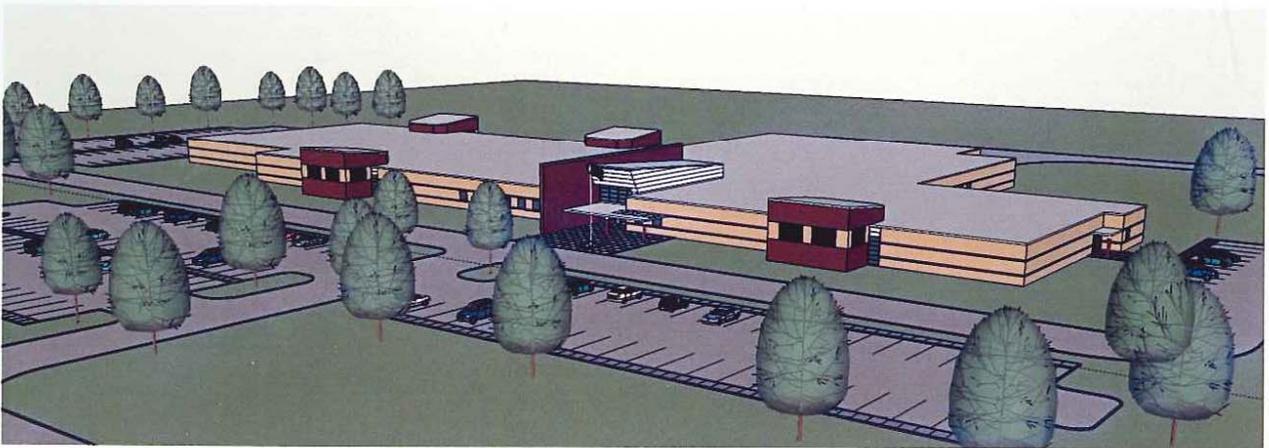


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LANCASTER COUNTY



Community Corrections and Re-Entry Center

Lancaster, PA

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MISSION STATEMENT

The mission of the Lancaster County Community Corrections Re-Entry Center is to provide a community residential correctional facility for adult residents which will administer re-entry services while maintaining community safety.

CENTER PRINCIPLES

Operate a community based correctional program in a manner that maintains the safety of the community, residents, and staff.

Maximize collection of fines, costs, and restitution for victims, the county, and the courts.

Minimize the economic impact to the community by requiring residents to responsibly manage financial obligations.

Provide evidence based programs designed to assist residents in identifying, examining, and addressing criminogenic needs.

Maximize the collective resources of the county, courts, and community.

OPERATIONAL GOALS

Reduce recidivism.

Foster self-sufficiency, individual responsibility, and independent living skills.

Increase residents' awareness of the impact of his/her criminality on the community.

Provide educational and vocational services.

Promote successful reintegration into the community.

INTRODUCTION

During the past two years, Lancaster County Commissioners have been examining the needs of the Lancaster County Prison. Facility age, conditions and capacity issues have been studied and documented. A number of initiatives have been identified that could have a positive impact on the future needs of the Prison.

The Prison Board and the Commissioners have been working with key participants of the local criminal justice community to develop system efficiencies that should have positive impacts on the prison population through a reduction in the amount of time incarcerated defendants spend in trial. Reducing the amount of time processing cases will have a positive impact on the number of defendants incarcerated in the Prison. Additional criminal justice system efficiencies are being explored, such as expedited adjudication of technical probation violators and additional community sanctions.

The initial response to resolving the Lancaster County Prison capital cost issues is the development of a Community Corrections and Re-Entry Center. This Center will address the needs of the locally sentenced Prison population. Inmates housed at this facility will be classified as minimum security. The Community Corrections and Re-Entry Center will be co-located on a parcel of property large enough to accommodate this facility and the new Prison complex when the decision to replace the existing Prison takes place.

The spaces provided in this facility will increase programmatic initiatives that cannot be implemented in the current Prison due to lack of space. Almost all inmates housed in this facility will have been found guilty and sentenced to the Lancaster Prison for a specified amount of time. The duration of the sentences will be shorter than individuals sentenced to the Pennsylvania Department of Corrections.

Programmatic emphasis will be to prepare these individuals for release back to the local community. A major emphasis will be on employment initiatives, substance abuse and life skills development. Community linkages will be a large emphasis for the inmate population. Community agencies will play a significant role in the institutional programming. Spaces will be provided to foster treatment and reintegration services.

A special committee was assigned to examine the needs of the facility. This committee was comprised of representatives of the criminal justice community, key Prison staff, a Lancaster County Commissioner and consultants. Several meetings were conducted to develop the components of the Lancaster County Community Corrections and Re-Entry Center.

This document contains a narrative of the functional areas of the facility followed by space tables and concept drawings of the facility. A cost summary is provided based on the square footages established in the space tables and concept diagrams.

Component: **PUBLIC LOBBY/VISITATION**

This area will serve as the main entry point for staff and visitors to the facility. All staff will enter and leave the facility from this point. Staff will enter the inner portions of the facility from the lobby area via a secure sally port that will be controlled by Central Control Staff. The Central Control room will be manned twenty four hours, seven days per week, and three hundred and sixty five days per year. The Central Control room will have visibility into the lobby area as well as the two main corridors of the facility. The Central Control room will contain a staff toilet and space for monitors and electronic control panels. An equipment room is provided for the equipment contained within Central Control.

Official visitors to the facility will enter at this lobby location. If they require visitation with administrative staff, an entry point to the administrative component is provided from the lobby area. A staff check-in desk will be provided in the lobby to direct public and professional visitors.

The primary method of public and inmate visitation will be via video visitation. The public will enter the lobby portion of the facility and report to the staff check-in desk. They will then be directed to either wait in the main lobby where there will be seating or to one of fifteen video visitation booths located off the lobby area. They will then be connected via video to the inmate visitation booth contained within the inmate housing area.

Other spaces provided within the lobby area are public male and female restrooms and a janitor's closet.

Space Designation	NSF
Vestibule	180
Lobby	825
Check-in Counter	80
Central Control/Monitor Room	200
Toilet	50
Public Toilet (M)	140
Public Toilet (W)	140
Professional Visit	90
Professional Visit	90
Janitor Closet	70
Video Visitation (17 Stations)	660
Equipment Room	320
Facility Entrance Sallyport	100
Total Net Area (NSF)	2,945
Total Gross Area (GSF)	3,130
Grossing Factor	1.06



Component: **ADMINISTRATION**

The administration component can be accessed from the main lobby as well as from within the main corridor of the facility. Access doors into the area will be secure and controlled by Central Control staff. A reception and administrative waiting area is provided at the lobby entry point. An Administrative Assistant's work station is provided in close proximity to the Director and seven additional offices. Support spaces contained in this area include a conference room large enough for 10-12 persons, staff restrooms, a janitor's closet and a coffee/break room.

A security equipment room is provided in this area. This room will contain no-lethal weapons used to control the population during any type of inmate disturbance. Access to this room will be tightly controlled and closely monitored. Access to this room will be through the Director of the facility or his/her designee only.

Space Designation	NSF
Reception/Waiting	200
Director	255
Administrative Assistant	90
Conference Room	375
Office	120
Office	120
Office	100
Office	90
Security Equipment Storage	110
Staff Toilet/Shower (M)	130
Staff Toilet/Shower (W)	130
Janitor Closet	50
Break Room	125
Total Net Area (NSF)	2,195
Total Gross Area (GSF)	3,710
Grossing Factor	1.69



Component: **PROGRAM SERVICES**

The program services component will provide enough group space to accommodate approximately 200 inmates if all spaces were utilized at one time. The primary focus of the facility will be involving the population in programmatic initiatives that will have a positive impact on future recidivism. It is anticipated that programs will occur in the daytime for inmates not on work release and in the evenings and weekends for those inmates involved in work programs during the work week. All classrooms and multipurpose spaces will be in a central location of the facility.

The group spaces provided will be generic so as to accommodate as many different types of programs as possible. However, some group spaces will require a dedicated activity due to the special requirements of the program. There will be two computer literacy classrooms that will require dedication due to wiring, computer workstations and technology. These classrooms will be geared toward computer training at all levels.

There will also be two academic classrooms that will be subdivided. This will allow a large academic gathering as well as a smaller classroom activity. When the classroom is divided it will be able to accommodate two 15 person classes. When brought together the large classroom should be able to accommodate 35 persons in a desk setting.

There will be a total of six multipurpose rooms located in the programs area. Two of the multipurpose rooms will be sub-dividable to accommodate large gatherings. These spaces can be used for a variety of programs that do not require any specialty accommodations. Programs such as substance abuse, life skills, job readiness, etc. can take place in these areas. An additional multipurpose room is provided adjacent to the female housing units for separation from male inmates in certain programs.

A chapel will also be provided. The space is intended to be a multi-denominational type area to accommodate a variety of religious needs.

Offices for full time treatment staff are also provided in this area. The office space provided is an open office area where staff can easily interact. While the office area is located in the program services area in close proximity to the treatment spaces, this area is intended to be a staff only area. This area is provided for staff to work and not be disturbed by the inmate population additionally, inmate counseling files may be located in this area which is confidential in nature. Staff toilets and a coffee area is provided in the office space. Appropriate storage space is provided in the office area for files and office supplies.

It is anticipated that a number of agencies other than corrections will be providing services to this population. Numerous county service agencies provide services to this population when they are not incarcerated. The initiative is to have employment agencies, substance abuse agencies, social service agencies, family service agencies and others provide services to this population in order to facilitate a smooth transition to the community upon release. Work spaces are provided for these agencies to come to the facility and not only see the inmate population and provide services but also to work and facilitate agency cooperation and focus. The area provided for outside agencies can accommodate up to twenty desk/work spaces. These work spaces are in close proximity to the centralized treatment spaces.

Space Designation	NSF	Space Designation	NSF
Staff Office	520	Inmate Toilet	50
Storage	175	Inmate Toilet	50
Staff Toilet (M)	50	Janitor Closet	50
Staff Toilet (W)	50	Multipurpose Room	200
Beverage Station	35	Storage	35
Computer Literacy Classroom	365	Multipurpose Room	900
Computer Literacy Classroom	365	Outside Agencies Workstations (20)	1,030
Subdividable Multipurpose Room	740	Storage	110
Multipurpose Room	520	Staff Toilet (M)	50
Subdividable Multipurpose Room	1,000	Staff Toilet (W)	50
Subdividable Academic Classroom	880	Total Net Area (NSF)	7,930
Chapel	645	Total Gross Area (GSF)	9,780
Storage	60	Grossing Factor	1.23



Component: **FACILITY SERVICES**

The facility services component consists of spaces required for facility support functions to include food service, maintenance, laundry and mechanical equipment. These spaces are grouped together and placed in a location that is accessible to vendors and deliveries. In this instance, these components are placed in the rear of the facility with a dedicated and secure delivery component.

A secure loading dock is provided for the delivery of food stuffs as well as deliveries of institutional goods. A staging area is provided to place delivered goods prior to delivery within the institution. Adjacent to the staging area is a general storage area that will store bulk items for the institution. These items will be taken to various parts of the facility when needed. The food service area will also be easily accessible to the staging and loading dock area. This location provides ease of delivery of everyday food items.

Adjacent to the loading dock and staging area is a general storage room and commissary. Supplies such as mattresses, blankets, personal hygiene supplies, housekeeping supplies, etc. will be stored in this storage room and distributed on an as-needed basis. Commissary services will be provided by a vendor and an office located in this area is intended to facilitate records management for commissary services.

The food service area will contain food preparation, food storage and office space for the preparation of meals for this facility. The area is large enough to prepare meals in a traditional preparation method. A centralized dining room is also provided. The dining room is large enough to accommodate approximately 150 inmates and staff at one time. The dining room is adjacent to the food preparation/kitchen for ease of service.

A central laundry is provided. The laundry is large enough to provide service for all institutional laundry needs to include, blankets, sheets and inmate uniforms (if used). It is anticipated that the inmate residents will provide the labor required for this operation. However, a staff office is provided for proper supervision of the work force.

A maintenance area is also provided for the facility. This area is used for maintenance staff to make repairs and implement a preventative maintenance program. Tools will be maintained and secured in this area. The area will be large enough to accommodate tool carts and ladders. The shop area is large enough to accommodate small repairs. Behind the shops work area is an office and three work stations and copy area. Facility drawings, warranty documentation and maintenance files will be kept in this area. A staff locker and shower area is also located in this area for the maintenance staff.

Two areas accessed from the exterior of the building are the outdoor equipment storage area and the combustible storage area. Landscaping equipment will be kept in the outdoor equipment area and gasoline. Paints and other combustibles will be maintained in a storage area that is not accessible from inside the facility. This area is only accessed from outside the facility to meet code and operational standards.

Space Designation	NSF	Space Designation	NSF
Food Service*	4,780	Maintenance Shop Area	850
Loading Dock	145	Workstations (3)	120
Staging	420	Office	125
Dining	2,300	Files/Copy	80
General Storage	1,050	Staff Lockers	175
Commissary	140	Tool Storage	110
		Outdoor Equipment	505
Laundry	1,200	Combustible Storage	110
Office	100		
Toilet	55	Mechanical/Electrical Equip Room	3,740
Janitor Closet	60	Total Net Area (NSF)	16,065
		Total Gross Area (GSF)	17,435
		Grossing Factor	1.09

*Kitchen will be subdivided for storage, preparation, assembly, washing, etc. in the subsequent phases of design.



Component: **RESIDENT HOUSING**

The majority of the inmate population will be locally sentenced and either eligible for and or participating in outside the facility work and employment activities. This area will serve as the entry and exit point for all male residents assigned to the facility.

Male residents returning to the facility will enter the facility from an entry vestibule that will be controlled from central control. Residents will have lockers to store work materials and other items not allowed within the confines of the facility, this may include work tools and work clothes. There are 146 lockers provided for resident use. Residents will be met by a staff person who may search the resident in a private search room. Residents will have the opportunity to wash and or shower after securing their belongings and prior to entering the facility. A staff office is provided for work release staff.

Two secure holding cells are provided in this area. These cells will be used to place inmates who are in the process of being returned to the main facility and awaiting transport. These cells will be security grade cells.

The nurses' station is part of this component but is accessed from the main corridor after entering the facility. The nurse office will contain a medication storage area. The nurse responsibility at this location is to provide sick call services and screen residents for medical care. Any resident who requires extensive medical services will be transferred to the main facility to see a physician or be scheduled for a specialty doctor.

This area will also serve as the facility intake area. New residents will be first cleared at the main Prison and transferred to this facility after having been medically and security screened by the main Prison staff. Residents released or transferred to the main Prison will leave the facility from this point as well.

Component: **RESIDENT HOUSING**

There will be six male housing units. Each housing unit will contain 48 beds for a total of 288 male beds. Each housing unit is developed as a dormitory environment. The residents assigned to the facility are classified as minimum or light medium and do not require a cell type of environment. Each housing unit will contain three sixteen bed dormitories. Each dormitory will open onto a common dayroom area. Each 16 bed dormitory will contain their own shower sink and toilet areas that they will be responsible for maintaining a high level of cleanliness. Each dormitory will contain eight double bunks. Each resident will have a locker by their bed to hold valuables.

Each housing dayroom will contain a security officer's station. The station will be the work station for security staff assigned to each housing pod. The officer will work the housing area in a direct supervision modality. Each officer will be encouraged to circulate throughout the housing unit on a regular basis.

Each housing unit will have a medical triage room for sick call and nurses visits. This room will be for triage purposes and medication distribution. If a resident is in need of a more intense medical intervention, they will be transferred to the main Prison facility to see a physician.

A laundry room is also located off the dayroom. This laundry room is provided for residents to wash personal laundry. Each resident will be responsible for their own personal laundry. Institutional laundry will be cleaned in the institutional centralized laundry.

Video visitation will take place in the dayroom area as well. Each housing unit will have two video visitation booths located in close proximity to the staff security station. Two additional video visitation booths are provided in the counseling room and can also be used for video conferencing.

Every two housing units will share one outside recreation area. Access to the recreation area will be through the dayroom space. Each housing unit will schedule recreation. The two housing units will not schedule recreation at the same time.

Space Designation	NSF
Male Housing:	
16-Bed Dormitory (3)	2,070
Toilet/Shower Area (3)	550
Video Visitation (2 Stations)	50
Security Station	65
Dayroom	1,075
Storage Room	60
Janitor Closet	50
Laundry	90
Medical Triage Room	100
Counseling	140
Indoor/Outdoor Exercise	910

Space Designation	NSF
16-Bed Dormitory (3)	2,070
Toilet/Shower Area (3)	550
Video Visitation (2 Stations)	50
Security Station	65
Dayroom	1,075
Storage Room	60
Janitor Closet	50
Laundry	90
Medical Triage Room	100
Counseling	140
Total Net Area (NSF)	9,410
x 3 Units	28,230
Total Gross Area (GSF)	11,400
x 3 Units	34,200
Grossing Factor	1.21



Component: **RESIDENT HOUSING**

The majority of the resident population will be locally sentenced and either eligible for and or participating in outside the facility work and employment activities. This area will serve as the entry and exit point for all female residents assigned to the facility. The female facility entry point will be located on the opposite end of the building from the male resident entry point.

Female residents returning to the facility will enter the facility from an entry vestibule that will be controlled from central control. Residents will have lockers to store work materials and other items not allowed within the confines of the facility, this may include work utensils and or work clothes. There are 48 lockers provided for resident use. Residents will be met by a staff person who may search the resident in a private search room. Residents will have the opportunity to wash and or shower after securing their belongings and prior to entering the facility. A staff office is provided for work release staff.

One secure holding cell is provided in this area. This cell will be used to place inmates who are in the process of being returned to the main facility and awaiting transport. This cell will be a security grade cell.

The nurses' station is part of this component but is accessed from the main corridor after entering the facility. The nurse office will contain a medication storage area. The nurse responsibility at this location is to provide sick call services and screen residents for medical care. Any resident who requires extensive medical services will be transferred to the main facility to see a physician or be scheduled for a specialty doctor.

This area will also serve as the facility intake area. New residents will be first cleared at the main Prison and transferred to this facility after having been medically and security screened by the main Prison staff. Residents released or transferred to the main Prison will leave the facility from this point as well.

Component: **RESIDENT HOUSING**

There will be two female housing units. Each housing unit will contain 48 beds for a total of 96 female beds. Each housing unit is developed as a dormitory environment. The residents assigned to the facility are classified as minimum or light medium and do not require a cell type of environment. Each housing unit will contain three eight bed dormitories. Each dormitory will open onto a common dayroom area. Each 16-bed dormitory will contain their own shower sink and toilet areas that they will be responsible for maintaining a high level of cleanliness. Each dormitory will contain eight double bunks. Each resident will have a locker by their bed to hold valuables.

Each housing dayroom will contain a security officer's station. The station will be the work station for security staff assigned to each housing pod. The officer will work the housing area in a direct supervision modality. Each officer will be encouraged to circulate throughout the housing unit on a regular basis.

Each housing unit will have a medical triage room for sick call and nurses visits. This room will be for triage purposes and medication distribution. If a resident is in need of a more intense medical intervention, they will be transferred to the main Prison facility to see a physician.

A laundry room is also located off the dayroom. This laundry room is provided for residents to wash personal laundry. Each resident will be responsible for their own personal laundry. Institutional laundry will be cleaned in the institutional centralized laundry.

Video visitation will take place in the dayroom area as well. Each housing unit will have two video visitation booths located in close proximity to the staff security station. Two additional video visitation booths are provided in the counseling room and can also be used for video conferencing.

The two female housing units will share one outside recreation area. Access to the recreation area will be through the dayroom space. Each housing unit will schedule recreation. The two housing units will not schedule recreation at the same time.

Space Designation	NSF
Female Housing:	
16-Bed Dormitory (3)	2,070
Toilet/Shower Area (3)	550
Video Visitation (2 Stations)	50
Security Station	65
Dayroom	1,075
Storage Room	60
Janitor Closet	50
Laundry	90
Medical Triage Room	100
Counseling	140
Indoor/Outdoor Exercise	910

Space Designation	NSF
16-Bed Dormitory (3)	2,070
Toilet/Shower Area (3)	550
Video Visitation (2 Stations)	50
Security Station	65
Dayroom	1,075
Storage Room	60
Janitor Closet	50
Laundry	90
Medical Triage Room	100
Counseling	140
Total Net Area (NSF)	9,410
x 3 Units	28,230
Total Gross Area (GSF)	11,400
x 3 Units	34,200
Grossing Factor	1.21



COMPONENT NET/GROSS AREA SUMMARY

Component	Total NSF	Total GSF
Public Lobby/Visitation	2,945	3,130
Administration	2,195	3,710
Program Services	7,930	9,780
Facility Services	16,065	17,435
Male Work Release Entry	3,095	4,705
Male Housing	28,230	34,200
Female Work Release Entry	1,800	2,800
Female Housing	9,410	11,400
Totals	71,670	87,160

Building Gross Area: 96,835 GSF

Capacity Summary	Beds
Male Housing Unit A	48
Male Housing Unit B	48
Male Housing Unit C	48
Male Housing Unit D	48
Male Housing Unit E	48
Male Housing Unit F	48
Subtotal	288
Female Work Release Unit A	48
Female Work Release Unit B	48
Subtotal	96
Total Capacity (Beds)	384

STATEMENT OF PROBABLE COSTS

Probable Construction Cost:

General Construction	\$12,589,000
HVAC	2,325,000
Plumbing/Fire Protection	1,937,000
Electrical	1,744,000
Kitchen/Laundry Equipment	600,000
Subtotal	\$19,195,000
Sitework Allowance	\$2,000,000
Total Probable Construction Cost	\$21,195,000

Probable Project Costs:

Construction Cost	\$21,195,000
Contingency Allowance	850,000
FF&E Allowance	850,000
A/E Services	1,320,000
CE Services	250,000
Site Survey	40,000
Geotechnical Services	40,000
Total Probable Project Cost	\$24,545,000

Note:

The above costs do not include the cost of site acquisition and assume current market conditions, the availability of utilities at the site, normal soil bearing capacities, and the absence of environmental conditions requiring remediation.

