

**2017**  
**MONROE COUNTY CORRECTIONAL CENTER**  
**ANNUAL JAIL REPORT**



# ANNUAL JAIL REPORTING

## IC 36-2-13-12

### **Reports; persons confined in county jail; condition of county jail; recommendations**

(b) The sheriff shall file with the county executive an annual report of the condition of the county jail and any recommended improvements in its maintenance and operation. The report shall also be filed with the county auditor and maintained as a public record.

*As added by Acts 1980, P.L.212, SEC.1.*

### **210 IAC 3-1-2 Administration and organization**

Authority: IC 11-8-2-5; IC 11-12-4-1

Affected: IC 11-12-4-1

(b) Each sheriff shall prepare and submit, not later than March 31 after the conclusion of each calendar year, a written report setting forth the annual statistical data and the extent and availability of services and programs to inmates identifying major events that have occurred in the jail and unfunded operational needs. The report shall be directed to the circuit court judge, and copies shall be provided to the state jail inspector, president of the county council or city-county council, prosecutor, and president of the board of commissioners. The report shall also be provided to the county auditor and be maintained as a public record. At a minimum, the report shall include the following:

- (1) The total number of beds.
- (2) The total number of bookings with at least the top ten (10) identified by offense.
- (3) The average daily inmate population.
- (4) The total number of jail and in-custody deaths by type (suicide, natural causes, homicide) with a summary of each occurrence.
- (5) The number of escapes.
- (6) The total number of juveniles booked into the jail via waiver or direct file.
- (7) The availability of services provided at the jail.
- (8) A statement on the adequacy of jail staffing levels.
- (9) A statement on the maintenance and upkeep of the jail.
- (10) Unfunded needs and projects essential to jail operation and maintenance.
- (11) The average length of stay, for all inmates housed in the jail as of December 31, of the preceding year.

## **MONROE COUNTY CORRECTIONAL CENTER**

The Monroe County Correctional Center is located at 301 North College Avenue, Bloomington, Indiana. The Correctional Center is housed within the Monroe County Justice Buildings 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> Floors. The facility was built in 1984 and had an original bed count of 128. In early 2017 a remodeling project of a space previously used for storage was completed. This space designated as K Block, provided an additional seven beds to the facility and serves as a housing area for select inmates with mental health issues. With the 2017 addition, the Correctional Center bed count is at 294.

## TOTAL NUMBER OF BEDS

A block: 32	B Block: 31	C Block: 32	D Block: 32
E Block: 32	F Block: 14	G Block: 5	H Block: 4
I Block: 32	J Block: 32	K Block: 7	Trustee: 22
Program: 12			

Segregation: 4 beds

Padded Cell: 1 bed

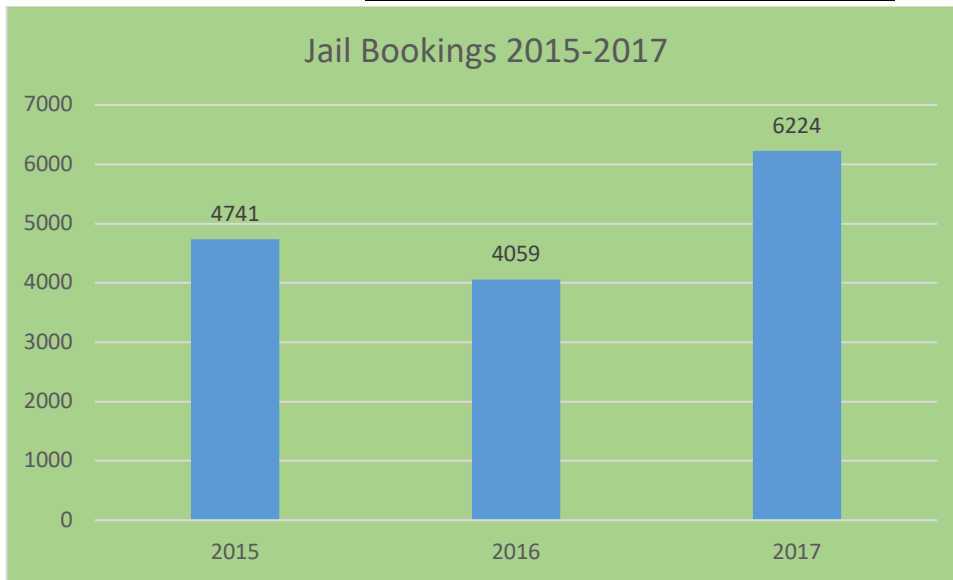
*Total: 287 beds*

Holding: 2 beds

Total: 7 beds

**Total: 294**

## BOOKING STATISTICS



Total Jail Bookings 2015-2017

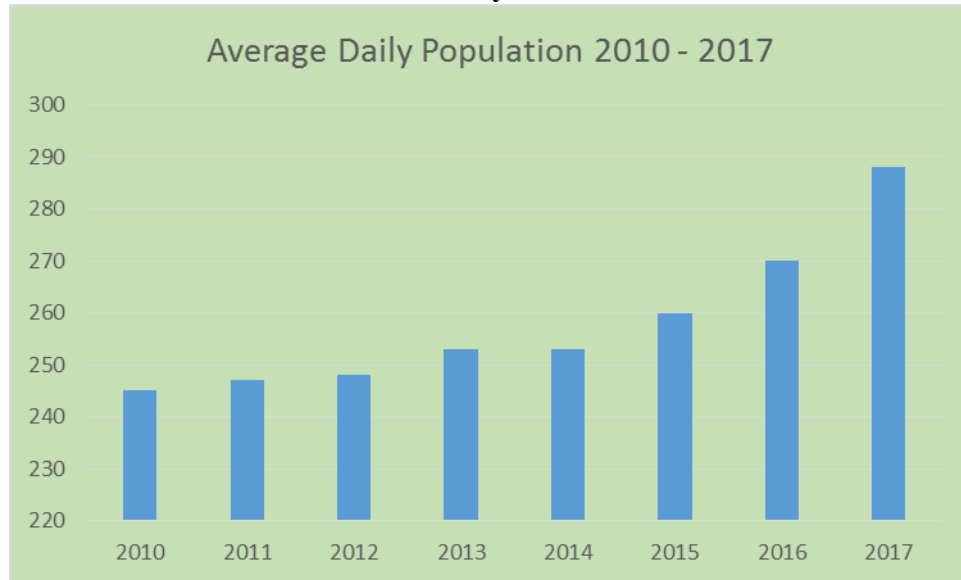
	<u>2015</u>	<u>2016</u>	<u>2017</u>
Admissions	4741	4059	6224

### **Top Ten Booking Types in 2017:**

- |                                |  |
|--------------------------------|--|
| 1. Dealing Meth                | 6. Dealing Cocaine                     |
| 2. Operating While Intoxicated | 7. Criminal Trespass                   |
| 3. Probation Violation         | 8. Battery                             |
| 4. Writ of Attachment          | 9. Theft                               |
| 5. Failure to Appear Warrant   | 10. Violation Day Reporting/Drug Court |

# **AVERAGE INMATE POPULATION**

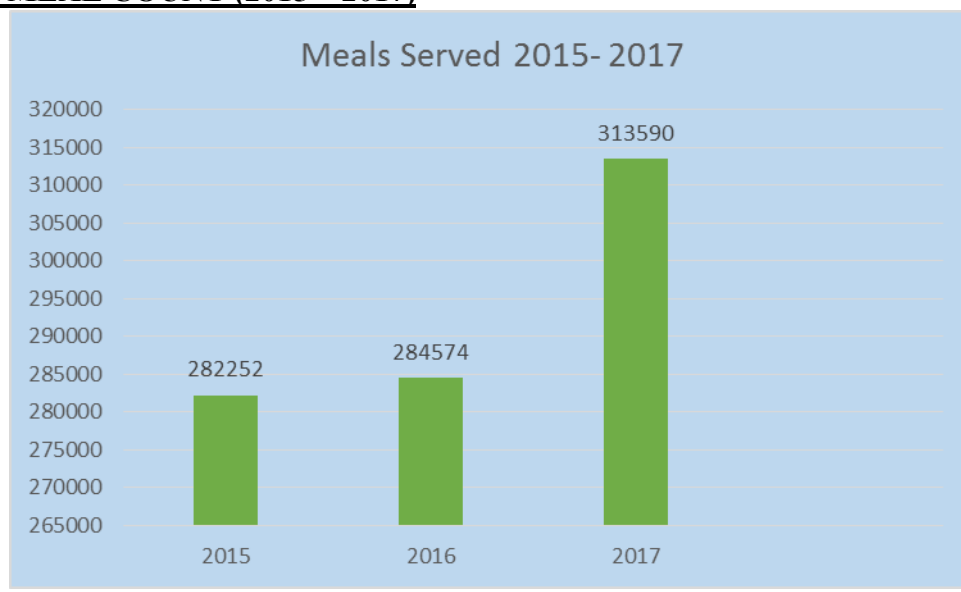
## **Year by Year**



## **Month by Month**

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2017	289	281	282	283	278	279	305	294	300	300	280	280
2016	254	269	270	261	262	257	256	271	281	282	287	289
2015	266	259	246	259	244	249	268	269	264	258	267	267

## **INMATE MEAL COUNT (2015 – 2017)**



The cost for inmate meals has been set at \$1.21 per meal for the last three years.

## TRANSPORT STATISTICS (2016 – 2017)

2016 CORRECTIONAL CENTER TRANSPORTS				2017 CORRECTIONAL CENTER TRANSPORTS			
	#MILES	#HOURS	#OFFICERS		#MILES	#HOURS	#OFFICERS
JANUARY	4169	155.98	74	JANUARY	5105	169	68
FEBRUARY	3805	116.66	50	FEBRUARY	4219	117	46
MARCH	4495	175.66	50	MARCH	4742	121	56
APRIL	4469	181.61	62	APRIL	4632	157	72
MAY	3786	108.65	52	MAY	5941	204	84
JUNE	5168	144.75	62	JUNE	4300	154	82
JULY	5431	189.15	70	JULY	5414	114	56
AUGUST	6384	192.60	78	AUGUST	3556	124	62
SEPTEMBER	6058	181.83	70	SEPTEMBER	3869	149	54
OCTOBER	4540	135.41	54	OCTOBER	4852	147	50
NOVEMBER	4037	137.63	68	NOVEMBER	4437	122	46
DECEMBER	5877	157.45	56	DECEMBER	3108	90	42
<b>YEARLY TOTALS</b>	<b>54050</b>	<b>1721.40</b>	<b>746</b>	<b>YEARLY TOTALS</b>	<b>49070</b>	<b>1499</b>	<b>718</b>

## COURT STATISTICS (2016 – 2017)

COURT STATICS FOR 2016				COURT STATICS FOR 2017			
	#OFFICER	#HOURS	#INMATES		#OFFICERS	#HOURS	#INMATES
JANUARY	407	471	691	JANUARY	365	410	665
FEBRUARY	334	305	574	FEBRUARY	351	401	684
MARCH	422	369	671	MARCH	404	474	673
APRIL	384	383	346	APRIL	353	420	585
MAY	366	359	324	MAY	320	374	629
JUNE	332	375	516	JUNE	359	374	656
JULY	387	398	684	JULY	227	312	695
AUGUST	412	445	676	AUGUST	260	391	721
SEPTEMBER	346	379	623	SEPTEMBER	212	320	1624
OCTOBER	385	454	677	OCTOBER	234	364	846
NOVEMBER	242	284	475	NOVEMBER	227	349	609
DECEMBER	319	354	552	DECEMBER	200	354	575
<b>YEARLY TOTALS</b>	<b>4336</b>	<b>4579</b>	<b>6809</b>	<b>YEARLY TOTALS</b>	<b>3512</b>	<b>4543</b>	<b>7962</b>

## **TOTAL NUMBER OF JAIL IN-CUSTODY DEATHS**

I am happy to report, there were no in custody deaths at the Monroe County Correctional Center.

## **TOTAL NUMBER OF ESCAPES WHILE IN CUSTODY**

I am happy to report, there were no escapes from the Monroe County Correctional Center during the 2017 year.

## **TOTAL NUMBER OF JUVENILES BOOKED INTO JAIL VIA WAIVER OR DIRECT FILE**

There were three (3) juveniles booked into the Correctional Center on waiver or direct file in 2017. This was down from four (4) in 2016.

Arrested charges include: Att. Murder F1 (1), Armed Robbery F3 (1) and Aggravated Battery F3 (1).

## **PROGRAMS AND SERVICES PROVIDED TO INMATES**

The Monroe County Correctional Center continues to offer a wide variety of programs and services to the inmate population. These services are available through new and continued partnerships with organizations within our community. In order to better manage our population in the most effective manner possible, we feel that providing these different resources will keep the inmates active in a productive and safe manner.

### **MENTAL HEALTH**

<b>Total Contact Numbers for 2016/2017</b>	<b>Suicide Observation</b>	<b>Nurse Referral</b>	<b>Physician Referral</b>	<b>Security Referral</b>	<b>Detainee Requested</b>	<b>Segregation Rounds</b>	<b>Total</b>
<b>TOTAL CONTACTS FOR 2016</b>	<b>646</b>	<b>53</b>	<b>2</b>	<b>61</b>	<b>285</b>	<b>998</b>	<b>2045</b>
<b>TOTAL CONTACTS FOR 2017</b>	<b>648</b>	<b>17</b>	<b>4</b>	<b>86</b>	<b>335</b>	<b>797</b>	<b>1887</b>

On February 1, 2014, the Correctional Center acquired the services of Dr. Don Weller, PhD, HSPP, in an expansion of our current contracted medical services provided by Advanced Correctional Healthcare. During the first year, Dr. Weller had approximately 1190 individual contacts with inmates dealing with mental health issues. The presence of Dr. Weller has added a resource to address the mental health needs of our inmate population.

Dr. Weller has also been contributed in the development and training of staff with Suicide Awareness. With Dr. Weller's knowledge and experience we are currently working to expand our services with mental health and addiction issues within the Correctional Center.

## **Adult Education**

2017 was another productive year for the adult education course at the Correctional Center. The Adult Education program is through the Monroe County Community School Corporation (MCCSC). The MCCSC provides the Correctional Center with one teacher and one teaching aid. The program is concurrent with the MCCSC school calendar and is held from approximately 1:00 – 3:30 pm.

- 72 students enrolled in the program during 2017, enrollment consist of attending a minimum of 12 hours of classroom instruction.
- 45 students entered class with at least a high school diploma.
- 31 students made a measurable skills gain.
- 8 students successfully tested and earned their High School Equivalency Diploma.
- 14 students successfully tested and earned a National Career Readiness Certificate (NCRC).
- MCJ students accumulated a total of 3,672 class hours in 2017.
- 6 students applied and were accepted into IvyTech while incarcerated in the MCCC.
- 9 students successfully tested and received their Manufacturing Skill Standards Council certification (MSSC).
- 13 students received their OSHA certification.

During 2017 the Correctional Center, partnered with MCCSC Adult Education and Purdue University to hold the Skills for Success 10 day manufacturing training boot camp for entry level workers. This program covered Workplace Skills, Principles of Lean Manufacturing 101, 5S System, Quality 101, OSHA 10, Basic Shop Math, Measurement for Manufacturing, Effective Communication & Critical Thinking, Blueprint Reading, Problem Solving and Root Cause Analysis.

Monroe County Correctional Center was the 1<sup>st</sup> jail in the State of Indiana to offer this class to its inmates.

## **Library Service**

We continued our partnership with the Monroe County Public Library (MCPL) in 2017. This program is one of the most popular and longest running at the Correctional Center. Staff from the MCPL staff the Correctional Centers library on Tuesday, Wednesday and Thursday afternoons for approximately 2 hours each afternoon. Titles in the library are updated with new releases frequently throughout the year. Inmates have the ability to check out up to six books each visit. If a title is not available the inmates can make requests and check it out from the main library. Most housing locations get two visits per month.

<b>Date 2017</b>	<b># Inmates</b>	<b># Jail Collection</b>	<b># MCPL Books</b>	<b># Hours</b>	<b>CIRC/HOUR</b>
<b>January</b>	<b>256</b>	<b>1189</b>	<b>12</b>	<b>27.50</b>	<b>43.67</b>
<b>February</b>	<b>176</b>	<b>807</b>	<b>5</b>	<b>22.25</b>	<b>36.49</b>
<b>March</b>	<b>261</b>	<b>1124</b>	<b>7</b>	<b>26.25</b>	<b>43.09</b>
<b>April</b>	<b>207</b>	<b>888</b>	<b>16</b>	<b>20.75</b>	<b>43.57</b>
<b>May</b>	<b>237</b>	<b>1139</b>	<b>16</b>	<b>27.25</b>	<b>42.39</b>
<b>June</b>	<b>275</b>	<b>1250</b>	<b>12</b>	<b>24.00</b>	<b>52.58</b>
<b>July</b>	<b>142</b>	<b>666</b>	<b>13</b>	<b>18.00</b>	<b>37.72</b>
<b>August</b>	<b>280</b>	<b>1330</b>	<b>13</b>	<b>26.25</b>	<b>51.16</b>
<b>September</b>	<b>180</b>	<b>799</b>	<b>60</b>	<b>17.50</b>	<b>49.09</b>
<b>October</b>	<b>248</b>	<b>1195</b>	<b>5</b>	<b>23.75</b>	<b>50.53</b>
<b>November</b>	<b>235</b>	<b>1181</b>	<b>4</b>	<b>23.25</b>	<b>50.67</b>
<b>December</b>	<b>209</b>	<b>1036</b>	<b>3</b>	<b>23.50</b>	<b>44.21</b>
<b>Total</b>	<b>2706</b>	<b>12604</b>	<b>166</b>	<b>280.25</b>	<b>45.46</b>



## **Religious Programs**

The Correctional Center offers religious program six evenings out of the week. The programs are sponsored and have volunteer staffing from their organizations. The organizations include Unchained Gang, McCormick's Creek Church, Second Baptist Church, Gideon's and Souls Matter.

## **Healthcare Enrollment**

On September 01, 2015, Indiana House Bill 1269 (inmate Medicaid enrollment) became effective. This bill not only created responsibility for the sheriff and county commissioners to enroll specified inmates in the Medicaid program, but also required the sheriff to have a more active role in the discharge planning of effected inmates.

In compliance with HB 1269, Monroe County Correctional Center partnered with ASPIN Health Navigators to begin the enrollment process for specified inmates. This partnership continued in 2017 with 567 inmates given the opportunity to begin the enrollment process to obtain healthcare.

## **Recreation**

The Correctional Center has two specific areas designated for inmate recreation, an indoor recreation and an outdoor recreation. Unless security reason dictate otherwise, general population cell blocks are offered the opportunity have recreation at least three times a week.

In 2017, Sheriff Swain approved the purchase of three Titan five position Multi-Gyms. These units were installed in areas within the Correctional Center for inmate use. One unit was placed in the indoor recreation area and the other two were placed in housing units that have restricted recreation due to security precautions. Funding for the units came from the commissary account. Subsequent units are scheduled to be purchased in 2018.

## **New Beginning Reentry Program**

In late 2016 Monroe County Correctional Center was one of 14 facilities chosen as a pilot for a program funded through the Department of Mental Health and Addictions' Recovery Works. The program was named New Beginning and strives to provide a new beginning for those inmates who participate. The program officially started on April 10, 2017 with the male dorm. The female dorm started on November 2, 2017.

Inmates are referred to the program with collaboration from the Monroe County Criminal Court Judges, Monroe County Prosecutors Office, Monroe County Public Defender Office, Monroe County Probation Department and private attorneys. Once referred the inmate will undergo an intake assessment through Centerstone and a review of the inmates institutional behavior will be

conducted by the Jail Commander. There have been two housing areas within the Correctional Center set aside to provide a therapeutic community for the participants. The male program can house up to 12 and the female program can house up to 5.

Inmates in the program receive Centerstone services in the Correctional Center for 15 hours per week for the 90 days prior to their release. The services include: relapse prevention, anger management, cognitive skills, life skills, motivation to change and reentry planning.

Since the inception, the program has continued to develop and grow. An early partnership developed with the Hoosier Initiative for Reentry (HIRE) program, through Indiana Workforce Development and WorkOne. The HIRE program provides candidate development with emphasis on resume preparation, interviewing preparation and various workshops dedicated to improving employability skills. The HIRE program also assist with placement and recruiting. Statistics have shown there is less likelihood for reoffending if the person is employed.

The male program also has an addictions group sponsored by NLNL and an AA group. The female program has a yoga class once a week. We are currently working to provide an AA group for the women and a fitness class for the men. Recently Middleway House has agreed to expand its presence in the Correctional Center and will begin weekly program for both the male and female programs. Monroe County Correctional Center has also partnered with Alkermes to provide eligible and willing inmates with a free Vivitrol injection prior to release.

Centerstone works closely with the Correctional Centers' medical staff to obtain necessary information to have a seamless process of getting the inmates connected with Centerstone resources once they are release from custody.

In the last month of being incarcerated, each inmate helps to develop their reentry plan which includes treatment recommendations when they are released and their plan for basic needs to be met such as housing, transportation, employment, and insurance. The services for each participant varies based on their individual needs. Some of the possible services include: Recovery Coaching, IOP, Matrix, Moral Recognition Therapy, Individual Therapy, Dual Diagnosis Group, Dialectical Behavioral Therapy Group, Psychiatric Medication Evaluation and Ongoing care, Employment Services, Providing Opportunities for Parental Success (POPS), EMDR, etc.

There are some who call New Beginnings the "90 in/90 out program" because the participants continue to have intensive services once they are released from jail for a following 90 days. They continue services after they complete the full 180 days; however, it is often less intense at that time. Once in the community, every participant in the New Beginnings Program meets once a week for a therapy group where they check in with one another. This group has proven to be essential in their recovery. This provides a forum where the clients, who have built bonds with one another serving time together, can see how they are doing and hold one another accountable. The clients who attend this group regularly have a much higher success rate than those who do not.

A weekly communication regarding the progress of the clients, any issues and general updates is provided to the Criminal Court Judges, the probation and public defenders offices. New Beginnings has been a success based on all of the collaboration and communication with each other.

## **NEW LEAF – NEW LIFE (NLNL)**

Although some programming was changed in 2017 that affected the roles of NLNL volunteers, they were still very instrumental with providing many different types of programs for the inmate population.

### **MORNING EDUCATION GROUPS**

#### **Tuesday**

Critical thinking and creative writing class. Each class opens with a discussion of two or three poems. Participants reflect upon what resonates for them in the poem, what questions they have or parts they don't understand. The group then takes time to write in response to prompts that are inspired by the poems. The prompts encourage reflection, vulnerability, sharing memories, and better understanding their current situation. The class then listens as each person reads their writing out loud. In this class, participants have the chance to practice critical thinking, listening skills. They experience personal growth through self-reflection and sharing stories.

#### **Wednesday**

This group focuses first, on overcoming negative behaviors and negative beliefs by recognizing that the world is larger than one's (possibly negative) circle. In the context of addictions, this translates into an individual recognizing that the patterns of their life do not have to be the way they are. In other words: understanding that not everyone thinks or acts in the same way means that a person has the possibility of thinking or acting differently. Second, the course introduces math, communication, and computer skills that are highly sought after in the workplace. Text is the main medium of communication, and having knowledge and skills which allow one to work with text supports students in acquiring a firmer idea of which high school and college courses can provide them with the specific skills they need.

#### **Thursday**

This program is an addictions group that is open to people approved for programming from multiple blocks. The aims is to provide a safe nonjudgmental environment, guide participants toward accepting painful truths, teach participants to love and parent themselves, and support participants in making changes to improve the quality of their lives.

#### **Friday**

This program is a discussion of mindful behavior and self-awareness techniques, including meditation practice.

#### **Saturday**

This program provides for an art group, allowing creative expression and the opportunity to maintain connections with loved ones outside of the jail. Incarcerated individuals decorate pillowcases for their children and design cards.

## **AFTERNOON AND EVENING GROUPS**

### **Monday**

Women's Support Group - Middleway House met with up to 16 women to discuss plans for transitioning back into the community outside, challenges they might face, options they have, and services available.

### **Tuesday**

This program is currently suspended.

### **Wednesday**

An addiction group for I Block.

An addiction group for A Block in the evening at 7:00. The aim of this program is to provide a safe nonjudgmental environment, guide participants toward accepting painful truths, teach participants to love and parent themselves, and support participants in making changes to improve the quality of their lives.

### **Thursday**

A substance abuse group for B Block. The aim of this program is to provide a safe nonjudgmental environment, guide participants toward accepting painful truths, teach participants to love and parent themselves, and support participants in making changes to improve the quality of their lives.

### **Friday**

Creative Writing for men. Inmates typically read and discuss poetry for the first portion of each class -- discussion pieces are selected with an eye for emotional resonance, often addressing substance abuse, childhood trauma, or emotional turmoil. These discussions promote literacy, critical thinking, and empathy. Writing prompts are given, and inmates compose short pieces both during class time and throughout the week. Typed responses from instructors promote growth in both writing skill and on a personal level, as many of the submitted pieces broach sensitive topics from the inmates' past experiences.

## **WEEKEND PROGRAMMING**

### **Saturday**

Women Writing for (a) Change: This is "part of a national network of writing schools that provide opportunities for individuals to craft more conscious lives through the art of writing and practices of community". Several volunteers run a writing circle with the women.

### **Sunday**

Think Tanks: Weekly discussion and workshops. Groups focus on planning, research, and discussion on topics of interest to people transitioning out of the criminal justice system including housing, employment, education, and ways to work toward positive changes that would increase opportunities for former inmates. Think tanks rotate to serve both women and men who are approved for programming

## **OTHER NEW LEAF NEW LIFE PROGRAMS**

### **“Read to Me”**

“Read to Me” a long running program where incarcerated parents are given the opportunity to record themselves reading books for their children, have the recording and a copy of the book sent to their child. More than 300 books and recordings were sent to the children of incarcerated parents during 2017.

### **Bingo**

Bingo is made available, on rotation, for the majority of the MCJ jail blocks. Volunteers come in to lead Bingo on the first and third Tuesday of every month, and also use this time to share information about NLNL programming and resources. Bingo prizes are approved by the jail, and include hygiene and food items that are appreciated especially by incarcerated individuals who have limited resources for commissary. Bingo has been reconfigured in 2017 to include more faith-based community member volunteers

### **Inmate Assistance and Transition Services**

New Leaf-New Life provided a variety of services to inmates, including obtaining birth certificates, reading glasses, prescription glasses, school applications, FAFSA applications, treatment center applications.

## **STAFFING**

Source: Staffing Analysis for Jails by the U.S. Dept. of Justice  
National Institute of Corrections

**Characteristics of the jail setting:** Jail characteristics when associated with staffing requirements always pose challenges. An understanding of these challenges provides an important foundation for undertaking staffing needs.

- Jails operate continuously, 24 hours per day, 365 days per year.
- Jails provide a wide spectrum of services, activities, and programs for inmates.
- Jails are high-risk settings, where inmates are often dangerous to themselves and others.
- Jail populations can fluctuate widely throughout the year, and even on a day-to-day basis.
- Many jail inmates spend only a few days in confinement. In some jails, up to 90 percent of all inmates are released within 72 hours of admission.
- Admission and release procedures require much staff effort, but the peak periods of admission are often difficult to anticipate.
- Extensive documentation is required for all activities and procedures at the jail.
- Perimeter security and internal circulation must be controlled at all times.
- Supervision needs vary for different classifications of inmates.
- Jails house both pretrial detainees and sentenced inmates, and each group brings its own operating imperatives and constitutional guarantees.
- Staff turnover is high in many jails.
- Jail staff, administrators, and funding officials can be held liable for jail operations and conditions.

**Jail Staffing Considerations:** Several unique operational characteristics of the jail setting must be considered:

- Backup must be provided for staff in all areas of the jail. When a staff member has to respond to problems, critical incidents, or contingencies, other staff must be readily available to provide support
- Continuing inmate supervision should be provided in all jails. **Supervision extends beyond just observing inmates at regular intervals. Effective supervision demands contact between jail staff and inmates; jail staff must be able to “interact” and “act.”**
- A constant minimum level of staffing is required to ensure prompt and safe evacuation of the facility during an emergency and to provide continuing inmate supervision. Minimum staffing levels are different for each jail and may change during the year.
- **Electronic surveillance (audio monitors, closed-circuit television, movement detectors, and sensors) has its place—not as a substitute for staff, but as a supplement.**
- Relief must be provided for most staff posts and positions to allow employee meals and breaks.
- Staff must be trained for the duties to which they are assigned.
- Staff must be supervised. Supervisors should not be assigned to a specific post because they must be able to move throughout the facility to supervise operations and respond to problems.

Jail staffing levels are based on several internal and external factors. Internal factors include physical plant design (sightlines, number of control posts, perimeter security, number and size of housing units, and controlling circulation or movement—the need to escort inmates); operational philosophy (types of inmate supervision and level of programs and services); classification levels of the inmates; and level of crowding in the facility. External factors influencing jail staffing levels include court decisions and standards of practice.

Court decisions have defined important parameters for jail operations by establishing minimum levels of service, performance objectives, prohibited practices, and specific required operational actions. Past court decisions, most handed down by Federal courts, have required jails to—

- Protect inmates from themselves and from other inmates.
- Maintain communication with inmates and regularly visit occupied areas.
- Respond to inmate calls for assistance.
- Classify and separate inmates.
- Ensure the safety of staff and inmates at all times.
- Make special provisions for processing and supervising female inmates.
- Ensure that all required inmate activities, services, and programs are delivered (medical, exercise, visits, etc.).
- Provide properly trained staff.

**Standards promulgated at the local, State, and national levels also provide parameters for jail operations.**

- Local health, safety, and building standards are often applied to jails.
- Many States have established mandatory jail standards and inspect jails to measure compliance.
- The American Correctional Association establishes national professional standards for jails and offers an accreditation process based on those standards.

Corrections is the largest division within the Monroe County Sheriff's Office organization. The Correctional Center is staffed by sixty-four (64) full and eight (8) part-time employees consisting of: one (1) Jail Commander, one (1) Assistant Jail Commander, one (1) Kitchen Manager, two (2) Administrative Coordinators, one (1) Cook, 58 full-time correctional staff (three (3) Captains, nine (9) Sergeants and 46 Correctional Officers), six (6) part-time Correctional Officers, one (1) part-time Chaplain and one (1) part-time Cook.

Staffing levels are insufficient to meet the normal day-to-day operations. This is due to the increased number of inmates housed in the facility, the average daily population for 2017 was up 18 inmates from 2016. There was an increase of over 2000 inmates having been booked into the facility. These increases greatly added to the daily workload of the Correctional Staff.

## **MAINTENANCE AND UPKEEP OF THE JAIL**

In 2017 the Correctional Center had to rethink the way in which we were providing visits to the inmate population. Our existing method was out of date and not able to be repaired without major cost. With the 2016 switch to Telmate, our inmate communication provider, we were able to use the existing tablet technology to provide both in house and remote visitation services to the inmate at no additional cost to the facility. As with any new technology there were some bugs and issues that had to be corrected.

During the year emergency lighting was added in different areas of the Correctional Center to allow a light source during the seven second period when power is lost and the generator powers up. This was a welcome addition to the security features of the Center.

This past year the resurfacing of the shower and water closet floors was completed and has provided a solution to some of the water leak issue experienced within the Justice Building. In addition, a new strainer system replaced a garbage disposal system in the Correctional Centers kitchen, this has helped to reduce waste being rinsed into the drains which caused several backups.

In early 2017 the remodeling was completed of an area on the 1<sup>st</sup> floor of the Justice Building. The area had previously been used for the storage of files from the Clerks Office. The area, now identified as K Block, is used to house inmates dealing with mental health and addiction issues.

The opening of K Block, a designated area for mental health and addictions, demonstrates our commitment to meet the needs of the inmate population.

Maintenance of the jail is a continual activity at the Correctional Center. Due to the increasing age, poor construction and inmate abuse of the building we are continually dealing with cracking mortar joints, broken blocks and general repair issues. A major repair was made to the padded cell, having to replace the entire floor portion.

Inspections of all living areas are conducted daily with any maintenance issues reported to contracted maintenance personnel. A weekly inspection by supervisory staff includes an opportunity for inmate to voice maintenance needs they have experienced. General cleaning and painting are ongoing and conducted under the supervision of correctional security staff. Preventive maintenance and weekly test of the emergency generator is conducted by the contracted maintenance company and outside contractors are utilized as needed. Vermin and insect control and contracted. These are completed within the guidelines of the State of Inmate Jail Standards.

## **UNFUNDED NEEDS & PROJECTS ESSENTIAL FOR JAIL OPERATION AND MAINTENANCE**

Since the original construction in 1984, an additional 156 beds have been added to the Correctional Center. The additional beds have been essential in addressing ongoing overcrowding issues.

Arrangements are being finalized for the installation of a body scanner to aid in the reduction of contraband entering the Correctional Center.

We are currently testing new faucets for the individual cells to aid in the reduction of water use within the facility. Funding has been approved to replace 32 individual cells in 2018.

With additional number of inmate booked into the facility and the addition of programs utilized by inmates, staff levels are insufficient to handle all day to day functions in a safe and reasonable manner.