

Function	May include, but not be limited to:	Classification	Priority	Location	Security level
Administration	Space for corrections administrative staff, initial public contact/information source, personnel management, records management, all administrative functions.	Required			
Areas of Refuge	Secure areas outside of the walls of the facility where offenders can be detained in the event of evacuation of the facility.	Required			
Commissary	Requires storage, processing and data entry space for the inmate "store" where they are allowed to purchase items not supplied. Secure loading dock is preferable.	Discretionary			
Food Service	Requires receiving/loading dock for foodstuffs, cold and dry food storage meeting health codes, areas for cooking, warming, plating, food and washing/drying trays/pots, pans, etc. Needs storage area in kitchen proper for equipment including all small ware (pans, pots, trays, etc) as well as industrial grade cooking stoves, mixers, ovens, etc. Needs office area for kitchen supervisors to complete administrative tasks and for current records storage.	Required			
Health Care	Separate spaces for confidential medical examinations, counseling, treatment and procedures. Office type space for chart entry/ paperwork. Storage for medical records (Ideal would be use of electronic records), forms, supplies, medications (including controlled substances), etc. Negative pressure capability for airborne disease.	Required			
Housing, General	Accommodate the security, sleeping, hygiene, privacy, recreational and routine personal needs of general population inmates, both male and female.	Required			
Housing, Special	Accommodate the security, sleeping, hygiene, privacy, recreational, routine and unique care needs of special inmate groups such as those needing disciplinary detention, protective custody, mentally ill, suicidal, juvenile remands, intoxicated, developmentally disabled, medically infirmed or handicapped, or those who may leave the facility on a regular basis (work release or work crews)	Required			

Function	May include, but not be limited to:	Classification	Priority	Location	Security level
Intake	Space to evaluate offenders coming into jail for medical fitness, mental health issues, intoxication, medical needs, etc. Ample area to separate inmates who cannot function in group environment. Space for equipment needed for in-processing including computers, fingerprint machines, mug shot cameras. Area for decontamination and at least negative pressure area to segregate offenders with possible airborne illnesses. Space for storage of inmate property and records. Securable vehicle sallyport.	Required			
Laundry	Space to receive, clean, repair, dry, store and distribute inmate uniforms, bedding, linens, etc., as well as personal clothing of offenders. Requires multiple shelving units, folding tables, space for laundry carts as well as industrial washers/dryers.	Required			
Maintenance	Space for secure storage of equipment and supplies needed for preventative and responsive maintenance of the facility including cleaning equipment, paint and equipment lockers, tool lockers, etc.	Required			
Master Control	Central location or locations that electronically monitor and controls all security, fire safety, water, communication, movement etc. that occurs within the facility.	Required			
Mechanical	Mechanical chases for plumbing, HVAC, electronics, main and emergency power supplies.	Required			
Parking	Secure parking for law enforcement/corrections. Public parking for visitors. Vendor parking (will need to accommodate larger vehicles)	Required			
Post-Arrest Alternatives	Programs that are used in lieu of simple closed custody. May include programs such as Work Release, Work Crews, Day Reporting, Electronic Detention/Monitoring, etc.	Discretionary			
Programs/services	Space to accommodate inmate needs in areas such as: religious study, basic adult education, literacy training, counseling, vocational training, library, etc. Mix of office, classroom, storage, and industrial space.	Required			
Recreation, indoor and outdoor	Space to accommodate the need for large muscle exercise, both outdoor and indoor. Also space to store appropriate exercise equipment and space in which to distribute and inventory the equipment.	Required			

Function	May include, but not be limited to:	Classification	Priority	Location	Security level
Release	Area dedicated to the release or transfer of offenders leaving the facility. Should be kept separate from inmates at intake, but with access to property and records storage to maximize efficiencies. Secure areas will be needed for holding offenders awaiting transfer to another facility.	Required			
Staff	Space to accommodate the training, hygiene, fitness and personal needs of female and male staff. Includes spaces such as locker rooms, equipment storage, training rooms (classrooms and physical control areas), break room, staff restrooms.	Required			
Storage, inmate	Secure storage for offender property taken at booking. Needs both large property storage (backpacks, winter coats) and small property storage (jewelry, cell phones), area for inventory of property, and decontamination space.	Required			
Storage, records	Central location for the storage of all inmate records, including custody, classification, medical, as well as all administrative records. On-site retention for up to 2 years. Will also need space to process records for transfer to County archives and process Public Disclosure Requests.	Required			
Storage, supplies	Supplies and equipment needed to run the facility. Supplies range from mattresses to pens.	Required			
Storage, Vehicle	Secure space to store multiple transport vehicles ranging from sedan to 32 passenger prisoner transport bus.	Required			
Technology	Some overlap with "Mechanical" . The moving of as many processes to current technology as possible, including, but not limited to: jail custody records, jail medical records, biometric devices, internet based visiting and court appearances, scheduling, court paperwork.	Required			
Transport	Secure space to stage offenders moving in or out of the facility, either for transfer to another facility, or for transport to court, medical, etc. Requires secure areas for short term offender holding and secure vehicle sallyport.	Required			
Visiting Professional	Space for confidential visiting between professionals (most commonly attorneys) and their clients. National movement to video visiting, but ability face to face visiting is needed. Needs to be private, and secure.	Required			

Function	May include, but not be limited to:	Classification	Priority	Location	Security level
Visiting Public	Secure visiting for family/friends. Needs to be able to accommodate either single or group visits. Space cannot allow direct contact between the inmate and visitors. National movement is toward video visitation in order to facilitate more contact with family/friends.	Required			
Ancillary Components	Outside of essential functions of the jail, but have demonstrated, either in the WCJ or other facilities, to be a benefit to the jurisdiction.				
Courtrooms	In-house courtroom for limited court appearances. This space allows for the interior vs exterior transport of offenders and provides an efficient method of handling some court appearances such as 1st appearance.	Discretionary			
Day Reporting Center	Location where offenders can be ordered to report in lieu of Jail. Can be both pre and post-conviction, may be used in conjunction with Probation or as part of pre-trial release conditions. May include work projects, counseling services, educational programs.	Discretionary			
BAC room w/ video capabilities	Room where individuals who are arrested for DUI are given breath tests. There is currently one in the pre-booking area of the main jail	Discretionary			
Jail Industry Space	Space for jail work projects and may include both inside and outside space to provide programs such as limited manufacturing, growing vegetables, vermiculture, etc.	Discretionary			
Tangential Components:	Functions that may be desirable, but are outside of either the core or ancillary functions of a jail				
"Unanticipated" future space	Space for needs that are not currently envisioned under the justice system capital planning	Discretionary			
Behavioral Health Pre-Arrest Diversion	Programs that may divert individuals from booking into jail. Examples would be detox, a triage/crisis stabilization unit.	Discretionary			
Dispatch Center	911 dispatch, currently located in 2 places: 1 for police 1 for fire/aid. May be able to consolidate into 1 facility.	Discretionary			
Emergency Operations Center	Facility that can house Division of Emergency Management and be converted to use as a central command center during times of Emergency such as floods, earthquakes, etc.	Discretionary			
Facilities	Provide an on-site location, including bulk storage, for Facilities Management.	Discretionary			

Function	May include, but not be limited to:	Classification	Priority	Location	Security level
Power Substation	Location for major electrical/gas connections for the site.	Discretionary			
Sheriff's Office Headquarters	Relocating the current Sheriff's Office headquarters/administration functions to the same location as the jail	Discretionary			
Training Facility	Provide a centralized training facility for all Sheriff's Office personnel. May be used for other LEA's and other County training.	Discretionary			
Waste water/storm water	Location for a pump station or an on-site treatment, waste water management system.	Discretionary			

Classification Definitions:

Required = Mandatory component

Discretionary = There may be alternatives to providing this service or how it is provided is a matter of discussion.

Priority Categories: To be assigned at a future meeting.

High

Medium

Low

Location: To be assigned at a future meeting. Possible options may be:

On-site

On-site if room

Adjacent

Remote

Security Levels: To be assigned at a future meeting. Possible options may be:

High

Medium

Low

Special