

OPERATIONAL PROGRAM STATEMENT

A. Intended capacity of the facility:

The Sheriff's Adult Detention Behavioral Health Unit will be made up of four housing units. Three of the units house 20 inmates each in eight double and four single occupancy cells. The fourth unit will house 12 inmates in 12 single occupancy cells. The fourth unit also contains six observation cells and two safety cells. The total capacity is 72 inmates.

B. Security and classification of inmates to be housed:

The Sheriff's Adult Detention Behavioral Health Unit is designed to house a range of inmate classifications, from minimum to maximum levels of security. It is the policy of the Sonoma County Sheriff's Office's Detention Division to place inmates in appropriate housing and programs using a classification system based on objective criteria. The system will assess an inmate's level of risk and need based on the use of valid and reliable information, including but not limited to the severity of current and prior charges/convictions, violent offense history, escape history, and current and previous in custody behavior.

Mental Health inmates will be assigned an Internal Behavior Code (IBC) by mental health staff, which will be utilized to assist staff in identifying and managing the mental health services needed for inmates while incarcerated.

C. Inmate movement within the facility and entry and exit from the security areas:

The Sheriff's Adult Detention Behavioral Health Unit will be connected to the current Main Adult Detention Facility by a ground level corridor. Any inmate movement within the secure perimeter will be controlled and escorted by correctional staff.

D. Food preparation and serving:

The Detention Division provides inmate meals that are nutritionally adequate and properly prepared pursuant to Title 15 standards. Meals are planned and coordinated by an outside contractor and are prepared by Sheriff's staff and inmate crews in the kitchen at the Main Adult Facility. All meals for the Sheriff's Adult Detention Behavioral Health Unit will be prepared and served using the same process; under the direct supervision of staff, and in a manner that ensures safety, proper food handling, the least amount of regimentation and equal treatment of all inmates.

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E. Staffing:

Staffing for the Sheriff's Adult Detention Behavioral Health Unit will be correctional deputies who are responsible for the safety and security of the inmates housed there and the civilian staff assigned to work there. (See attached shift plan)

F. Booking:

All arrestees are brought to the Main Adult Detention Facility booking sally port where they are booked into custody according to the requirements of the California State Penal Code and the Sonoma County Sheriff's Office Policies and Procedures. The Booking process consists of completing the following: Pre-Booking Medical and Mental Health Questionnaire, fingerprints, photos, and informing inmate of their charges.

G. Visiting and attorney reviews:

Visitation privileges are provided in an effort to help inmates maintain ties with family, friends and others in the community, to reduce recidivism, and promote positive inmate behavior. The Office provides visitation on-site and in person in both public and private settings. Inmates shall be given the opportunity to meet with professional visitors privately.

H. Exercise:

All four of the units in the Sheriff's Adult Behavioral Health Unit will have two secure covered exterior yards each. These yards will be monitored by correctional deputies by using video surveillance cameras and through glass windows. Inmates will be allowed access to these yards in compliance with Title 15.

I. Programs

Every effort will be made to provide as comprehensive and educational programming as resources permit and to encourage inmate participation. Inmates will not be required to participate in educational programs and will do so on a purely voluntary basis. Inmate educational programs are an important means for reducing the level of stress and tension among inmates. Programs may also serve as a key element in the rehabilitation of individual inmates.

J. Medical services, including the management of communicable diseases:

Medical services for the inmates being held in the Sheriff's Adult Behavioral Health Unit will be provided in accordance with Title 15 requirements. The Sheriff's Offices uses an outside contractor to provide all inmate healthcare services. When an inmate needs immediate medical attention and the facility physician is unable to provide the necessary treatment, the inmate will be transported to an

emergency room for treatment or hospitalization.

K. Cleaning and laundering:

The cleaning and laundering of inmate clothing will be done in accordance with the Title 15 requirements. Each housing unit will contain a fully functional janitor's closet with all of the necessary materials and supplies.

L. Inmate segregation as specified in Penal Code Sections 4001 and 4002 and Article 5 of Title 15, C.C.R:

All adult inmates housed in the Main Adult Detention Facility have been interviewed and classified prior to housing in compliance with the above code sections.

M. Court holding and inmate movement:

Inmates from the Sheriff's Main Adult Detention Facility will be transferred by correctional staff to the court holding cells or directly to the bailiff. They will then be escorted through a secure tunnel to the appropriate court rooms.

N. Mental health services:

Mental health services for inmates being held in the Sheriff's Adult Detention Behavioral Health Unit will be provided in accordance with Title 15 requirements. The Sheriff's Offices uses an outside contractor to provide all inmate mental health services.

O. Facilities for jail administration and operations staff:

The administrative area for Behavioral Health staff and Medical staff will consist of an office for the behavioral health manager, an office for the correctional sergeant, (16) work stations to be shared by Behavioral Health staff and medical staff, two meeting rooms, copy and storage room, janitor's closet and staff restrooms. This area is a non-inmate occupied area, but is located in the center of the Sheriff's Adult Detention Behavioral Health Unit.

P. Staff to staff communication system:

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Communications within the Sheriff's Adult Detention Behavioral Health Unit between correctional staff will be via hand held radios, intercoms, telephones, facility paging system, and through email.

Q. Management of disruptive inmates:

Title 15 minimums shall be observed for administrative punitive actions regardless of the inmates housing location or classification.

Inmates who commit criminal violations while incarcerated can be prosecuted both criminally and administratively within the guidelines of due process, there will be no cruel or unusual punishment. Major violations of detention rules will be subject to disciplinary action based on due process requirements. Minor violations of detention rules may be subject to an informal disciplinary action, under due process, by any deputy which could result in work details or the temporary loss of privileges.

R. Management and placement of persons with disabilities with provisions for wheelchairs, gurney access and for evacuation during emergencies:

All spaces will meet ADA accessibility standards as required in Title 24, will be accessible for gurney use by the ambulance provider and will be designed for ease of evacuation of disabled inmates.

S. Architectural treatment of space relative to preventing suicides by inmates:

Each housing unit is designed with an elevated, open control room in the center, providing for optimum visual observation of inmates at all times. Cell glazing is maximized, eliminating blind spots in the cells when viewed from the dayrooms.

While not directly related to suicide prevention but necessary to protect inmates and staff from injury, dayroom furnishings are sand filled to prevent throwing by disruptive inmates. Inmate showers, located off the dayrooms, are in compliance with the Title 15 and Title 24 guidelines.

All cells are in compliance with Title 24 standards and BSCC guidelines to minimize the possibility of self-injury. Cell furnishings and fixtures have been selected to reduce the risk of suicide to the greatest extent possible. This includes the combi-units (hemispherical bubbler heads and suicide resistant grab bars), wall mounted desks (tapered), floor or wall mounted stools, clothes hooks, shelving, sprinkler heads, and HVAC registers. All beds, including those in the double occupancy cells, are floor mounted. There are no bunks. Jail staff will conduct security checks in compliance with the Title 15 guidelines and the Sonoma County Sheriff's Office Policy and Procedures.

T. Method of implementing Penal Code Section 4030 relating to the holding of misdemeanor arrestees without the necessity of unjustified strip searches:

The Sonoma County Sheriff's Office Policies and Procedures regarding strip searches are in compliance with Penal Code Section 4030.

U. Intended type of facility:

The Sheriff's Adult Detention Behavioral Health Unit (SADBHU) is designed for secure supervision of offenders with mental illness, and optimized for program service delivery. The SADBHU will enable delivery of a therapeutic program that will provide advanced treatment services in an environment designed for efficient and effective supervision of mentally ill offenders.

V. Sobering cells as referenced by Title 15, Section 1056, with the ability to segregate:

The Main Adult Detention Facility sobering cells are located in the booking holding area. These sobering cells shall be used for the holding of intoxicated inmates in a protective environment, who due to their level of intoxication are a threat to their own safety and the safety of others.

W. Safety cells as referenced by Title 15, Section 1055:

There are currently three safety cells in the booking area, two safety cells in the Mental Health Unit and there will be two in the Sheriff's Adult Detention Behavioral Health Unit. All identified inmates needing the use of the safety cells will receive preventative supervision, treatment and therapeutic follow-up in compliance with the policies and procedures of the Sonoma County Sheriff's Office Detention Division, Title 15 of the California Code of Regulations, California Medical Association's Institute for Medical Quality, Prison Rape Elimination Act of 2003, the Americans with Disabilities Act and Amendments.

X. If minors describe how to enter the security area for processing and/or secure custody or housing, how will movement within the facility and entry and exit from security areas be accomplished pursuant to separation requirements of Welfare and Institutions Code Section 208(a) and Section 1144 of these regulations:

We do not house minors.

STAFFING PLAN

Proposed Staffing Plan for the Sheriff's Adult Detention Behavioral Health Unit (SADBHU)

MENTAL HEALTH STAFF

Wellpath mental health staff currently working in the Main Adult Detention Facility will move to the SADBHU. New/supplemental staff are listed below.

Position	Day Shift Hours	Swing Shift Hours	Grave Shift Hours	Days per Week	Hours per Week	Hours per Year	Relief	Net Annual Work Hours	Total FTE Needed
Psychiatrist	8			1	8	416		416	0.2
Mental Health Clinician	8			5	40	2,080		2,080	1.0
Discharge Planner/ Reintegration Specialist	8			3	24	1,248	Y	1,248	0.6
TOTAL Mental Health Staff by Shift	3				72	3,744			1.80

Jail Based Competency Treatment (JBCT)

The Jail Based Competency Treatment (JBCT) program is an existing State Funded program for 1370 Felony inmates. The 1370 Misdemeanor Program is funded with the County's AB 109 Realignment funds. Staff currently working in the both the felony and misdemeanor JBCT Unit will move to the SADBHU.

1370 Felony JBCT Staff

Position	Day Shift Hours	Swing Shift Hours	Grave Shift Hours	Days per Week	Hours per Week	Hours per Year	Relief	Net Annual Work Hours	Total FTE
Forensic Psychiatrist	8			3	24	1,248			0.60
Forensic Psychologist	10			3	30	1,560			0.75
Mental Health Clinician	8/6			4	30	1,560			0.75
Competency Trainer	8			5	40	2,080			1.0
Administrative Assistant	8			4	32	1,664			0.80
RN	<i>Wellpath medical staff are available as needed</i>								
TOTAL JBCT Mental Health Staff (felony)					156	8,112			3.90

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1370-Misdemeanor-JBCT-Staff

Position	Day Shift Hours	Swing Shift Hours	Grave Shift Hours	Days per Week	Hours per Week	Hours per Year	Relief	Net Annual Work Hours	Total FTE
Mental Health Clinician	8/2			2	10	520			0.25
Competency Trainer	8			4	32	1,664			0.80
TOTAL JBCT Mental Health Staff (misdemeanor)					42	2,184			1.05

CUSTODIAL STAFF

The following table demonstrates the current proposed custodial staffing model for the SADBHU:

Post/Position	Day Shift Hours	Swing Shift Hours	Grave Shift Hours	Days per Week	Hours per Week	Hours per Year	Relief	Net Annual Work Hours	Total FTE Needed
Supervising Sergeant	8	8	10	7	182	9,464	Y	1,685	5.62
Unit 1 CD II	8	8	10	7	182	9,464	Y	1,691	5.60
Unit 2 CD II	8	8	10	7	182	9,464	Y	1,691	5.60
Unit 3 CD II	8	8	10	7	182	9,464	Y	1,691	5.60
HSU CD II	16	16	10	7	294	15,288	Y	1,691	9.04
Relief/Movement CD II	8	8	0	7	112	5,824	Y	1,691	3.44
Central Control CD II	0	8	0	7	56	2,912	Y	1,691	1.72
Janitor	0	8	0	7	56	2,912	Y	1,724	1.69
Detention Assistant	8	8		7	112	5,824	Y	1,739	3.35
TOTAL Custodial Staff by Shift (including Sergeants)	7	8	5						41.66

Additional Staffing Needs:

Transfer existing staff from the anticipated closure of one unit = 5.6 Correctional Deputies with no additional cost.

New Total Custodial Staff

-5.6
36.06

OPERATIONAL COSTS ANALYSIS

Operational Cost for New Custodial SADBHU Staff

Due to the unique and innovative design of the SADBHU, additional correctional, clinical, and support staff will need to be added to the Sheriff's Office existing personnel resources. The four segregated housing units (sub-units) in the SADBHU are intended to provide a more intense, comprehensive, level of programming and therapy to inmates. As learned from our JBCT program, this type of programming becomes more effective when the correctional deputies participate in the programming and are able to frequently engage and interact with the inmates. Therefore, the above staffing model allocates a minimum of correctional deputy to the 20 bed sub-units, compared to the existing housing modules that house on average of 60+ inmates. In addition, the intended programming and therapeutic treatment plans will require dedicated sergeant coordination and oversight potentially up to 24 hours per day, every day. Graveyard sergeant staffing levels will be further evaluated as the design and planning progresses. Finally, due to the location of the SADBHU, additional staff are needed to:

- Monitor entryways and to provide access to secure doors (Central Control staff)
- Escort inmates in and out of the SADBHU (Movement staff)
- Assist with clothing, supply, commissary, and meal delivery (Detention Assistants) and
- Maintain the cleanliness of the facility (Janitor).

Additional staff will begin in phases prior to opening, to meet demands of the SADBHU inmate population and behavioral health needs. Closure of an existing unit reduces the new staffing by 5.6 FTE's, bringing the "maximum" new custodial staffing levels (outlined above at 41.66) down to 36.06, at an annual cost of approximately \$6,770,960 in FY 21-22. Assumptions include an ADP consistent with pre-COVID levels, funding needs for FTE's have been submitted to the County Administrator and ultimately will be submitted to the Sonoma County Board of Supervisors for approval. Additional costs are being mitigated by transferring existing staff from the closure of one existing housing module.

Transition Team Program Statement

The transition planning team has representatives from County Administration, County Counsel, Sheriff's Office, Behavioral Health, and General Services who will be involved throughout the design and construction of the facility, to ensure occupancy within 90 days of completion of construction. The transition team is already active in the schematic design, design development, and the creation of the FF&E (moveable furniture, fixtures and equipment) budget. The team is working in conjunction with the General Services Department, DLR Group, and Kitchell.

During construction, the team will create policy and procedures specific to the program in the Sheriff's Adult Detention Behavioral Health Unit, will be involved in all construction meetings, order the items in the FF&E budget and begin the reclassification plan. Executive managers will be involved in the transition provide necessary resources and direction to ensure the transition is successful.

During construction close out, the team will be involved in the punch list process, ensuring the building is clear of tools, building materials, and anything with potential use as contraband or weapon, and begin the

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training process for all staff who will work in the new building.

The staffing cost for transition planning and design development as well as training prior to occupying the new facility is estimated at \$405,015. This figure was calculated using straight-time pay; use of overtime hours will change the estimate.

Transition/Planning/Training Staff Costs

	Position	Hours per Year	FY 20-21	FY 21-22	Total
Oversight: 2 years					
	Sergeant (EH)	600	\$ 37,574	\$ 38,702	\$ 76,276
	Lieutenant (Facility Manager)	750	\$ 107,256	\$ 110,474	\$ 217,729
	MH Sergeant	100	\$ 14,092	\$ 14,515	\$ 28,608
	Sub Total				\$ 322,613
Training: 1 year					
	Correctional Deputy II	728		\$ 66,909	\$ 66,909
	Sergeant	100		\$ 11,368	\$ 11,368
	Lieutenant	28		\$ 4,124	\$ 4,124
	Sub Total			\$ 82,402	\$ 82,402
	TOTAL				\$ 405,015