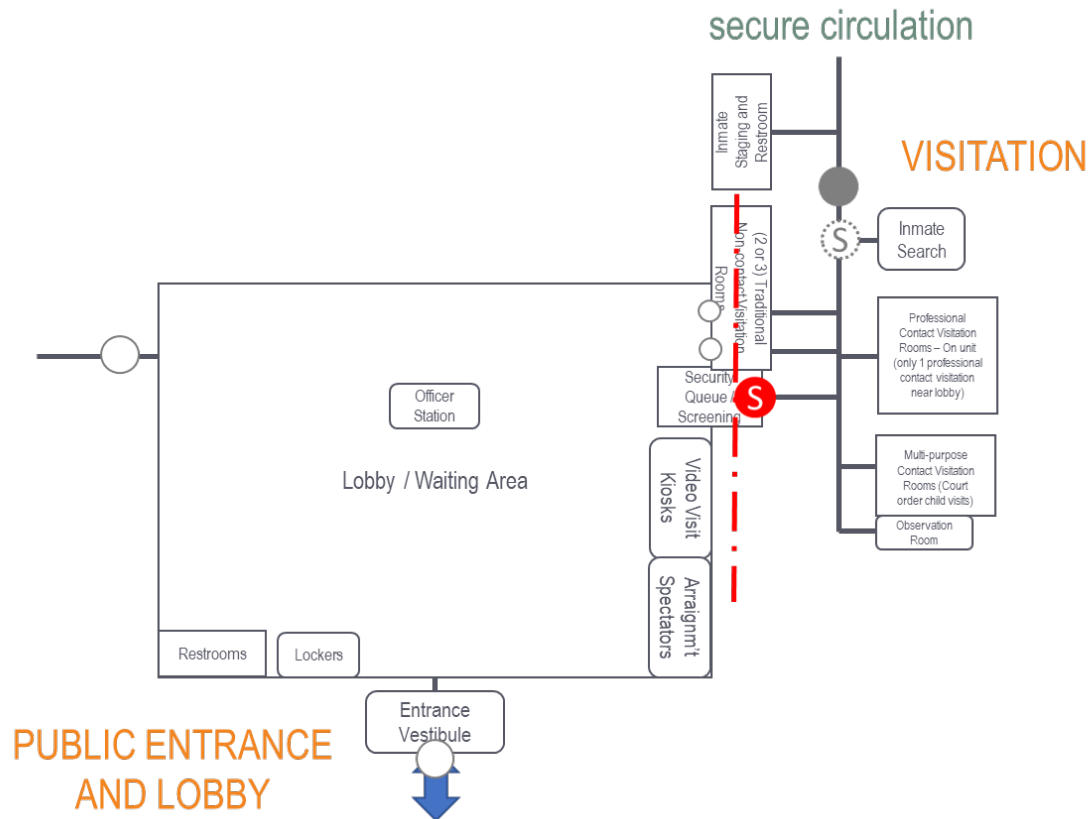
Operational Assumptions

Everyone except for staff will enter the Public Lobby to gain access to the Visitation Center, professional visits on-unit, and Administrative Offices. The information counter/officer station should be centrally located to view the Public Lobby, Visitation Center, and the entrance to the Administrative Offices.

Special Design Considerations

Social and professional visitors will be directed to the Visitation Center or to the on-unit professional visiting rooms from the Public Lobby after screening and identification. The use of aesthetically pleasing colors and non-institutional materials is encouraged in the video visitation and family visitation area. Furnishings and surfaces should be as durable and maintenance-free as possible. Flexible furnishings should be used to the extent possible to adapt to future changes. The use of institutional materials which would be considered hardened materials which tend to be more vandal resistant is encouraged in the non-contact and contact visitation areas.

Adjacency Diagram



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Space Program Table

1.100	Public Entrance and Lobby	Unit NSF	Qty	NSF	Comment-Outside Security
1.101	Entrance Vestibule	160	1	160	2 doors, weather vestibule for public and visitors only
1.102	Lobby/ Waiting	1,000	1	1,000	includes information kiosks
1.103	Officer Station	60	1	60	enclosed station, accessible via securable door from the lobby; ballistic material
1.104	Video Visit Kiosks	25	4	100	4 video visit stations, can accommodate 2 visitors each station, acoustic sensitivity
1.105	Arraignment Court Remote Spectator Area	80	1	80	4 seats, video monitor with sound, clear sightline from officer station
1.106	Utility Closet	120	1	120	general storage
1.107	Public Restrooms	250	2	500	drinking fountains adjacent to public restrooms 3 fixtures per restroom
1.108	Family Restroom	80	1	80	includes diaper changing station
1.109	Janitor's Closet	40	1	40	mop sink, rack, larger janitorial equipment, floor drain
1.110	Visitor Lockers Alcove	150	1	150	32 half-height lockers for winter coats, diaper bags, area to park strollers for public
1.111	Security Queueing	240	1	240	accommodate 10 people in queue
1.112	Security Screening	100	1	100	metal detector, x-ray machine, small table, wand, etc.
1.113	Security Vestibule	80	1	80	vestibule between lobby and secure perimeter / visitation area
Subtotal NSF				2,710	

1.200 Visitation (Public & Professional)

Description of Function

The Visitation Center is where the public and professional visitors will visit with inmates. The center includes areas for video, non-contact, and contact visitation. The only other contact visit would be between professional visitors and inmates in the visitation center. All other visits will either take place by using electronic video visit or non-contact visitation options.

The method of visitation is determined by the nature of the visit, the security level of the inmates, and/or the recommendation and determination of court officials, counselors, and facility administration. The primary method for most family and social visits will be through electronic video visit from either the Public Lobby or from the use of an individual(s) electronic device such as a phone or a tablet. An alternative method will be provided on a case-by-case basis using face-to-face non-contact visit through detention grade glazing.

A primary method for professional visits is by using a private video visitation capable of sharing and transmitting documents. The second method is for a secure professional visit that may occur through a divider or protective glazing on-unit or in the visitation center. These locations will also have a narrow lockable paper pass for exchanging paperwork between the inmate and the attorney.

The third method of visiting is by using the contact visitation room. This space will primarily be used for professional visits to review documents. Other types of contact visits may occur such as group meetings with social workers, family visits, and professional visits with the permission of the facility administrator, designee, or court ordered.

Operational Assumptions

Visitors will be screened after entering the Public Lobby to ensure security and safety. Visitors will then be directed to the Visitation Center. There will be space for non-contact and contact visiting. The public can also conduct paid video visitation from home. Professional visitors have the flexibility to conduct visitation as needed by scheduling an appointment.

The Visitation Center will be accessed from the Public Lobby. The information counter/officer station should be centrally located to view the Public Lobby and Visitation Center.

The secure/public side of the visitation center will include an officer workstation for security staff to monitor and manage. The station should be situated in a way that the officer can work at a computer, with clear sightlines to monitor visitation traffic, and serves as an approachable area for professional/personal visitors to ask questions and receive information.

There will be three types of visitations for inmates. The first is video visitation, non-contact, and professional visitors. Video visitation will allow more visits to take place for longer durations, therefore, benefiting the wellbeing of inmates. Inmate video visitation booths will be within each housing unit dayroom with at least one booth designed to afford more privacy. Inmates will also be issued tablets as an additional option for video visitation. This will not require any movement outside the housing unit, therefore enhancing security and reducing movement.

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The second type of visitation will be in the centralized Visitation Center. The lobby officer station will notify the appropriate housing unit officer that an inmate has a visit. The officer will allow the inmate to move to the Visitation Center for the visit to commence. The professional will be allowed into the visitation room and wait for the inmate to be brought by an officer. After the visitation is complete, the professional visitor will notify staff and the inmate will be searched and then escorted back to housing. It should be noted the large majority of professional visits will take place in a non-contact booth on the housing unit. The non-contact booth should allow easy access from the main corridor for the professional visitor and direct access from the housing unit in order to allow for less inmate movement throughout the facility. A lockable paper-pass should be provided as well as the ability to share document electronically to the inmate tablets.

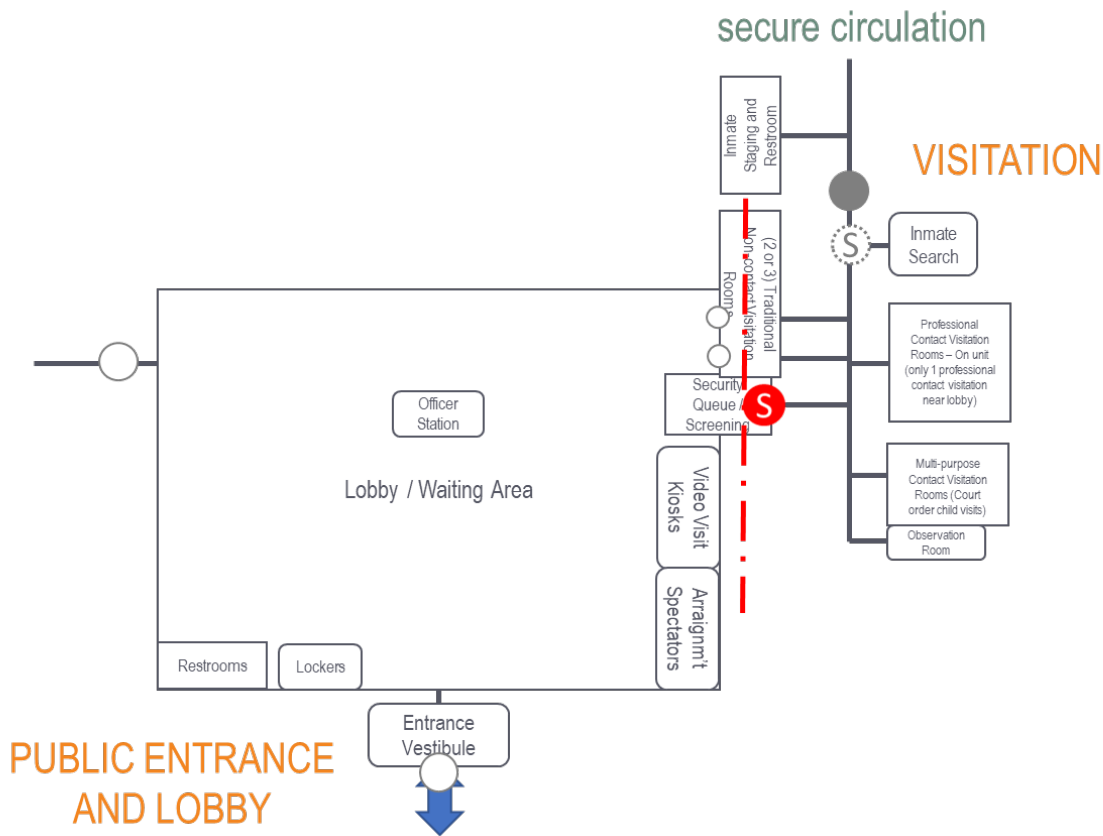
Contact visitation rooms will also be provided for professional visits and family visits as authorized and when ordered by the courts. The lobby officer station will notify the appropriate housing unit officer that an inmate has a visit. The housing officer will allow the inmate to move to the Visitation Center for the visit to commence. The visitor will be escorted into the contact visitation room and wait until the inmate is brought to the Visitation Center. An officer will supervise the visitation area and have direct line-of-sight of contact visits. After the visitation is complete, the visitor will notify staff.

Inmates will access the Visitation Center for non-contact and contact visits through a secure entry vestibule and will be searched before and after the visit and returned to their housing unit. The secure/inmate side of the visitation center will include a small officer station and a search area out of the sight of other visitors.

Special Design Considerations

Professional visitors will be directed to the Visitation Center or a specific housing unit visitation room from the Public Lobby after screening and identification. The use of aesthetically pleasing colors and non-institutional materials is encouraged in the professional contact visitation room and family visitation areas. Furnishings and surfaces should be as durable and maintenance-free as possible. Flexible furnishings should be used to the extent possible to adapt to future changes. The use of institutional materials is encouraged in the non-contact and contact visitation areas.

Adjacency Diagram



Space Program Table

1.200	Visitation (Public & Professional)	Unit NSF	Qty	NSF	Comment - Inside Security
Public Visitation					
1.201	Child Visitation Room	150	2	300	accommodate up to 4 people, used for family visits, couch, children's play area
1.202	Observation Room	80	2	160	window with one way vision for professional staff to observe the child visitation room
Professional Visitation					
1.203	Accessible Non-Contact Interview Room	80	1	80	
1.204	Non-Contact Interview Room	40	2	80	
1.205	Professional Contact Visitation Room	120	1	120	accommodate up to 4 people
1.206	Officer Post	25	1	25	
Inmate Area					
1.207	Inmate Staging Area	150	1	150	10 seats for inmate staging
1.208	Inmate Restroom	65	1	65	
1.209	Inmate Search Alcove	40	2	80	sink on adjacent wall
1.210	Security Screening	80	1	80	
Subtotal NSF				1,140	

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2.000 FACILITY ADMINISTRATION

2.100 Staff Offices

Description of Function

The Facility Administration component serves as the center for administrative leadership regarding the operation of the facility in an office environment that is frequented by both staff and official business visitors. This component will be located outside the secure perimeter of the facility. The Warden manages the facility with assistance from two Deputy Wardens. The administrative office will also include business office staff, the facility manager, support staff, and the human resources manager. The office suite should be designed to reflect easy, but controlled, access to administrative personnel by official visitors, volunteers, vendors, and representatives of other agencies.

Operational Assumptions

The Facility Administration space is open during normal business hours, Monday through Friday. When an individual seeking to visit Facility Administration approaches the officer station in the Public Lobby, the Corrections Officer will verify the identity of the individual and the purpose of the visit. Once this has been verified and the visitor screened, the individual will be directed to the Facility Administration office suite. Inside the office suite will be a waiting area where the individual will remain until Facility Administration staff are ready to receive them.

A combination of private offices and open workstations with a shared lobby/ waiting area, visitor restroom, workroom, break room, secure file room, general storage, and staff toilets will be provided for administration staff. Within the office suite will be two conference rooms with one being designed to hold up to 15 people and the other to be the Warden's Conference Room which will hold up to 24 people. The Warden's Conference Room should have the ability to be accessed directly from the Warden's Office and off the main corridor. The Warden's Conference Room will double as the emergency back-up for Main Control. Both of these conference rooms as well as all others throughout the facility should be equipped with audio visual capability.

Facility Administration will be accessible from two adjacent functions the Public Lobby and the Staff Entrance and Support Area located outside the secure perimeter of the facility. Staff access from these functions to inside secure perimeter of the facility will be through an adjacent secure sallyport and should require card access.

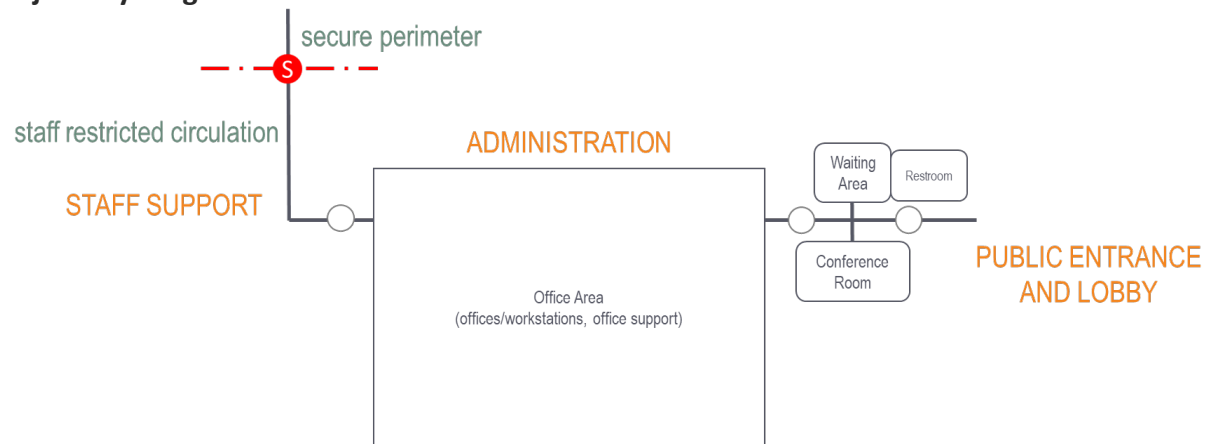
Special Design Considerations

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. All offices and work areas should have access to sunlight, comfortable climate control, and furniture that supports a positive work environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

The Warden’s Conference Room will have the ability to control the entire facility through use of security electronics in the rare event Main Control is overtaken. The ability to control the entire facility must meet any reasonable request by the county including but not limited to having multiple data connection points, wireless access points, multiple power receptacles, multiple oversized television monitors, and any other technology required to operate the emergency back-up for main control.

Adjacency Diagram



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Space Program Table

2.100	Staff Offices	Unit NSF	Qty	NSF	Comment - Outside Security Adjacent To Lobby
2.101	Waiting/ Reception	150	1	150	10 seats for waiting, camera/ intercom to enter admin
2.102	Public Restroom	65	1	65	adjacent to waiting area
2.103	Conference Room	300	1	300	AV capable, accommodates up to 15 people, adjacent to lobby
2.104	Mail Bins	20	1	20	table with mail bins, legal mail & U.S. mail
2.105	Warden Office	240	1	240	private office, meeting area for 4, includes wardrobe closet
2.106	Warden Restroom	65	1	65	
2.107	Wardens Conference Room	600	1	600	24 people, access into warden's office & corridor, AV capable, emergency backup to main control
2.108	Warden Assistant	120	1	120	private office
2.109	Deputy Warden of Operations	150	1	150	private office
2.110	Deputy Warden Of Inmate Services	150	1	150	private office
2.111	Director of Administration	120	1	120	private office
2.112	Reentry Coordinator	120	1	120	private office
2.113	H.R. Manager	150	1	150	private office
2.114	H.R. Office Support	120	1	120	private office
2.115	Administrative Assistant	64	1	64	open workstation
2.116	Business Manager	150	1	150	private office
2.117	Safe	60	1	60	adjacent to business manager, petty cash & valuables
2.118	Shared Office	120	1	120	private office, hoteling space/ outside auditor
2.119	Inmate Accounts	48	1	48	open workstations, adjacent to business manager office
2.120	Fiscal Technician	48	1	48	open workstations
2.121	Purchasing Clerk	48	1	48	open workstations
2.122	Corrections Mail Clerk	120	1	120	shared office with 2 desks
2.123	Inmate Services Supervisor	120	1	120	private office
2.124	Armory	180	1	180	lockable storage cabinets for lethal 9mm handguns, shotguns, ammo storage, cabinet for spare keys
2.125	Workroom/ Storage	220	1	220	counter w/above & below cabinets, space for 2 all in one printer/copier, large shredder, office supplies
2.126	File Room	120	1	120	locked door for files, future office
2.127	Kitchen	250	1	250	full kitchen
2.128	Break Room	160	1	160	adjacent to kitchen
2.129	Staff Restroom	65	3	195	
2.130	Janitor's Closet	40	1	40	mop sink, rack, floor drain
2.131	County IT Workbench	120	1	120	
2.132	Server Room	100	1	100	3 racks, dedicated AC unit
Subtotal NSF				4,533	

3.000 STAFF ENTRANCE AND SUPPORT

3.100 Staff Entrance

Description of Function

The Staff Support component will function as the central point for staff and contracted staff to access the facility, receive daily instructions regarding operating matters, access lockers, and fitness room. Staff may enter this area prior to going to their assigned work area or after leaving their post at the end of their scheduled shift. The spaces will provide areas for staff to prepare for work as well as to take intermittent scheduled breaks if time allows.

The Staff Support component should be located outside the secure perimeter and accessed through a dedicated, controlled access staff entrance/exit on the outside of the building.

Operational Assumptions

The Staff Support area should be accessed through a dedicated staff screening entry/exit from the secure staff parking lot. Once inside the building, staff will likely access the staff locker and shower area to prepare for work. Staff will gather at a muster room sized for 60 people with audio visual capability to debrief before and after shifts. The muster room can also serve as a training and multi-purpose space when not in use during shift changes.

In addition, the following spaces will be provided in the Staff Support areas; training/classroom, uniform storage, outdoor space with mock cells, both CERT and FERT assembly areas, armory, and staff dining.

A security vestibule will be adjacent to Staff Support area to provide staff access from outside to inside the secure perimeter of the facility. This vestibule will provide access to the secure perimeter for all components located off the Public Lobby and should include space for security screening equipment and a screening officer's work station.

Staff will be provided access to Staff Support areas throughout the course of their workday. The component should be adjacent to the Facility Administration component.

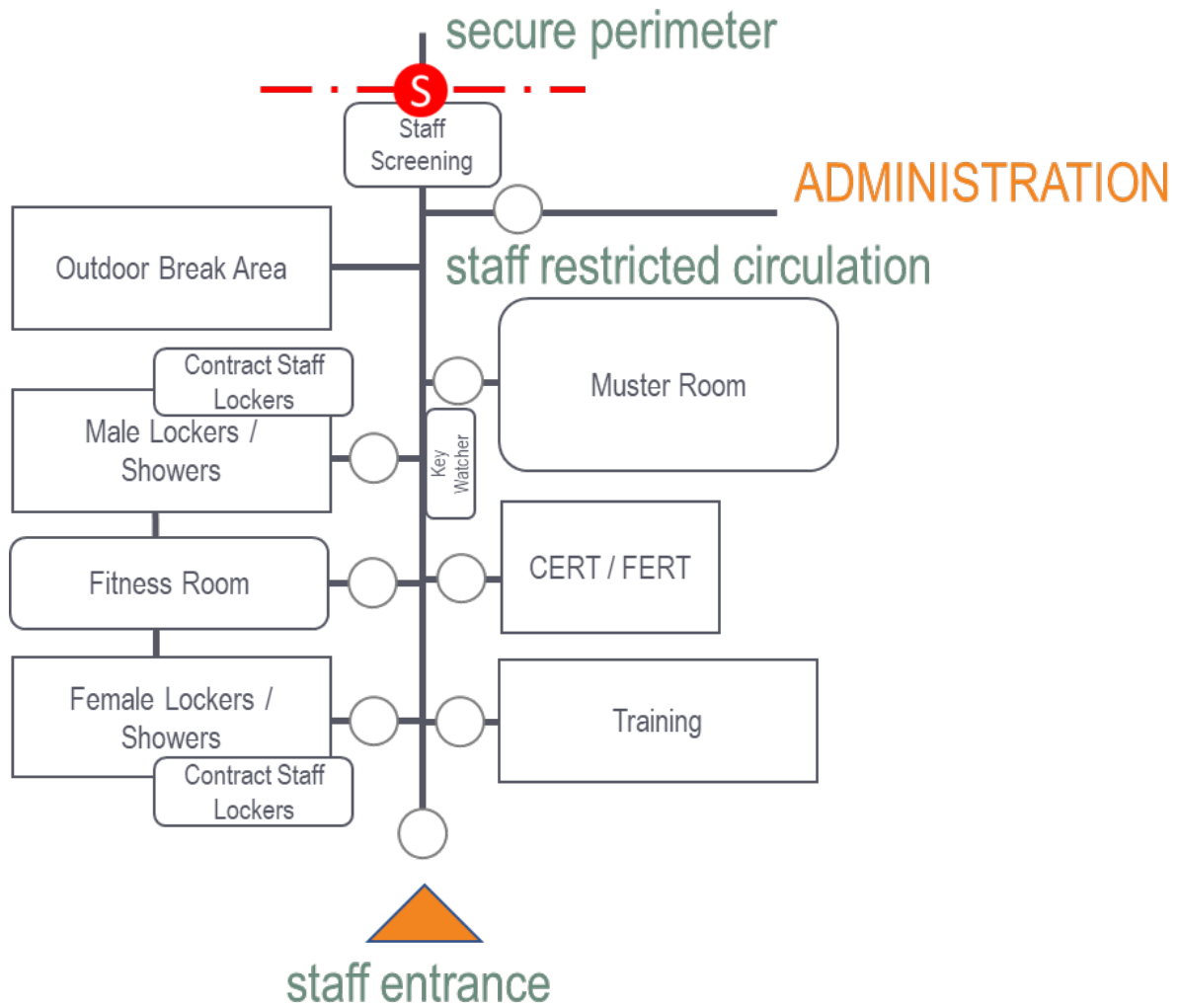
Special Design Considerations

Staff Support areas should provide rewarding experiences through amenities, exercise, and social activity. The overall construction of the Staff Support area should be standard commercial grade construction and should not feel as though you are inside a correctional facility. Commercial grade construction is defined as typical stick built construction which does not include detention grade materials unless specified. The spaces should: portray a professional image for staff; promote collaboration, communication, and creativity through the arrangement of spaces and technology; and incorporate biophilic components into the design.

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Adjacency Diagram



Space Program Table

3.100	Staff Entrance	Unit NSF	Qty	NSF	Comment - Outside Security
3.101	Entrance Vestibule	120	1	120	weather vestibule, 2 doors staff and contracted staff entrance only
3.102	Male Locker Room	3,400	1	3,400	210 full-size lockers w/boot bin, and bench and outlets for charging, 40 half-height lockers
3.103	Male Restroom	400	1	400	sinks, toilets, urinals, adjacent to locker room/showers
3.104	Male Shower	60	4	240	room or alcove with modesty curtain
3.105	Female Locker Room	1,600	1	1,600	80 full-size lockers w/boot bin, and bench and outlets for charging, 60 half-height lockers
3.106	Female Restroom	280	1	280	sinks, toilets, adjacent to locker room/showers
3.107	Female Shower	60	2	120	room or alcove with modesty curtain
3.108	Mother's Room	110	1	110	counter w/sink, refrigerator, small table and chairs, private space within female locker room
3.109	Fitness Room	1,500	1	1,500	rubber padded flooring, commercial weights and cardio fitness equipment; includes dedicated fitness class/yoga area with moveable partition
3.110	Storage	150	1	150	storage room adjacent to fitness room
3.111	Muster Room	1,200	1	1,200	accommodates up to 60, A/V capable, ability to have prison board meetings, graduations, larger events, etc.
3.112	Key Watcher Alcove	20	1	20	adjacent to muster room in corridor
3.113	Central Equipment Issue Room	120	1	120	storage for gear, radios, batteries, keys, etc.
3.114	Janitor's Closet	40	1	40	mop sink, rack, floor drain
3.115	Staff Queueing	200	1	200	queueing for security screening; accommodates up to 20
3.116	Staff Screening	60	1	60	security screening prior to entering the secure perimeter via the security vestibule; metal detector, wand
3.117	Security Vestibule	80	1	80	secure staff entry
Subtotal NSF				9,640	

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Lancaster County Correctional Facility – Facility Program Report

3.200 Training

Description of Function

The Training area will function as the central point for county staff and new recruits to utilize for training classrooms, basic physical training, uniform storage, and outdoor space to conduct physical fitness training, cell extraction training, and OC spray training. This area will include two large storage areas for chairs, tables, mats, and supplies. Also, this area will include two offices and two conference/classrooms to accommodate from 30 to 60 persons, which can be made larger or smaller by using a dividable wall.

Operational Assumptions

The Training area will be accessed either from the main lobby or from the locker rooms. Once staff and new recruits are instructed, they will either enter the physical training area or they will enter one of the two classrooms. The Training component includes three different types of areas:

- Training/ Classrooms
- Outdoor Training Space
- Uniform Storage

Special Design Considerations

The training area should provide rewarding experiences through amenities, exercise, and social activity. The overall construction of the training and fitness area should be standard commercial grade construction. The spaces should: portray a professional image for staff; promote collaboration, communication, and creativity through the arrangement of spaces and technology; and incorporate biophilic components into the design. The outdoor space should be shielded from view from the public and should include floor drains, hose bibbs, and eye wash stations in close proximity as this area may be used for OC spray training.

Space Program Table

3.200	Training	Unit NSF	Qty	NSF	Comment - Outside Security
3.201	Training/ Classroom Room	600	2	1,200	conference room accommodates 30 people per room w/dividable wall to make one large room to accommodate up to 60 people total
3.202	Storage	160	2	320	chairs, tables, mats, supplies
3.203	Training Lieutenant	150	1	150	private office
3.204	Training Sergeant	120	1	120	private office
3.205	Uniform Storage	300	1	300	uniform and duty gear storage
3.206	Outdoor Space	800	1	-	outdoor space used for training, mock cells, OC spray training, eye wash station, not included in nsf
Subtotal NSF				2,090	

3.300 CERT, FERT Rooms and Armory

Description of Function

The Corrections Emergency Response Team (CERT) and Fire Emergency Response Team (FERT) Assembly Room and Support is provided to dedicated and trained staff who are responsible for responding to incidents requiring cell extractions, any other escalated incidents which requires security reinforcement, and fires within the facility. As part of this function, spaces include the CERT/FERT assembly area for briefing and debriefing from incident and oversized security equipment lockers which provide an area for briefing and debriefing from incidents and a space to gear up to respond to incidents.

Directly adjacent to the CERT assembly area is the Armory which includes the following spaces:

- Workshop (includes wall mounted firearm clearing trap)
- Armorer workstation
- Weapons storage
- Ammunition storage
- Chemical Storage
- Restraint Storage
- Key Watcher Alcove

Operational Assumptions

The goal of the CERT area is to provide a space located outside the secure perimeter where individuals assigned to CERT can quickly assemble a plan and quickly gear up to respond to incidents involving inmates housed at the LCCF. Additionally, CERT is to keep the LCCF inmates, staff, and volunteers safe and secure. The team wears ballistic vests and a large amount of gear and will require the space to be close to the secure perimeter for timely and effective responses to incidents.

Special Design Considerations

This area must remain outside the secure perimeter but in close proximity to an entrance into the secure perimeter. The armory stores weapons and chemicals which should have no access to the public or inmates. Only required staff and CERT team members should have access to this area by using a keycard and access to the armory should only be located off of the CERT locker area. Spaces which store and where chemicals are used to clean weapons will be properly vented.

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Space Program Table

3.300	CERT, FERT Rooms and Armory	Unit NSF	Qty	NSF	Comment - Outside Security
	CERT & FERT				
3.301	CERT / FERT Assembly Area	250	1	250	tables, chairs, whiteboards
3.302	CERT Security Equipment Lockers	350	1	350	45 oversized lockers w/bench
3.303	FERT Equipment Lockers	120	1	120	15 oversized lockers w/bench
	Armory				armory should have entrance off of CERT locker area only
3.304	Work Shop	150	1	150	include wall mounted firearm clearing trap
3.305	Armorer	48	1	48	workstation
3.306	Weapons Storage	150	1	150	gun racks and shelving
3.307	Ammunition Storage	150	1	150	approved exhausted metal safety cabinets
3.308	Chemical Storage	100	1	100	proper ventilation
3.309	Restraint Storage	80	1	80	wall mounted peg and cubbies system
3.310	Key Watcher Alcove	40	1	40	secure key storage
	Subtotal NSF			1,438	

3.400 Staff Dining

Description of Function

The Staff Dining component will serve as the central point for staff to eat meals during their shifts. Staff dining should accommodate all facility staff including contracted staff at a typical peak dining time. All staff will be encouraged to take time to eat together in order to build a stronger family like bond and healthy team culture. The Staff Dining Room will be a comfortable environment that is removed from the feel of an institution. Maximized natural light and ability for fresh air should be introduced to all staff areas, particularly staff dining.

Meals provided in staff dining will be prepared in the adjacent food service kitchen with the ability to utilize the inmate culinary arts program which should be directly adjacent to the staff dining area. In addition, ready-to-eat/ grab-n-go meals will be provided, beverage options, and snacks will be provided.

Operational Assumptions

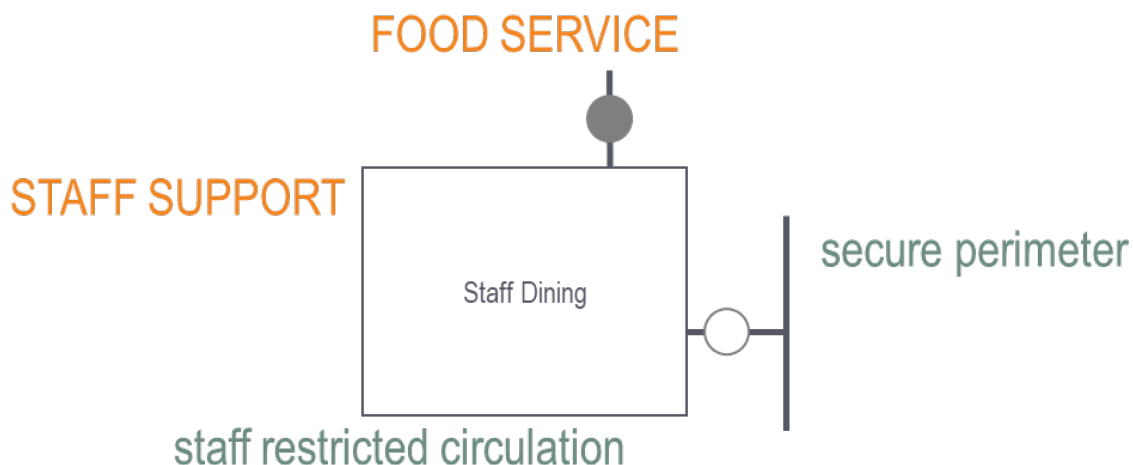
The Staff Dining area should be accessed from the staff corridor near the staff entrance but must remain inside security. The dining area should include space for up to 60 people, and include a variety of tables, chairs, and include a hot/ cold serving area for food to be served. In addition, 5 small report writing carrels to be provided for staff to write reports.

Also, an outdoor partially covered patio large enough to accommodate 20 to 24 staff, picnic tables, benches for seating, power receptacles, floor drains, and hose bibbs. This area should have views of nature but must be shielded from the view of public and inmate areas to allow for privacy.

Special Design Considerations

The spaces should: portray a professional image for staff; promote collaboration, communication, and creativity through the arrangement of spaces and technology; and incorporate biophilic components into the design.

Adjacency Diagram



3 | PROGRAM

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Space Program Table

3.400	Staff Dining	Unit NSF	Qty	NSF	Comment- Inside Security
3.401	Staff Dining Hall	1,500	1	1,500	seats for 60, tables, chairs; food service counters and work area
3.402	Serving Area	150	1	150	hot/ cold serving area, roll up window to culinary arts short order kitchen
3.403	Storage Room	120	1	120	
3.404	Staff Restroom	65	2	130	
3.405	Janitor's Closet	40	1	40	mop sink, rack, floor drain
3.406	Report Writing Carrels	35	5	175	5 small writing carrels for staff to write reports
3.407	Outdoor Patio	800	1	-	accommodates up to 20 to 24 staff in exterior space, not included in net sf
Subtotal NSF				2,115	

4.000 MAIN CONTROL

Description of Function

Main Control serves as the operational and security hub of the entire facility. Main Control monitors and controls all security communications, life safety and security systems, and all general building movement patterns. Main Control is a secure fixed post, 24 hours per day, 7 days per week. All intercoms and access controls at security doors will be managed by Main Control officers. Any cameras inside or outside the facility will be monitored by Main Control.

Note: In a SIM/ direct supervision environment, the emphasis of housing unit security and control is placed on the Housing Unit Officer. The Housing Unit Officer will provide primary direct observation of housing unit activities. The housing officer will also control cell door functions and access in and out of the unit. Main Control should control access to the outer security entrance of a housing unit and have capability to override control of a housing unit.

Operational Assumptions

Main Control will be responsible for the following functions:

- Control entry and exit from the secure area (pedestrian and vehicular)
- Control the internal movement into and out of major zones in the facility
- Monitor all audio and CCTV in the facility
- Serve as the communications center for public address announcements
- Observe inmate movement in corridors
- Override housing control panels
- Monitor the life safety and security systems
- Distribute any keys necessary that are not controlled by the key watch system
- Ability to take control over all door and elevator controls, particularly in emergency situations
- Accept outside phone calls during off hours
- Act as the point of communication with outside emergency services such as fire, EMS, and police

The control room consists of a large space with height-adjustable workstations, multiple touch screens/monitors, a pass-through window, beverage counter with a sink, microwave, undercounter refrigerator, and a radio repeater system. The control panels must be configured so one officer can easily operate the controls if necessary. The control panels must allow for redundancy to take over all electronics in the facility from this central point. An adjacent staff toilet and equipment room must be accessed from the main control room, as Corrections Officers cannot leave this post unattended. A key pass-thru and an intercom to the corridor around Main Control will be required.

Staffing for Main Control will require two posts, 24-hours per day, 7-days per week.

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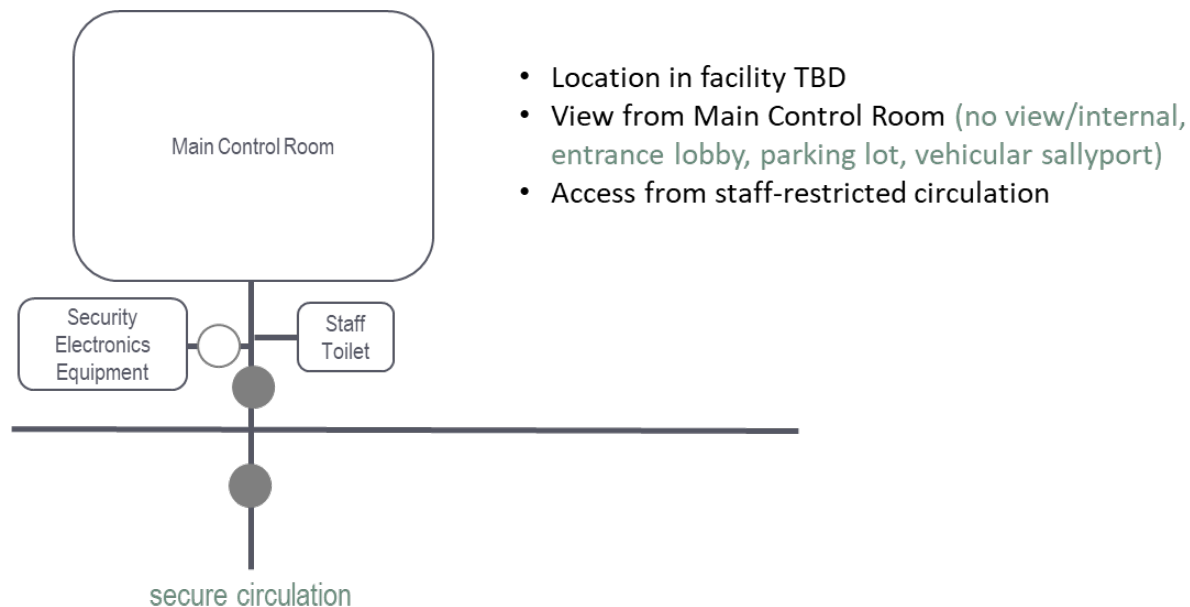
Lancaster County Correctional Facility – Facility Program Report

Special Design Considerations

Main Control must be contained within its own security envelope, meaning that the floor, walls, and ceiling must be secure. Overall access to the Main Control area will be limited and the room will be secured. The facility must have a back-up command center location to operate all controls inside the secure perimeter. It is the preference to have main control located in a manner to allow optimal elevated views through windows to have ability to keep visual on spaces where the public have access for example parking lot, public lobby, and any other areas while having the ability to have views down the main corridor. Note, if windows are provided no one from the outside of this space should be able to see inside Main Control.

The environment in Main Control should minimize stress through temperature control, good ventilation, sound absorption, controlled lighting (dimmer switch), and ergonomic/adjustable counters, chairs, and monitors. Electrical power in Main Control must be connected to facility's emergency power generator to ensure uninterrupted operations at all time, and temperature control and ventilation for the Main Control area must include back-up systems.

Adjacency Diagram



Space Program Table

4.100 Main Control		Unit NSF	Qty	NSF	Comment - Inside Perimeter - Adjacent to Public Lobby with views down main corridor - Elevated
4.101	Entry Sallyport	80	1	80	interlocking doors
4.102	Security Electronics Equipment	180	1	180	interlocking door
4.103	Main Control Room	340	1	340	3 height adjustable work stations w/temperature control at each station, fire panel station, pass-through drawer, beverage counter w/sink, undercounter refrigerator, repeater system
4.104	Staff Restroom	65	1	65	
Subtotal NSF				665	

5.000 INTAKE, TRANSFER, AND RELEASE

5.100 Vehicle Sallyport

Description of Function

The Vehicle Sallyport component consists of the intake and transportation vehicle sallyport area. A vehicle sallyport is required to receive new arrestees (intake), transport inmates to and from court or other facilities (transport), and also for other law enforcement agencies to take custody (other agency release) or to check prisoners out for temporary periods (temporary release to other agency). The sallyport will be a large area to accommodate two large capacity transportation vans with up to 12-person capacity, six temporary law enforcement parking (police cruiser/SUV), parking for up to seven county vehicles and a clear lane for emergency vehicles. A secure sallyport should be provided with direct access from the Wellness Center and Infirmary areas in order not to disrupt intake and transfer operations.

Operational Assumptions

The vehicle sallyport will be a secure, controlled entryway into the facility. Its main function will be to provide enclosed security while detainees/inmates are being loaded and unloaded from vehicles. The vehicle sallyport will be designed to be an enclosed covered space with the ability to pull through the entrance into a clear lane and park transport vehicles and exit out of the other side of the vehicle sallyport. The clear lane for emergency vehicles should be an oversized lane to support ambulances and large fire trucks.

The vehicle sallyport will include a minimum of two separate secure sallyports one being for new intakes and the second secure sallyport for inmates requiring transport to court or transfer to other facilities. It is preferred for a third secure sallyport dedicated for emergency medical transportation to be included in the design if design contingency allows.

Movement in and out of any vehicle sallyport will be monitored and controlled by Main Control. Vehicles approaching the Intake Sallyport will arrive at a callbox with 2-way video/ audio capabilities where they can contact Main Control and present credentials and reason for needing entry. Main Control will be able to view the vehicle via CCTV and allow entry once verified.

The sallyport will include two wall-mounted gun lockers with one gun locker located near each door, weapon clearing station, armory storage, hand/ eye wash station, and an accessible deluge shower for anyone requiring a shower before entering into the intake processing center.

Where possible, the vehicle approach to the vehicle sallyport should be easily maneuverable by large vehicles free of tight turning radius, blind spots, and meet any local or state fire marshal requirements for emergency vehicles.

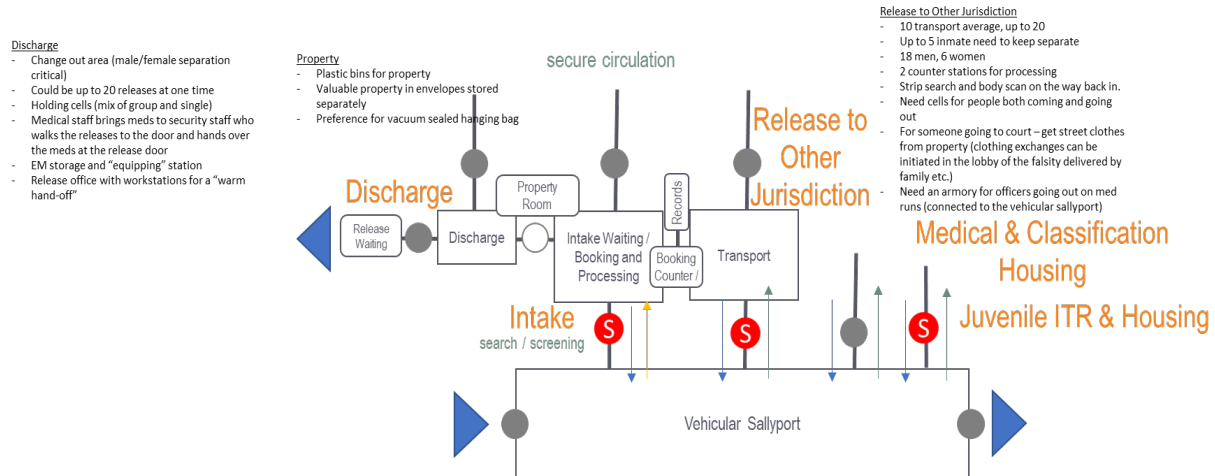
Special Design Considerations

The vehicle sallyport will be a secure, enclosed/ covered area adjacent to intake for inmate entry and exiting for transport. Adequate trench drains with the ability for rainwater/snow from vehicles to drain efficiently to an oil/sand separator should be provided in the vehicle sallyport. Carbon monoxide monitors and secure ventilation will be required for safe use and occupancy of the vehicle sallyport.

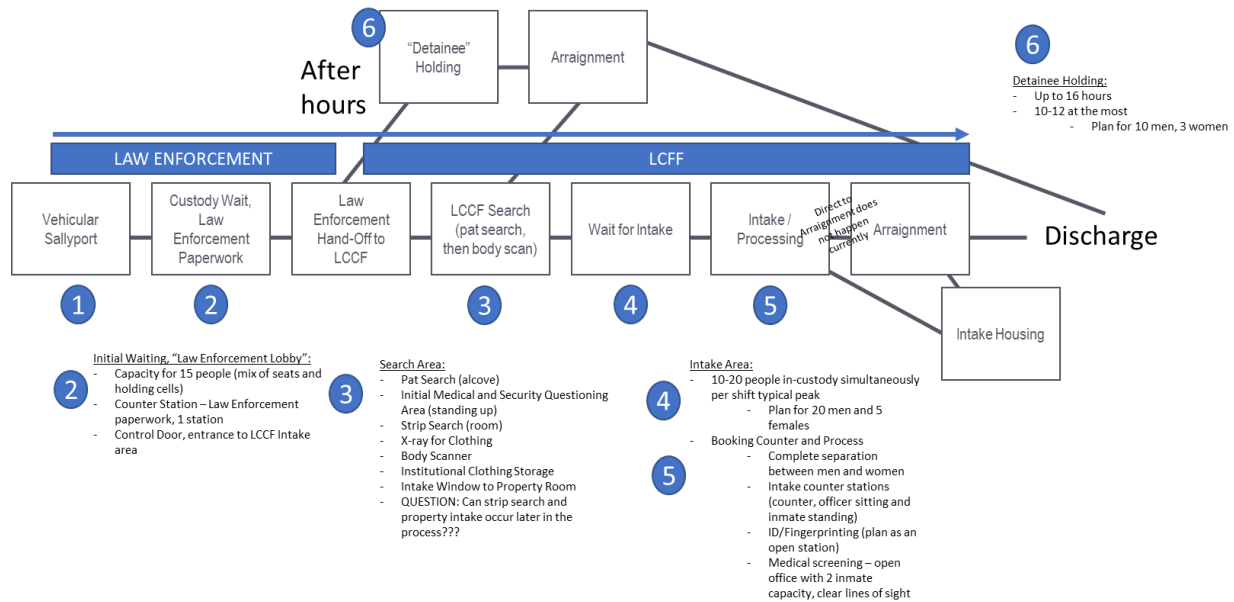
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Adjacency Diagram



ITR Process Flow Map



Note: The County is still evaluating the spatial and operational impacts of creating a Central Booking at the new facility.

Space Program Table

5.100	Vehicular Sallyport	Unit NSF	Qty	NSF	
5.101	Vehicular Sallyport	6,200	1	6,200	enclosed interlocking doors, 2 (12-person) transport vans, 6 arresting officer vehicles, 7 county vehicles, clear lane for emergency vehicles with 3 pedestrian sallyports entering into the facility.
5.102	Gun Lockers	20	2	40	2 wall-mounted lockers for up to 12 guns each, one locker near each door, wall mounted gun clearing station near each locker
5.103	Armory	180	1	180	lockable storage cabinets for lethal 9mm handguns, tasers, handcuffs, ammo storage, workstation
5.104	Hand/ Eye Wash Station	6	1	6	
5.105	Accessible Deluge Shower	40	1	40	shower w/floor drain
Subtotal NSF				6,466	

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5.200 Intake and Processing

Description of Function

The Intake processing serves as the single-entry point for arrestees and detainees entering the facility. This component serves as the initial intake, booking, screening and in-custody processing of arrestees/detainees entering the facility. Separations in holding areas are required to differentiate between detainees and actual arrestees. This function operates 24 hours per day, 7 days per week.

Operational Assumptions

Law enforcement and transportation officers (LEO's) arriving at the intake sallyport will be required to contact Main Control through a callbox or call station to advise of their arrival and intent to enter the facility. Main Control will verify visually and verbally the intent to enter the facility, ascertain the number of new arrestees, and will then permit vehicle or pedestrian access when the sallyport is secure. Main Control will notify Intake of the new arrival.

Once inside the vehicular sallyport, the LEO's will secure any weapons in the provided gun lockers or within vehicles prior to removing the arrestee or the inmate being transported from the vehicle. The LEO's will escort the new arrestee through the pedestrian sallyport and depending upon the level of cooperation of the arrestee will have the option of sitting in open seating or to be placed in a single holding cell. The Law Enforcement Lobby will provide counter stations for report writing and a single restroom for the LEO's. Upon acceptance of the arrestee entering intake, intake officers will require to follow all or part of the following:

- Remove any additional loose personal property (aside from clothing)
- Conduct body scan search
- Conduct frisk search as required
- Verifying inventoried property
- Deposit money into banking kiosk

Intake officers will then confirm identification through fingerprint verification, complete an intake health screening, complete property removal and final searches, and present the arrestees for acceptance to the facility.

Once the arrestee is accepted by the LCCF the LEO's will be able to complete his/her required booking documentation and return to their vehicle and exit the vehicle sallyport.

Once inside the intake reception area, the inmate will be required to complete additional intake processing consisting of:

- Fingerprinting through a Livescan or other digital fingerprinting system
- Photographing for the jail management system
- Issuing a wristband for identification
- Bagging and inventorying the personal property removed in the presence of the inmate

Upon completion of initial reception processing, the inmate will be permitted to sit in a waiting area while pending further processing based upon adherence to rules and regulations. Individual cells will be available for behavior and/or separation needs.

To improve the orderly nature of the intake process, individual stations may be provided for each of the above steps. Upon completion of the activities, the arrestee can be moved to the intake reception area where he/she will wait for further processing.

Inmates who are eligible for a bond or release will be identified and expedited to release processing.

Inmates who are held on a temporary hold will be processed for the temporary hold and allowed to await their release or further processing if formal charges are presented. Inmates who are not being released or able to bond, will continue through the intake process and be screened by:

- Healthcare staff who conduct an intake assessment and screening to include health history and vital signs.
- Classification staff who make determinations on housing needs.
- Property officer who collects and inventories their personal belongings, enable the inmate to shower, and issue them a jail uniform and a box/bin with hygiene products and linens.

Arrestees:

Once all required intake paperwork is completed and there are no acute medical or mental health issues requiring immediate medical attention off site at a local hospital the arrestee will be housed in classification housing. The health and safety of all individuals being accepted into the LCCF is of the utmost importance to the County. Healthcare staff may be called upon to provide additional medical/mental health screening based on the arrestee's observed conditions. If urgent medical/mental health care is needed, the arrestee will not be accepted, and the individual will be sent to a local hospital with the transporting agency.

Once the inmate is issued a jail uniform and linens, he/she will be assigned a housing unit according to their classification. Generally, most male inmates will be placed in the intake housing unit, unless their custody level or special needs require different housing options.

At this stage, the inmate will be subject to a series of intake processes required for the data collection and continued screening for release or admission to housing. Correctional officers will review the paperwork to determine those inmates who are temporary holds, eligible for bond, and those who are to be remanded based upon charges/intake paperwork. The inmate will be called to the intake reception counter by the Correctional officer to begin information collection for the jail management and court systems.

Detainees:

Detainees will be held in the intake reception/ processing area awaiting an initial appearance with a Magistrate District Judge. Waiting times for hearings can sometimes be several hours so the detainee waiting area should account for this by providing adequate seating, access to telephones, bathrooms, water, and informational kiosks or monitors.

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Special Considerations

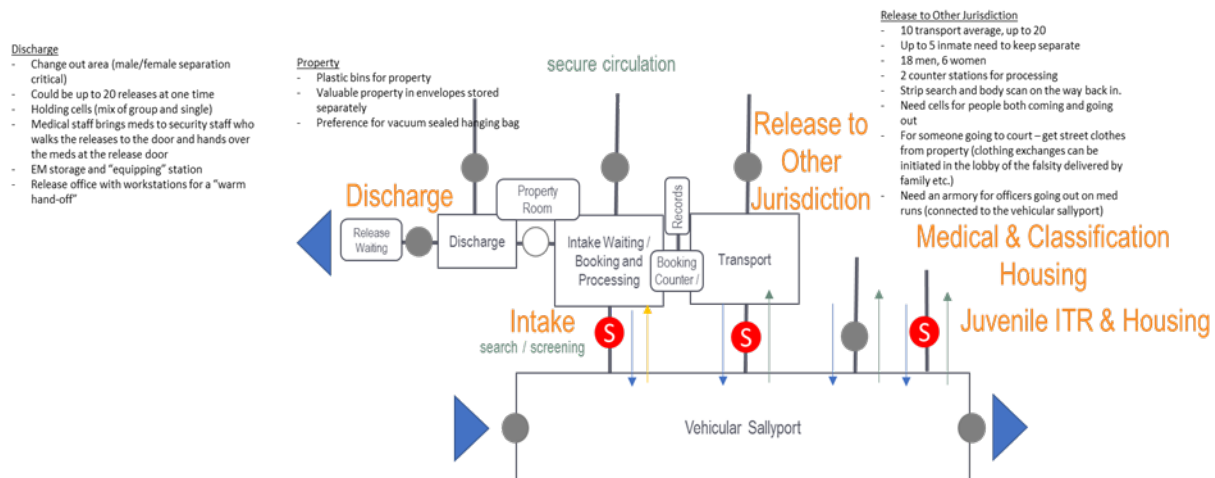
The Intake processing function will be the initial entry point into the facility. As such the design, environment, and tone should set expectations for the new inmate and promote an environment of support and an expectation of orderliness. The design should both reduce the stress associated with the intake process, as well as contribute to the organized flow through the processing steps.

The facility generally receives a combination of both inmates being transported from courts as well as new arrestees waiting to be booked into the facility.

At any given time throughout the day, it is expected that LEO's will be transporting as many as 12 inmates to and from court and the downtown booking center. It is not uncommon to have multiple vans arriving in a short amount of time, which impacts the flow on a temporary basis. Future needs will allow for space design and more orderly processing of inmates and the ability to secure only the most potentially disruptive of the inmates while allowing others to remain unrestrained in open seating through the booking process.

All holding cells in the intake and transfer areas should include water management systems for all plumbing fixtures with the ability for remote flushing capabilities by intake officers. In addition, adequate floor drains at cell door thresholds as well as hose bibbs should be provided in order to properly sanitize the area when required.

Adjacency Diagram



Space Program Table

5.200	Intake and Processing	Unit NSF	Qty	NSF	Comment
	Law Enforcement Lobby				
5.201	Entry Vestibule	180	1	180	accommodates up to 18, operated by main control
5.202	Counter Station	180	1	180	counter station to control VSP and ITR, space for report writing and paperwork processing for Law Enforcement Lobby
5.203	Accessible Single Occupancy Holding Cell	60	1	60	
5.204	Single Occupancy Holding Cell	60	4	240	
5.205	Open Seating	15	15	225	open seating for 10 men and 5 women with sight separation
5.206	Transport Officer Restroom	65	1	65	
	Intake Booking				
5.207	Intake Sallyport	180	1	180	accommodates up to 18 people, operated by central control
5.208	Pat Down Area	40	1	40	padded wall areas and floor
5.209	Search Staging Area	60	1	60	
5.210	Body Scanner	150	1	150	airport body scanner, entry to secure intake, includes queueing
5.211	Search Room	60	1	60	sink on outside wall of search room
5.212	Accessible Single Occupancy Holding Cell	60	1	60	dry cell (utilize for intake and transport as needed)
5.213	ITR Supervisory Office - Lieutenant	150	1	150	clear sightlines to officer stations / booking counter
5.214	ITR Supervisory Office - Sergeant	120	2	240	clear sightlines to officer stations / booking counter
5.215	Booking Counter	240	1	240	raised, 6-sit/stand workstations, 1 accessible counter station
5.216	Work Area	40	1	40	includes copier, office equipment, office supplies (securely stored)
5.217	Records Officer	280	1	280	5 workstations, all in one copy machine
5.218	File Room	120	1	120	accommodates 8 file shelving units with 200 linear feet of cabinets in lockable room
5.219	Health Screening Nurse Station	120	1	120	2 counter stations, ability to take vitals, privacy to ask personal information of arrestees, 1 accessible station
5.220	Classification Specialist	120	1	120	shared office with 2 desks
5.221	Fingerprint/ID	35	1	35	2 separate photo stations
5.222	Livescan Room	80	1	80	livescan required in room, adjacent to transport
5.223	Restraint Chair Alcove	15	1	15	space reserved for 2 or 3 restraint chairs
5.224	Open Seating	675	1	675	open seating for 30 men and 15 women with sight separation, access to telephones in both areas
5.225	Inmate Restroom	65	2	130	each restroom should be adjacent to men and women open seating area, key card access, motion detection system for inmate safety
5.226	Staff Restrooms	140	2	280	2 toilets in each restroom, convenient to transport/ property/ release
5.227	Interview Room	100	2	200	
5.228	Safety Cell	48	2	96	floor flush toilet w/push button control from outside
5.229	Accessible Single Occupancy Holding Cell	60	1	60	wet cell
5.230	Single Occupancy Holding Cell	60	5	300	wet cell
5.231	Detox Holding Cell	60	2	120	floor flush toilet w/push button control from outside
5.232	Accessible Group Holding Cell	180	1	180	shared with transport up to 8 inmates
5.233	Group Holding Cell	160	3	480	shared with transport up to 8 inmates
5.234	Accessible Dress-In w/Shower	80	1	80	pass to exchange clothing into property include accessible bench
5.235	Dress-In w/Shower	60	2	120	pass to exchange clothing into property
5.236	Storage Room	150	1	150	kick boxes, general supply storage
5.237	Coffee Station	20	1	20	accommodate coffee pot, microwave, undercounter refrigerator
5.238	Janitor's Closet	40	1	40	mop sink, rack, floor drain
	Subtotal NSF			5,871	

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Description of Function

The Mail Room will also be located within the property room and will include space for a sorting table, printer access for mail service, and areas for storage of mail crates.

The property room will also have space for seven days of inmate uniform storage with the ability to pass through to dress-in rooms. This will allow inmates to exchange clothing in an efficient manner.

Adjacency considerations should be made to allow property to be exchanged between intake, transfer, and release. The Property Room should accommodate space for a vacuum sealing machine with associated supplies and also racks for hanging bags of up to 1,200 inmates.

Discharge

- Change out area (male/female separation critical)
- Could be up to 20 releases at one time
- Holding cells (mix of group and single)
- Medical staff brings meds to security staff who walks the releases to the door and hands over the meds at the release door
- EM storage and "equipping" station
- Release office with workstations for a "warm hand-off"

Property

- Plastic bins for property
- Valuable property in envelopes stored separately
- Preference for vacuum sealed hanging bag

Release to Other Jurisdiction

- 10 transport average, up to 20
- Up to 5 inmate need to keep separate
- 18 men, 6 women
- 2 counter stations for processing
- Strip search and body scan on the way back in.
- Need cells for people both coming and going out
- For someone going to court – get street clothes from property (clothing exchanges can be initiated in the lobby of the facility delivered by family etc.)
- Need an armory for officers going out on med runs (connected to the vehicular sallyport)

Medical & Classification

Housing

Juvenile ITR & Housing

Intake

Intake search / screening

Booking Counter / Intake Waiting / Booking and Processing

Property Room

Discharge

Release Waiting

Records

Transport

Vehicular Sallyport

Release to Other Jurisdiction

Space Program Table

5.300	Property Room	Unit NSF	Qty	NSF	Comment
5.301	Inmate Property Storage	2,000	1	2,000	rack hanging bag system, vacuum sealer, pass-thru to intake, transfer, release
5.302	Inmate Property Staging	150	1	150	adjacent or in property storage room, large table w/cubbies under table for packaging
5.303	Inmate Bulk Property	175	1	175	adjacent or in property storage room, shelving for 30 day property holds
5.304	Secure Property Storage	120	1	120	vault for high valued items
5.305	Property Officer Workstation	48	2	96	adjacent or in property storage room
Subtotal NSF				2,541	

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5.400 Transport

Description of Function

The Transportation function serves as the coordination and staging area for any inmate attending a court proceeding off-site or being transported from the facility to a medical appointment, outside appointment, or released to another agency. Staff assigned to the Intake Transfer Release function will be assigned specific duties in relation to Transport including but not limited to the escorting or transportation of inmates. The Transport function should include a standing height workstation for correctional officer use. The standing height workstation should be adjacent to the booking counter in intake. Also, included in the transport is an inmate transport staging area which includes storage space for handcuffs, chains, any other items used for transport, single holding, group holding (shared with intake), search room, pat down area, and a body scanner. This function operates 24 hours per day, 7 days a week.

Operational Assumptions

The Transportation area will be the primary staging location for inmates to be held prior to departing the facility for court, outside appointments, and transfers to other jurisdictions. This area needs to be adjacent to the property room issuance/storage spaces for court clothes and uniform issuance.

As inmates are scheduled for court appearances or other outside appointments, the Transportation Unit will coordinate the movement with the facility housing units. When a housing unit is notified, staff on the floor will prepare the inmate for movement. A correctional officer will escort the inmate(s) to the Transportation staging area to be held temporarily until departure.

The Transportation staging area will require a staff processing counter and inmate staging, holding areas with toilet, and search areas. The Transportation staging area will be equipped with an airport style body scanner to conduct searches prior to transport and when returning from an outside appointment.

Inmates will be grouped together in the Transportation holding areas by gender and destination. As transports leave, inmates will be restrained and escorted to the Transportation Vehicle Sallyport, where they will be loaded into a transport vehicle.

Returning inmates will be secured in the same holding areas as deemed necessary. Space will be necessary for searching (pat, strip searches and/or body scanning, dry single cells) inmates upon their return. Inmates will be escorted back to housing upon return by a correctional officer.

This workspace should be large enough to allow for a significant amount of transportation related documents. Other staff directly involved in the transportation of individuals do not require workspaces.

Special Design Considerations

The Transportation component must be adjacent to the Vehicle Sallyport for access to transport vehicles, intake processing, and the property room. Although it is a design challenge to have inmate property be adjacent to all ITR functions the attempt should be made to meet this challenge.

Adjacency Diagram

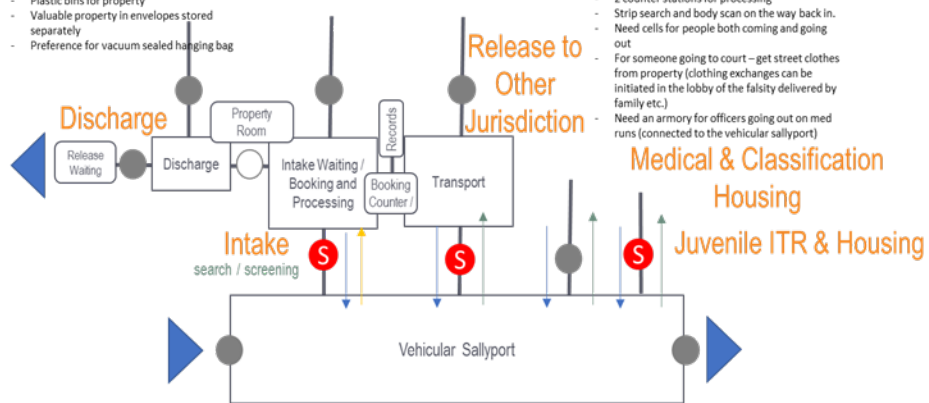
Discharge

- Change out area (male/female separation critical)
- Could be up to 20 releases at one time
- Holding cells (mix of group and single)
- Medical staff brings meds to security staff who walks the releases to the door and hands over the meds at the release door
- EM storage and "equipping" station
- Release office with workstations for a "warm hand-off"

Property

- Plastic bins for property
- Valuable property in envelopes stored separately
- Preference for vacuum sealed hanging bag

secure circulation



Release to Other Jurisdiction

- 10 transport average, up to 20
- Up to 5 inmate need to keep separate
- 18 men, 6 women
- 2 counter stations for processing
- Strip search and body scan on the way back in.
- Need cells for people both coming and going out
- For someone going to court – get street clothes from property (clothing exchanges can be initiated in the lobby of the facility delivered by family etc.)
- Need an armory for officers going out on med runs (connected to the vehicular sallyport)

Space Program Table

5.400	Transport	Unit NSF	Qty	NSF	Comment
5.401	Transport Sallyport	180	1	180	accommodate up to 18 people, operated by central control
5.402	Restraint Storage Alcove	60	1	60	wall mounted peg and cubbies system
5.403	Transport Staging	360	1	360	accommodates 24 inmates, includes space for transport staging (handcuff, chain, etc.)
5.404	Officer Station	60	1	60	raised, transport supervision and processing
5.405	Accessible Single Occupancy Holding Cell	60	1	60	wet cell
5.406	Single Occupancy Holding Cell	60	3	180	wet cell
5.407	Body Scanner	150	1	150	airport body scanner, return entry to secure perimeter, includes queueing
5.408	Search Room	60	1	60	sink on outside wall of search room
5.409	Pat Down Area	40	1	40	padded wall area and floor
Subtotal NSF				1,150	

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5.500 Discharge

Description of Function

The Discharge component serves as the area for discharge preparation, identification, and processing of all inmates being discharged from the facility. The Discharge function is available 24 hours a day, 7 days a week.

Operational Assumptions

Inmates leaving the custody of the facility will occur through the discharge process into the community. The discharge process will occur as follows:

Notification will be sent to correctional officers that an inmate may qualify for a discharge from custody. Discharge notifications will come from:

- Court system –court order or court instructions
- Receipt of a bond
- End of a sentence

Upon receipt of a discharge notification, correctional officers will begin a review process to determine that all charges have been satisfied and that there are no pending charges to prevent a release. If the inmate is eligible for discharge, correctional officers will continue with paperwork verification, check for additional wants/warrants, updates the release in the jail management system, and will notify the housing unit of the intended discharge.

If the inmate is being discharged to the community and there are no other warrants or holds from another jurisdiction, the inmate will be escorted from housing to the Discharge area and continues through the discharge process. If there is a hold or outstanding warrant, the inmate will remain in custody.

If the inmate is being released to another jurisdiction and there are no other warrants or holds aside from the agency they are being released to, the inmate will be escorted from housing to the Transportation holding area.

Discharge Processing

For inmates being discharged to the community, the inmate will be escorted to the discharge processing area where they meet with correctional officers and begin the identification process. The correctional officers will conduct an identification verification at this point and have the inmate sign discharge paperwork (bonds, property inventories, court date notice, and returned funds receipt). The inmate will be returned their personal clothing and allowed to change out of their uniform. The inmate's personal property will be retained by the escorting staff until the inmate exits the facility.

Final discharge approval will be received from the reviewing discharge supervisor at this point and one final identification will be conducted on the inmate. Once verified, the inmate will be escorted to the discharge waiting area outside of the secure confines of the facility and returned his/her personal belongings.

Once the inmate is discharged from the discharge sallyport, spaces will be provided for discharge waiting where individuals have ability to charge cells phones and have conditioned space to wait for a ride. Also, space for probation & parole will be provided to allow individuals to complete their first check-in with a probation officer, attach any electronic monitoring devices, and provide information for any community resources and/or services that would be helpful in the success of the individual being discharged back into the community.

Once the inmate is escorted out of the facility and the escorting officer returns, the individual will be removed from the jail management system.

Release to Another Jurisdiction

For inmates being released to another jurisdiction, the inmate will be escorted to the Transportation staging area where they meet with correctional officers and begin the identification process. The correctional officers will conduct an identification verification at this point and have the inmate sign release paperwork (bonds, property inventories, court date notice). The individual will be returned their personal clothing. The inmate's personal property will be retained by the escorting staff.

The inmate will be placed in a Transportation area holding cell until transported to another jurisdiction or until another jurisdiction arrives to accept the individual. The inmate's personal belongings (other than personal clothing) and funds will be transferred to the receiving jurisdiction transport staff. Final release approval will be received from the reviewing release supervisor at this point and one final identification will be conducted on the inmate. The inmate will then be identified by the receiving jurisdiction and escorted to the sallyport to be placed in the transportation vehicle.

Once the inmate is outside of the secure confines of the facility, he/she will be removed from the jail management system.

Temporary Release to Another Jurisdiction

For inmates being temporarily released to another jurisdiction, the inmate will be escorted to the Transportation staging area where they meet with correctional officers and begin the identification process. The release supervisor will verify the identity of the inmate in conjunction with the requesting agency prior to allowing the requesting agency to take temporary custody. The requesting agency for temporary release will complete sign-out paperwork and verify the identity of the inmate being checked out. No personal belongings will be returned to the inmate or the requesting agency during this process.

Upon return to the facility, the requesting agency will return the inmate to the transportation area through the secure transportation sallyport by pressing the callbox button in the secure vehicle sallyport to announce who they are and the identity of the returning inmates. Upon entry into the facility, the inmate will be searched by LCCF staff and screened utilizing body scan technology. The returning agency will be required to complete return paperwork for the transfer of custody back into the LCCF.

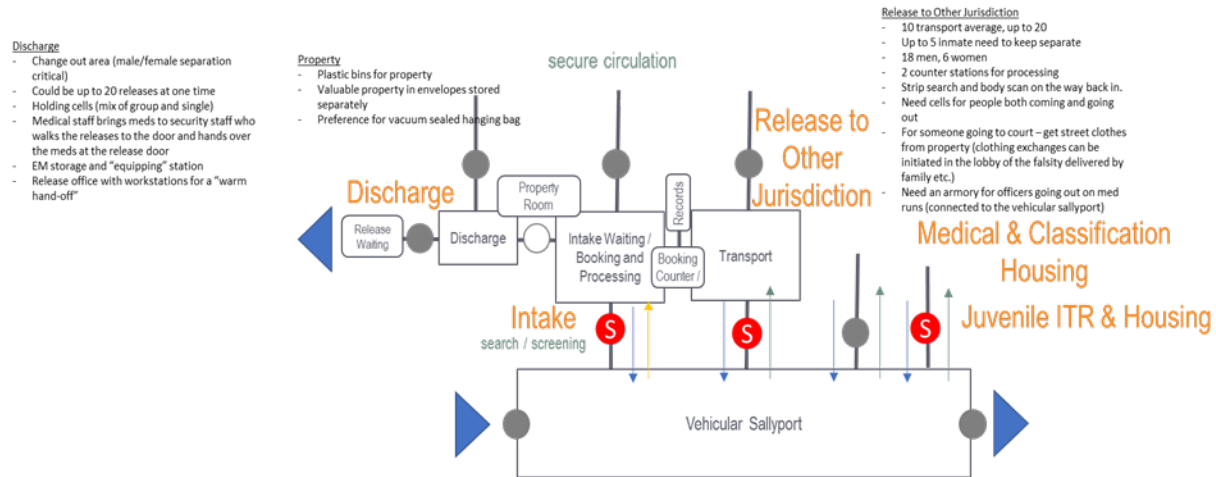
Special Design Considerations

The release processing area will need enough space to conduct the signing of release paperwork and return of personal property. This area will require access to a space for the inmate to change into personal clothing. Releases typically occur 24 hours a day, 7 days a week.

3 | PROGRAM

Lancaster County Correctional Facility – Facility Program Report

Adjacency Diagram



Space Program Table

	5.500 Discharge	Unit NSF	Qty	NSF	Comment- Inside/Outside Security
5.501	Correction Officer Station	60	1	60	raised workstation
5.502	Property Release Counter	20	1	20	pass-thru to property
5.503	Accessible Changing Room	60	1	60	
5.504	Changing Room	40	1	40	
5.505	Restroom	65	1	65	former inmate restroom
5.506	(Discharge) Lobby/ Open Waiting Area	150	1	150	seating for 10
5.507	Re-entry Caseworker/Coordinators	48	4	192	open workstations
5.508	Discharge Sallyport	80	1	80	operated by central control
5.509	Discharge Waiting	150	1	150	phone charging station, seating for 10
5.510	Pre-Parole Unit Supervisor	120	1	120	private office
5.511	Pre Parole Unit	450	1	450	1 room with 6 workspaces & copy/ storage area and beverage counter
5.512	Electronic Monitoring Room	150	1	150	shelving, cabinets, racks and bins, counter w/sink, dishwasher, area to charge and provide data to charge and update equipment
5.513	Interview Room	120	1	120	accommodate 3 people, A/V capable
5.514	Janitor's Closet	40	1	40	mop sink, rack, floor drain
	Subtotal NSF			1,697	

6.000 INMATE PROGRAMS

6.100 Central Education and Training

Description of Function

Programs at the facility will be managed and administered by jail staff, contracted staff, and volunteers. This component addresses the classroom, interview, and support spaces for Programs Staff and Volunteers.

Operational Assumptions

The Programs Staff and Volunteers area should be inside the secure perimeter with access to inmate program spaces. This function includes a shared office, storage rooms, staff restroom, staff/ volunteer restroom, interview rooms, and a computer room utilized for GED and other forms of educational testing.

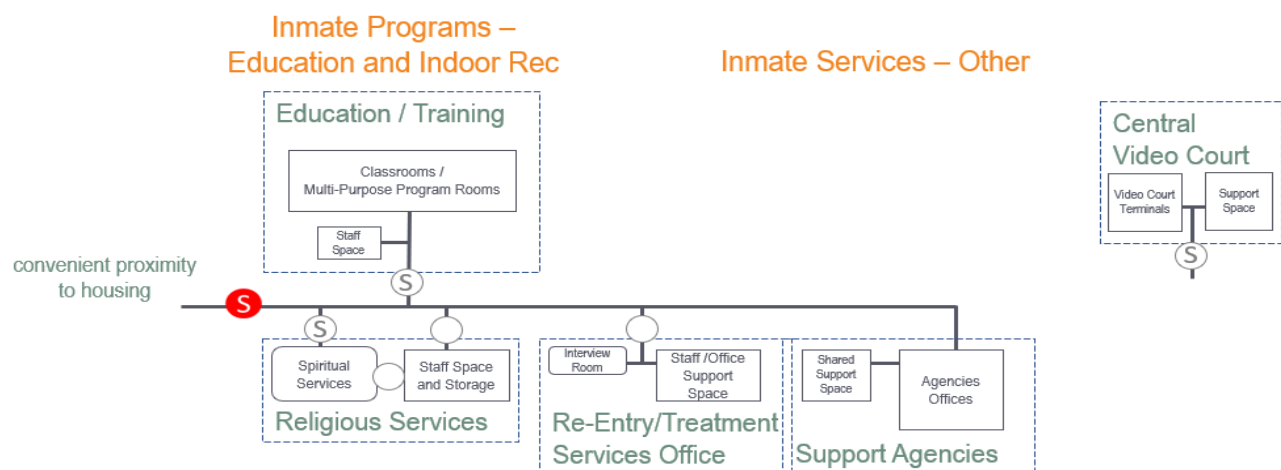
Special Design Considerations

The shared office should be designed to reflect controlled access by jail staff, contracted staff, volunteers, and authorized visitors. The overall construction of the office area should be standard commercial grade construction typical to any office environment. The office should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Contracted staff and volunteers will be pre-screened and approved prior to entering the facility. Contracted staff (those providing regular services to the facility) may be permitted to enter the facility through the staff entrance and provided open access to the shared office suite and other programs spaces without escort. Volunteer access into the facility will be through the Public Lobby in the same manner as inmate visitors. Volunteers (those volunteers providing only intermittent or one-time service) will enter through the public lobby and always be escorted while in the secure perimeter.

Adjacency Diagram



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Lancaster County Correctional Facility – Facility Program Report

Space Program Table

6.100	Central Education and Training	Unit NSF	Qty	NSF	Comment - Inside Security
6.101	Shared Office	240	1	240	4 teachers/ volunteers shared workstations, all in one copier/printer
6.102	Storage Room	80	1	80	classroom supplies; adjacent from shared office
6.103	Large Multi-Purpose Classroom	500	2	1,000	accommodates up to 20 inmates in each space, dividable wall between classrooms to increase max inmate capacity to 40 for flexibility
6.104	Large Storage Room	200	1	200	
6.105	Computer Room	240	2	480	1 room certified GED testing
6.106	Staff Restroom	65	1	65	
6.107	Inmate Restroom	65	1	65	
6.108	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				2,170	

6.200 Religious Services

Description of Function

Religious Services are offered to inmates aimed at providing a wide variety of religious practices. All inmates in the facility should have the opportunity to participate in religious services unless under a disciplinary sanction. Religious activities will take place in a centralized location with the ability to use video technology, multi-purpose rooms, or tablets to watch services live or recorded. In addition, the spiritual services area will contain one chaplain office, eight shared chaplain work stations, storage, and staff restroom.

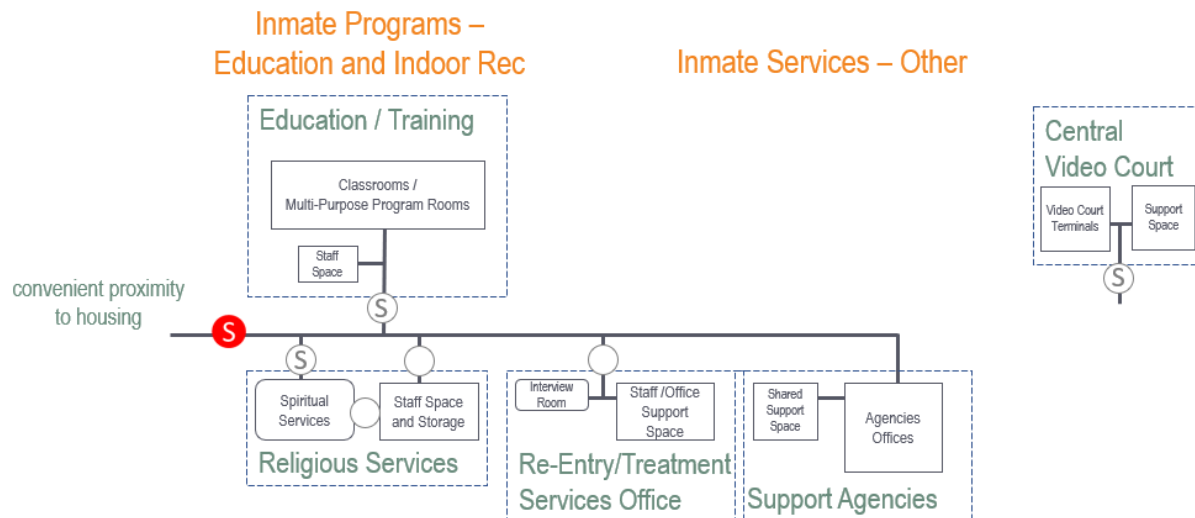
Operational Assumptions

The Religious Services function will primarily operate with the use of volunteer chaplains and other religious volunteers. The function should be centrally located inside the secure perimeter with access to allow for all types of religions and services. This function includes a large open spiritual services room with the ability to accommodate up to 64, a chaplain office, shared chaplain work stations, storage room, and a staff restroom.

Special Design Considerations

Ability to stream and record religious services from the Spiritual Services Room to all housing unit televisions and tablets will be provided.

Adjacency Diagram



3 | PROGRAM

Lancaster County Correctional Facility – Facility Program Report

Space Program Table

6.200	Religious Services	Unit NSF	Qty	NSF	Comment - Inside Security
6.201	Spiritual Services Room	2,000	1	2,000	accommodates up to 64, ability to stream to housing units, tablets, etc.
6.202	Storage Room	300	1	300	chairs, tables, supplies
6.203	Interview / Counseling Room	120	1	120	room accessed from spiritual services room
6.204	Chaplain Supervisor Workstation	64	1	64	open workstation
6.205	Chaplain Workstations	48	8	384	8 open workstation
6.206	Library Storage	80	1	80	book shelving
6.207	Coffee Station	20	1	20	accommodate coffee pot, microwave, undercounter refrigerator
6.208	Staff Restroom	65	1	65	
6.209	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				3,073	

6.300 Re-Entry and Treatment Services Office

Description of Function

The Reentry and Treatment component serves as the office space caseworkers as well as for outside agencies to function efficiently at the LCCF. This component will be located inside the secure perimeter of the facility. Blueprints and other providers will have access to 4 open workstation spaces within this function. This function should be designed to not allow any inmates into this area unless escorted.

Operational Assumptions

The Reentry and treatment services office is open during normal business hours, Monday through Friday. The following agencies are to have office space at the new LCCF:

- Blueprints
- Other agencies that work in this space

All person(s) from the various agencies will enter through the staff entrance and they will not require an escort to the support agency function. Inside the office suite will be a combination of office and open workstations where staff complete daily tasks. In addition, a small meeting room will be located off of the Field Investigators office, shared support area with kitchenette alcove and staff restroom will be inside this function.

Space Program Table

6.300	Re-Entry and Treatment Services Office	Unit NSF	Qty	NSF	Comment - Inside Security
6.301	Reentry Manager	120	1	120	private office
6.302	Reentry Caseworker	300	1	300	open workstations w/ space for future reentry caseworkers
6.303	Recreation Director	120	1	120	private office
6.304	Field Investigator	150	1	150	private office
6.305	Meeting Room	120	1	120	field investigator to have direct access to this space from office
6.306	Hearing Investigator	120	1	120	private office
	Blueprints, Other Providers				
6.307	Service Provider	48	4	192	4 open workstations
6.308	File Room	120	1	120	7 file shelving units 224 "linear feet" of files in file shelving units
6.309	Copier / Work Area	40	1	40	copier, work counter, undercounter shelves
6.310	Coffee Station	20	1	20	accommodate coffee pot, microwave, undercounter refrigerator
6.311	Report Writing Carrels	35	5	175	5 small writing carrels for staff to write reports
6.312	Break Room	240	1	240	sink, counter above and below cabinets
	Subtotal NSF			1,717	

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Lancaster County Correctional Facility – Facility Program Report

6.400 Discreet Interview Room

Description of Function

A discreet interview room will provide space for law enforcement officers and court staff to conduct confidential interviews outside of the sight and sound of other inmates in the facility.

Operational Assumptions

This secure/confidential space should be in an area with very little inmate traffic. This function must remain in an area where no other inmates would know whether the inmate was receiving a routine visit, medical services, etc. to conduct confidential interviews in a manner that is safe, productive, and as discreet as possible.

Special Design Considerations

The space requires workspace and connectivity for law enforcement and court staff to utilize computers for the sharing of evidence, documentation, and information in a variety of formats. Connectivity for secure video and audio recording capability is also required.

Adjacency Diagram



Space Program Table

6.400	Discreet Interview Room	Unit NSF	Qty	NSF	Comment - Inside Security
6.401	Interview Room	120	1	240	private interview rooms for DA to meet privately with inmates; use DA video technology/system only; must be ensure meeting confidentiality, including inmate escort
Subtotal NSF				240	

7.000 INTAKE HOUSING

7.100 Intake Housing Support

Description of Function

The Intake Housing function will be utilized as the central point for security command/supervisory staff to work while on shift. The spaces will provide areas for supervisors to complete daily tasks, hold meetings in both large and small settings, as well as on an individual basis. The space will also include individual offices for privacy, shared office spaces, and open workstations to allow for staff collaboration purposes. Shared support space will also be included in this function, to allow for the space to be as efficient as possible.

Operational Assumptions

The Intake Housing function will operate in a manner to allow for individual offices to maximize privacy for the Major, Captain, and Lieutenants, while providing a large open office space with workstations for each Sergeants. In addition, a shared offices for Probation, PREA, and other support functions should be located within this function. Support spaces include a conference room, small interview room, workroom/storage, coffee station, staff restrooms, and a janitor's closet.

Special Design Considerations

Intake Support will be located inside the secure perimeter in a central location off one of the main corridors. Inmates should not have access to this corridor unless escorted.

Space Program Table

7.100 Intake Housing Support	Unit NSF	Qty	NSF	Comment-Inside Security
7.101 Major	150	1	150	private office
7.102 Captain Office	150	1	150	private office
7.103 Lieutenants Office	150	4	600	private offices
7.104 Sergeants Shared Office	1,040	1	1,040	(20) workstations, office support including copier, supply storage, etc.
7.105 Evidence Lockers	200	1	200	secure room adjacent to sgts. offices, varying sizes of evidence storage lockers needed including; drying lockers, evidence bags, collection, ability to charge cell phones, proper ventilation
7.106 Hotel Office	120	2	240	shared offices with 2 desks
7.107 PREA Caseworker	120	1	120	shared office
7.108 Inmate Services Specialist	48	3	144	shared offices
7.109 Video Custody Support	120	3	360	shared offices
7.110 Equipment Storage	120	1	120	secured room for security electronics server rack, dedicated A/C unit
7.111 Conference Room	300	1	300	accommodates up to 12 to 15 people max, AV capable
7.112 Interview Room	80	1	80	
7.113 Workroom/ Storage	180	1	180	
7.114 Coffee Station	20	1	20	adjacent to conference room, accommodate coffee pot, microwave, undercounter refrigerator
7.115 Staff Restroom	65	2	130	
7.116 Janitor's Closet	40	1	40	
Subtotal NSF			3,874	

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Lancaster County Correctional Facility – Facility Program Report

7.200 Intake Housing - Male

Description of Function

Intake Housing is for new adult admissions into the LCCF and serves as an area post-intake to confirm classification and permanent housing needs. All inmates will quarantine in the intake unit for up to 7 days, where they will receive orientation.

Operational Assumptions

Intake Housing will consist of one housing unit, designated for males with 64-beds. The unit will consist of inmate areas including an issue room, triage/ interview rooms, multiple sub dayrooms (1-for every 8 beds), and access to beverage counter, video visitation, showers, and outdoor recreation. The unit will also consist of staff areas including an open workstation for correctional staff, bail bondsman alcove, caseworker office, storage, and an officer restroom.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

7.200	Intake Housing - Male	Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to Medical Clinic & ITR)
7.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
7.202	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
7.203	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
7.204	Accessible 2-person Cell	140	4	560	beds on the floor, no bunks
7.205	2-person Cell	125	28	3,500	beds on the floor, no bunks
7.206	Sub Dayroom	800	4	3,200	8 beds per sub dayroom
7.207	Beverage Counter	40	1	40	sink w/insta hot
7.208	Accessible Shower	50	1	50	1 shower per 8 inmates
7.209	Showers	35	7	245	1 shower per 8 inmates
7.210	Interview / Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
7.211	Triage / Interview Room	100	1	100	accommodate 2-3 people, small desk
7.212	Caseworker Offices	120	2	240	private offices
7.213	Bail Bondsman Alcove	60	1	60	table, 2 chairs; clear sightline from officer station
7.214	Officer Restroom	65	1	65	
7.215	Accessible Non-contact Professional Visitation	80	1	80	
7.216	Non-contact Professional Visitation	50	2	100	
7.217	Contact Professional Visitation	110	2	220	accommodates 2-3 people, 1 small table and 3 chairs, space includes proper sounds baffling and privacy for private attorney client conversations.
7.218	Utility Storage	50	1	50	
7.219	Clean Linen	40	1	40	
7.220	Soiled Linen	40	1	40	
7.221	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
7.222	Outdoor Recreation	960	1	-	15 sf per inmate, partially covered
Subtotal NSF				9,035	

7.300 Intake Housing – Male Detox

Description of Function

Intake Housing will include a housing unit specific for male inmates in need of detoxification. This unit is dedicated to new adult admissions into the LCCF and serves as an area post-intake to treat individuals in a way to monitor inmates in need of detoxing in a safe and humane setting.

Operational Assumptions

This specialty unit will consist of one housing unit, designated for males with 2-person cells totaling 64-beds. The unit will consist of inmate areas including an issue room, interview/ counseling rooms, triage/ interview rooms, multi-purpose room, multiple sub dayrooms and access to beverage counter, video visitation, showers, and outdoor recreation. The unit will also consist of staff areas including a shared open workstation for nurse/correctional staff, caseworker offices, storage, and an officer restroom.

Refer to Section 8.200 General Housing.

Special Design Considerations

Detox housing will include flooring material which is non-porous with integral base with floor sloping toward floor flushing drains equivalent or equal to Willoughby FD-1400 in order to hose down and clean areas on a regular basis. Hose bibbs should be incorporated near staff areas only and will allow for a hose to extend to all areas of this unit.

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Lancaster County Correctional Facility – Facility Program Report

Space Program Table

7.300	Intake Housing - Male Detox	Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to Medical Clinic & ITR)
7.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
7.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
7.303	Nurse/Officer Station	60	1	60	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
7.304	Accessible 2-person Detox Cell	140	2	280	beds on the floor, no bunks
7.305	2-person Detox Cell	125	14	1,750	beds on the floor, no bunks
7.306	Sub Dayroom - Detox	400	4	1,600	8 beds per sub dayroom
7.307	Beverage Counter	40	1	40	sink w/insta hot
7.308	Accessible Shower	50	1	50	1 shower per 8 inmates
7.309	Showers	35	7	245	1 shower per 8 inmates
7.310	Interview / Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
7.311	Triage / Interview Room	100	1	100	accommodate 2-3 people, small desk
7.312	Caseworker Offices	120	2	240	private offices
7.313	Bail Bondsman Alcove	60	1	60	table, 2 chairs; clear sightline from officer station
7.314	Officer Restroom	65	1	65	
7.315	Accessible Non-contact Professional Visitation	80	1	80	
7.316	Non-contact Professional Visitation	50	2	100	
7.317	Contact Professional Visitation	110	2	220	accommodates 2-3 people, 1 small table and 3 chairs, space includes proper sounds baffling and privacy for private attorney client conversations.
7.318	Utility Storage	50	1	50	
7.319	Clean Linen	40	1	40	
7.320	Soiled Linen	40	1	40	
7.321	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
7.322	Outdoor Recreation	750	1	-	15 sf per inmate, partially covered, not included in nsf
Subtotal NSF				5,425	

7.400 Intake Housing & Detox - Female

Description of Function

Intake Housing is for new adult admissions into the facility and serves as an area post-intake to confirm classification and permanent housing needs. All inmates will quarantine in the intake unit for up to 7 days, where they will receive orientation. Intake Housing will also include a housing specific for female inmates in need of detoxification. This unit is dedicated to new adult admissions into the LCCF and serves as an area post-intake to treat individuals in a way to monitor inmates in need of detoxing in a safe and humane setting.

Operational Assumptions

Intake and Detox Housing will consist of one housing unit, designated for females with 32-beds. Of the 32 intake beds, 16 beds will be designated for detox. The unit will consist of inmate areas including an issue room, interview/ counseling room, triage/ interview rooms, multi-purpose room, multiple sub dayrooms and access to beverage counter, video visitation, showers, and outdoor recreation. The unit will also consist of staff areas including an open workstation for correctional staff, caseworker offices, storage, and an officer restroom.

Refer to Section 8.200 General Housing.

Special Design Considerations

Detox housing will include flooring material which is non-porous with integral base with floor sloping toward floor flushing drains equivalent or equal to Willoughby FD-1400 in order to hose down and clean areas on a regular basis. Hose bibbs should be incorporated near staff areas only and will allow for a hose to extend to all areas of this unit.

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Space Program Table

7.400	Intake Housing & Detox - Female	Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to Medical Clinic & ITR)
7.401	Unit Entry Vestibule	80	1	80	2 interlocked doors
7.402	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
7.403	Nurse/Officer Station	60	1	60	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
7.404	Accessible 2-person Cell	140	1	140	beds on the floor, no bunks
7.405	2-person Cell	125	7	875	beds on the floor, no bunks
7.406	Sub Dayroom	400	2	800	8 beds per sub dayroom
7.407	Accessible 2-person Detox Cell	130	1	130	beds on the floor, no bunks
7.408	2-person Detox Cell	125	7	875	beds on the floor, no bunks
7.409	Sub Dayroom - Detox	400	2	800	8 beds per sub dayroom
7.410	Beverage Counter	40	1	40	sink w/insta hot
7.411	Accessible Shower	50	1	50	1 shower per 8 inmates
7.412	Shower	35	1	35	1 shower per 8 inmates
7.413	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
7.414	Triage / Interview Room	100	1	100	accommodate 2-3 people, small desk
7.415	Caseworker Office	120	2	240	private offices
7.416	Bail Bondsman Alcove	60	1	60	table, 2 chairs; clear sightline from officer station
7.417	Officer Restroom	65	1	65	
7.418	Accessible Non-contact Professional Visitation	80	1	80	
7.419	Non-contact Professional Visitation	50	1	50	
7.420	Contact Professional Visitation	110	1	110	accommodates 2-3 people, 1 small table and 3 chairs, space includes proper sounds baffling and privacy for private attorney client conversations.
7.421	Utility Storage	50	1	50	
7.422	Clean Linen	40	1	40	
7.423	Soiled Linen	40	1	40	
7.424	Janitor's Closet	40	2	80	jc on each floor, mop sink, rack, floor drain
7.425	Outdoor Recreation	750	1	-	minimum 750 sf, not included in nsf
Subtotal NSF				5,045	

8.000 MALE HOUSING

8.100 General Population Shared Cluster Area

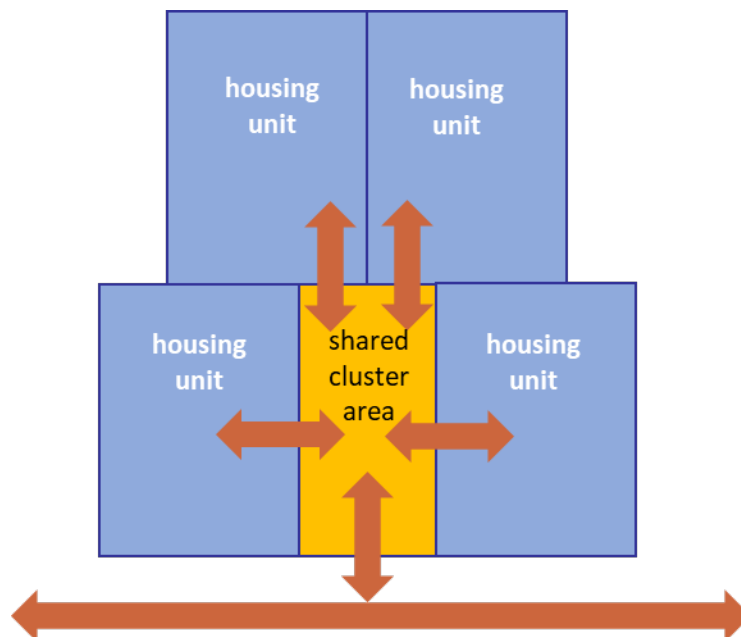
Description of Function

The operational philosophy of SIM/ direct supervision is based upon decentralizing many management decisions to the housing units or a space adjacent to the housing clusters. The Shared Cluster Areas provides access to unit staff spaces and unit program, healthcare, and video inmate spaces.

Operational Assumptions

Each Housing Support Cluster will typically serve four housing units. For staff, the central area will provide space for multiple offices, workstation to observe all cluster spaces, and staff restrooms. For inmates, the central area will provide access to a treatment room for healthcare services, classrooms for programs, and video visit room for healthcare and professional visits.

Inmate movement to and from the Housing Support Cluster from General Housing will be on a scheduled and controlled basis by housing unit staff. Access to a every general population housing unit (minimum, medium, and maximum) will be from the shared cluster area, and movement in and out of the shared cluster areas will be via a secure entry vestibule. Door control in and out of the shared cluster area from the housing units will be from an officer station in the shared cluster area and/or Main Control. The following diagram illustrates movement through the shared cluster area. For clustering housing units, minimum and medium classification units will be grouped together, and medium and maximum classification units will be grouped together.



Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

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Space Program Table

8.100	General Population Shared Cluster Area	Unit NSF	Qty	NSF	Comment - Inside Security Supports General Population Housing only
8.101	Secure Entry Vestibule	150	1	150	2 interlocked doors
8.102	Officer Station	40	1	40	raised workstation
8.103	Shared Staff/ Contract Worker/ Volunteer Office	120	3	360	shared office for teachers/ volunteers
8.104	Work Release Supervisor	120	1	120	private office
8.105	Work Release Specialist	120	1	120	private office
8.106	Interview Room	100	2	200	
8.107	Large Classroom	400	2	800	accommodates up to 20 inmates, multi-purpose including cognitive programming
8.108	Classroom	250	2	500	12 inmates, adjacent combinable
8.109	Classroom Storage	80	4	320	1 storage room per classroom
8.110	Inmate Restroom	65	4	260	
8.111	Exam Room	120	2	240	exam table, sink w/above & below lockable cabinets
8.112	Professional Video Visit	80	2	160	video court, attorney, psych, med
8.113	Virtual Court Terminal	65	2	130	vision panels to block view from other inmates while room is in use, acoustically designed for video court
8.114	Staff Restroom	65	2	130	
8.115	Shared Office	120	2	240	2 desks per office w/network shared computers
8.116	Sergeant Office	120	1	120	private office
8.117	Storage	80	1	80	medical crash cart, misc. storage
8.118	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				4,010	
x number of clusters				3	
Total NSF				12,030	

8.200 General Population Housing – Minimum Male

Description of Function

This section includes the General Housing units for males and corresponding program areas for the total capacity requirements of the LCCF *through the year 2050 for up to 1,200 beds*. The overall mission of the LCCF relative to housing is to provide a safe, secure facility to serve the public and visitors, staff, and inmate population. A Strategic Inmate Management model utilizing structured inmate programs will encourage the development of positive habits relative to responsible decision-making and exercise of good judgment. The housing unit is intended to provide safe and cost-effective confinement that is appropriate for the inmates being housed.

General Population Male Housing is based on three different housing classifications – Minimum Custody, Medium Custody, and Maximum (Low and High) Custody. These housing classifications will guide the type of cell (single, double, multi-occupancy, etc.) that are utilized. Housing units are to be grouped and serviced by a Shared Cluster Area with spaces for staff and access to more centralized program and healthcare services.

New inmates will be initially assessed and classified during the intake process. They will then be assigned to an appropriate housing unit, ideally in the Intake Housing. Intake Housing provides the facility the ability to acclimate inmates to the facility and to observe them before placing them in general population housing classifications. Inmates are ultimately assigned to housing based upon classification, behavior, program/work assignment, and length of time remaining on an individual's sentence.

The progression from higher classification level (maximum) to a lower custody level (i.e., minimum) should be encouraged by increasing incentives for appropriate behavior in the housing units. Inmates that have been properly screened and approved to perform various duties, such as custodial work, ground maintenance, or food and laundry operations, will be housed in a dedicated housing unit.

Based on the inmate profile data and projected population, the following housing summary was developed. General Housing includes Minimum Custody, Medium Custody, and Maximum Custody.

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Type/Classification	Bed Type	Mezzanine	Beds/Unit	Beds/Cell	Cells/Unit	Quantity	# of Units	Total Beds	Comments
General Population - Male							12	608	Organized in Housing Clusters
Minimum	Cells	Yes	64	4	16	4	4	256	
Medium	Cells	Yes	64	4	16	3	3	192	
Maximum - Low	Cells	Yes	32	4	8	3	3	96	
Maximum - High	Cells	Yes	32	2	16	2	2	64	
General Population - Female							2	96	Organized in Housing Clusters
Minimum/Medium	Cells	Yes	64	4	16	1	1	64	sub-dayrooms
Maximum	Cells	Yes	32	2	16	1	1	32	
Commitment Housing							3	128	Adjacent to Medical/ITR
Intake / Classification - Male	Cells	Yes	64	2	32	1	1	64	sub-dayrooms
Intake / Classification - Male Detox	Cells	No	32	2	16	1	1	32	
Intake / Classification - Female	Cells	Yes	32	2	16	1	1	32	50% detox
Special Populations - Male							3	176	
High Classification	Cells	No	16	1	16	1	0.33	16	
Disciplinary	Cells	No	32	1	32	1	0.67	32	
Protective Custody	Cells	Yes	64	2	32	2	2	128	
Special Populations - Female							1	18	
High Classification	Cells	No	6	1	6	1	0.33	6	
Disciplinary	Cells	No	12	1	12	1	0.67	12	
Mental Health - Male							2	80	
Close Watch	Cells	No	8	1	8	1	0.17	8	Psychiatric observation
Level 1	Cells	No	8	1	8	2	0.33	16	Crisis management
Level 2	Cells	No	12	2	6	2	0.50	24	In-patient Care
PO 3	Cells	No	32	4	8	1	1	32	Sheltered Housing (therapeutic)
Mental Health - Female							2	28	
Close Watch	Cells	No	4	1	4	1	0.25	4	Psychiatric observation
Level 1	Cells	No	4	1	4	1	0.25	4	Crisis management
Level 2	Cells	No	8	2	4	1	0.50	8	In-patient Care
PO 3	Cells	No	12	4	3	1	1	12	Sheltered Housing (therapeutic)
Work Release							2	68	
Work Release - Male	Dorm	No	56	4	14	1	1	56	
Work Release - Female	Dorm	No	12	4	3	1	1	12	
Juvenile							2	10	
Juvenile - Male	Cells	No	5	1	5	1	1	5	
Juvenile - Female	Cells	No	5	1	5	1	1	5	
Totals							29	1,212	

The operational philosophy of the LCCF is to manage housing units and inmates following the Strategic Inmate Management model and minimizing inmate movement from the housing unit and housing unit shared cluster area. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Housing units are to include an issue room, multi-purpose/ program unit room, interview counseling rooms, and dayroom with access to video visitation, beverage counter, showers, and an outdoor recreation area.

Note that SIM/ direct supervision is not utilized in higher security units, as inmates are in their cells the majority of the day. The High Classification and Disciplinary and Specialty Step Down Units Close Watch, 1, and 2 units will deploy a more fixed post that will include accommodation for close watch positions and direct sightlines for high-risk inmates.

Operational Assumptions

The specific functions and activities associated with inmate housing units will not be sequential in nature and therefore do not lend themselves to a flowchart. However, it is important to identify the activities that will take place in this area to plan operations and design features. The following is a list of inmate functions and activities that will occur in the housing units:

- Sleeping
- Attending to personal hygiene and grooming
- Storing personal articles
- Watching television
- Playing board games
- Conducting telephone and/or video calls
- Dining
- Receiving and sending personal mail (electronic), legal mail (hard copy and electronic)
- Writing and reading
- Talking with other inmates and staff
- Cleaning and maintaining area
- Changing linens and clothing
- Being admitted to and released from unit
- Accessing counseling or programming services
- Receiving sick call screening and/or medications
- Accessing outdoor recreation

Staff Activities (in SIM/ direct supervision model):

- Controlling inner door to dayrooms
- Controlling cell doors
- Communicating and supervising inmates (direct or indirect models)
- Inspecting areas for cleanliness
- Conducting inmate counts
- Maintaining files on each inmate
- Exchanging linen and uniforms
- Receiving and distributing mail

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- Supervising food service in unit
- Observing and recording inmate behavior
- Ensuring units have needed supplies
- Waking inmates
- Controlling lights, television, and telephone/video booths
- Resolving inmate disputes
- Writing-up rule violations
- Supervising movement
- Conducting shakedowns
- Releasing and admitting inmates
- Observing any adjacent activity areas such as the multipurpose room, outdoor recreation area, and the counseling/interview/issue room
- Accessing emails, reports, policies and other pertinent information via computer terminal

All the General Housing units will be designed to provide maximum possible supervision and observation by the housing unit officer assigned to the housing unit. A housing unit officer post will be established in each housing unit that provides a fixed point where the SIM/ direct supervision officer can access a computer, control doors and intercoms, and complete logs and other reports. However, it is assumed the officer will be mobile within the unit during most of their shift. The location of this post should allow for clear line of sight to all cell fronts, the dayroom, the inner dayroom door, the recreation space, programs spaces, as well as any other dedicated space.

Special Design Considerations

The major operational philosophy that will affect General Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, issue rooms, multi-purpose/ program rooms, interview/ counseling rooms, video visitation, inmate restrooms, and showers. The showers will be located on the first floor only and will include floors which slope to drains to avoid water pooling. Also, dry off areas will be provided in an alcove in front of each shower to avoid utilizing dayroom space as these areas tend to become slipping hazards.

Finishes and furniture in General Housing should be durable while creating a normative environment in support of the County's Guiding Principles. Privacy will be provided in a manner that does not inhibit observation by housing unit staff.

Space Program Table

8.200	General Population - Minimum	Unit NSF	Qty	NSF	Comment - Inside Security
8.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.202	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets, ability to triage inmates
8.203	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.204	Accessible 4-person Cell	260	4	1,040	beds on the floor, no bunks
8.205	4-person Cell	225	12	2,700	beds on the floor, no bunks
8.206	Quiet Room	60	1	60	
8.207	Dayroom	3,200	1	3,200	
8.208	Beverage Counter	40	1	40	sink w/insta hot
8.209	Accessible Shower	50	1	50	1 shower per 8 inmates
8.210	Showers	35	7	245	1 shower per 8 inmates
8.211	Multi-purpose/ Program Room	400	1	400	accommodate 15-20 people, AV capable
8.212	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.213	Counselor's Office	120	1	120	private office
8.214	Officer Restroom	65	1	65	
8.215	Accessible Non-contact Professional Visitation	80	1	80	
8.216	Non-contact Professional Visitation	50	1	50	
8.217	Utility Storage	50	1	50	
8.218	Clean Linen	40	1	40	
8.219	Soiled Linen	40	1	40	
8.220	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.221	Outdoor Recreation	960	1	-	15 sf per inmate - not included in nsf
Subtotal NSF				8,625	
x number of Housing Units				4	
Total NSF				34,500	

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8.300 General Population Housing – Medium Male

Description of Function

General Population Male Housing is based on three different housing classifications – Minimum Custody, Medium Custody, and Maximum (Low and High) Custody. These housing classifications will guide the type of cell (single, double, multi-occupancy, etc.) that are utilized. Housing units are to be grouped and serviced by a Shared Cluster Area with spaces for staff and access to more centralized program and healthcare services.

New inmates are to be initially assessed and classified during the intake process. They will then be assigned to an appropriate housing unit, ideally in the Intake Housing. Intake Housing provides the facility the ability to acclimate inmates to the facility and to observe them before placing them in general population housing classifications. Inmates are ultimately assigned to housing based upon classification, behavior, program/work assignment, and length of time remaining on an individual's sentence.

The progression from higher classification level (maximum) to a lower custody level (i.e., minimum) should be encouraged by increasing incentives for appropriate behavior in the housing units. Inmates that have been properly screened and approved to perform various duties, such as custodial work, ground maintenance, or food and laundry operations, will be housed in a dedicated housing unit.

Based on the inmate profile data and projected population, the following housing summary was developed. General Housing includes Minimum Custody, Medium Custody, and Maximum Custody.

The operational philosophy of the LCCF is to manage housing units and inmates following the Strategic Inmate Management model and minimizing inmate movement from the housing unit and housing unit shared cluster area. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Housing units are to include an issue room, multi-purpose/program unit room, interview counseling rooms, and dayroom with access to video visitation, beverage counter, showers, and an outdoor recreation area.

Note that SIM/ direct supervision is not utilized in higher security units, as inmates are in their cells the majority of the day. The High Classification and Disciplinary and Specialty Step Down Units Close Watch, 1, and 2 units will deploy a more fixed post that will include accommodation for close watch positions and direct sightlines for high-risk inmates.

Operational Assumptions

The specific functions and activities associated with inmate housing units will not be sequential in nature and therefore do not lend themselves to a flowchart. However, it is important to identify the activities that will take place in this area to plan operations and design features. The following is a list of inmate functions and activities that will occur in the housing units:

- Sleeping
- Attending to personal hygiene and grooming
- Storing personal articles
- Watching television

- Playing board games
- Conducting telephone and/or video calls
- Dining
- Receiving and sending personal mail (electronic), legal mail (hard copy and electronic)
- Writing and reading
- Talking with other inmates and staff
- Cleaning and maintaining area
- Changing linens and clothing
- Being admitted to and released from unit
- Accessing counseling or programming services
- Receiving sick call screening and/or medications
- Accessing outdoor recreation

Staff Activities (in SIM/ direct supervision model):

- Controlling inner door to dayrooms
- Controlling cell doors
- Communicating and supervising inmates (direct or indirect models)
- Inspecting areas for cleanliness
- Conducting inmate counts
- Maintaining files on each inmate
- Exchanging linen and uniforms
- Receiving and distributing mail
- Supervising food service in unit
- Observing and recording inmate behavior
- Ensuring units have needed supplies
- Waking inmates
- Controlling lights, television, , and telephone/video booths
- Resolving inmate disputes
- Writing-up rule violations
- Supervising movement

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- Conducting shakedowns
- Releasing and admitting inmates
- Observing any adjacent activity areas such as the multipurpose room, outdoor recreation area, and the counseling/interview/issue room
- Accessing emails, reports, policies and other pertinent information via computer terminal

All the General Housing units will be designed to provide maximum possible supervision and observation by the housing unit officer assigned to the housing unit. A housing unit officer post will be established in each housing unit that provides a fixed point where the SIM/ direct supervision officer can access a computer, control doors and intercoms, and complete logs and other reports. However, it is assumed the officer will be mobile within the unit during most of their shift. The location of this post should allow for clear line of sight to all cell fronts, the dayroom, the inner dayroom door, the recreation space, programs spaces, as well as any other dedicated space.

Special Design Considerations

The major operational philosophy that will affect General Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, issue rooms, multi-purpose/ program rooms, interview/ counseling rooms, video visitation, inmate restrooms, and showers.

Materials selected in General Housing will attempt to normalize the environment. Privacy will be provided in a manner that does not inhibit observation by housing unit staff.

Space Program Table

8.300	General Population - Medium	Unit NSF	Qty	NSF	Comment - Inside Security
8.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
8.303	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.304	Accessible 4-person Cell	260	4	1,040	beds on the floor, no bunks
8.305	4-person Cell	225	12	2,700	beds on the floor, no bunks
8.306	Quiet Room	60	1	60	
8.307	Dayroom	3,080	1	3,080	
8.308	Beverage Counter	40	1	40	sink w/insta hot
8.309	Accessible Shower	50	1	50	1 shower per 8 inmates
8.310	Showers	35	7	245	1 shower per 8 inmates
8.311	Multi-purpose/ Program Room	400	1	400	accommodate 15-20 people, AV capable
8.312	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.313	Counselor's Office	120	1	120	private office
8.314	Officer Restroom	65	1	65	
8.315	Accessible Non-contact Professional Visitation	80	1	80	
8.316	Non-contact Professional Visitation	50	1	50	
8.317	Utility Storage	50	1	50	
8.318	Clean Linen	40	1	40	
8.319	Soiled Linen	40	1	40	
8.320	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.321	Outdoor Recreation	960	1	-	15 sf per inmate - not included in nsf
Subtotal NSF				8,505	
x number of Housing Units				3	
Total NSF				25,515	

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8.400 General Population Housing – Maximum Male

Description of Function

Maximum Classification Housing Male is for male inmates who have been classified as needing a higher level of control due to past institutional behavior, current criminal charges, or other factors. The design and space needs of the maximum male housing is similar to medium and minimum housing; however, inmates in Maximum Housing Male have fewer privileges. Inmates can be moved to lower security level units based on improved behavior.

Operational Assumptions

Maximum Housing Male will consist of 160 beds. A total of 5 32 bed housing units at 32 beds consisting of 4-person cells. Each housing unit will have an issue room, interview/ counseling rooms, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom. SIM/ Direct supervision will be employed in these housing units.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

General Population - Maximum (Low and High)					
8.400	Unit Entry Vestibule	Unit NSF	Qty	NSF	Comment - Inside Security
8.401	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.402	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
8.403	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.404	Accessible 4-person Cell	260	2	520	beds on the floor, no bunks
8.405	4-person Cell	225	6	1,350	beds on the floor, no bunks
8.406	Quiet Room	60	1	60	
8.407	Dayroom	1,760	1	1,760	
8.408	Beverage Counter	40	1	40	sink w/insta hot
8.409	Accessible Shower	50	1	50	1 shower per 8 inmates
8.410	Showers	35	3	105	1 shower per 8 inmates
8.411	Multi-purpose/ Program Room	300	1	300	accommodate 12-15 people, AV capable
8.412	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.413	Counselor's Office	120	1	120	private office
8.414	Officer Restroom	65	1	65	
8.415	Accessible Non-contact Professional Visitation	80	1	80	
8.416	Non-contact Professional Visitation	50	1	50	
8.417	Utility Storage	50	1	50	
8.418	Clean Linen	40	1	40	
8.419	Soiled Linen	40	1	40	
8.420	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.421	Outdoor Recreation	750	1	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				5,075	
x number of Housing Units				5	
Total NSF				25,375	

8.500 Security (High/Disciplinary) Housing - Male

Description of Function

Security (High/Disciplinary) Housing Male is for male inmates needing to be separated due to disciplinary or administrative reasons. As a result, out-of-cell time and the intermingling of inmates is reduced. The unit could benefit from the use of sub-dayrooms to allow for increased out-of-cell time while limiting contact between the inmates.

This category of inmates could eventually be reassigned to another lower custody General Housing or Infirmary housing unit.

Operational Assumptions

Security (High/Disciplinary) Housing Male housing will consist of 48 beds. The housing unit will consist of 1-person cells. The housing unit will have an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom. Refer to Section 7.000 General Housing.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

8.500	High Classification and Disciplinary	Unit NSF	Qty	NSF	Comment - Inside Security
8.501	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.502	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.503	Accessible 1-person Cell - High Classification	100	1	100	accessible high security
8.504	1-person Cell - High Classification	85	15	1,275	high security
8.505	Accessible 1-person Cell - Disciplinary	100	2	200	accessible disciplinary
8.506	1-person Cell - Disciplinary	85	30	2,550	
8.507	Sub-Dayrooms	440	6	2,640	8 beds per sub-dayroom
8.508	Beverage Counter	40	1	40	sink w/insta hot
8.509	Video Visitation Station	20	8	160	
8.510	Accessible Shower	50	1	50	1 shower per 8 inmates
8.511	Showers	35	5	175	1 shower per 8 inmates
8.512	Multi-purpose/ Program Room	150	1	150	accommodate 8 people, AV capable
8.513	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.514	Counselor's Office	120	1	120	private office
8.515	Officer Restroom	65	1	65	
8.516	Accessible Non-contact Professional Visitation	80	1	80	
8.517	Non-contact Professional Visitation	50	1	50	
8.518	Utility Storage	50	1	50	
8.519	Clean Linen	40	1	40	
8.520	Soiled Linen	40	1	40	
8.521	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.522	Outdoor Recreation	250	3	-	not included in nsf
Subtotal NSF				8,145	

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8.600 Protective Custody Housing – Male

Description of Function

Protective Custody Housing Male is for male inmates needing to be separated due to safety and classification concerns. The units will likely function as a traditional housing unit but will allow for additional separation from other classifications.

Operational Assumptions

Protective Custody Housing Male housing will consist of two units with 64 beds each. This units will consist of 2-person cells. The housing units includes an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The units will also consist of staff areas including an open workstation, storage, and an officer restroom. Refer to Section 7.000 General Housing.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

8.600	Protective Custody	Unit NSF	Qty	NSF	Comment - Inside Security
8.601	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.602	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
8.603	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.604	Accessible 2-person Cell	140	4	560	beds on the floor, no bunks
8.605	2-person Cell	125	28	3,500	beds on the floor, no bunks
8.606	Sub Dayrooms	440	7	3,080	8 beds per sub dayroom
8.607	Beverage Counter	40	1	40	sink w/insta hot
8.608	Video Visitation Station	20	4	80	
8.609	Accessible Shower	50	1	50	1 shower per 8 inmates
8.610	Showers	35	7	245	1 shower per 8 inmates
8.611	Multi-purpose/ Program Room	300	1	300	accommodate 15-20 people, AV capable
8.612	Interview/ Counseling Room	80	1	80	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.613	Counselor's Office	120	2	240	private offices
8.614	Officer Restroom	65	1	65	
8.615	Accessible Non-contact Professional Visitation	80	1	80	
8.616	Non-contact Professional Visitation	50	1	50	
8.617	Utility Storage	50	1	50	
8.618	Clean Linen	40	1	40	
8.619	Soiled Linen	40	1	40	
8.620	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.621	Outdoor Recreation	480	2	-	15 sf per inmate, not included in nsf
Unit Subtotal DGSF				8,785	
x number of Housing Units				2	
Total NSF				17,570	

9.000 FEMALE HOUSING

9.100 Female General Population Shared Cluster Area

Description of Function

The operational philosophy of SIM/ direct supervision is based upon decentralizing many management decisions to the housing units or a space adjacent to the housing clusters. The Shared Cluster Areas provides access to unit staff spaces and unit program, healthcare, and video access to inmate spaces.

Operational Assumptions

This Housing Support Cluster will typically serve three housing units. For staff, the central area will provide space for multiple offices, workstation to observe all cluster spaces, and staff restrooms. For inmates, the central area will provide access to an exam room for healthcare services, classrooms for programs, professional video visit rooms, and interview room for healthcare and professional visits.

Inmate movement to and from the Housing Support Cluster from General Housing will be on a scheduled and controlled basis by housing unit staff.

Refer to Section 9.200 General Housing.

Special Design Considerations

Refer to Section 9.200 General Housing.

Space Program Table

9.100	General Population Shared Cluster Area	Unit NSF	Qty	NSF	Comment - Inside Security - Supports General Pop Only
9.101	Secure Entry Vestibule	150	1	150	2 interlocked doors
9.102	Officer Station	40	1	40	
9.103	Shared Staff/ Contract Worker/ Volunteer Office	120	3	360	shared office for teachers/ volunteers
9.104	Interview Room	100	2	200	
9.105	Large Classroom	400	1	400	20 inmates, multi-purpose including cognitive programming
9.106	Classroom	250	1	250	12 inmates
9.107	Classroom Storage	80	2	160	1 storage room per classroom
9.108	Inmate Restroom	65	2	130	
9.109	Exam Room	120	2	240	exam table, sink w/above & below lockable cabinets
9.110	Professional Video Visit	80	2	160	video court, attorney, psych, med
9.111	Virtual Court Terminal	65	6	390	vision panels to block view from other inmates while room is in use, acoustically designed for video court
9.112	Staff Restroom	65	2	130	
9.113	Shared Office	120	2	240	2 desks per office with network shared computers
9.114	Sergeant Office	120	1	120	private office
9.115	Storage	80	1	80	medical crash cart, misc. storage
9.116	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				3,090	

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9.200 General Population Housing – Minimum/Medium Female

Description of Function

This section includes the General Housing units for females and corresponding program areas for the total capacity requirements of the LCCF through the year 2050 for up to 1,200 beds. The overall mission of the LCCF relative to housing is to provide a safe, secure facility to serve the public and visitors, staff, and inmate population. Structured inmate programming will encourage the development of positive habits relative to responsible decision-making and exercise of good judgment. The housing is intended to provide safe and cost-effective confinement that is appropriate for the inmates being housed.

General Housing is based on two different housing classifications – Minimum/Medium and Maximum Custody. These housing classifications will guide the type of cell (single, double, multi-occupancy, etc.) that are utilized. Housing units are to be grouped into units and clusters that are serviced by a Shared Cluster Area with spaces for staff and access to more centralized program and healthcare services.

New inmates are to be initially assessed and classified during the intake process. They will then be assigned to an appropriate housing unit, ideally in the Intake Housing Unit. Intake Housing provides the facility the ability to acclimate inmates to the facility and to observe them before placing them in general population housing classifications. Inmates are ultimately assigned to housing based upon classification, behavior, program/work assignment, and length of time remaining to an individual's sentence.

The progression from higher classification level (maximum) to a lower custody level (i.e., minimum) should be encouraged by increasing incentives in the housing units. Inmates that have been properly screened and approved to perform various duties, such as custodial work, ground maintenance, or food and laundry operations will be housed with other Minimum inmates in general population.

Based on the inmate profile data and projected population, the following housing summary was developed. General Housing includes Minimum/Medium and Maximum Custody.

Type/Classification	Bed Type	Mezzanine	Beds/Unit	Beds/Cell	Cells/Unit	Quantity	# of Units	Total Beds	Comments
General Population - Male							12	608	Organized in Housing Clusters
Minimum	Cells	Yes	64	4	16	4	4	256	
Medium	Cells	Yes	64	4	16	3	3	192	
Maximum - Low	Cells	Yes	32	4	8	3	3	96	
Maximum - High	Cells	Yes	32	2	16	2	2	64	
General Population - Female							2	96	Organized in Housing Clusters
Minimum/Medium	Cells	Yes	64	4	16	1	1	64	sub-dayrooms
Maximum	Cells	Yes	32	2	16	1	1	32	
Commitment Housing							3	128	Adjacent to Medical/ITR
Intake / Classification - Male	Cells	Yes	64	2	32	1	1	64	sub-dayrooms
Intake / Classification - Male Detox	Cells	No	32	2	16	1	1	32	
Intake / Classification - Female	Cells	Yes	32	2	16	1	1	32	50% detox
Special Populations - Male							3	176	
High Classification	Cells	No	16	1	16	1	0.33	16	
Disciplinary	Cells	No	32	1	32	1	0.67	32	
Protective Custody	Cells	Yes	64	2	32	2	2	128	
Special Populations - Female							1	18	
High Classification	Cells	No	6	1	6	1	0.33	6	
Disciplinary	Cells	No	12	1	12	1	0.67	12	
Mental Health - Male							2	80	
Close Watch	Cells	No	8	1	8	1	0.17	8	Psychiatric observation
Level 1	Cells	No	8	1	8	2	0.33	16	Crisis management
Level 2	Cells	No	12	2	6	2	0.50	24	In-patient Care
PO 3	Cells	No	32	4	8	1	1	32	Sheltered Housing (therapeutic)
Mental Health - Female							2	28	
Close Watch	Cells	No	4	1	4	1	0.25	4	Psychiatric observation
Level 1	Cells	No	4	1	4	1	0.25	4	Crisis management
Level 2	Cells	No	8	2	4	1	0.50	8	In-patient Care
PO 3	Cells	No	12	4	3	1	1	12	Sheltered Housing (therapeutic)
Work Release							2	68	
Work Release - Male	Dorm	No	56	4	14	1	1	56	
Work Release - Female	Dorm	No	12	4	3	1	1	12	
Juvenile							2	10	
Juvenile - Male	Cells	No	5	1	5	1	1	5	
Juvenile - Female	Cells	No	5	1	5	1	1	5	
Totals							29	1,212	

The operational philosophy of the LCCF is to manage housing units and inmates following the SIM/ direct supervision model and minimizing inmate movement from the housing unit and housing unit shared cluster area. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Housing units are to include an issue room, multi-purpose/ program unit room, interview counseling rooms, and dayroom with access to video visitation, beverage counter, showers, and an outdoor recreation area.

Note that SIM/ direct supervision is not utilized in higher security units, as inmates are in their cells the majority of the day. The Segregation and Specialty Step Down Units 1 and 2 units will not deploy SIM/ direct supervision and thus a more fixed post should be established for the housing officer.

Operational Assumptions

The specific functions and activities associated with inmate housing units will not be sequential in nature and therefore do not lend themselves to a flowchart. However, it is important to identify the activities that will take place in this area to plan operations and design features. The following is a list of inmate functions and activities that will occur in the housing units:

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- Sleeping
- Attending to personal hygiene and grooming
- Storing personal articles
- Watching television
- Playing board games
- Conducting telephone and/or video calls
- Dining
- Receiving and sending personal mail (electronic) and legal mail (electronic/ hard copy)
- Writing and reading
- Talking with other inmates and staff
- Cleaning and maintaining area
- Changing linens and clothing
- Being admitted to and released from unit
- Accessing counseling or programming services
- Receiving sick call screening and/or medications
- Accessing outdoor recreation

Staff Activities (in SIM/ direct supervision model):

- Controlling inner door to dayrooms
- Communicating and supervising inmates (direct or indirect models)
- Inspecting areas for cleanliness
- Conducting inmate counts
- Maintaining files on each inmate
- Exchanging linen and uniforms
- Receiving and distributing mail
- Supervising food service in unit
- Observing and recording inmate behavior
- Ensuring units have needed supplies
- Waking inmates
- Controlling lights, television, and telephone/video booths

- Resolving inmate disputes
- Writing-up rule violations
- Supervising movement
- Conducting shakedowns
- Releasing and admitting inmates
- Observing any adjacent activity areas such as the multipurpose room, outdoor recreation area, and the counseling/interview/issue room

All the General Housing units will be designed to provide maximum possible supervision and observation by the housing unit officer assigned to the housing unit. A housing unit officer post will be established in each unit that provides a fixed point where the SIM/ direct supervision officer can access a computer, control doors and intercoms, and complete logs and other reports. However, it is assumed the officer will be mobile within the unit during most of their shift. The location of this post should allow for clear line of sight to all cell fronts, the dayroom, inner dayroom door, the recreation space, program spaces, as well as any other dedicated space.

Special Design Considerations

The major operational philosophy that will affect General Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, issue rooms, multi-purpose/ program rooms, interview/ counseling rooms, video visitation, inmate restrooms, and showers. The showers will be located on the first floor only and will include floors which slope to drains to avoid water pooling. Also, dry off areas will be provided in an alcove in front of each shower to avoid utilizing dayroom space as these areas tend to become slipping hazards.

Materials selected in General Housing will attempt to normalize the environment. Privacy will be provided in a manner that does not inhibit observation by housing unit staff.

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Space Program Table

9.200	General Population - Minimum / Medium	Unit NSF	Qty	NSF	Comment - Inside Security
9.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
9.202	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
9.203	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
9.204	Accessible 4-person Cell	260	4	1,040	beds on the floor, no bunks
9.205	4-person Cell	260	12	3,120	beds on the floor, no bunks
9.206	Quiet Room	60	1	60	
9.207	Dayroom	3,200	1	3,200	divided into 2 sub-dayrooms
9.208	Beverage Counter	40	1	40	sink w/insta hot
9.209	Accessible Shower	50	1	50	1 shower per 8 inmates
9.210	Showers	35	7	245	1 shower per 8 inmates
9.211	Multi-purpose/ Program Room	400	1	400	accommodate 15-20 people, A/V capable
9.212	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
9.213	Counselor's Office	120	1	120	private office
9.214	Officer Restroom	65	1	65	
9.215	Accessible Non-contact Professional Visitation	80	1	80	
9.216	Non-contact Professional Visitation	50	1	50	
9.217	Utility Storage	50	1	50	
9.218	Clean Linen	40	1	40	
9.219	Soiled Linen	40	1	40	
9.220	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
9.221	Outdoor Recreation	960	1	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				9,045	

9.300 General Population Housing – Maximum Female

Description of Function

Maximum Housing Female is for female inmates who have been classified as needing a higher level of control due to past institutional behavior, current criminal charges, or other factors. The design and space needs of the maximum female housing is similar to medium and minimum housing; however, inmates in Medium/Maximum Housing female have fewer privileges. Inmates can be moved to lower security level units based on improved behavior.

Operational Assumptions

Maximum Housing Female will consist of 32 beds total. The unit will consist of double or 2-person cells. Each housing unit will have an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom. SIM/ Direct supervision will be employed in these housing units.

Refer to Section 8.100 General Housing.

Special Design Considerations

Refer to Section 8.100 General Housing.

Space Program Table

9.300	General Population - Maximum	Unit NSF	Qty	NSF	Comment - Inside Security
9.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
9.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
9.303	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
9.304	Accessible 2-person Cell	140	2	280	beds on the floor, no bunks
9.305	2-person Cell	125	14	1,750	beds on the floor, no bunks
9.306	Dayroom	1,600	1	1,600	
9.307	Beverage Counter	40	1	40	sink w/insta hot
9.308	Accessible Shower	50	1	50	1 shower per 8 inmates
9.309	Showers	35	3	105	1 shower per 8 inmates
9.310	Multi-purpose/ Program Room	300	1	300	accommodate 12-15 people, AV capable
9.311	Interview/ Counseling Room	80	1	80	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
9.312	Counselor's Office	120	1	120	private office
9.313	Officer Restroom	65	1	65	
9.314	Accessible Non-contact Professional Visitation	80	1	80	
9.315	Non-contact Professional Visitation	50	1	50	
9.316	Utility Storage	50	1	50	
9.317	Clean Linen	40	1	40	
9.318	Soiled Linen	40	1	40	
9.319	Janitor's Closet	40	2	80	jc on each floor, mop sink, rack, floor drain
9.320	Outdoor Recreation	750	1	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				4,935	

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9.400 High Classification and Disciplinary Housing – Female

Description of Function

The High Classification and Disciplinary Female Population Housing Units is for female inmates who have been classified as needing a higher level of control due to past behavior, criminal conduct, or other factors. This unit will include two separate housing units for each of the classification which are, security high housing, disciplinary housing, and protective custody housing. The design and space needs of these two units are unique as it will require sight and sound separation between each of the housing types. Inmates classified as high classification and disciplinary will have limited privileges in comparison to inmates housed in protective custody which are classified much differently than higher security level units.

Operational Assumptions

The Female Specialty Population Housing Units will consist of 18 beds total in two separate units. The High Classification Housing Unit will consist of a total of (6) 1-person cells only. Disciplinary Housing Unit will consist of (12) 1-person cells. The housing unit will have an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom.

Refer to Section 9.100 General Housing.

Special Design Considerations

Not available

Space Program Table

9.400	High Classification and Disciplinary	Unit NSF	Qty	NSF	Comment - Inside Security
9.401	Unit Entry Vestibule	80	1	80	2 interlocked doors
9.402	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
9.403	Accessible 1-person Cell - High Classification	100	1	100	accessible high security
9.404	1-person Cell - High Classification	85	5	425	high security
9.405	Accessible 1-person Cell - Disciplinary	100	1	100	accessible disciplinary
9.406	1-person Cell - Disciplinary	85	11	935	
9.407	Sub-Dayrooms	440	3	1,320	max. 8 beds per sub-dayroom
9.408	Beverage Counter	40	1	40	sink w/insta hot
9.409	Video Visitation Station	20	8	160	
9.410	Accessible Shower	50	1	50	1 shower per 8 inmates
9.411	Showers	35	2	70	1 shower per 8 inmates
9.412	Multi-purpose/ Program Room	150	1	150	accommodate 8 people, A/V capable
9.413	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
9.414	Counselor's Office	120	1	120	private office
9.415	Officer Restroom	65	1	65	
9.416	Accessible Non-contact Professional Visitation	80	1	80	
9.417	Non-contact Professional Visitation	50	1	50	
9.418	Utility Storage	50	1	50	
9.419	Clean Linen	40	1	40	
9.420	Soiled Linen	40	1	40	
9.421	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
9.422	Outdoor Recreation	250	3	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				4,155	

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10.000 SPECIALTY HOUSING

10.100 Specialty Housing Shared Support

Description of Function

Specialty Housing provides services to inmates with acute and severe mental illness. The Shared Support areas provides access to unit staff offices, interview room, and professional video visit space.

Operational Assumptions

This Specialty Housing Shared Support area will serve five housing units. Inmate movement to and from the Housing Shared Support from Specialty Housing will be on a scheduled and controlled basis by housing unit staff.

Refer to Section 10.200 Specialty Housing.

Special Design Considerations

Refer to Section 10.200 Specialty Housing.

Space Program Table

10.100	Specialty Housing Shared Support	Unit NSF	Qty	NSF	Comment - Inside Security
10.101	Shared Office	150	1	150	shared office for staff/ teachers/ volunteers/ all in one printer
10.102	Interview Room	80	1	80	
10.103	Professional Video Visit	80	1	80	video court, attorney, psych, med
Subtotal NSF				310	

10.200 Specialty Housing – Step Down Close Watch and Levels 1 & 2 Male

Description of Function

Specialty Housing provides services to inmates with acute and severe mental illness. The housing is separated into four stages of care representing the level of acuity and treatment needs of the inmate: Close Watch psychiatric observation, Level 1 crisis management, level 2 and Psychological Observation 3 (PO 3) inpatient care. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

At Intake, healthcare staff screen new inmates, clarify past/recent mental health treatment, current symptoms/impairment, and triage those with current mental health issues, recent or current psychotropic medication treatment, recent mental health treatment, suicide attempts or current suicide risks to mental health depending on the level of acuity.

New inmates presenting with current mental health issues, suicide risks, current or recent psychotropic medication treatment are referred for mental health assessment and evaluation by a jail Qualified Mental Health Professional in person or via telepsychiatry for evaluation within 24 hours of intake. In addition, all inmates with mental health issues receive a 14-day mental health evaluation. Mental health and psychiatric staff are available to provide access to mental health care, provide consultation regarding the need for and type and frequency of suicide watch placement, and assess if psychotropic medications should be continued, initiated, or held, respectively.

Operational Assumptions

Specialty Housing will include three separate areas in a 28-bed housing unit. Close Watch housing area will include two accessible one-person occupancy safety cells and six one-person safety cells for males. Level 1 housing will include two accessible one-person occupancy cells and six one-person cells. Level 2 housing will include one accessible two-person occupancy cells and five two-person cells. Psychological Observation 3 (PO3) Housing will consist of one accessible four-person cell and seven regular four-person cells.

Close Watch

Close Watch or psychiatric observation will provide housing for immediate/ready visual observation and nursing assessments and mental health staff access to inmates displaying oddities in speech, behaviors, or thought disorders suggestive of a serious mental illness such as schizophrenia or another psychotic disorder, mania, hypomania, or other disturbances in speech, activities, or behavior. These cells will be similar to suicide watch cells (with enhanced light and visibility, no ligature/tie off points, and reduced access to surfaces or structural items for potential self-harm), but will be designed to facilitate access to intensive psychotherapeutic and psychiatric interventions to offenders with oddities in behaviors suggestive of psychosis, severe impulse control problems, and/or offenders who engage in severe and frequent acts of life-threatening self-injury with little or no provocation. These cells should include a floor flush drain. Inmates may remain under close watch for up to 48 hours and are outfitted in suicide smocks.

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Level 1

Level 1 or crisis management will provide housing for inmates experiencing a current mental health crisis such as a significant conflict or situational stressor (e.g., significant difficulty in adjustment to incarceration, conflict with cellmate, peer, or staff) or displaying impulsive behaviors of harm to self or others and cannot be stabilized in Level 1 and are medically stable (no active medical illness or medical acuity that requires emergency department off site, medical hospitalization, or infirmary housing setting). Crisis management inmates may also be engaging in self harm or self-mutilation; they may have current suicidal ideation, intent, or plans.

The treatment mission will be to provide protective housing, intensive behavioral observation, brief crisis intervention counseling, psychoeducation, and supportive skills and therapeutic programming to offenders at imminent risk of suicide or serious self-injury. Security staff will observe Level 1 inmates at no more than 15 minute intervals. Inmates in this type of housing are outfitted in suicide smocks.

Level 2

Level 2 or inpatient care will provide comprehensive psychiatric, mental health, and psychosocial evaluations and intensive behavioral health care to inmates with acute and severe mental illness who are clinically determined to require acute care level of mental health services. The goal will be for short-term behavioral health care treatment with rapid mental health stabilization.

The area will be a dedicated unit/housing area with assigned custody and health care staff who share a mission to provide inpatient psychiatric/structured intensive behavioral health level of care. This housing setting will include the most serious mentally ill population but may also contain individuals with personality disorders or those engaging in potentially lethal and severe self-harm.

Inpatient psychiatric services will vary from short-term to longer term care. The target population will be inmates with serious mental illnesses (SMI) who present with acute psychosis, substance induced psychotic disorders, other clinical deterioration or decompensation, impairments in their functioning and activities of average daily living (ADLs), present with risks of harm to self or others, and who cannot be clinically stabilized in other settings such as suicide watch, crisis management, general population, or sheltered housing settings.

Psychological Observation 3 (PO3)

PO3 psychiatric housing serves as a transition from the more highly observed psychiatric housing and the general population. In this unit, inmates receive their personal belongings back and return to the standard inmate uniform. These inmates may soon return to the general population and are monitored by staff to assess their level of vulnerability.

Special Design Considerations

Most inmate programs and services will be brought to the Specialty Housing Close Watch to PO3, thereby limiting inmate movement. Close Watch housing will be directly observed from a staff workstation. A separate staff workstation will observe the Level 1 and 2 housing areas. Level 1 and 2 housing areas will have access to separate sub dayrooms with access to video visit stations. Also, these units will need to provide sight and sound separation while providing the maximum amount of visual sight for staff. Specialty Housing Level 2 and PO3 will have an adjacent outdoor recreation area.

Space Program Table

10.200	Specialty Housing - Step Down (Male)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
	Close Watch Cells - 8 Beds				
10.201	Accessible 1-person Safety Cell	48	2	96	floor flush toilet w/push button control from outside
10.202	1- person Safety Cell	48	6	288	floor flush toilet w/push button control from outside
	Level 1 Cells - 8 Beds				
10.203	Accessible 1-person Cell	92	2	184	beds on the floor
10.204	1-person Cell	85	6	510	beds on the floor
10.205	Sub Dayroom	220	2	440	divided into 2 sub-dayrooms with 4 cells per sub dayroom
	Level 2 Cells - 12 Beds				
10.206	Accessible 2-person Cell	140	1	140	beds on the floor - no bunks
10.207	2-person Cell	125	5	625	beds on the floor - no bunks
10.208	Dayroom	330	2	660	divided into 2 sub-dayrooms with 6 cells per sub dayroom
	Housing Unit Support Space				
10.209	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.210	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.211	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.212	Beverage Counter	40	1	40	sink w/insta hot
10.213	Accessible Shower	50	1	50	1 shower per 8 inmates
10.214	Showers	35	3	105	1 shower per 8 inmates
10.215	Multi-purpose/ Program Room	180	1	180	AV capable, accommodates up to 8 to 10 max
10.216	Interview/ Counseling Room	80	2	160	space includes proper sound baffling for video court, tele-med/psych
10.217	Counselor's Office	120	1	120	private office
10.218	Officer Restroom	65	1	65	
10.219	Accessible Non-contact Professional Visitation	80	1	80	
10.220	Non-contact Professional Visitation	50	1	50	
10.221	Restraint Chair Alcove	15	1	15	space reserved for 2 or 3 restraint chairs
10.222	Utility Storage	50	1	50	
10.223	Clean Linen	40	1	40	
10.224	Soiled Linen	40	1	40	
10.225	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.226	Outdoor Recreation	250	3	-	not included in nsf
	Subtotal NSF			4,183	

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10.300 Specialty Housing – PO3 Male

Description of Function

Specialty Housing is provided to segregate inmates with acute and severe mental illness into three steps of progressive housing areas. PO 3 sheltered housing provides less restrictive group housing and focused mental health care to offenders with unstable, severe and chronic mental illness, severe personality disorders, dementia/neurocognitive disorders, and developmental disabilities such as intellectual impairments and promotes restoration to independent functioning. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

Operational Assumptions

Specialty Housing PO 3 will include one 64-bed housing unit. The General Population housing area will have the same layout as a minimum security 64 bed housing unit with 4-person cells with all beds on the floor.

Step Psychological Observation 3 (PO3)

PO3 housing will target offenders with a history of serious mental illness (examples include a past/recent diagnosis of a psychotic disorder or bipolar manic/mixed episode in partial remission) who are now clinically stable but have continued/residual negative symptomatology (negative signs of schizophrenia such as apathy, reduced social drive, social withdrawal, poor hygiene and grooming) and associated social impairments, who no longer require the acute inpatient level of care and rapid stabilization program.

These inmates will still require frequent prompting by custody, nursing, and health care staff to maintain successful ongoing psychotropic medication compliance, basic hygiene, and ADLs. They will be encouraged to spend time out of their cell in structured or unstructured group activities.

The overarching goal will be to promote independent activities and reduce isolation/restriction; prevent risk of decompensation due to medication non-compliance; and promote less restrictive housing.

Other non-psychotic inmates who will benefit from sheltered housing may include mood/affective disorders with or without psychosis and individuals with personality disorders, developmental disabilities/intellectual impairments, and dementias/neurocognitive disorders.

Special Design Considerations

Most inmate programs and services will be brought to the Specialty Housing PO3, thereby limiting inmate movement. PO3 housing will be similar to other General Housing units with access to an issue room, interview/ counseling room, multi-purpose/ program room, dayroom, video visit stations, showers, and an outdoor recreation area. Staff areas in the unit include an officer station, storage, counselor's office, and clean/soiled linen closets.

Space Program Table

10.300	Specialty Housing - PO3 (Male)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
10.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.303	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.304	Accessible 4-person cell	260	1	260	beds on the floor, no bunks
10.305	4-person cell	260	7	1,820	beds on the floor, no bunks
10.306	Dayroom	1,600	1	1,600	
10.307	Beverage Counter	40	1	40	sink w/insta hot
10.308	Accessible Shower	50	1	50	1 shower per 8 inmates
10.309	Showers	35	3	105	1 shower per 8 inmates
10.310	Multi-purpose/ Program Room	180	1	180	A/V capable, accommodates up to 8 to 10 max
10.311	Interview/ Counseling Room	80	4	320	space includes proper sound baffling for video court, tele-med/
10.312	Officer Restroom	65	1	65	
10.313	Accessible Non-contact Professional Visitation	80	1	80	
10.314	Non-contact Professional Visitation	50	2	100	
10.315	Utility Storage	50	1	50	
10.316	Clean Linen	40	1	40	
10.317	Soiled Linen	40	1	40	
10.318	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.319	Outdoor Recreation	750	1	-	not included in nsf
Subtotal NSF				4,995	
x number of Housing Units				2	
Total NSF				9,990	

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10.400 Specialty Housing – Step Down Close Watch and Levels 1 & 2 Female

Description of Function

Specialty Housing provides services to inmates with acute and severe mental illness. The housing is separated into four stages of care representing the level of acuity and treatment needs of the inmate: Close Watch psychiatric observation, Level 1 crisis management, level 2 and PO 3 inpatient care. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

At Intake, healthcare staff screen new inmates, clarify past/recent mental health treatment, current symptoms/impairment, and triage those with current mental health issues, recent or current psychotropic medication treatment, recent mental health treatment, suicide attempts or current suicide risks to mental health depending on the level of acuity.

New inmates presenting with current mental health issues, suicide risks, current or recent psychotropic medication treatment are referred for mental health assessment and evaluation by a jail Qualified Mental Health Professional in person or via telepsychiatry for evaluation within 24 hours of intake. In addition, all inmates with mental health issues receive a 14-day mental health evaluation. Mental health and psychiatric staff are available to provide access to mental health care, provide consultation regarding the need for and type and frequency of suicide watch placement, and assess if psychotropic medications should be continued, initiated, or held, respectively.

Operational Assumptions

Specialty Housing will include three separate areas in a 16-bed housing unit. Close Watch housing area will include two accessible one-person occupancy safety cells and 2 one-person safety cells for females. Level 1 housing will include one accessible one-person occupancy cells and three one person cells. Level 2 housing will include one accessible two-person occupancy cells and three two-person cells. PO3 Housing will consist of one accessible four-person cell and two four-person cells.

Close Watch

Close Watch or psychiatric observation will provide housing for immediate/ready visual observation and nursing assessments and mental health staff access to inmates displaying oddities in speech, behaviors, or thought disorders suggestive of a serious mental illness such as schizophrenia or another psychotic disorder, mania, hypomania, or other disturbances in speech, activities, or behavior. These cells will be similar to suicide watch cells (with enhanced light and visibility, no ligature/tie off points, and reduced access to surfaces or structural items for potential self-harm), but will be designed to facilitate access to intensive psychotherapeutic and psychiatric interventions to offenders with oddities in behaviors suggestive of psychosis, severe impulse control problems, and/or offenders who engage in severe and frequent acts of life-threatening self-injury with little or no provocation. These cells should include a floor flush drain. Inmates may remain under close watch for up to 48 hours and are outfitted in suicide smocks.

Level 1

Level 1 or crisis management will provide housing for inmates experiencing a current mental health crisis such as a significant conflict or situational stressor (e.g., significant difficulty in adjustment to incarceration, conflict with cellmate, peer, or staff) or displaying impulsive behaviors of harm to self or others and cannot be stabilized in Level 1 and are medically stable (no active medical illness or medical acuity that requires emergency department off site, medical hospitalization, or infirmary housing setting). Crisis management inmates may also be engaging in self harm or self-mutilation; they may have current suicidal ideation, intent, or plans.

The treatment mission will be to provide protective housing, intensive behavioral observation, brief crisis intervention counseling, psychoeducation, and supportive skills and therapeutic programming to offenders at imminent risk of suicide or serious self-injury. Security staff will observe Level 1 inmates at no more than 15 minute intervals. Inmates in this type of housing are outfitted in suicide smocks.

Level 2

Level 2 or inpatient care will provide comprehensive psychiatric, mental health, and psychosocial evaluations and intensive behavioral health care to inmates with acute and severe mental illness who are clinically determined to require acute care level of mental health services. The goal will be for short-term behavioral health care treatment with rapid mental health stabilization.

The area will be a dedicated unit/housing area with assigned custody and health care staff who share a mission to provide inpatient psychiatric/structured intensive behavioral health level of care. This housing setting will include the most serious mentally ill population but may also contain individuals with personality disorders or those engaging in potentially lethal and severe self-harm.

Inpatient psychiatric services will vary from short-term to longer term care. Lengths of stays will generally range from two weeks to six weeks, with an average of four to six weeks. The target population will be inmates with serious mental illnesses (SMI) who present with acute psychosis, substance induced psychotic disorders, other clinical deterioration or decompensation, impairments in their functioning and activities of average daily living (ADLs), present with risks of harm to self or others, and who cannot be clinically stabilized in other settings such as suicide watch, crisis management, general population, or sheltered housing settings.

Psychological Observation 3 (PO3)

PO3 psychiatric housing serves as a transition from the more highly observed psychiatric housing and the general population. In this unit, inmates receive their personal belongings back and return to the standard inmate uniform. These inmates may soon return to the general population and are monitored by staff to assess their level of vulnerability.

Special Design Considerations

Most inmate programs and services will be brought to the Specialty Housing Close Watch to PO3, thereby limiting inmate movement. Close Watch housing will be directly observed from a staff workstation. A separate staff workstation will observe the Level 1 and 2 housing areas. Level 1 and 2 housing areas will have access to separate sub dayrooms with access to video visit stations. Also, these units will need to provide sight and sound separation while providing the maximum amount of visual sight for staff. Specialty Housing Level 2 and PO3 will have an adjacent outdoor recreation area.

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Space Program Table

10.400	Specialty Housing - Step Down (Female)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
	Close Watch Cells - 4 Beds				
10.401	Accessible 1-person Safety Cell	48	2	96	floor flush toilet w/push button control from outside
10.402	1- person Safety Cell	48	2	96	floor flush toilet w/push button control from outside
	Step 1 Cells - 4 Beds				
10.403	Accessible 1-person Cell	100	1	100	beds on the floor - no bunks
10.404	1-person Cell	85	3	255	beds on the floor - no bunks
10.405	Sub Dayroom	220	1	220	
	Step 2 Cells - 8 Beds				
10.406	Accessible 2-person Cell	140	1	140	beds on the floor - no bunks
10.407	2-person Cell	125	3	375	beds on the floor - no bunks
10.408	Sub Dayroom	220	2	440	divided into 2 sub-dayrooms with 4 cells per sub dayroom
	Housing Unit Support Space				
10.409	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.410	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.411	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.412	Beverage Counter	40	1	40	sink w/insta hot
10.413	Accessible Shower	50	1	50	1 shower per 8 inmates
10.414	Showers	35	1	35	1 shower per 8 inmates
10.415	Multi-purpose/ Program Room	180	1	180	AV capable, accommodates up to 8 to 10 max
10.416	Interview/ Counseling Room	80	2	160	space includes proper sound baffling for video court, tele-med/psych
10.417	Officer Restroom	65	1	65	
10.418	Accessible Non-contact Professional Visitation	80	1	80	
10.419	Non-contact Professional Visitation	50	1	50	
10.420	Utility Storage	50	1	50	
10.421	Clean Linen	40	1	40	
10.422	Soiled Linen	40	1	40	
10.423	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.424	Outdoor Recreation	250	3	-	not included in nsf
	Subtotal NSF			2,757	

10.500 Specialty Housing – PO3 Female

Description of Function

Specialty Housing is provided to segregate inmates with acute and severe mental illness into four steps of progressive housing areas. PO3 sheltered housing provides less restrictive group housing and focused mental health care to offenders with unstable, severe and chronic mental illness, severe personality disorders, dementia/neurocognitive disorders, and developmental disabilities such as intellectual impairments and promotes restoration to independent functioning. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

Operational Assumptions

Specialty Housing PO3 will include one 12-bed housing unit. The General Population housing area will include (1) accessible four-person occupancy cells and (2) four-person occupancy cells.

Psychological Observation 3 (PO3)

PO3 housing will target offenders with a history of serious mental illness (examples include a past/recent diagnosis of a psychotic disorder or bipolar manic/mixed episode in partial remission) who are now clinically stable but have continued/residual negative symptomatology (negative signs of schizophrenia such as apathy, reduced social drive, social withdrawal, poor hygiene and grooming) and associated social impairments, who no longer require the acute inpatient level of care and rapid stabilization program.

These inmates will still require frequent prompting by custody, nursing, and health care staff to maintain successful ongoing psychotropic medication compliance, basic hygiene, and ADLs. They will be encouraged to spend time out of their cell in structured or unstructured group activities.

The overarching goal will be to promote independent activities and reduce isolation/restriction; prevent risk of decompensation due to medication non-compliance; and promote less restrictive housing.

Other non-psychotic inmates who will benefit from sheltered housing may include mood/affective disorders with or without psychosis and individuals with personality disorders, developmental disabilities/intellectual impairments, and dementias/neurocognitive disorders.

Special Design Considerations

Most inmate programs and services will be brought to Specialty Housing PO3, thereby limiting inmate movement. PO 3 housing will be similar to other General Housing with access to an issue room, interview/ counseling room, multi-purpose/ program room, dayroom, showers, and one outdoor recreation area. Staff areas in the unit include an officer station, storage, counselor's office, and clean/soiled linen closets.

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Space Program Table

10.500	Specialty Housing - PO3 (Female)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
10.501	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.502	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.503	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.504	Accessible 4-person cell	260	1	260	beds on the floor
10.505	4-person cell	260	2	520	beds on the floor
10.506	Dayroom	660	1	660	
10.507	Beverage Counter	40	1	40	sink w/insta hot
10.508	Accessible Shower	50	1	50	1 shower per 8 inmates
10.509	Showers	35	1	35	1 shower per 8 inmates
10.510	Multi-purpose/ Program Room	180	1	180	AV capable, accommodates up to 8 to 10 max
10.511	Interview/ Counseling Room	80	3	240	space includes proper sound baffling for video court, tele-med/psych
10.512	Officer Restroom	65	1	65	
10.513	Accessible Non-contact Professional Visitation	80	1	80	
10.514	Non-contact Professional Visitation	50	2	100	
10.515	Utility Storage	50	1	50	
10.516	Clean Linen	40	1	40	
10.517	Soiled Linen	40	1	40	
10.518	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.519	Outdoor Recreation	750	1	-	not included in nsf
Subtotal NSF				2,605	

11.000 WORK RELEASE HOUSING

11.100 Work Release – Male

Description of Function

Male Work Release Housing is provided to anyone mandated by the courts to be released from the jail on a regular basis for the purpose of employment. Work Release housing provides less restrictive group housing which is focused on allowing individuals to remain working during the day and providing for their family and to serve jail time during non-working hours.

Operational Assumptions

The LCCF will facilitate a secure housing unit with a separate entrance into the secure perimeter to support inmates assigned to the work release program. Consideration should be taken into the adjacency of parking and drop-off areas for participants in the program that limits pedestrian traffic across public parking and lobby areas as well as the intake and release area.

Housing will be configured to include a total of 14 bedrooms with 4 beds or two bunk beds per room and should have less of an institutional feel than your typical jail housing unit. Every effort should be made to make spaces within this unit to be rehabilitative for individuals residing in this unit during their sentence.

Special Design Considerations

Separate parking should be made adjacent to the entrance of this housing unit for individuals with cars or being dropped off or picked up. Work release entrance needs to accommodate area for security screening and associated equipment such as body scanners and line scan machines.

Space Program Table

11.100	Male Housing	Unit NSF	Qty	NSF	Comment - Inside Security
11.101	Corrections Officer Station	40	1	40	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.102	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.103	Accessible Bedroom, 4 Beds	130	3	390	2 bunk beds
11.104	Bedroom, 4 Beds	125	11	1,375	2 bunk beds
11.105	Dayroom	2,800	1	2,800	55 sf per person
11.106	Restroom	260	1	260	4 toilets/urinals, 4 sinks
11.107	Accessible Showers	50	1	50	1 shower for 8 inmates
11.108	Showers	35	7	245	1 shower for 8 inmates
11.109	Beverage Counter	40	1	40	sink w/insta hot
11.110	Search Dress Out/ Room	65	1	65	
11.111	Laundry Room	140	1	140	2 commercial washer/ dryer, folding table
11.112	Enclosed Outdoor Recreation	960	1	-	not included in net sf
Subtotal NSF				5,490	

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11.200 Work Release – Female

Description of Function

Female Work Release Housing is provided to anyone mandated by the courts to be released from the jail on a regular basis for the purpose of employment. Work Release housing provides less restrictive group housing which is focused on allowing individuals to remain working during the day and providing for their family and to serve jail time during non-working hours.

Operational Assumptions

The LCCF will facilitate a secure housing unit with a separate entrance into the secure perimeter to support inmates assigned to the work release program. Consideration should be taken into the adjacency of parking and drop-off areas for participants in the program that limits pedestrian traffic across public parking and lobby areas as well as the intake and release area.

Housing will be configured to include a total of three bedrooms with three beds each (1 bunk bed and 1 bunkless bed per room) and should have less of an institutional feel than your typical jail housing unit. Every effort should be made to make spaces within this unit to be rehabilitative for individuals residing in this unit during their sentence.

Special Design Considerations

Separate parking should be made adjacent to the entrance of this housing unit for individuals with cars or being dropped off or picked up. Work release entrance needs to accommodate area for security screening and associated equipment such as body scanners and line scan machines.

Space Program Table

11.200: Female Housing	Unit NSF	Qty	NSF	Comment - Inside Security
11.201: Corrections Officer Station	40	1	40	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.202: Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.203: Accessible Bedroom, 3 Beds	130	1	130	1 bunk bed, 1 flat bed
11.204: Bedroom, 3 Beds	125	2	250	1 bunk bed, 1 flat bed
11.205: Dayroom	600	1	600	55 sf per person
11.206: Restroom	140	1	140	2 toilets, 2 sinks
11.207: Accessible Shower	50	1	50	1 shower for 8 inmates
11.208: Shower	35	1	35	1 shower for 8 inmates
11.209: Beverage Counter	40	1	40	sink w/inst hot
11.210: Search Dress Out/ Room	65	1	65	
11.211: Laundry Room	140	1	140	2 commercial washer/ dryer, folding table
11.212: Enclosed Outdoor Recreation	750	1	-	not included in net sf
Subtotal NSF			1,575	

11.300 Support Space

Description of Function

The support space for the male and female work release housing units will be shared. This space should serve as the access point located off the parking lot and drop-off/pickup area. Individuals will enter the weather vestibule and have a common area with personal lockers adjacent to the officer/check-in station, screening station, search room, interview/ counseling room, multi-purpose/ program space, office space for work release coordinators, staff restroom, and unit storage.

Operational Assumptions

The Lancaster County Correctional Facility will facilitate a secure housing unit with a separate entrance into the secure perimeter to support inmates assigned to the work release program. The shared support space should not allow males and females to intermingle and should operate as a traditional housing unit to provide sight and sound separation.

Special Design Considerations

Not available

Space Program Table

11.300	Support Space	Unit NSF	Qty	NSF	Comment - Inside Security - Separate Entrance
11.301	Weather Vestibule	80	1	80	
11.302	Personal Lockers	210	1	210	half-height lockers, near entry/exit of unit
11.303	Officer/Check-in Station	60	1	60	
11.304	Security Screening Station	60	1	60	
11.305	Search Room	60	1	60	
11.306	Multi-purpose/ Program Room	300	1	300	accommodates up to 15 inmates, AV capable
11.307	Work Release Coordinator	120	3	360	private office
11.308	Interview/ Counseling Room	80	1	80	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits, and a telephone for private attorney conversations
11.309	Urinalysis Restroom	80	1	80	includes counter, undercounter refrigerator, lockable storage cabinets, test observation, pass-through to lab
11.310	Staff Restroom	65	1	65	
11.311	Unit Storage	80	1	80	supply storage
11.312	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				1,475	

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12.000 JUVENILE DETENTION

12.100 Juvenile Intake, Transport and Release

Description of Function

The Intake processing serves as the single-entry point for juvenile arrestees entering the facility. This component serves as the initial intake, booking, screening and in-custody processing of arrestees entering the facility. This function operates 24 hours per day, 7 days per week.

Operational Assumptions

Law enforcement and transportation officers (LEO's) arriving at the intake sallyport will be required to contact Main Control through a callbox or call station to advise of their arrival and intent to enter the facility. Main Control will verify visually and verbally the intent to enter the facility, ascertain the number of new arrestees, and will then permit vehicle or pedestrian access when the sallyport is secure. Main Control will notify Intake of the new arrival.

Once inside the vehicular sallyport, the LEO's will secure any weapons in the provided gun lockers or within vehicles prior to removing the arrestee or the inmate being transported from the vehicle. The LEO's will escort the new arrestee through the pedestrian sallyport and depending upon the level of cooperation of the arrestee will have the option of sitting in open seating or to be placed in a single holding cell. The Law Enforcement Lobby will provide counter stations for report writing and a single restroom for the LEO's. Upon acceptance of the arrestee entering intake, intake officers will require to follow all or part of the following:

- Remove any additional loose personal property (aside from clothing)
- Conduct body scan search
- Conduct frisk search as required
- Verifying inventoried property
- Deposit money into banking kiosk

Intake officers will then confirm identification through fingerprint verification, complete an intake health screening, complete property removal and final searches, and present the arrestees for acceptance to the facility.

Once the arrestee is accepted by the LCCF the LEO's will be able to complete his/her required booking documentation and return to their vehicle and exit the vehicle sallyport.

Once inside the intake reception area, the juvenile will be required to complete additional intake processing consisting of:

- Fingerprinting through a Livescan or other digital fingerprinting system
- Photographing for the jail management system
- Issuing a wristband for identification
- Bagging and inventorying the personal property removed in the presence of the inmate

Upon completion of initial reception processing, the juvenile will be permitted to sit in a waiting area while pending further processing based upon adherence to rules and regulations. Individual cells will be available for behavior and/or separation needs.

To improve the orderly nature of the intake process, individual stations may be provided for each of the above steps. Upon completion of the activities, the arrestee can be moved to the intake reception area where he/she will wait for further processing.

Juveniles who are eligible for a bond or release will be identified and expedited to release processing.

Juveniles who are held on a temporary hold will be processed for the temporary hold and allowed to await their release or further processing if formal charges are presented. Juveniles who are not being released or able to bond, will continue through the intake process and be screened by:

- Healthcare staff who conduct an intake assessment and screening to include health history and vital signs.
- Classification staff who make determinations on housing needs in the Juvenile Unit.
- Property officer who collects and inventories their personal belongings, enable the inmate to shower, and issue them a jail uniform and a box/bin with hygiene products and linens.

Arrestees:

Once all required intake paperwork is completed and there are no acute medical or mental health issues requiring immediate medical attention off site at a local hospital the arrestee will be housed in juvenile housing. The health and safety of all individuals being accepted into the LCCF is of the utmost importance to the County. Healthcare staff may be called upon to provide additional medical/mental health screening based on the arrestee's observed conditions. If urgent medical/mental health care is needed, the arrestee will not be accepted, and the individual will be sent to a local hospital with the transporting agency.

Once the juvenile is issued a jail uniform and linens, he/she will be assigned to the Juvenile Unit according to their classification.

At this stage, the juvenile will be subject to a series of intake processes required for the data collection and continued screening for release or admission to housing. Correctional officers will review the paperwork to determine those inmates who are temporary holds, eligible for bond, and those who are to be remanded based upon charges/intake paperwork. The juvenile will be called to the intake reception counter by the Correctional officer to begin information collection for the jail management and court systems.

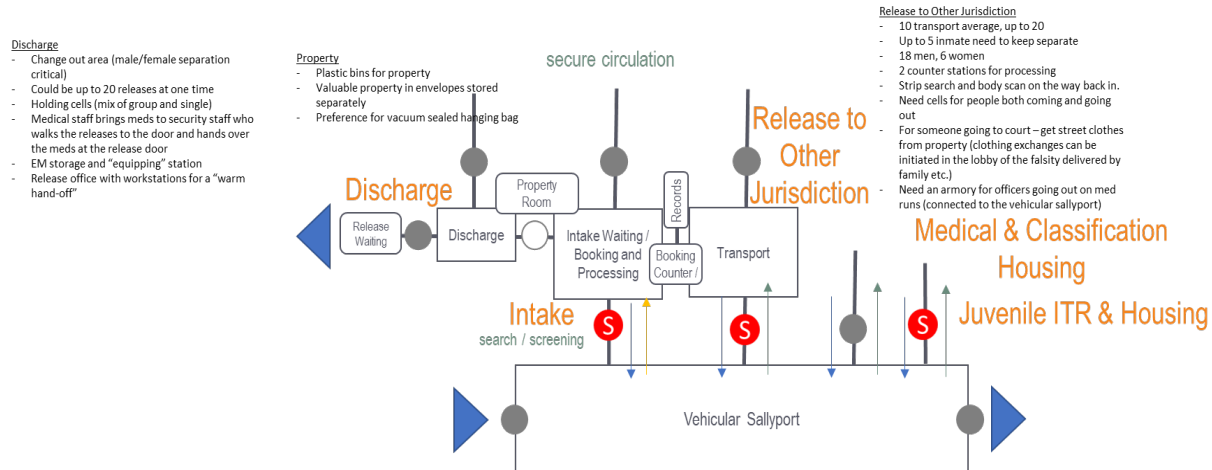
Special Considerations

The Intake processing function will be the initial entry point into the facility. As such the design, environment, and tone should set expectations for the new juvenile and promote an environment of support and an expectation of orderliness. The design should both reduce the stress associated with the intake process, as well as contribute to the organized flow through the processing steps.

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Adjacency Diagram



Space Program Table

12.100	Juvenile Intake, Transport and Release	Unit NSF	Qty	NSF	Adjacent to Vehicular Sallyport
12.101	Entry Vestibule	80	1	80	access to 3 interlocking doors into the facility, intake release juvenile
12.102	Law Enforcement Counter Station	60	1	60	counter station includes space for report writing and paperwork processing for transport officer
12.103	Accessible Single Occupancy Holding Cell	60	2	120	wet cell
12.104	Open Waiting Area	30	1	30	2 seats for waiting
12.105	Transport Officer Restroom	65	1	65	
12.106	Pat Down Area	40	1	40	padded wall area and floor
12.107	Search Staging Area	60	1	60	
12.108	Body Scanner	150	1	150	airport body scanner, entry to secure intake, includes queueing
12.109	Search Room	60	1	60	sink on outside wall of search room
12.110	Booking Counter Station	60	1	60	elevated sit/stand workstations, accessible counter
12.111	Work Area	40	1	40	includes copier, office equipment, office supplies (securely stored)
12.112	Interview / Intake Room	150	1	150	health screening, classification and pre-release; table with 3 chairs, medical screening equip.; confidentiality for taking take vitals and asking personal information of arrestees
12.113	Fingerprint / ID	20	1	20	1 photo station
12.114	Livescan Room	80	1	80	livescan required in room, adjacent to transport
12.115	Accessible Dress-In w/Shower	80	1	80	pass to exchange clothing into property (modesty screening required); includes accessible bench
12.116	Juvenile Property Room	100	1	100	adjacent to dress-in room, includes desk, secure valuable storage cabinet
12.117	Storage Room	80	1	80	kick boxes, general supply storage
12.118	Janitor's Closet	40	1	40	mop sink, rack, floor drain
12.119	Secure Vestibule	80	1	80	2 interlocked doors, operated by main control, connection between intake/transport/release area and juvenile housing/programs
Subtotal NSF				1,395	

12.200 Juvenile Male Housing and Programs

Description of Function

Juveniles have unique characteristics and needs that distinguish them from adults and impact how their housing, care, and treatment services are provided. Juveniles must be sight and sound separated from adult inmates at all times. Juvenile Housing provides all housing and access to separate services for male and female juveniles. Medical staff will deliver all medications to the juvenile at the cell.

Operational Assumptions

The Juvenile Housing unit will consist of 5 beds which will all be 1-person cells. The unit will have the following spaces:

- Interview/ Counseling Rooms
- Multi-purpose/ Interview Rooms
- Storage
- Janitor's Closet
- Sub Dayroom (with Showers and Beverage Counter)
- Dayroom
- Officer Station
- Beverage Counter
- Video Visitation
- Outdoor Recreation

Refer to Section 8.000 General Housing.

Special Design Considerations

The unit should be designed to facilitate SIM/ direct supervision management and to foster direct interaction and pro-active supervision of residents to encourage positive behavior, accountability, and mutual respect.

Ideally, the sleeping area should include: an accent wall that can be used as a personalization of the space; ability to control lighting, with housing unit officer override; designed to preclude ligature points; and natural light (window not to have views of public areas, public views into the rooms, or views into areas occupied by members of the opposite sex).

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Space Program Table

12.200	Juvenile Male Housing and Programs	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
12.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
12.202	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
12.203	Accessible Single Occupancy Cell	100	1	100	beds on the floor
12.204	Single Occupancy Cell	85	4	340	beds on the floor
12.205	Dayroom	250	1	250	
12.206	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
12.207	Beverage Counter	40	1	40	sink w/insta hot
12.208	Accessible Shower	50	1	50	
12.209	Multi-purpose / Interview Room	150	1	150	accommodates up to 4 people, A/V Capable
12.210	Interview / Counseling Room	80	1	80	space includes proper sound baffling for video court, tele-med/psych
12.211	Officer Restroom	65	1	65	
12.212	Utility Storage	50	1	50	
12.213	Clean Linen	40	1	40	
12.214	Soiled Linen	40	1	40	
12.215	Janitor's Closet	40	1	40	mop sink, rack, floor drain
12.216	Outdoor Recreation	250	3	-	not included in nsf
Subtotal NSF				1,450	

12.300 Juvenile Female Housing and Programs

Description of Function

Juveniles have unique characteristics and needs that distinguish them from adults and impact how their housing, care, and treatment services are provided. Juveniles must be sight and sound separated from adult inmates at all times. Juvenile Housing provides all housing and access to separate services for male and female juveniles. Medical staff will deliver all medications to the juvenile at the cell.

Operational Assumptions

The Juvenile Housing unit will consist of 5 beds which will all be 1-person cells. The unit will have the following spaces:

- Interview/ Counseling Rooms
- Multi-purpose/ Interview Rooms
- Storage
- Janitor's Closet
- Sub Dayroom (with Showers and Beverage Counter)
- Dayroom
- Officer Station
- Beverage Counter
- Video Visitation
- Outdoor Recreation

Refer to Section 8.000 General Housing.

Special Design Considerations

The unit should be designed to facilitate direct supervision management and to foster direct interaction and pro-active supervision of residents to encourage positive behavior, accountability, and mutual respect.

Ideally, the sleeping area should include: an accent wall that can be used as a personalization of the space; ability to control lighting, with housing unit officer override; designed to preclude ligature points; and natural light (window not to have views of public areas, public views into the rooms, or views into areas occupied by members of the opposite sex).

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Space Program Table

12.300	Juvenile Female Housing and Programs	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
12.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
12.302	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
12.303	Accessible Single Occupancy Cell	100	1	100	beds on the floor
12.304	Single Occupancy Cell	85	4	340	beds on the floor
12.305	Dayroom	250	1	250	
12.306	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
12.307	Beverage Counter	40	1	40	sink w/insta hot
12.308	Accessible Shower	50	1	50	
12.309	Multi-purpose / Interview Room	150	1	150	AV capable, accommodates up to 4 people
12.310	Interview / Counseling Room	80	1	80	space includes proper sound baffling for video court, tele-med/psych;
12.311	Officer Restroom	65	1	65	
12.312	Utility Storage	50	1	50	
12.313	Clean Linen	40	1	40	
12.314	Soiled Linen	40	1	40	
12.315	Janitor's Closet	40	1	40	mop sink, rack, floor drain
12.316	Outdoor Recreation	250	3	-	not included in nsf
Subtotal NSF				1,450	

13.000 MEDICAL AND SPECIALTY SERVICES

13.100 Wellness Center

Description of Function

The Wellness Center component includes the healthcare space necessary to support the delivery of the medical, dental, and mental health services to the inmate population housed in the facility. Healthcare includes providing acute (non-life threatening), subacute, chronic care clinics, and health maintenance services. Services in the Wellness Center include:

- Medical screening by the nurse of inmates submitting sick call slips (most screening will occur in the housing unit support cluster)
- Doctor's exam for inmates the nurses feel need further examination
- Chronic care treatment and follow-up
- Emergency and first aid treatment
- Maintaining of electronic medical records
- Necessary dental treatment
- Available vendor on-site radiology
- Telemedicine
- Dissemination of medications

Operational Assumptions

Healthcare should be provided in compliance with HIPAA regulations, American Correctional Association standards, and with those of the National Commission on Correctional Health Care (NCCHC). Healthcare services should be provided utilizing professional and certified staff. Inmates will have access to the Healthcare services on both an individualized treatment and emergency basis.

Healthcare professionals will staff the Wellness Center on a 24-hour basis. While all inmates should have access to this area 24 hours a day on an emergency basis, the normal hours of operation for which the general custody inmate can access medical staff will be from 8:00 a.m. to 5:00 p.m. during weekdays. General custody inmates will be allowed scheduled access to the Wellness Center arranged by triage staff. The daily sick call function should be organized on a housing unit basis by the inmate presenting the Housing Unit Officer a request for consultation with Healthcare staff. An exam room will be provided in the housing unit support clusters to triage inmates. These spaces will be able to accommodate most sick call requests which can be handled through daily visits to this area.

A security vestibule will be provided for emergency vehicles to access the Wellness Center and Healthcare areas from the Vehicle Sallyport.

A waiting area in the Wellness Center will be provided. Following consultation/ treatment with medical staff, inmates will return back to the housing unit or to their assigned work or program area.

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Within the Wellness Center, the waiting area will serve as the central processing space for inmates awaiting consultation with medical staff. The waiting area door should be capable of being secured when the clinic function is closed. Various opportunities exist to provide surveillance for both the Wellness Center and Infirmary components including a check-in counter, nurses stations, and elevated officer stations. The Wellness Center should also include an exam and treatment, exam bays, pharmacy, dental suite, blood draw station, and multi-purpose space used for portable radiology/PT-OT visits/optometry.

An Electronic Medical Record storage and retrieval system will be provided to allow ready access to records anywhere in the facility and continuum of care post-release.

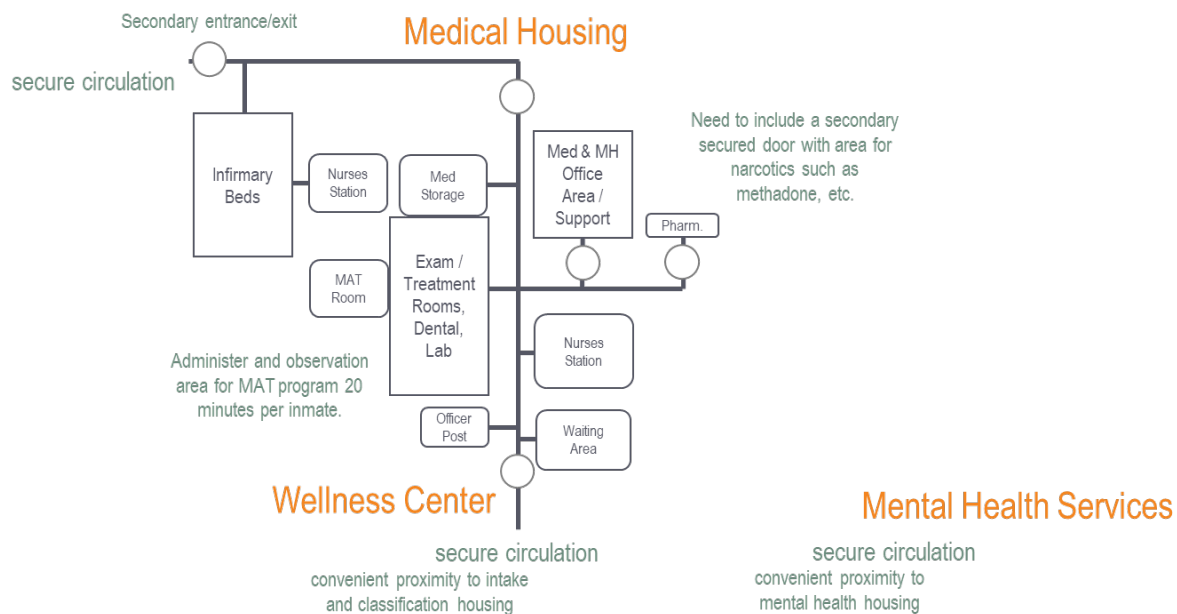
The staff areas include a mix of private and shared offices, conference room, storage areas, kitchenette alcove, and restrooms.

While the security of the Wellness Center will be the responsibility of healthcare staff, the spatial arrangements should be such that security officers can freely move through corridors and observe activities within the examination and treatment, lab, telemedicine, radiology, dental, storage, and staff spaces. A roving correctional officer will be assigned to the Wellness Center during normal business hours. Elevated officer stations should be adjacent to the nurses' station in the Wellness Center and the infirmary.

Special Design Considerations

The Wellness Center should account for environmental factors such as lighting, temperature control, acoustics, and cleanliness in the layout and design. Staff work and support spaces should be located to improve efficiency for management of staff and proximity to the inmate patient. Due to the location of medical supplies and medication within this component, additional security features associated with door alarms and secure construction should be provided.

Adjacency Diagram



Space Program Table

13.100	Wellness Center	Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to VSP, Class Housing, ITR)
13.101	Secure Entry Vestibule	80	1	80	interlocking doors; adjacent access to VSP from clinic
13.102	Clinic Waiting/ Reception Area	380	1	380	seating for 15 for med/mh dental clinics, split male and female
13.103	Holding Cell	80	1	80	view from nurses station
13.104	Check-in Counter	40	1	40	
13.105	Inmate Restroom	65	2	130	
13.106	Officer Station	40	1	40	adjacent to waiting and nurse station - elevated station
13.107	Nurses Station	300	1	300	5 stations, includes spaces for nurses and MA's
13.108	Pharmacy	470	1	470	secure room, 6 shelves and bins for blister pack medicine, full-size refrigerator and freezer, secure storage for 6 med carts 5' x 1.7' , located off nurses station
13.109	Secondary Secured Pharmacy	80	1	80	room to lock and store narcotics separate from other medications
13.110	Director of Nursing (DON)	150	1	150	private office
13.111	Health Services Administrator (HSA)	150	1	150	private office
13.112	Admin Assistant	120	1	120	private office
13.113	Nurse Manager	120	2	240	shared office with 2 desks, hoteling office
13.114	Medical Records Specialist	120	1	120	private office
13.115	Exam/ Treatment Room	180	2	360	exam table, small workstation for provider, counter w/sink above and below counters
13.116	Exam Bay	130	2	260	2 open bay w/privacy curtains, stainless steel headwall w/suction, oxygen, overhead swing arm procedure light, etc.
13.117	Blood Draw Station	40	2	80	2 lab blood draw stations adjacent or inside of lab
13.118	Lab	120	1	120	sink, counter, cabinets, full size refrigerator & freezer, pass-through f/UA restroom
13.119	Urinalysis Restroom	80	1	80	includes counter, undercounter refrigerator, lockable storage cabinets, test observation, pass-through to lab
13.120	Multi-purpose Room	240	2	480	portable x-ray machine, echo, PT/ OT visits, optometrist, 4' door,
13.121	Medical Storage	180	1	180	medical supplies, refrigerator for (inmate) breast milk
13.122	Biohazard Storage	10	1	10	small, lockable closet; sharps disposal staging; central biohazard storage in Building Support component
13.123	Wheel Chair/ Gurney Alcove	180	1	180	wheelchair & gurney storage
13.124	Staff Multi-purpose/ Conference Room	180	1	180	table and seating for 4, sink, counter w/cabinets above and below, coffee pot, microwave, refrigerator
13.125	Staff Restroom	65	2	130	
13.126	Janitor's Closet	40	1	40	mop sink, rack, floor drain
	Dental Center				
13.127	Dental Suite	280	1	280	2 operatory chairs, counter w/sinks, lockable cabinets
13.128	Sterilization Counter	80	1	80	sterilization counter (sink, drying counter, autoclave)
13.129	Dental Storage	120	1	120	supply storage
13.130	Dental Equipment Room	80	1	80	
13.131	Compressor Room	80	1	80	dental equipment
	Subtotal NSF			5,120	

3 | PROGRAM

Lancaster County Correctional Facility – Facility Program Report

13.200 Specialty Services

Description of Function

The mental health staff also known as Specialty Services will be utilized as the central point for specialty services staff to work while on shift. This function should include both private offices and open workspaces. Individual offices should be provided for the mental health provider and mental health supervisor for privacy and shared office spaces for mental health staff to collaborate openly. Interview rooms will be provided and capable of providing tele-psych or tele-med.

Operational Assumptions

The Specialty Services function will operate in a manner to allow individual offices to maximize privacy for the Mental Health Provider and Supervisors, while providing a large shared open office space with workstations for mental health staff.

Special Design Considerations

Specialty Services will be located inside the secure perimeter adjacent to the wellness center and infirmary. Inmates should not have free access to this space without being escorted by security staff.

Space Program Table

13.200	Specialty Services	Unit NSF	Qty	NSF	Comment - Inside Security
13.201	Mental Health Provider	150	1	150	shared office psych nurse, provider
13.202	Hoteling Office	120	1	120	private office
13.203	Mental Health Supervisor	150	1	150	private office
13.204	Mental Health Staff	380	1	380	6 workstations, copier/work area with office equipment and supplies storage
Subtotal NSF				800	

13.300 Infirmary

Description of Function

Infirmary-level care is defined by the National Commission on Correctional Health Care as “care provided to inmates with an illness or diagnosis that requires daily monitoring, medication and/or therapy, or assistance with activities of daily living at a level needing skilled nursing intervention.”

Typically, this includes inmates who require more intensive care than can be provided in the general population and for a period of 24 hours or greater. Inmates who need skilled nursing care but do not need hospitalization and whose care cannot be managed safely in an outpatient setting will qualify for infirmary-level care. Inmates with acute or chronic health problems that cannot be efficiently managed within the facility’s clinical setting are to be transported to an approved community hospital.

Inmates and health conditions that require Infirmary Housing include:

- Post-operative care and physical/occupational therapy
- Intravenous fluid and antibiotic administration (dehydration and cellulitis)
- Wound care
- Oncology care
- Cardiac rehabilitation and stroke care
- High risk pregnancy
- Neurocognitive impairment
- Complex medical and mental comorbidities
- Hospice services

Operational Assumptions

A 28 -bed infirmary should be co-located with the Wellness Center for the purpose of providing 24-hour accommodation for inmates requiring their removal from the housing unit to expedite the healing process and/or prevent contagion to other inmates. Also, inmates returning from a community hospital following surgery or more extensive specialized treatment will be accommodated in the medical infirmary until medical staff approves a return to the general housing area.

Medical services will be provided under the supervision of professionally trained healthcare staff.

The Infirmary component will include two-single bed negative pressure cell rooms and anteroom, along with a clean linen and a dirty linen storage room and a beverage station. Negative pressure cells will be used to isolate inmates known or suspected to be infected with microorganisms transmitted by airborne droplet nuclei.

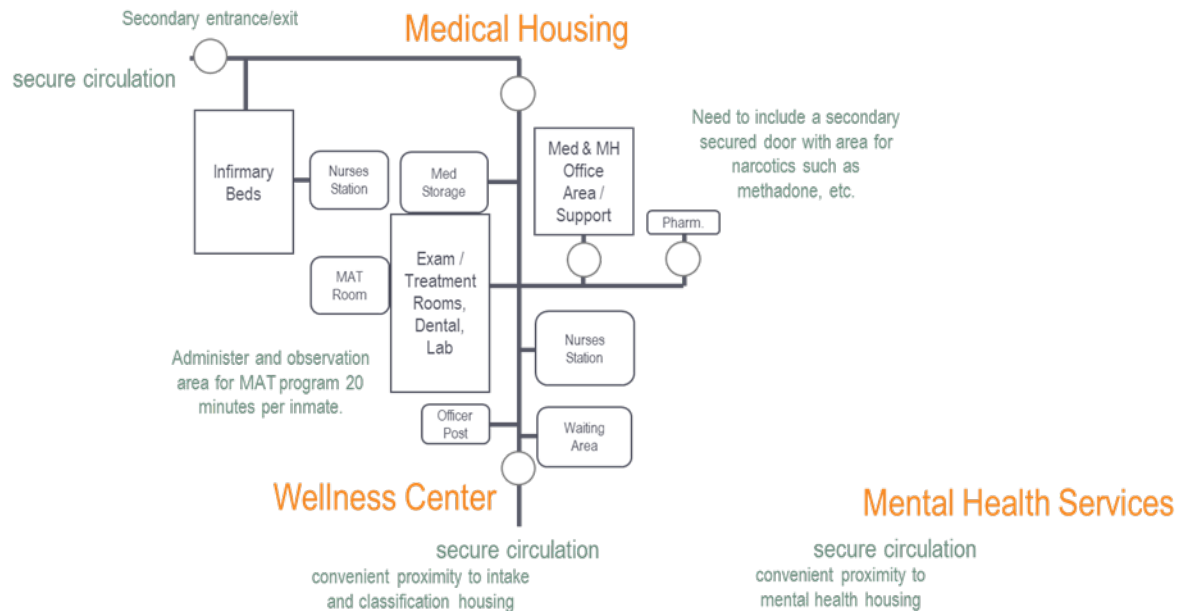
Special Design Considerations

The Infirmary should include a secure entry vestibule adjacent to the Wellness Center to ensure appropriate clinical oversight and monitoring from the central nurse station and security staff.

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Lancaster County Correctional Facility – Facility Program Report

Adjacency Diagram



Space Program Table

13.300	Infirmary - 28 Beds	Unit NSF	Qty	NSF	Comment - Inside Security
13.301	Secure Entry Vestibule	80	1	80	2 interlocking doors
13.302	Nurses/ Officer Station	120	1	120	1 nurse workstation / 1 elevated workstation for correctional officer
	Male Medical Beds - 18 Beds				
13.303	Accessible Single Cells	160	16	2,560	3-sided access, hospital bed, accessible combi-unit
13.304	Accessible Shower (Male)	50	2	100	1 shower for 8 inmates
13.305	Dayroom	55	16	880	
13.306	Outdoor Recreation	400	1	-	exterior space, 1 male & 1 female
	Female Medical Beds - 8 Beds				
13.307	Accessible Single Cells	160	7	1,120	3-sided access, hospital bed, accessible combi-unit
13.308	Accessible Shower (Female)	50	1	50	
13.309	Dayroom	55	7	385	
13.310	Outdoor Recreation	400	1	-	exterior space, 1 male & 1 female
	Negative Pressure Rooms - 2 Beds				
13.311	Accessible Negative Pressure Room	160	2	320	3-sided access, hospital bed, accessible combi-unit, shower
13.312	Ante-Room	64	1	64	sink
	Shared Support				
13.313	Clean Linen Utility Closet	100	1	100	
13.314	Soiled Linen Utility Closet	40	1	40	
13.315	Beverage Counter	40	1	40	sink w/insta hot
13.316	Staff Restroom	65	1	65	
13.317	Exam Multi-Purpose Room	180	1	180	exam table, workstation, multi-purpose room
13.318	Biohazard Closet	10	1	10	small, lockable closet; sharps disposal staging; central biohazard storage in Building Support component
	Subtotal NSF			6,114	

14.000 LAUNDRY

Description of Function

The laundry equipment and processing area must be adequately sized to handle the hygienic laundering and distribution of inmate uniforms, sheets, towels, and blankets. The area is sized and configured for 1,200 beds.

Operational Assumptions

The Laundry Service function will be operated by staff and inmate workers. The Laundry Service component will operate daily on two shifts. Inmate workers will be screened and searched at a central point prior entering the Food and Laundry Services areas.

The Laundry Service component should accommodate four 160-pound washers/extractors, one 105-pound washer/extractor, one 30-pound washer/extractor, five 170-pound dryers, and one 45-pound dryer with a staging area, folding area, secure chemical areas, and general storage rooms.

Upon admission, inmates will be issued a clean set of clothing, towels, sheets, and blankets. A schedule will be developed to exchange the bedding and clothing of each inmate regularly. A mesh bag system may be used to promote ownership of items. Inmate workers, under the supervision of a staff member, will bring new bedding and uniforms to the housing units by cart; one item will be issued for each item collected.

Note Laundry Services will not include staff uniforms. Future operations should allow inmate personal property with the mesh bag system.

Special Design Considerations

The Laundry area should accommodate a work area for one security officer post that will be manned five days a week on one shift. Cameras should be placed strategically to monitor inmate workers.

Circulation space behind the washers and dryers must be provided for maintenance of the equipment, and this area must be secured from inmate access. The secure chemical feed must also be secured against inmate access.

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Lancaster County Correctional Facility – Facility Program Report

Adjacency Diagram



Space Program Table

14.100: Laundry	Unit NSF	Qty	NSF	Comment - Inside Security
14.101: Laundry Office	150	1	150	private office
14.102: Trustee Worker Screening Area	40	1	40	metal detector before entering laundry/ kitchen/ warehouse
14.103: Clean Cart Staging	150	1	150	staging for 6 clean laundry carts
14.104: Soiled Cart Staging	150	1	150	staging 6 dirty laundry carts
14.105: Washing Machines	270	1	270	6 commercial washing machines
14.106: Drying Machines	270	1	270	6 commercial dryers
14.107: Secure Chemical Feed	200	1	200	secure area for laundry chemicals
14.108: Folding Work Area/ Set Down	300	1	300	
14.109: Clean Linen Staging/ Storage	300	1	300	staff uniforms, new commits clothing
14.110: Eye Wash Station	5	1	5	
14.111: Inmate Break Alcove	120	1	120	table w/4 chairs, sink, counter
14.112: Inmate Restroom	65	1	65	
14.113: Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF			2,060	

15.000 FOOD SERVICE

15.100 Inmate Screening and Support

Description of Function

The Inmate Screening and Support function is to handle all inmate screenings for workers entering and exiting either the kitchen or laundry functions. Workers for Food and Laundry Services will have a central screening and search/changing room.

Operational Assumptions

The inmate screening and support function will include space for a magnetometer in an adjacent corridor, a search alcove to allow for staff to search anyone they feel needs additional screening, and an inmate worker break area to include tables, chairs, and access to a counter with hot and cold water.

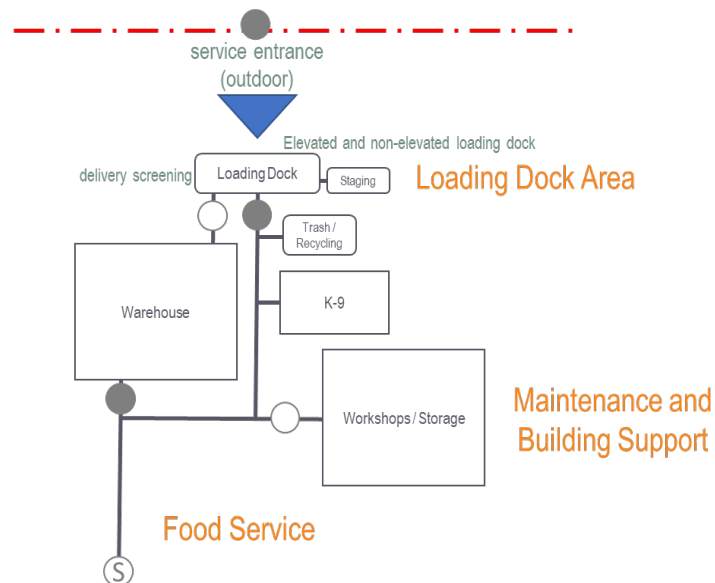
Special Design Considerations

Not available

Adjacency Diagram

Notes:

- K-9 should be located with convenient proximity to the service entrance
- Office in the warehouse
- Convenient access for commissary/ part of warehouse



Space Program Table

15.100	Inmate Screening and Support	Unit NSF	Qty	NSF	Comment - Inside Security
15.101	Institutional Employee Screening Station	60	1	60	magnetometer in corridor near kitchen & warehouse to be shared
15.102	Search Alcove	40	1	40	sink on adjacent wall
15.103	Inmate Workers Break Area	200	1	200	tables, chair, insta-hot w/sink
Subtotal NSF				300	

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Lancaster County Correctional Facility – Facility Program Report

15.200 Food Production and Delivery Prep

Description of Function

The Food Service component includes all phases of food delivery, food preparation, and distribution for inmates and staff. The area is sized and configured to accommodate up to 1,200 beds. The kitchen serves the inmates daily meals and provides each staff and shift access to a meal.

Operational Assumptions

The Food Service component will be managed and staffed by Correctional Officers and will operate daily.

Food Service operation includes:

- All inmates will be served three meals a day.
- All staff will be provided access to meals.
- Inmate workers will work in the kitchen under the supervision of Contracted Food Service Workers
- Inmates will eat in their housing units.
- An average 14-day food supply will be stored.

Food delivery and storage includes:

- The registered dietician, licensed nutritionist, or registered dietician nutritionist will determine the menu cycles and contents.
- The contracted food service provider will be responsible for food ordering and maintaining a healthy and sanitary kitchen environment.
- The food will be unloaded by inmate workers under supervision once inside the secure perimeter.
- The food will be stored in either dry storage, freezers, or refrigerators.

Food preparation and distribution includes:

- All food will be prepared by the contracted food service personnel and inmate workers under supervision.
- The preparation equipment will be based on the menus to be served. The staff will requisition items from the dry and refrigerated storage rooms. In preparation for this, several items will need to be moved from the freezer to the cooler to thaw for one to three days before use.
- Depending on the food to be cooked, the foods may be taken to one of three main preparation areas - vegetable, meat, or baking.
- After the items are prepared, they will be taken to the cooking areas. The main cooking equipment will include tilting skillets, kettles, steamers, heavy duty range, griddles, and double stacked convection ovens.

- All food will be portion-controlled onto insulated trays.
- Trays, disposable utensils, condiments, and beverages will be placed on carts and delivered to the housing units by inmate workers.
- A stainless-steel beverage counter will be in all the SIM/ direct supervision housing units.
- Housing officers will supervise the distribution of the trays and food.
- Housing officers will be responsible for returning the same number of trays that were brought into the housing unit.
- Trays will be returned to the kitchen for cleaning and storage.
- Trash will be placed in dumpsters for removal daily.

Dishwasher/tray wash includes:

- Pot washing will be accomplished in a three-compartment sink with drain boards. Although there are large commercial automatic utensil washers available, the cost and maintenance requirements may necessitate the use of manual hand washing systems.
- The trays will be an insulated tray-on-tray system with the bottom of one tray as the top of the other. After washing, the trays will be stored and air dried in mobile carts that hold the trays vertically.
- If utilizing a vertical tray washer, a single-door type dishwasher with built in booster is also needed for staff utensils and inmate cup washing. Cups can be issued to inmates and washed in the dayrooms.

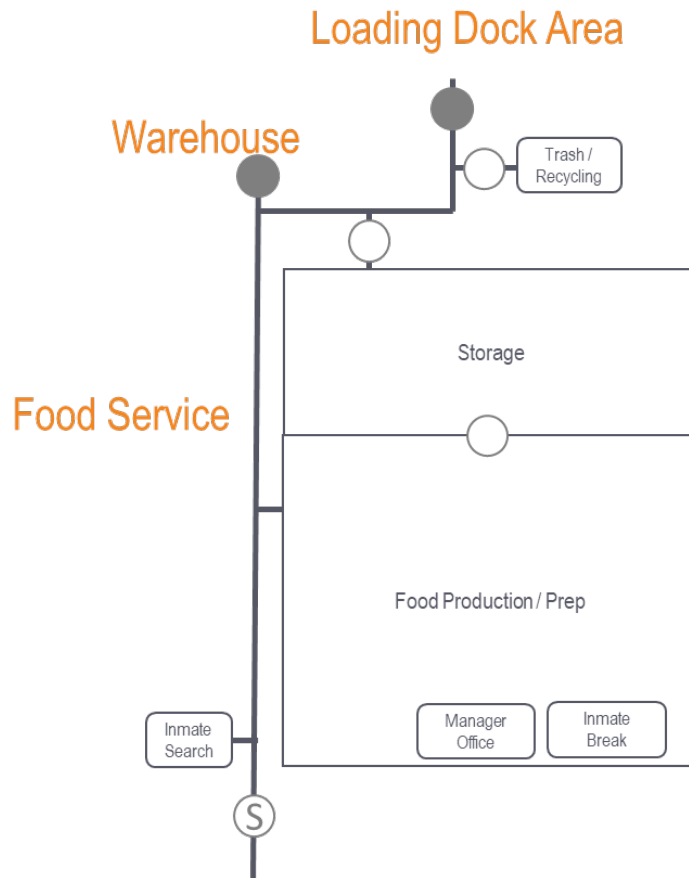
Other items:

- The Kitchen/Warehouse Operations manager will have an office with a view of the kitchen area.
- Security staff will conduct random security checks of the Food Service Area while staffed with inmate workers. Inmate workers for Food and Laundry Services will have a central screening and search/changing room.
- Inmate workers will have a dedicated break area and restroom in the kitchen area. The break area should be in line of sight of the office.
- Food Services space needs to ensure ability to meet the requirements of religious and medical diets.

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Lancaster County Correctional Facility – Facility Program Report

Adjacency Diagram



Space Program Table

15.200	Food Production and Delivery Prep	Unit NSF	Qty	NSF	Comment - Inside Security
15.201	Food Manager Office	120	1	120	private office
15.202	Secure Storage	100	1	100	sharps
15.203	Vegetable/Meat Preparation	600	1	600	adjacent to storage & cooking
15.204	Baking Preparation	400	1	400	adjacent to cooking
15.205	Cooking Area	1,200	1	1,200	cooking equipment
15.206	Finished Food Holding Area	300	1	300	adjacent to cooking & tray make-up
15.207	Tray Make-Up Cart Staging Area	800	1	800	storage & staging of food carts
15.208	Kosher Food Preparation	150	1	150	separate area from other prep areas
15.209	Central Dishwashing	800	1	800	tray, pot & pan washing
15.210	Meal Tray Storage	450	1	450	clean trays
15.211	Cart Wash Area	100	1	100	adjacent to central dishwashing
15.212	Hand Wash Station	50	2	100	
15.213	Eye Wash Station	20	1	20	
15.214	Staff Restroom	65	1	65	
15.215	Inmate Restroom	65	1	65	
15.216	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				5,310	

15.300 Storage Areas

Description of Function

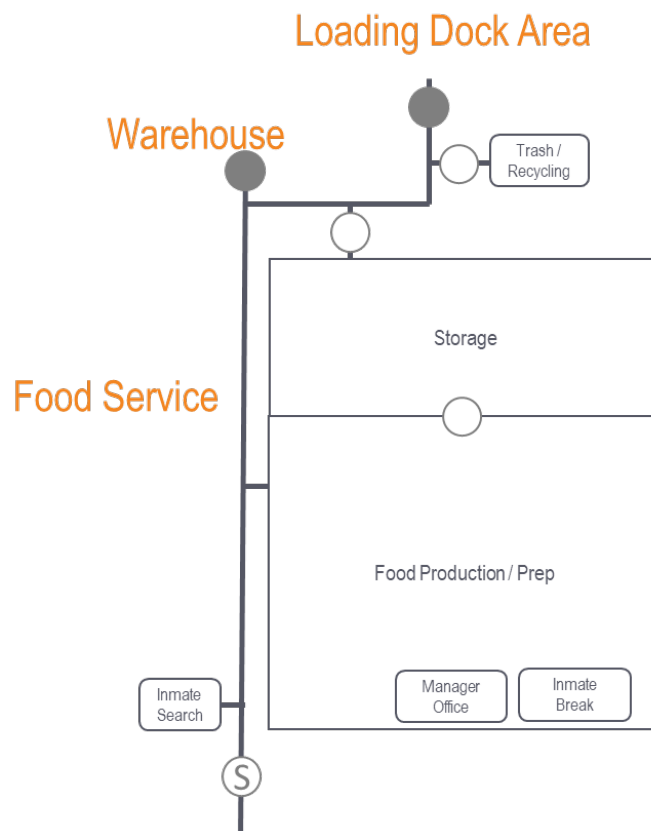
The Storage Areas must provide proper space to store all necessary products and goods to allow the LCCF to operate in an efficient manner. The Storage Areas provide storage for institutional daily dry goods, chemical storage, secure storage, bulk cooler/freezer, vegetable/dairy/meat coolers, and other kitchen supplies, equipment, and paper products

Operational Assumptions

The Central Storage operation will be under the supervision of a Warehouse Officer with inmate workers assigned for receiving and distributing supplies and goods throughout the facility. The warehouse area will operate each weekday, during which time supplies and materials will be received from vendors, sorted according to final destination, and distributed to the appropriate location in the facility. A computerized system of tracking the receipt and shipping of goods as well as the inventory of supplies and materials should be considered to make the warehouse operation more efficient.

Due to the value and types of materials that will be stored in Central Storage, access to this area should be strictly controlled. Major doors leading into the warehouse area should be on an electronic alarm system with the signal reporting back to Main Control.

Adjacency Diagram



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Lancaster County Correctional Facility – Facility Program Report

Space Program Table

15.300	Storage Areas	Unit NSF	Qty	NSF	Comment - Inside Security
15.301	Daily Dry Goods Storage	200	1	200	adjacent to bulk dry good storage & prep area
15.302	Chemical Storage	100	1	100	secure storage, adjacent to tray wash
15.303	Secure Storage	100	1	100	spices, etc.
15.304	Bulk Freezer	450	1	450	adjacent to daily freezer storage
15.305	Freezer	200	1	200	adjacent to bulk freezer & thaw box
15.306	Bulk Cooler	450	1	450	
15.307	Vegetable/Dairy Cooler	200	1	200	adjacent to bulk cooler & prep area
15.308	Meat/Thaw Cooler	200	1	200	adjacent to bulk cooler & prep area
15.309	Garbage Cold Storage	120	1	120	refrigerated 45°F
Subtotal NSF				2,020	

16.000 BUILDING SUPPORT AND WAREHOUSE

16.100 Loading Dock Area

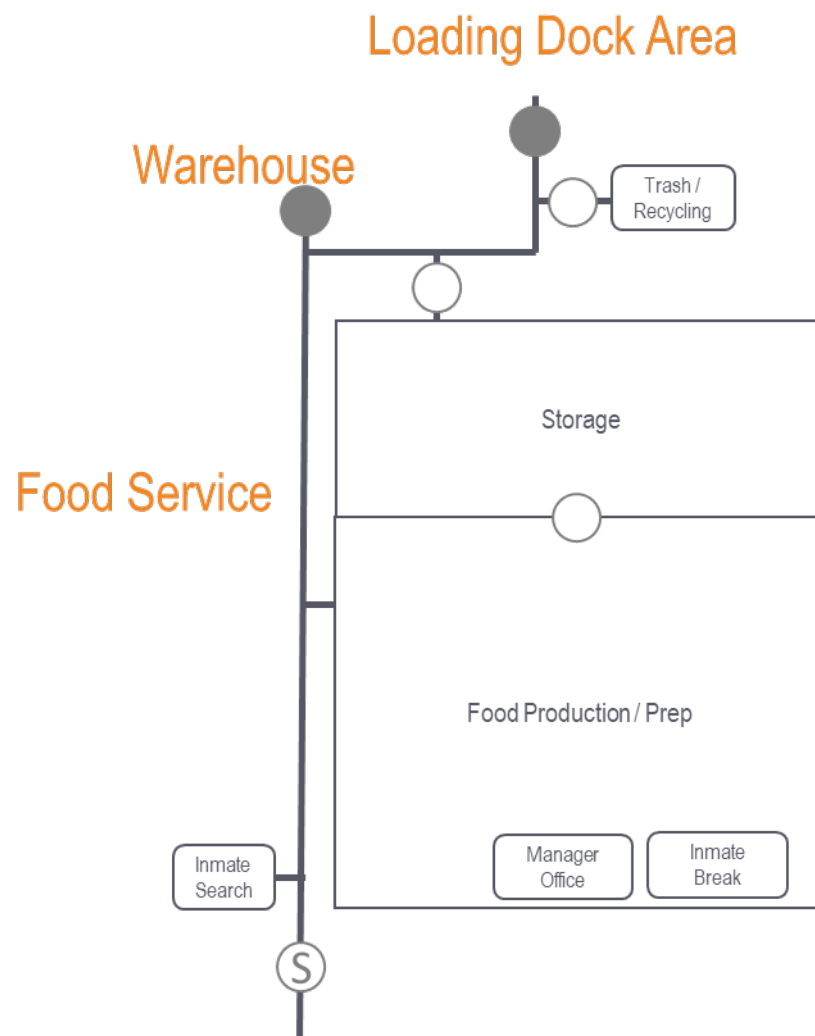
Description of Function

The mission of the Receiving area is to provide for the secure receipt, screening, and storage of institutional items until dispersed as needed in the facility.

Operational Assumptions

The Receiving area will include a loading dock sized for two delivery trucks (to accommodate trucks with lifts) with a dumpster and trash/ recycling area. Significant pavement leading to the loading docks will be required to allow large delivery trucks to maneuver. Areas adjacent to the loading dock will include a staging/receiving area and security screening station sized to accommodate pallets. Most storage will need to be kept in Central Storage adjacent to the loading dock.

Adjacency Diagram



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Lancaster County Correctional Facility – Facility Program Report

Space Program Table

16.100	Loading Dock Area	Unit NSF	Qty	NSF	Comment-Outside Security (Enclosed behind wall or fence)
16.101	Loading Dock	250	1	250	2 loading dock bays accomodates sized at 20' x 75', large compactor at foot of loading dock outside facility, must be adjacent to the warehouse
16.102	Trash / Recycling	200	1	200	adjacent to loading dock, climate controlled enclosed area, cardboard recycling, and must be adjacent to the warehouse. composter to dehydrate old food should be in its own standalone area outside of this building.
16.103	Staging / Receiving	100	1	100	open area, man door for UPS, FedEx, etc.
16.104	Security Screening	125	1	125	x-ray package machine, table
16.105	Package Queueing	180	1	180	open area with table to sort mail and packages after being scanned, space for rolling push cart to deliver sorted mail and packages
Subtotal NSF				855	

16.200 Warehouse

Description of Function

LCCF warehouse storage will be utilized for a large number of supplies and equipment used for daily operations of the facility. While the Warehouse is not located in the secure perimeter, it is located in a controlled area.

Operational Assumptions

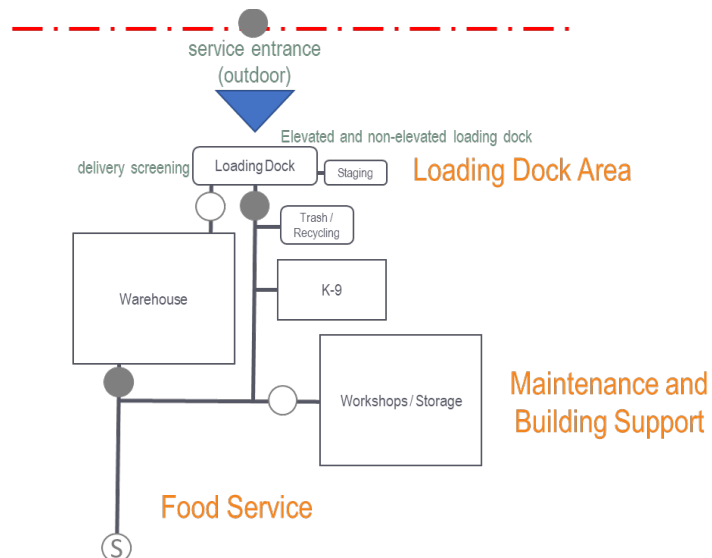
The Warehouse will be sized to hold two weeks of operating supplies needed to continue all services in the facility in the event deliveries are disrupted for an extended period of time.

- Doors wide enough to allow the passage of equipment and pallets
- Aisles wide enough to permit the use of pallet jacks to move pallets
- Storage for warehouse equipment
- Shelving should be anchored and capable of holding pallets
- Located near the loading dock

Adjacency Diagram

Notes:

- K-9 should be located with convenient proximity to the service entrance
- Office in the warehouse
- Convenient access for commissary/ part of warehouse



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Lancaster County Correctional Facility – Facility Program Report

Space Program Table

16.200	Warehouse	Unit NSF	Qty	NSF	Comment-Outside Security
16.201	Institutional Storage	6,000	1	6,000	commercial pallet racks
16.202	Bulk/ General Storage	2,500	1	2,500	
16.203	Bulk Dry Goods Storage	1,000	1	1,000	adjacent to daily storage
16.204	Commissary Secure Storage	300	1	300	lockable storage area for 4 carts 4W x 4L x 6H, table for sorting, shelving
16.205	Warehouse Office	120	1	120	shared office with 2 desks
16.206	Supply Officer	120	2	240	shared office with 2 desks
16.207	Chemical Storage	150	1	150	flammable, toxic, etc. requires proper ventilation
16.208	Shared Office	120	1	120	shared office with 2 desks for contracted commissary staff
16.209	Officer Workstation	48	1	48	standing workstation
16.210	Inmate Break Area	200	1	200	break area for inmate workers & warehouse workers
16.211	Inmate Restroom	65	1	65	
16.212	Staff Restroom	65	1	65	
16.213	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				10,848	

16.300 Maintenance and Building Support

Description of Function

Facility maintenance services and building support are provided by contracted staff who are responsible for building systems operations and upkeep. Additionally, facility staff coordinates and supervises inmates assigned to maintenance work details, and/or community service. Maintenance functions that fall within the scope of building support to include welding and electrical shops.

Staff support areas, offices, storage, restrooms, and a tool crib are included in the building support maintenance shop area.

All maintenance work and storage space should be approximate to each other.

Some maintenance work occurs outdoors and requires appropriate storage for outdoor equipment and clothing. Outdoor equipment storage may be in an outbuilding within the secure facility site.

Operational Assumptions

All tools should be tracked and accounted for at the end of each shift. The tracking of tools is important in a correctional facility setting in order to ensure the safety and security of both staff and inmates. The tracking of tools will show compliance with ACA requirements.

Special Design Considerations

The tool room will include two levels of security with the higher security level of tool storage used for tools that are considering higher risk for assistance in inmate escapes.

Space Program Table

16.300	Maintenance and Building Support	Unit NSF	Qty	NSF	Comment-Outside Security
16.301	Maintenance Supervisor Office	150	1	150	private office
16.302	Shared Office	120	1	120	shared office with 2 desks
16.303	I.T. Vendor Equipment Storage	60	1	60	computer parts, supplies
16.304	Storage	60	1	60	computer parts, supplies
16.305	Maintenance Shop	2,000	1	2,000	plumbing, electrical, HVAC, Locks, Carpenter, Paint, include benches & worktables, overhead door
16.306	Secure Storage	80	1	80	paint storage
16.307	Maintenance General Storage	120	1	120	racks & cabinets
16.308	Welding Shop	250	1	250	benches & worktables, proper ventilation
16.309	Bio-hazard Storage	120	1	120	proper ventilation
16.310	Electronics/Communications Shop	180	1	180	IT and electronics workshop
16.311	Maintenance Manuals Closet	80	1	80	shelving
16.312	Tool Room	500	1	500	secure room w shelving, racks, wall peg system
16.313	Parts Storage	600	1	600	shelving and racks
16.314	Break Room	120	1	120	counter w/sink over/below cabinets, kitchenette
16.315	Eyewash Station	5	1	5	
16.316	Staff Restroom	65	1	65	
Subtotal NSF				4,510	

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16.400 Outside Inmate Maintenance

Description of Function

Outside Inmate Maintenance services are provided by staff who are responsible for grounds keeping operations. Additionally, facility staff coordinates and supervises inmates assigned to grounds crews work details.

A large open area with room for two zero turn riding mowers, push mowers, four detachable snowplows, and wall hanging tool racks for yard equipment. This area should include both a man door and a roll-up door with the ability to pull in a full-size pick-up truck and attach a snow plow.

Operational Assumptions

An inmate screening station and search area is provided to allow all inmates assigned to the area to be searched before returning from the maintenance area where potential contraband may be located, to more secure areas within the facility. This screening station and search will be shared with the food and laundry services screening station located in 15.100 of this program.

Space Program Table

16.400	Outside Inmate Maintenance	Unit NSF	Qty	NSF	Comment-Outside Security
16.401	Large Equipment Room	1,020	1	1,020	2 zero turn riding mowers, detachable snowplows, wall hanging tool rack for yard equipment
16.402	Flammable Storage	150	1	150	secure outdoor storage, not included in nsf
Subtotal NSF				1,020	

16.500 Dog Kennel

Description of Function

The kennel will be located in a separate building within the surrounding acreage but remain inside the secure perimeter, away from the perimeter fence, and house all functions related to the kennel and canine functions. This includes the following:

- Safe housing for the canine dogs
- Adequate fenced outdoor space for canine exercise and training
- Medication storage for the canine dogs
- Vet treatment and exam space
- Grooming area for the canine
- Storage space for essential and necessary supplies

Operational Assumptions

Inmate access to the canine or associated canine unit items such as kennel, food, bedding, etc. will be limited. The handlers will exercise the canines daily. An obstacle course with at least four obstacles should be constructed to maintain a high level of fitness.

Kennels must be constructed with a chain link fence which encloses the kennel's perimeter. A small canine housing area constructed of durable high-quality non-toxic wood or plastic will be well-insulated to provide shelter and protection from the elements.

The kennel should not be constructed to allow the canine to become acclimated to the kennel's climate and not the outside atmosphere. The only spaces within the kennel to include air conditioning would be in staff areas. The canine house should be located in the middle rear of the concrete slab.

A partition will be installed between each stall to prevent the dogs from agitating each other. An isolation area will be available for the separation of sick or new canines.

Canine handlers are responsible for kennel sanitation. Inmates will not be used for this purpose.

Access to kennels will be restricted to staff associated with the canine unit.

A treatment area should be provided to facilitate the treatment and examination of the dogs by the contracted veterinarian.

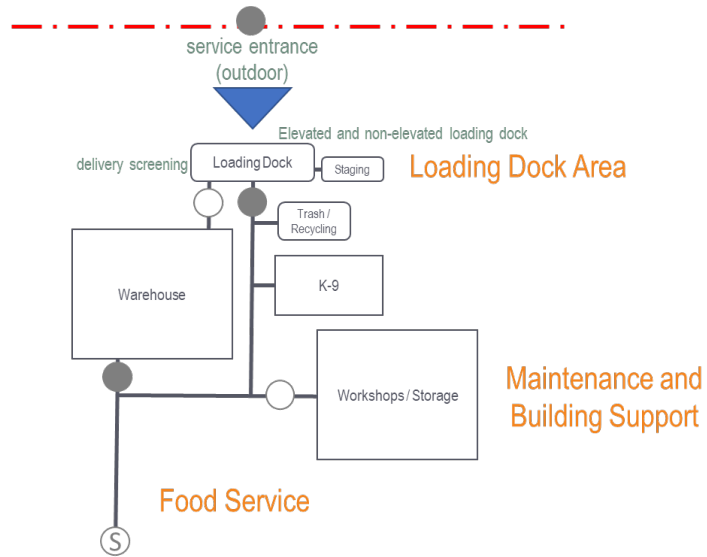
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Adjacency Diagram

Notes:

- K-9 should be located with convenient proximity to the service entrance
- Office in the warehouse
- Convenient access for commissary/ part of warehouse



Space Program Table

16.500	Dog Kennel	Unit NSF	Qty	NSF	Comment-Outside Security
16.501	Lobby	100	1	100	
16.502	Staff Work & Training Room	1,800	1	1,800	Dividable room; 5 desks with dog crate & open training area
16.503	Staff Toilet	65	1	65	
16.504	Janitor's Closet	40	1	40	
16.505	Utility Room	64	1	64	Dog washing supplies
16.506	Dog Grooming Area	40	1	40	
16.507	Dog Exam Room	100	1	100	Sink with counter and cabinets.
16.508	Gear and Medication	80	1	80	For gear and medication
16.509	Dog Food Storage	40	1	40	
16.510	Indoor Kennel	200	5	1,000	
16.511	Fenced Outdoor Kennel - Covered	200	5	1,000	Accommodates 13 dog pens at 100 sq. ft. each; exterior space; <i>Not included in SF.; Connected to the indoor Kennel</i>
16.512	Outside Dog Yard	3,000	1	3,000	Exterior space; <i>Not included in SF</i>
Subtotal NSF				3,329	

17.000 CENTRAL PLANT

Description of Function

The role of the Central Plant is to maintain appropriate levels of air quality, temperature, water, and electricity to meet local codes and requirements. The Central Plant consists of the physical plant operations in the facility including mechanical, plumbing, electrical, security, technology, life safety, and emergency generation.

Operational Assumptions

The Central Plant will produce chiller water for cooling, hot water for heat and domestic use, and redundant electrical services. Emergency generation will provide full redundant support for all housing units, Master Control, emergency command center, clinic, infirmary, and food services. Distribution of chilled water, hot water, and communication cabling will be from a loop located outside the secure perimeter. Conditioning and domestic water distribution to the housing units and major building will be isolatable off the main loop without affecting the function of the other buildings. Fire protection mains can be distributed as part of the systems but should be engineered for compliance with Local Code.

The Central Plant will be required to operate on a 24-hour, 7-day per week basis. Access to Central Plant components will be strictly controlled and any doors leading into an equipment and operations area will be alarmed.

Special Considerations

The Central Plant component and equipment may be co-located in a single room in the facility or spread throughout the building depending on the facility design. Some components may be located on the exterior of the building or on the roof. Any components located on or near the exterior of the building should be located in a way to still allow maximum visibility and remain in areas not accessible by inmates.

Space Program Table

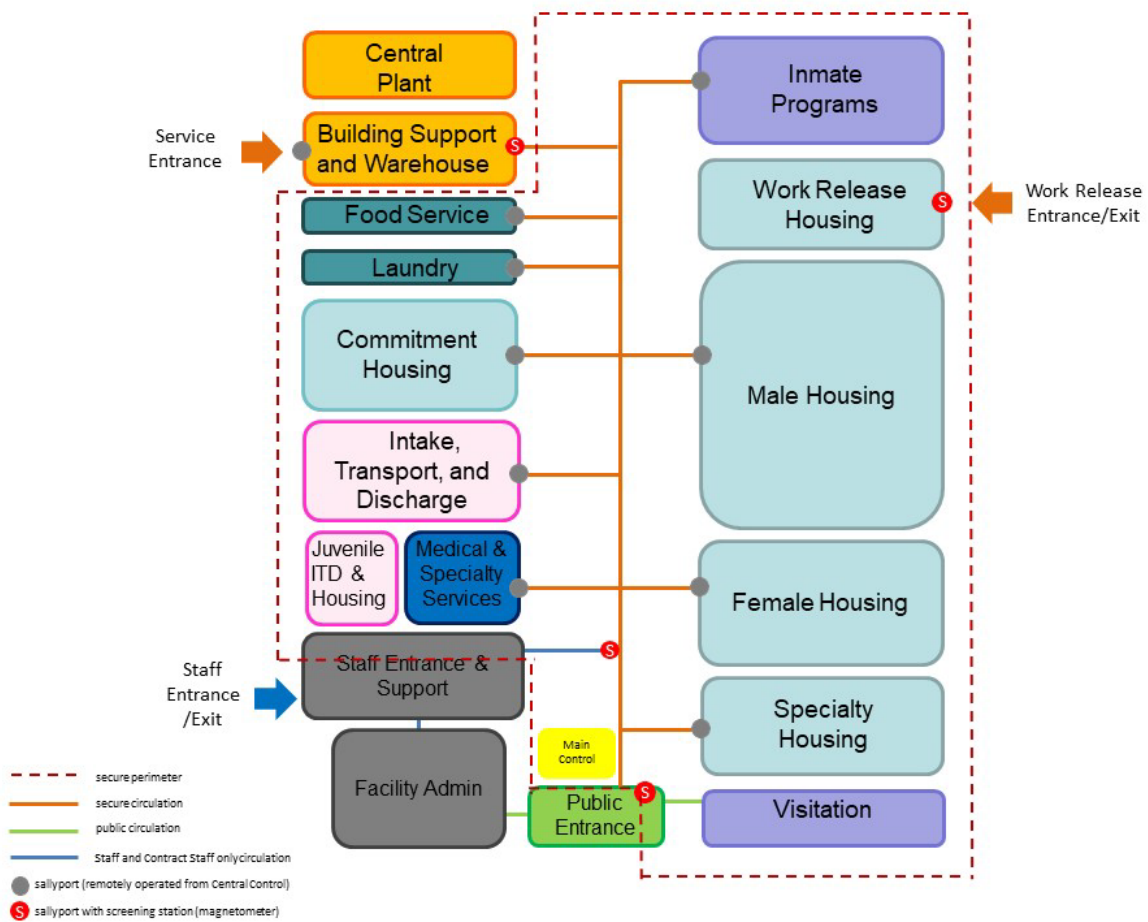
17.100	Central Plant	Unit NSF	Qty	NSF	Comment-Outside Security (Enclosed behind wall or fence)
17.101	Central Plant Spaces	12,000	1	12,000	design allowance
	Subtotal NSF			12,000	

3 | PROGRAM

Lancaster County Correctional Facility – Facility Program Report

Facility Relationship Diagram

The following figure provides an overall component relationship diagram.



SECTION 4 SUMMARY

INTRODUCTION

The County of Lancaster, Pennsylvania, has recognized the need to build a new correctional facility to meet the needs of its justice system. The County and CGL (Project Team) have collaborated to develop this detailed facility program to include all the spatial and operational requirements for the new Lancaster County Correctional Facility (LCCF) to be a long-term solution for the County. The emphasis is on designing a facility that is adaptable and flexible to meet the future needs of the ever-changing criminal justice system. As previously noted, the purpose of the facility program was to:

- Build on the Steering Committee’s Mission Statement
- Build on the County’s project Guiding Principles
- Incorporate the results from the validation of needs
- Define the management concept and operational basis for the new LCCF
- Translate the operational basis into a spatial description
- Identify functional adjacency relationships

The Project Team used a comprehensive stakeholder discussion and information-gathering review process. A series of program sessions were conducted with stakeholders, which included correctional staff and contract providers. Each of the topic sessions included an overview of the facility’s vision, project goals, description of the current facility and operating state, review of trends and benchmarks, and discussion on the desired future operational state and associated spatial needs.

The project Steering Committee’s project Mission Statement and the County’s Guiding Principles guided the development of the program. The program includes a description of the function, operational assumptions, special considerations, and a space listing for each facility component.

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Lancaster County Correctional Facility – Facility Program Report

Housing Summary

The housing classification, bed allocation, and cell type developed for the program was developed based on the *2050 projected need of about 1,200 beds and the key operational elements*. As previously stated, the County is still defining the project description and associated number of beds. As illustrated in the table below, this process resulted in a total of 29 housing units for both male and female inmates for a program total of 1,212 beds. Of the total beds, approximately a third of the beds are designated for minimum/medium, 108 beds or approximately 17.9 percent designated for mental health housing, 68 beds designated for work release, and 10 beds designated for juvenile.

Type/Classification	Bed Type	Mezzanine	Beds/Unit	Beds/Cell	Cells/Unit	Quantity	# of Units	Total Beds	Comments
General Population - Male							12	608	Organized in Housing Clusters
Minimum	Cells	Yes	64	4	16	4	4	256	
Medium	Cells	Yes	64	4	16	3	3	192	
Maximum - Low	Cells	Yes	32	4	8	3	3	96	
Maximum - High	Cells	Yes	32	2	16	2	2	64	
General Population - Female							2	96	Organized in Housing Clusters
Minimum/Medium	Cells	Yes	64	4	16	1	1	64	sub-dayrooms
Maximum	Cells	Yes	32	2	16	1	1	32	
Commitment Housing							3	128	Adjacent to Medical/ITR
Intake / Classification - Male	Cells	Yes	64	2	32	1	1	64	sub-dayrooms
Intake / Classification - Male Detox	Cells	No	32	2	16	1	1	32	
Intake / Classification - Female	Cells	Yes	32	2	16	1	1	32	50% detox
Special Populations - Male							3	176	
High Classification	Cells	No	16	1	16	1	0.33	16	
Disciplinary	Cells	No	32	1	32	1	0.67	32	
Protective Custody	Cells	Yes	64	2	32	2	2	128	
Special Populations - Female							1	18	
High Classification	Cells	No	6	1	6	1	0.33	6	
Disciplinary	Cells	No	12	1	12	1	0.67	12	
Mental Health - Male							2	80	
Close Watch	Cells	No	8	1	8	1	0.17	8	Psychiatric observation
Level 1	Cells	No	8	1	8	2	0.33	16	Crisis management
Level 2	Cells	No	12	2	6	2	0.50	24	In-patient Care
PO 3	Cells	No	32	4	8	1	1	32	Sheltered Housing (therapeutic)
Mental Health - Female							2	28	
Close Watch	Cells	No	4	1	4	1	0.25	4	Psychiatric observation
Level 1	Cells	No	4	1	4	1	0.25	4	Crisis management
Level 2	Cells	No	8	2	4	1	0.50	8	In-patient Care
PO 3	Cells	No	12	4	3	1	1	12	Sheltered Housing (therapeutic)
Work Release							2	68	
Work Release - Male	Dorm	No	56	4	14	1	1	56	
Work Release - Female	Dorm	No	12	4	3	1	1	12	
Juvenile							2	10	
Juvenile - Male	Cells	No	5	1	5	1	1	5	
Juvenile - Female	Cells	No	5	1	5	1	1	5	
Totals							29	1,212	

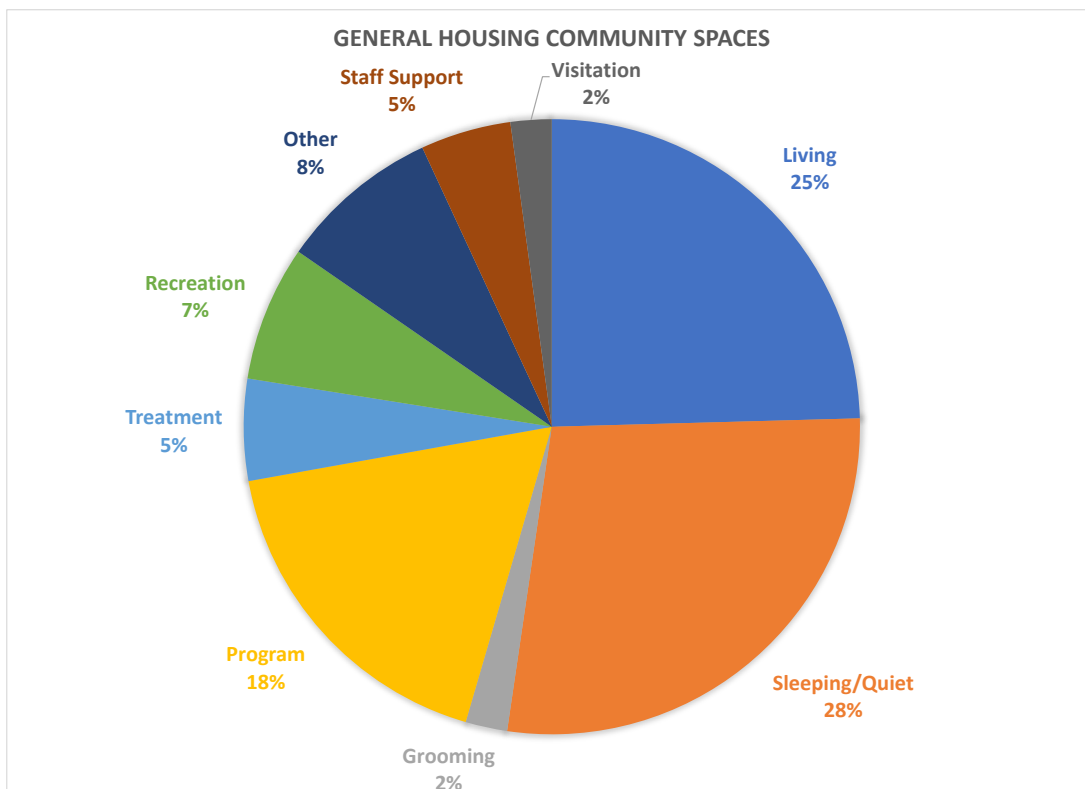
Space Program Summary

The table below summarizes the allocation of space in the facility program by main component. As shown, Adult and Juvenile Housing Communities comprise approximately 58 percent of the total.

Component	DGSF	Percent
Public Entrance and Visitation	4,848	1.0%
Facility Administration	6,120	1.3%
Staff Entrance and Support	19,071	4.0%
Main Control	865	0.2%
Intake, Transport and Release	24,128	5.0%
Adult Housing Communities*	275,227	57.1%
Juvenile Housing Communities*	6,448	1.3%
Medical and Specialty Services	16,808	3.5%
Central Inmate Programs	9,446	2.0%
Laundry	2,575	0.5%
Food Service	9,553	2.0%
Building Support and Warehouse	24,003	5.0%
Central Plant	13,200	2.7%
Building Gross	70,089	14.5%
Total BGSF	482,381	100.0%

* Communities include areas for programs, classes, treatment, recreation, visitation, counseling, dining, sleeping, and personal

The following chart illustrates the space distribution for a typical general population housing community to include a housing unit and housing cluster support.



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Lancaster County Correctional Facility – Facility Program Report

Community Input

Community input is vital in the process of building a new facility, as the path forward relies on continued support from the community. In addition to taking public comment at Board of Commissioners meetings and Prison Board meetings, the project team has solicited feedback in a variety of ways and will continue to do so as the project progresses. Community outreach to date has included:

- Programming outreach to various stakeholders including the Municipal District Judges (MDJ) of Lancaster County, Lancaster County Chiefs of Police, Have a Heart, Adult Probation & Parole Services, Bail Administrators, Behavioral Health & Development Services, Chief Probation Officer, County Administration, County Information Technology, County Warden, Clerk of Courts, Children & Youth Agency, Domestic Relations, Drug & Alcohol Commission, District Attorney's Office, Juvenile Probation, President/District Judge, PrimeCare Medical, Prothonotary, Public Defender's Office, Sheriff's Office, Victim/Witness Service and Youth Intervention Center.
- Touring similar facilities across the country including Franklin County, Ohio; Washtenaw County, Michigan; Clark County, Nevada; Douglas County, Nebraska; and Lancaster County, Nebraska.
- Hosting four county-wide public listening sessions in September 2022, February 2023, October 2023 and January 2024. Notes from project tours and listening sessions can be found on the project website's document center [here](#).

The project team continues to update the project website, www.lccf-pa.com, and the community can use the website as a portal to provide feedback throughout the course of the project.



This document contains the best opinion of the authors at the time of issue.

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LANCASTER COUNTY
CORRECTIONAL FACILITY