

Sullivan County Criminal Justice Coordinating Committee

SCCJ Coordinating Committee

Date: January 10, 2006

Time: 12:00 – 1:00

Members Present: Ed Gil de Rubio, Scott Hagar, Judge B. Cardello, Commissioner Don Clarke, Ben Nelson and Ethel Jarvis, Sherrie Curtis, Butch Estey, Terra Geer, Jim Peale, Michael Prozzo.

Members Absent: Jan Peterson, Judge John J. Yazinski, Marc Hathaway, and Joe Osgood.

The meeting was called to order at: 12:00 pm

Agenda Item	Discussion
Welcome	<p>Ed Gil de Rubio began with a welcome back to the committee members. Along with handing out agenda and committee members list he indicated the commissioners established this committee back in 2003.</p> <p>He indicated in this year's budget the delegation under the recommendation of the Commissioners has put \$120,000.00 aside to hire an architect-engineering firm to help asses our current building facility in Unity. Also, in order to asses our needs we need to look at the criminal justice system.</p>
PONI – (Planning of New Institutions) Brief overview of current status at the Department of Corrections	<p>Gil de Rubio indicated this past fall; he and Commissioner Nelson, Superintendent Scott Hagar, and Facilities Manager Greg Chanis attended a weeklong conference to the PONI (Planning of New Institutions program) presented by the National Institute of Correction.</p> <p>Scott Hagar, presented a memo (Planning of New Institution) and reviewed:</p> <ul style="list-style-type: none"> • Planning and Institute conference and material reviewed • Sullivan Counties need to involve SCCJCC (Sullivan County Criminal Justice Coordinating Committee) • DOC needs assessment for new facility • His recommendations • SCCJCC mission <p style="text-align: right;">(See attached)</p>

Item	Discussion
<p>PONI – (Planning of New Institutions) Brief overview of current status at the Department of Corrections</p>	<p>Scott Hagar also indicated an RFQ (Request for Qualifications) and an RFP (Request for Proposal) process may take a couple of months to get underway.</p> <p>Ed Gil de Rubio commented that the commissioners would have the final say on RFP. process.</p> <p>Judge Cardello questioned what roll the committee would have on the RFP process.</p> <p>Ed responded saying he would like the committee to look at the initial applicants and make recommendations to the Commissioners.</p> <p>Scott presented a second memo (The Facility Development Process) and reviewed:</p> <ul style="list-style-type: none"> • Phase I Pre-Architectural Planning (4-12 Months) • Phase II Site Selection and Planning (4-12 Months) • Phase III Architectural Design (8-12 Months) • Phase IV Bidding and Negotiations • Phase V Occupancy (2-4 Months) <p style="text-align: center;">(See Attached)</p> <p>He indicated this would give committee members an idea of the time line involved.</p> <p>Ed suggested committee members review minutes from last meeting.</p> <p>Tentative Tour of Department of Correction Unity Complex Tuesday January 17, 2006 3:30 pm. following Board of Commissioners meeting.</p> <p>Tour of Merrimack and Strafford County Facilities in February or March.</p>
<p>Next Meeting</p>	<p>TBA</p> <p>Waiting on proposals dated March 3, 2006 pending approval.</p>

lg.

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Sullivan County Criminal Justice Coordinating Committee
Planning of New Institutions

TO: Sullivan County Criminal Justice Coordinating Committee
FROM: Scott Hagar, Corrections Superintendent

January 10, 2006

Ladies and Gentlemen:

The jail is more than a building. As an institution, the jail has a specific role within the justice system. The role of the jail is supported by an inmate management plan, which shapes operational philosophy. As a result, mission and values drive both physical plant design and operations. Currently the jail design, capacity, and lack of space are preventing corrections officials from implementing an effective inmate management plan. "We are currently working for our jail when in reality our jail should be working for us".

In response to the increasing population at the Sullivan County Jail and the lack of programmatic space, Commissioner Ben Nelson, County Manager Ed Gil de Rubio, Superintendent Scott Hagar, and Facilities Manager Greg Chanis attended the Planning of New Institutions program presented by the National Institute of Corrections in October 2005.

The Planning of New Institutions Program, or PONI, spent five days looking at the following phases of planning a new institution:

- Facility Development Process
- Mission, Values, and Responsibilities
- Role Clarification and Project Decision Making
- Community Involvement
- Master Planning and Analyzing Data
- Functional Programming
- Scenario Development
- Space Programming
- Staffing Analysis
- Site Evaluation and Site Selection
- Taking Control of the Project
- Action Planning

Sullivan County Criminal Justice Coordinating Committee
Planning of New Institutions

Upon our return from Colorado, two things were perfectly clear:

1. We need to involve the Sullivan County Criminal Justice Coordinating Committee
2. We need to have a consultant perform a needs assessment study and a pre-architectural Program.

The Needs Assessment Study:

- An overview of all criminal justice agencies and practices
- Design a data collection instrument
- Analysis of defendant processing through the system
- Profile the current jail inmates
- Examine trends in the criminal justice system
- Evaluate the existing facility (operational, staffing, physical plant, security, standards, and compliance)
- Examine alternatives to incarceration (current effectiveness and recommendations for expansion or implementation of new programs)
- Evaluate the impact of changes in the present system
- Conduct jail population forecasts for twenty years, in five year increments
- Develop a jail population management plan
- Examine the possibility of regionalization

The Pre-architectural Program:

- Examine the possibilities of renovation and /or expansion to the existing facility versus new construction
- Evaluate the existing jail, outline the impact of the current design on staffing costs and operations, list current deficiencies
- Evaluate the operational impact and costs of all options
- Develop an operational philosophy and mission statement of the new facility
- Identify the types of beds needed based on the needs assessment study
- Develop a classification plan
- Develop operational scenarios for each function of the jail (includes identifying the users, the activities, behaviors, equipment and furnishings, design criteria, and policy decisions)
- Develop the space needs (square footage) for each area
- Develop the adjacency for each area (space relationship)
- Develop the projected cost per square foot for each area
- Create an initial staffing plan
- Evaluate construction costs for all options
- Develop a preliminary operational costs estimate
- Develop an overall construction and project cost estimate

Sullivan County Criminal Justice Coordinating Committee
Planning of New Institutions

An RFQ (Request for Qualifications) and RFP (Request for Proposal) serve as tools for the process of selecting consultant firms.

The primary purpose of an RFP for architectural and/or planning service is two-fold: first, is to solicit from appropriate firms, an estimate of what type of services they will provide, and secondly, what those services may cost.

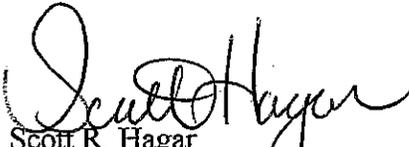
The Criminal Justice Coordinating Committee's mission

"To improve and fully understand the issues influencing the criminal and juvenile justice systems in Sullivan County. Furthermore, the CJCC is directed to enhance cooperation among the various criminal justice agencies and supporting units of local government".

The CJCC members will play a crucial role in the needs assessment study and throughout the facility development process. Each member of the Sullivan County Criminal Justice system will be involved in the needs assessment process to:

- Provide an overview of all criminal justice agencies and practices
- Examine trends in the criminal justice system
- Provide an analysis of defendant processing through the system

As the PONI process continues, roles will change and possibly expand. Advisory groups may be formed, group meetings will be held, and community forums will be used to solicit involvement and to increase awareness.


Scott R. Hagar
Corrections Superintendent



Sullivan County Department of Corrections

THE FACILITY DEVELOPMENT PROCESS

PHASE I: PRE-ARCHITECTURAL PLANNING (4-12 MONTHS)

I. JAIL NEEDS ASSESSMENT AND MASTER PLAN

Needs assessment; collect and analyze data; review corrections issues; standards, and legal issues; alternatives; mission statement.

II. ECONOMIC FEASIBILITY STUDY

Evaluate existing facility, construction cost, operation/staffing cost, alternatives, funding sources.

III. CONSULTANT/ARCHITECT SELECTION

IV. FACILITY PROGRAMMING

PHASE II: SITE SELECTION AND PLANNING (4-12 MONTHS)

Phase II is usually concurrent with phase I.

V. SITE ANALYSIS AND SELECTION

Site requirements; identify available sites; evaluate costs; functional, technical, economical, political consideration; select and acquire.

VI. SITE MASTER PLAN

Open space, parking, circulation, security plan, and environmental impact.

PHASE III: ARCHITECTURAL DESIGN (8-12 MONTHS)

VII. SCHEMATIC DESIGN

Conceptual architectural design, engineering studies, cost analysis/staffing.

VIII. DESIGN DEVELOPMENT

Refine and develop architectural design, develop specifications, refine cost, select systems and material, special design studies, security equipment, communications, kitchen graphics, furniture.

IX. CONTRACT DOCUMENTS

Complete plans, specifications, bidding documents, final cost.

X. AGENCY APPROVALS

Building permit, required agency and funding approvals.

PHASE IV: CONSTRUCTION (12-24 MONTHS)

XI. BIDDING AND NEGOTIATIONS

Advertise for bids – open and select. Alternative bidding procedures: one set of documents, separate bidding packages, construction management.

XII. CONSTRUCTION

Work on site, administration of construction contract, observations, shop drawing, payment process, test materials, change orders, transition team.

XIII. CONSTRUCTION COMPLETION

Punch list, as built drawings, warranties, user manual, move logistics, occupancy permit, furnishings and equipment.

PHASE V: OCCUPANCY (2-4 MONTHS)

XIV. TRANSITION AND MOVE IN

Train staff, install furnishings and equipment, transfer inmates, initiate maintenance program, begin operations.

XV. OCCUPANCY AND OPERATIONS

Occupy, operate, maintain, and repair

XVI. OBSOLESCENCE AND RENOVATION

Review performance; consider misfits between facility and programs and goals; determine options; renovate or change program.