

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

WEDNESDAY, February 7, 2024

9:15 a.m. – Conference Room #701, 7th Floor

The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website.



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Joshua G. Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of the January 24, 2024 Commissioner's Meeting Minutes and the January 31, 2024 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **Proclamation – Black History Month**
Blanding Watson, President, Lancaster NAACP
 - b. **District Attorney's Office – Agreements**
Heather Adams, District Attorney
 - c. **District Attorney's Office –**
Dena Maounis, Grant Coordinator

Resolution No. 16 of 2024: Pennsylvania Commission on Crime & Delinquency Grant Budget Adjustment

Resolution No. 17 of 2024: Lancaster General Health Narcan Grant Budget Adjustment

Resolution No. 18 of 2024: Lancaster Bar Association Grant Budget Adjustment

Resolution No. 19 of 2024: YWCA STOP Grant Budget Adjustment

- d. **Emergency Management Agency –**
Brian Pasquale, Director

Agreement with Project Lifesaver

Agreement with DLX Enterprises, LLC

Agreement with Radio Maintenance, Inc.

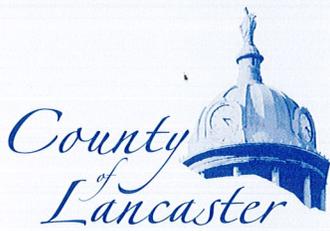
- e. **General Services – Renewal Agreement with NRG Building Systems, Inc.**
Carmen Simone, Deputy Director

- f. **Prison – Program draft for proposed new Lancaster County Correctional Facility**
Linda Schreiner, Director, Purchasing
Cheryl Steberger, Warden
Robert Devonshire, Director, General Services

- g. **Commissioners’ Office – Resolution No. 20 of 2024: Correction of dates on Resolution No. 80 of 2023**
Amy Campbell, Deputy Chief Clerk

6. Business from Guests

7. Adjourn



PROCLAMATION

Black History Month

February 7, 2024

County Commissioners

Joshua G. Parsons, Chairman
Ray D'Agostino, Vice-Chairman
Alice Yoder, Commissioner

WHEREAS, In 1976, as part of the nation's bicentennial, "Black History Week" was expanded and established as "Black History Month" with the hope that through this special observance all Americans would be reminded of their ethnic roots and develop a mutual respect for the contributions of all racial groups in America; and

WHEREAS, February is significant and recognized in African American history for the accomplishments and contributions of great African American pioneers and institutions; and

WHEREAS, historically, Lancaster County played a significant role in African American history and the cause of freedom for all people. This history includes the underground railroad, and the "Christiana Riot" or "Christiana Resistance," which some consider to be the unofficial first battle of the civil war, where armed citizens of Lancaster County, including many local African Americans, actively resisted southerners seeking to recapture escaped slaves here; and

WHEREAS, Lancaster County Residents are encouraged to learn more about Lancaster's role in fighting for freedom and the American Dream for all by learning our history through LancasterHistory.org and other local resources; and

WHEREAS, Lancaster County has been home to many prominent Black citizens, including abolitionists, who advocated for freedom; and

WHEREAS, African Americans have made significant contributions to Lancaster County and to American society, including in medicine, science, art, religion, education, entertainment and served our country in the United States military; and

WHEREAS, We owe a great deal of gratitude to African Americans in Lancaster County and beyond for their contributions, and for their efforts to help ensure justice for all; and

WHEREAS, "Black History Month" draws our collective attention to the facts and experiences of African Americans in this country from slavery, through the abolitionist movement; through the backlash of the oppressive laws of "Jim Crow" and the legalized institutional separation of the races; through the Harlem Renaissance; through the Civil Rights movement; and to the numerous and significant gains of freedom; and

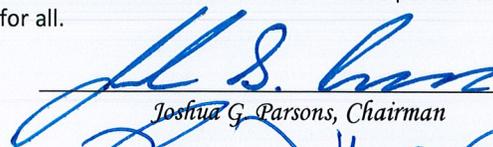
WHEREAS, We are all indebted to these leaders as well to the many the silent heroes for their valiant struggles and sacrifices. We honor those in Lancaster County and beyond who worked and to end discrimination throughout society. We further honor all those who have led and served their communities in their respective fields.

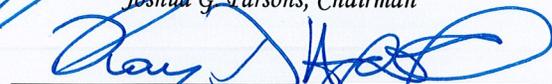
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA, that the County of Lancaster does hereby celebrate the month of February 2024 as

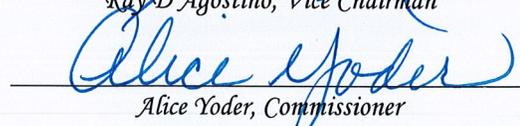
Black History Month

in Lancaster County. The Lancaster County Board of Commissioners recognize and appreciate the benefits of "Black History Month" to our culture and urge all Lancaster County citizens to take the opportunity during this month to explore this rich history and to also make a personal commitment to create a "more perfect union" and advance our nation's founding ideals of liberty and justice for all.




Joshua G. Parsons, Chairman


Ray D'Agostino, Vice Chairman


Alice Yoder, Commissioner

Board of Commissioners of
Lancaster County, Pennsylvania



Cloudstream Systems

P.O. Box 621162
Charlotte, NC 28269



Name/Address
Greg Wahl 50 North Duke St 6th Floor, Courthouse Lancaster, PA 17602 US

Date	Estimate No.	Project
01/22/24	19	

Estimate

Item	Description	Quantity	Cost
Hardware	Synology SA3610 12 BAY NAS RACKSTATION DISKLESS 5YR Warranty -----	1	8,478.99
Hardware	RX1222SAS 12 BAY 2.5"/3.5" SAS/SATA Expansion 5YR Warranty -----	1	2,593.99
Hardware	D4ER01-32G 32GB - Memory Module 5YR Warranty -----	4	778.99
Hardware	RKS02 Sliding Rail-Kit 5YR Warranty -----	2	95.99
Hardware	CMA-01 CABLE MANAGEMENT ARM HANDLE 5YR Warranty -----	2	57.99
Hardware	HAT5300-16T 16TB (3.5" SATA HDD) 5YR Warranty	24	549.99
		Total	\$27,696.66

Cloudstream Systems

P.O. Box 621162
Charlotte, NC 28269



Name/Address
Greg Wahl 50 North Duke St 6th Floor, Courthouse Lancaster, PA 17602 US

Date	Estimate No.	Project
01/22/24	19	

Estimate

Item	Description	Quantity	Cost
Hardware	Synology SA3610 12 BAY NAS RACKSTATION DISKLESS 5YR Warranty -----	1	7,980.67
Hardware	RX1222SAS 12 BAY 2.5"/3.5" SAS/SATA Expansion 5YR Warranty -----	1	2,593.99
Hardware	D4ER01-32G 32GB - Memory Module 5YR Warranty -----	4	778.99
Hardware	RKS02 Sliding Rail-Kit 5YR Warranty -----	2	95.99
Hardware	CMA-01 CABLE MANAGEMENT ARM HANDLE 5YR Warranty -----	2	57.99
Hardware	HAT5300-16T 16TB (3.5" SATA HDD) 5YR Warranty	24	549.99
		Total	\$27,198.34



QUOTE

9979 Muirlands Blvd, Irvine CA 92618
www.blueally.com | insidesales@blueally.com
Tel: 949.870.3500 | FAX: 949.266.9332

Quote #: **436633**
Date: 12/15/2023

Billing Address

Office of the DA, Lancaster County
50 N. Duke St
6th Floor, Courthouse
Lancaster PA 17602
USA

Shipping Address

Office of the DA, Lancaster County
50 N. Duke St
6th Floor, Courthouse
Lancaster PA 17602
USA

Customer ID: **87028548**
Customer Ref. No.:

Salesperson: **Steven Sales**
Shipping Method: **Default Carrier**

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
1	SA3610	SYNOLOGY SA3610 12-BAY 2U NAS SYST SA SERIES DISKLESS 2U RACKMOUNT NA	\$ 9,179.99	\$9,179.99
1	RX1222SAS	SYNOLOGY 12BAY RACKEXPANSION SYST RX1222SAS DISKLESS	\$ 2,807.99	\$2,807.99
4	D4ER01-32G	Synology 32GB DDR4 RDIMM 32GB RAM	\$ 862.92	\$3,451.68
2	RKS-02	Synology Sliding Rail Kit for RackStation NAS	\$ 107.99	\$215.98
2	CMA-01	Synology Cable Management Arm	\$ 64.79	\$129.58
24	HAT5300-16T	Synology 16 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - 7200rpm	\$ 626.39	\$15,033.34

Quotation Subtotal \$ 30,818.56

Total Tax \$ 0.00

Quotation Total \$ 30,818.56

Quotation Valid Until: **01/15/24**

To securely submit payment for this quote via credit card, please visit:
<https://blueally.com/SecurePayment/SecurePayment/436633/87028548>

RETURN POLICY: All Returns must meet all applicable criteria listed in our Return Policy found at <https://www.BlueAlly.com/returns>.

For approval please contact the sales representative listed on this invoice.

* All Claims for shortage, damaged or shipping errors must be made within 3 days of receipt.

* All sales have a 30 day return period unless noted otherwise.

* No cash refunds.

* Non-defective items returned subject to 15% restocking fee.

* Warranties void if labels removed or tampered with.

* Returns must include all original packaging and include all accessories & documentation.

* All software and license downloads are not returnable. All sales are final when software has been registered, activated or used.



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

IAN ROWELL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSGL926	1/23/2024	NAS	0347530	\$27,958.92

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Synology SA3610 - NAS server Mfg. Part#: SA3610 Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	1	7445075	\$7,660.50	\$7,660.50
Synology RX1222sas Expansion Unit - storage enclosure Mfg. Part#: RX1222SAS Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	1	6777706	\$2,655.46	\$2,655.46
Synology - DDR4 - module - 32 GB - DIMM 288-pin - registered Mfg. Part#: D4ER01-32G Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	4	7075862	\$815.15	\$3,260.60
Synology - rack rail kit Mfg. Part#: RKS-02 Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	2	6772813	\$99.47	\$198.94
Synology CMA-01 - cable management arm Mfg. Part#: CMA-01 Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	2	6783902	\$63.91	\$127.82
Synology HAT5300 - hard drive - 16 TB - SATA 6Gb s Mfg. Part#: HAT5300-16T Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	24	6475857	\$585.65	\$14,055.60

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$27,958.92
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$27,958.92

PURCHASER BILLING INFO	DELIVER TO
Billing Address: COUNTY OF LANCASTER 150 N QUEEN ST STE 322 LANCASTER, PA 17603-1805 Phone: Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: COUNTY OF LANCASTER 150 N QUEEN ST STE 322 LANCASTER, PA 17603-1805 Phone: Shipping Method: UPS Ground (2 - 3 day)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Fred Wills |

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$27,958.92	\$756.29/Month	\$27,958.92	\$871.48/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager.

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Johnson Controls Fire Protection LP
195 Limekiln Rd
New Cumberland, PA 17070
240-625-2592

Johnson Controls Fire Protection LP Quotation

To:
Lancaster County Commissioners
P.O. Box 8340 5th Flr., 50 North Duke Street
Lancaster, PA 17608

Project: Lancaster Co Gvt Dig Forensic Unit Drs -
CPQ-478969
Johnson Controls Reference: 650478969
Proposal #: 1
Date: 01/25/2024
Page: 1 of 10

Johnson Controls is pleased to offer for your consideration this quotation for the above project

Scope of Work

Contact Information:

Patrick Goodrich
Electronic System Sales
Representative

Scope of Work

Johnson Controls Fire Protection LP (JCI) is pleased to provide the following proposal for the project known as:
Lancaster County Government Digital Forensics Unit Card Reader Add

- *For this proposal, JCI will only be responsible for the material and equipment necessary to meet this design. It is JCI's understanding that the Scope represents the work to be accomplished in its entirety and no additional work or materials is expected or required.*
- **JCI Scope of Work:** JCI to provide and install two new card readers and electric strikes to the County access control system for Digital Forensics Unit room on the basement level. Card readers and electric strikes cabling may need to be surface mount at the door locations if wall construction will not allow access. New card readers and electric strikes are to connect to existing door controller at the loading dock area (controller IP address 10.123.229.100). Cabling between door controller and card reader/ electric strike locations will be above ceiling, free air and existing chase between floors will be utilized.

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



- **Price:** See below
 - This proposal covers direct costs only and we reserve the right to claim for impact and consequential costs.

- **THIS PROPOSAL INCLUDES ONLY THOSE ITEMS DENOTED BY "[X]":**
 - Prevailing Wage Rates
 - Equipment as listed
 - Freight (F.O.B. shipping point)
 - Shop Drawings: **AUTO CAD FILES, WITH FIRE ALARM DEVICES SHOWN, MUST BE PROVIDED AT NO ADDITIONAL COSTS TO JCI**
 - Installation of equipment, cable, and boxes
 - Device terminations
 - Panel terminations
 - PE Sealed Drawings
 - Technical support including software programming
 - Permit
 - Inspection Fees
 - Payment/Performance Bonds
 - Standard operation and maintenance training
 - Project coordination meetings
 - Close out documentation
 - Interface to non-JCI provided equipment: XXXXXXXXXXXXXXXXXXXX
 - **ONE** YEAR standard parts and equipment warranty
 - Multi-phase project (# of phases)
 - ICRA containment equipment/measures

- **Clarifications:**
 - The expected start date for this project is unknow at this time .
 - All work is to be performed during the hours of **8:00 AM to 5:00 PM** Monday through Friday excluding company holidays.
 - Quotation is valid for a period of 30 days **ONLY** unless modified in writing by JCI.

- **Schedule Milestones:**
 - A call will be generated to the customer and equipment will be released once booked in our system.



Johnson Controls Fire Protection LP
195 Limekiln Rd
New Cumberland , PA 17070
240-625-2592

- **Delays, Costs and Extensions of Time:** JCFP's time for performance of the Work shall be extended for such reasonable time as JCFP is delayed due to causes reasonably beyond JCFP's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus (provisionally named SARS-CoV-2, with its disease being named COVID-19) including, without limitation, labor, parts or equipment shortages. To the extent JCFP or its subcontractors expend additional time or costs related to conditions or events set forth in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions, the Contract Sum shall be equitably adjusted.

Your P.O. or contract will need to reference this proposal # and amount. This proposal and its terms and condition shall take precedence. Your Purchase Order or contract is subject to review and must be mutually agreeable.

I trust that the above is understandable and to your satisfaction. Should you have any questions, please do not hesitate to contact me. Thank you for the opportunity to be of service.

Sincerely yours,

Patrick Goodrich



QTY	MODEL NUMBER	DESCRIPTION
2	DPAC	1500C-630 electric strike
1	DPIM	INSTALLATION MATERIALS
2	DPSEC	HID Card Reader 40NKS-00-000000

Total net selling price, FOB shipping point, \$12,208.68

Johnson Controls has **not** included an estimate for all state and local sales tax for this quote based on the understanding that a valid exemption and/or resale certificate is received by Johnson Controls from Purchaser. Otherwise, actual sales tax due will be calculated and billed

Payment Options:

Johnson Controls Capital Funding Solutions

Offering flexible solutions for your business needs! Allows for payment over time for products and installation costs with no down payment requirement. We offer a fast turnaround time with a simple web-based application and closing process.

For more information on JC Capital funding solutions, please forward this proposal along with any questions to your sales representative.



IMPORTANT NOTICE TO CUSTOMER

This Agreement is contingent on credit approval, which may be checked at JCI's discretion and requires final approval of a JCI authorized manager before any equipment/ services may be provided. Should credit and/or approval be declined, this Agreement will be terminated and JCI's only obligation to customer will be to notify Customer of such termination and refund any amounts paid in advance.

For Customers located in Canada, this Fire Domain Sale and Installation Agreement has been drawn up and executed in English at the request of and with the full concurrence of Customer. Ce contrat a été rédigé en anglais à la demande et avec l'assentiment du client.

CUSTOMER ACCEPTANCE:

In accepting this Agreement, Customer agrees to the terms and conditions contained herein including those on the following page(s) of this Proposal and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes requested by Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized by the parties in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.**

Customer agrees to pay Johnson Controls pursuant to the progress-based billing schedule of values set forth below. If the schedule of values includes an upfront deposit, it will be paid within 30 days of contract signing and Johnson Controls will not commence work until the upfront deposit is received. Customer agrees to pay for materials, goods, and equipment (ordered, delivered, or stored) pursuant to the schedule of values, prior to installation commencement. The remaining portion of the total price will be progress billed through completion of the work. Johnson Controls progress based billing can also include any services performed on-site or off-site. All invoices will be delivered via Email(), paid via Electronic Funds Transfer and are due Net 30 from the date of invoice. Electronic Funds Transfer details will be provided upon contract execution. The proposed total price is contingent upon Customer agreeing to these payment and invoicing terms.

Planned Monthly Progress Billing Schedule of Values

Description	
Deposit/Advance Payment/Mobilization	50%
Prior to Delivering Material (Engineering/Material)	20%
Monthly Progress Billing (Installation/Commissioning)	30%



This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing: NO: This signed contract satisfies requirement
 YES: Please reference this PO Number: _____

<p>Offered By: Johnson Controls Fire Protection LP 195 Limekiln Rd New Cumberland , PA 17070 Telephone: Representative: _____</p>	<p>Accepted By: (Customer) Company: _____ Address: _____ Signature: _____ Title: _____ Date: _____</p>
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TERMS AND CONDITIONS

(Rev. 12.14.23)

1. Deposit, Invoicing and Payments. Customer agrees to pay Johnson Controls pursuant to the progress-based billing schedule of values set forth in Johnson Controls' proposal. If the schedule of values includes an upfront deposit, it will be paid within 30 days of contract signing and Johnson Controls will not commence work until the upfront deposit is received.

Customer agrees to pay for materials, goods, and equipment (ordered, delivered, or stored) pursuant to the schedule of values, prior to installation commencement. The remaining portion of the total price will be progress billed through completion of the work. Johnson Controls progress-based billing can also include any services performed on-site or off-site.

Invoicing disputes must be identified in writing within 21 days of the invoice date. Payments of any disputed amounts are due and payable upon resolution. All invoices will be delivered via Email, paid via Electronic Funds Transfer and are due Net 30 days from the date of invoice. Electronic Funds Transfer details will be provided upon contract execution. The proposed total price is contingent on Customer agreeing to these payment and invoicing terms. In exchange for close-out documents to be provided by Company, Customer agrees to pay Company the remaining project balance when on-site labor is completed and prior to any final inspections. Customers without established satisfactory credit and Customers who fail to pay amounts when due may be required to make payments of cash in advance, upon delivery or as otherwise specified by Company. Company reserves the right to revoke or modify Customer's credit in its sole discretion. Customer acknowledges and agrees that timely payments of the full amounts listed on invoices is an essential term of this Agreement and that Customer's failure to make payment when due is a material breach of this Agreement. Customer further acknowledges that if there is any amount outstanding on an invoice, it is material to Company and will give Company, without prejudice to any other right or remedy, the right to, without notice: (i) suspend, discontinue or terminate performing any services and/or withhold further deliveries of equipment and other materials, terminate or suspend any unpaid software licenses, and/or suspend Company's obligations under or terminate this Agreement; and (ii) charge Customer interest on the amounts unpaid at a rate equal to the lesser of one and one half (1.5) percent per month or the maximum rate permitted under applicable law, until payment is made in full. Company's election to continue providing future services does not, in any way diminish Customer's right to terminate or suspend services or exercise any or all rights or remedies under this Agreement. Company shall not be liable for any damages, claims, expenses, or liabilities arising from or relating to suspension of services for non-payment. In the event that there are exigent circumstances requiring services or the Company otherwise performs services at the premises following suspension, those services shall be governed by the terms of this Agreement unless a separate contract is executed. If Customer disputes any late payment notice or Company's efforts to collect payment, Customer shall immediately notify Company in writing and explain the basis of the dispute. Customer agrees to pay all of Company's reasonable collection costs, including legal fees and expenses.

2. Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, Company may increase prices upon notice to the Customer. All stated prices are exclusive of and Customer agrees to pay any taxes, fees, duties, tariffs, false alarm assessments, installation or alarm permits, and levies or other similar charges imposed and/or enacted by a government, however designated or imposed, including but not limited to value-added and withholding taxes that are levied or based upon the amounts paid under this Agreement. This Agreement is entered into with the understanding that the services to be provided by Company are not subject to any local, state, or federal prevailing wage statute. If it is later determined that local, state, or federal prevailing wage rates apply to the services to be provided by Company, Company reserves the right to issue a modification or change order to adjust the wage rates to the required prevailing wage rate. Customer agrees to pay for the applicable prevailing wage rates.

Prices in any quotation or proposal from Company are subject to change upon notice sent to Customer at

any time before the quotation or proposal has been accepted. Prices for products covered by this Agreement may be adjusted by Company, upon notice to Customer at any time prior to shipment and regardless of Customer's acceptance of the Company's proposal or quotation, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) inability to secure Products, changes or increases in law, labor, taxes, duties, tariffs or quotas, acts of government, any similar charges, or to cover any extra, unforeseen and unusual cost elements.

3. Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

4. Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g., Fire Marshal) may establish additional requirements for compliance with federal, state/provincial, and local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

5. Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company to be calculated with reference to payments made at the time the loss is sustained. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. In no event shall Company be liable for any damage, loss, injury, or any other claim arising from any servicing, alterations, modifications, changes, or movements of the Covered System(s) or any of its component parts by Customer or any third party. To the maximum extent permitted by law, in no event shall Company and its affiliates and their respective personnel, suppliers and vendors be liable to Customer or any third party under any cause of action or theory of liability, even if advised of the possibility of such damages, for any (a) special, incidental, consequential, punitive or indirect damages of any kind; (b) loss of profits, revenues, data, customer opportunities, business, anticipated savings or goodwill; (c) business interruption; or (d) data loss or other losses arising from viruses, ransomware, cyber-attacks or failures or interruptions to network systems. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of Company, whether direct or indirect, Company's employees, agents, officers and directors.

6. Reciprocal Waiver of Claims (SAFETY Act). Certain of Company's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective

Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, Company and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

7. General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. – 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Unless otherwise specified in this Agreement, any inspection (and, if specified, testing) provided under this Agreement does not include any maintenance, repairs, alterations, replacement of parts, or any field adjustments whatsoever, nor does it include the correction of any deficiencies identified by Company to Customer. Company shall not be responsible for equipment failure occurring while Company is in the process of following its inspection techniques, where the failure also results from the age or obsolescence of the item or due to normal wear and tear. This Agreement does not cover systems, equipment, components or PARTS THAT are below grade, behind walls or other obstructions or exterior to the building, electrical wiring, and piping.

8. Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this Agreement.

Customer is solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network") and shall supply Company secure Network access for providing its services. Products networked, connected to the internet, or otherwise connected to computers or other devices must be appropriately protected by Customer and/or end user against unauthorized access. Customer is responsible to take appropriate measures, including performing back-ups, to protect information, including without limit data, software, or files (collectively "Data") prior to receiving the service or products.

9. Excavation. In the event the Work includes excavation, Customer shall pay, as an extra to the

contract price, the cost of any additional work performed by Company due to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

10. Structure and Site Conditions. While employees of Company will exercise reasonable care in this respect, Company shall be under not responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by Company or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

11. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

12. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- Space in which work must be performed that, because of its construction, location, contents or work activity therein, accumulation of a hazardous gas, vapor, dust or fume or the creation of an oxygen-deficient atmosphere may occur,
- "permit confined space," as defined by OSHA for work performed by Company in the United States,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions". Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company. This Agreement does not provide for the cost of testing involving a discharge or release, capture, containment, transport, removal, or disposal (collectively, the "Discharge Services") of any hazardous waste materials, hazardous materials, or firefighting materials including without limitation firefighting foam encountered in and/or discharged from any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Customer shall be responsible for any Discharge Services associated with such materials, including all discharged firefighting foam in accordance with all applicable law. Company shall not be responsible for the testing, removal or disposal of such hazardous materials. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the use of or any Discharge Services associated with any hazardous waste, hazardous materials, or firefighting materials including without limitation firefighting foam encountered or discharged from any of the Covered System(s) and/or during performance of the Services.

13. Occupational Health and Safety/OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or

in part from the enforcement of applicable laws regarding occupational health and safety for work performed in Canada or the Occupational Safety Health Act for work performed by Company in the United States. (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

14. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

15. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

16. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

17. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination.

18. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

19. Back charges. No charges shall be levied against Company unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

20. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

21. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted by the system and equipment inspected and/or tested. They are not

intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

22. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers. Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period. If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after ours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties. Company makes no and specifically disclaims all representations or warranties that the services, products, software or third party product or software will be secure from cyber threats, hacking or other similar malicious activity, or will detect the presence of, or eliminate, treat, or mitigate the spread, transmission, or outbreak of any pathogen, disease, virus or other contagion, including but not limited to COVID-19. Unless agreed to in writing by the parties, any technical support, assistance, or advice ("Technical Support") provided by Company, such as suggestions as to design use and suitability of the products for the customer's application, is provided in good faith, but Customer acknowledges and agrees that Company is not the designer, engineer, or installer of record. Any Technical Support is provided for informational purposes only and shall not be construed as a representation or warranty, express or implied, concerning the proper selection, use, and/or application of products. Customer assumes exclusive responsibility for determining if the equipment and products supplied by Company are suitable for its intended application and all risk and liability, whether based in contract, tort or otherwise, in connection with its application and use of the products.

23. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or

Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

24. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insureds on Customer's general liability and auto liability policies.

25. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. If Company's performance of its obligations becomes impracticable due to obsolescence or unavailability of systems, equipment, or products (including component parts and/or materials) or because the Company or its supplier(s) has discontinued the manufacture or the sale of the equipment and/or products or is no longer in the business of providing the Services, Company may terminate this Agreement, or the affected portions, at its sole discretion upon notice to Customer. Company may terminate this Agreement, or the affected portions, at its sole discretion upon notice to the Customer if Company's performance of its obligations are prohibited because of changes in applicable laws, regulations or codes.

26. Default. An Event of Default shall be (a) failure of Customer to pay any amount when due and payable, (b) abuse of the System or the Equipment, (c) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies: (i) discontinue furnishing Services and delivering Equipment, (ii) by written notice to Customer declare the balance of unpaid amounts due and to become due under this Agreement to be immediately due and payable; (iii) receive immediate possession of any Equipment for which Customer has not paid; (iv) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement; and (v) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

27. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

28. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment, for a period of two years after termination of this Agreement.

29. Force Majeure; Delays. Company shall not be liable, nor in breach or default of its obligations under this Agreement, for delays, interruption, failure to render services, or any other failure by Company to perform an obligation under this Agreement, where such delay, interruption or failure is caused, in whole or in part, directly or indirectly, by a Force Majeure Event. A "Force Majeure Event" is a condition or event that is beyond the reasonable control of Company, whether foreseeable or unforeseeable, including, without limitation, acts of God, severe weather (including but not limited to hurricanes, tornados, severe snowstorms or severe rainstorms), wildfires, floods, earthquakes, seismic disturbances, or other natural disasters, acts or omissions of any governmental authority (including change of any applicable law or regulation), epidemics, pandemics, disease, viruses, quarantines, or other public health risks and/or responses thereto, condemnation, strikes, lock-outs, labor disputes, an increase of 5% or more in tariffs or other excise taxes for materials to be used on the project, fires, explosions or other casualties, thefts, vandalism, civil disturbances, insurrection, mob violence, riots, war or other armed conflict (or the serious threat of same), acts of terrorism, electrical power outages, interruptions or degradations in telecommunications, computer, network, or electronic communications systems, data breach, cyber-attacks, ransomware, unavailability or shortage of parts, materials, supplies, or transportation, or any other cause or casualty beyond the reasonable control of Company. If Company's performance of the work is delayed, impacted, or prevented by a Force Majeure Event or its continued effects, Company shall be excused from performance under the Agreement. Without limiting the generality of the foregoing, if Company is delayed in achieving one or more of the scheduled milestones set forth in the Agreement due to a Force Majeure Event, Company will be entitled to extend the relevant completion date by the amount of time that Company was delayed as a result of the Force Majeure Event, plus such additional time as may be reasonably necessary to overcome the effect of the delay. To the extent that the Force Majeure Event directly or indirectly increases Company's cost to perform the services, Customer is obligated to reimburse Company for such increased costs, including, without limitation, costs incurred by Company for additional labor, inventory storage, expedited shipping fees, trailer and equipment rental fees, subcontractor fees, compliance with vaccination requirements, or other costs and expenses incurred by Company in connection with the Force Majeure Event.

30. One-Year Claims Limitation; Forum; Choice of Law. Company shall have the sole and exclusive right to determine whether any dispute, controversy or claim arising out of or relating to the Agreement, or the breach thereof, shall be submitted to a court of law or arbitrated. For Customers located in the United States, the laws of Delaware shall govern the validity, enforceability, and interpretation of this Agreement, without regard to conflicts of law principles thereof, and the exclusive venue for any such litigation or arbitration shall be in Milwaukee, Wisconsin. For customers located in Canada, this agreement shall be governed by and be construed in accordance with the laws of Ontario, without regard to conflicts of law principles thereof, and the exclusive venue for any such litigation or arbitration shall be in Ontario, Canada. The parties waive any objection to the exclusive jurisdiction of the specified forums, including any objection based on forum non conveniens. In the event the matter is submitted to a court, Company and Customer hereby agree to waive their right to trial by jury. In the event the matter is submitted to arbitration by Company, the costs of arbitration shall be borne equally by the parties, and the arbitrator's award may be confirmed and reduced to judgment in any court of competent jurisdiction. Except as provided below, no claim or cause of action, whether known or unknown, shall be brought by either party against the other more than one year after the claim first arose. Claims not subject to the one-year limitation include claims for unpaid: (1) contract amounts, (2) change order amounts (approved or requested) and (3) delays and/or work inefficiencies. Customer will pay all of Company's reasonable collection costs (including legal fees and expenses).

31. Assignment. This Agreement is not assignable by the Customer except upon written consent of Company first being obtained. Company shall have the right to assign this Agreement, in whole or in part, or to subcontract any of its obligations under this Agreement without notice to Customer.

32. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement

supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

33. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

34. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

35. Software and Digital Services.

Digital Enabled Services. Data. If Company provides Digital Enabled Services under this Agreement, these Digital Enabled Services require the collection, transfer and ingestion of building, equipment, system time series, and other data to Company's cloud-hosted software applications. Customer consents to and grants Company the right to collect, transfer, ingest and use such data to enable Company and its affiliates and agents to provide, maintain, protect, develop and improve the Digital Enabled Services and Company products and services. Customer acknowledges that, while Digital Enabled Services generally improve equipment performance and services, Digital Enabled Services do not prevent all potential malfunction, insure against all loss, or guarantee a certain level of performance. Customer shall be solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network"), shall appropriately protect hardware and products connected to the Network and will supply Company secure Network access for providing its Digital Enabled Services. As used herein, "Digital Enabled Services" mean services provided hereunder that employ Company software and related equipment installed at Customer facilities and Company cloud-hosted software offerings and tools to improve, develop, and enable such services. Digital Enabled Service may include, but are not limited to, (a) remote servicing and inspection, (b) advanced equipment fault detection and diagnostics, and (c) data dashboarding and health reporting. If Customer accesses and uses Software that is used to provide the Digital Enabled Services, the Software Terms (defined below) will govern such access and use.

Digital Solutions. Use, implementation, and deployment of the software and hosted software products ("Software") offered under these terms shall be subject to, and governed by, Company's standard terms for such Software and Software related professional services in effect from time to time at www.johnsoncontrols.com/techterms (collectively, the "Software Terms"). Specifically, the Company General EULA set forth at www.johnsoncontrols.com/buildings/legal/digital/generaleula governs access to and use of software installed on Customer's premises or systems and the Company Terms of Service set forth at www.johnsoncontrols.com/buildings/legal/digital/generaltos govern access to and use of hosted software products. The applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, Company and its licensors reserve all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto.

Notwithstanding any other provisions of this Agreement and unless otherwise agreed to by the parties in writing, the following terms apply to Software that is provided to Customer on a subscription basis (i.e., a time limited license or use right), (each a "Software Subscription"): Each Software Subscription provided hereunder will commence on the date the initial credentials for the Software are made available (the "Subscription Start Date") and will continue in effect until the expiration of the subscription term noted herein. At the expiration of the Software Subscription, such Software Subscription will automatically renew for consecutive one (1) year terms (each a "Renewal Subscription Term"), unless either party provides the other party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term. To the

extent permitted by applicable law, Software Subscriptions purchases are non-cancelable and the sums paid nonrefundable. Fees for Software Subscriptions shall be paid annually in advance, invoiced on the Subscription Start Date and each subsequent anniversary thereof. Unless otherwise agreed by the parties in writing, the subscription fee for each Renewal Subscription Term will be priced at Company's then-applicable list price for that Software offering. Any use of Software that exceeds the scope, metrics or volume set forth in this Agreement will be subject to additional fees based on the date such excess use began.

36. Electronic Media. Electronic Media. Either party may scan, fax, email, image, or otherwise convert this Agreement into an electronic format of any type or form, now known or developed in the future. Any unaltered or unadulterated copy of this Agreement produced from such an electronic format will be legally binding upon the parties and equivalent to the original for all purposes, including litigation. Company may rely upon Customer's assent to the terms and conditions of this Agreement, if Customer has signed this Agreement or demonstrated its intent to be bound whether by electronic signature or otherwise.

37. Lien Legislation. Notwithstanding anything to the contrary contained herein, the terms of this Agreement shall be subject to the lien legislation applicable to the location where the work will be performed, and, in the event of conflict, the applicable lien legislation shall prevail.

38. Privacy. Company as Processor : Where Company factually acts as Processor of Personal Data on behalf of Customer (as such terms are defined in the DPA) the terms at www.johnsoncontrols.com/dpa ("DPA") shall apply.

Company as Controller : Company will collect, process and transfer certain personal data of Customer and its personnel related to the business relationship between it and Customer (for example names, email addresses, telephone numbers) as controller and in accordance with Company's Privacy Notice at <https://www.johnsoncontrols.com/privacy>. Customer acknowledges Company's Privacy Notice and strictly to the extent consent is mandatorily required under applicable law, Customer consents to such collection, processing and transfer. To the extent consent to such collection, processing and transfer by Company is mandatorily required from Customer's personnel under applicable law, Customer warrants and represents that it has obtained such consent.

39. FAR. Company supplies "commercial items" within the meaning of the Federal Acquisition Regulations (FAR), 48 CFR Parts 1-53. As to any customer order for a U.S. Government contract, Company will comply only with those mandatory flow-downs for commercial item and commercial services subcontracts listed either at FAR 52.244-6, or 52.212-5(e)(1), as applicable.

40. LICENSE INFORMATION (US SECURITY SYSTEM CUSTOMERS): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501) 618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act; NY Licensed by N.Y.S. Department of the State; TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.johnsoncontrols.com or contact your local Johnson Controls office.

IMPORTANT NOTICE TO CUSTOMER

This Agreement is contingent on credit approval, which may be checked at JCI's discretion and requires final approval of a JCI authorized manager before any equipment/services may be provided. Should credit and/or approval be declined, this Agreement will be terminated and JCI's only obligation to customer will be to notify Customer of such termination and refund any amounts paid in advance. In accepting this Proposal, Customer agrees to the terms and conditions contained herein and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE PRECEDING PAGES. This proposal shall be void if not accepted in writing within 30 days from the date of the Proposal.**

For Customers located in Canada, this Fire Domain Sale and Installation Agreement has been drawn up and executed in English at the request of and with the full concurrence of Customer. Ce contrat a été rédigé en anglais à la demande et avec l'assentiment du client.



1918 Greenwood St.
Harrisburg, PA 17104

January 11, 2024

Quote Number: **24-023**

County of Lancaster Courthouse
50 N. Duke St.
Lancaster, PA 17602
Noel Omedo

Re: Provide and Install 1 New Ductless A/C 6th Floor IT Room

Dear Brett

We are pleased to provide our proposal for the above referenced project. We will provide all labor and material for the following scope of work:

- Provide and install 1 new LG Brand ductless A/C system for IT room 6th floor
- 1 Indoor unit will be mounted in room on outside wall left of room entry area
- Outdoor unit will be mounted on brackets on wall outside approx 40 ft away
- Electric will be provided from panel down the hall to power the system with new breaker
- Charge system with the required amount of refrigerant and put system into service
- Ensure system is working properly and review controls with site personnel

Clarifications:

- System provides 30,000 BTU's cooling capacity which should be adequate for the application
- Work is quoted for normal business hours of 7 am to 3:30 pm weekdays

Our price for this project is:

\$17,279.00 Seventeen Thousand Two Hundred Seventy Nine Dollars and No Cents

We appreciate the continued opportunity of working with you. Please don't hesitate to contact me with any questions. Upon acceptance of this proposal, please sign and return at your earliest convenience. Please include your purchase order number, if required.

Sincerely,

Steve Clark

EL Heim Company

Approved: _____

Date: _____

This quote is valid for 30 days.





Attn: Brett Zerphey
Lancaster County Courthouse
50 N. Duke St.
Lancaster, PA 17608

December 20, 2023

RE: Install Ductless Split System - DA Office DFU Server Closet
Proposal Number: 23- W351

Dear Brett,

We appreciate the opportunity to provide this proposal for the following scope of work:

- Provide & install 30K BTU Fujitsu ductless mini-split system with cooling capability to -5 degrees F.
- Wall mounted indoor unit to be located on exterior wall per customer request.
- Outdoor unit to be mounted on a wall bracket on exterior wall in area adjacent where roof surface is expanded.
- Interconnecting refrigerant lines will be fastened to the brick wall beneath the windows, encased in slimduct where vertical from IDU
- Provide & install properly-sized breaker, MC cable, conduit & seal-tite for power to condensing unit.
- Power to be sourced from panel XS1 located in DA office space.
- Pressure test refrigerant line connections to insure they are leak free.
- Evacuate to industry standards, start & test per manufacturer's recommendations for warranty compliance.

Assumptions / Clarifications

- Ainsworth Inc. (formerly Enginuity, LLC) COSTARS vendor 008-E22-829
- Ainsworth Inc. will drill anchors into the exterior wall in various locations to create tie-off points for safe working conditions.
- Anchors will be left in place for future use.
- One year parts & labor warranty, additional "parts only" warranty per manufacturer.

The price to perform this scope of work is **\$10,700.00**
(Ten Thousand Seven Hundred Dollars).

Proposal assumes all work to be performed during normal business hours, unless stated otherwise.
These prices are firm for fourteen (14) days and may be then subjected to escalation.

If I may be of any further assistance, please contact me.

Sincerely,
Ainsworth Inc.

Jeff Winterborne

Approved: _____ Date: _____



Heating & Air Conditioning, Inc.

Phone: (717) 872-6994

Fax: (717) 872-6724

DBA Starr Heating & Air Conditioning

Phone: (717) 394-5180

3671 Main Street, Conestoga, PA 17516

www.jgheatingac.com

Pennsylvania Home Improvement Contractor Registration Number: PA 011165, (888)-520-6680

PROPOSAL SUBMITTED TO	PHONE	DATE
Lancaster County Court House STREET 50 North Duke Street Email: CITY, STATE AND ZIP CODE Lancaster, PA 17602		01/19/2024

We hereby submit specifications and estimates for:

Installation of ductless cooling system to District Attorney's office server closet.

Installation includes:

- Carrier 30,000 BTU ductless heat pump M#38MARBQ30AA3.
- Carrier ductless high wall indoor unit M#40MAHBQ30XAS.
- Carrier remote control (thermostat).
Note: Above listed system will cool down to -13°F outside temperature.
- Refrigerant piping with enclosure for vertical piping only.
- Electric equipment with NEMA3R disconnect with surge protection.
- Condensate piping.
- Condenser wall bracket.
- All necessary materials and labor for a complete job.
- Carrier 10 year parts warranty, 1 year labor warranty.

Note: Continuous fall protection from roof access to work location is not included and must be provided by Lancaster County. This fall protection should be permanent because it will also need to be used when servicing new equipment. Since it should be permanent, and other companies may use it to provide fall protection for themselves, this fall protection should be engineered and certified accordingly. Thank you for your understanding in this matter.

Total **\$8,175.00.**

YOU HAVE THE RIGHT TO RESCIND THIS CONTRACT WITHIN THREE BUSINESS DAYS OF SIGNING THIS AGREEMENT.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Anticipated starting date is

Anticipated ending date is

Payment to be made as follows:

balance upon completion

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard process. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized

Signature Brittany Peak

Note: This proposal may be withdrawn by J&G if not accepted within thirty (30) days.

Acceptance of Proposal – the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

CONTINUING GUARANTEE: I/We personally guarantee payment for all materials purchased by the above account. I/We do agree to pay all legal fees in the event it is necessary to employ legal counsel to collect on account. We also understand that a 1-1/2% per month finance charge will be assessed on all past due invoices.

RESOLUTION NO. 16 OF 2024

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the following budget adjustments:

REVENUE ACCOUNT:

District Attorney's Office State Grant Funding – 6321-A-B1300-19025	\$45,250.00 <u>(+)</u>
---	-------------------------------

EXPENDITURE ACCOUNTS:

District Attorney's Office - State Grant Funding – Pathfinder (RMS) 7336-A-B1300-19025	\$15,250.00
CODY/COBRA (software) 7336-A-B1300-19025	\$30,000.00 (2024)
	<u>\$45,250.00 (+)</u>

ADOPTED this 7th day of February 2024, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

_____ Lawrence M. George County Administrator/Chief Clerk County of Lancaster, PA	_____ Joshua G. Parsons, Chairman
	_____ Ray D'Agostino, Vice Chairman
	_____ Alice Yoder, Commissioner

Board of Commissioners of
Lancaster County, Pennsylvania

On motion of Commissioner Parsons, seconded by Commissioner Trescot, it was agreed for the County of Lancaster, acting on behalf of the District Attorney's Office, to approve the following:

Amended Agreement with:

Cody Systems
Pottstown, PA

Purpose:

To transition to new and updated Pathfinder record management software and professional services for Lancaster County Detectives.

Amount/Term:

One-time fee of \$7,025.00 due January 31, 2023.
Pro-rated Pathfinder adjustment of \$228.00/month and installments of \$15,250.00 year one due December 1, 2024.
\$16,013.00 year two due December 1 2025.
\$16,813.00 year three due December 1, 2026.

Funding:

No impact on 2023 budget, savings will begin in 2024.
Sole Source.
This current contract for an upgraded version is slightly more than current contract with the same vendor, however, this implementation obviates the need for payment of cloud storage.
Net savings of \$9,000.00-\$10,000.00 per year.

Motion passed unanimously.

**CODY Systems Proposal Agreement for:
Licensed Software and/or Professional Services**



Lancaster County DA Detectives
 ("Licensee")
 50 N Duke St, Lancaster, PA 17602
 January 3, 2023
CONFIDENTIAL

Licensed Software and/or Professional Services
(3 Year Subscription Term License)

Class	Activation & Subscription Deployment ("ASD")	Amount
ASD	Existing Customer Transition: Provisioning for the following Licensed Software: CODY Pathfinder RMS for: 35 Pathfinder Edition User Accounts Pathfinder Licensed Software Enhancements (PLSE): ¹ CODY NIBRS Module CODY Data Visualizer	\$7,025
ASD	Existing Customer Transition: Pathfinder Transition Training Package²	Included
ASD	Existing Customer Transition: CODY Pathfinder - Software Activation and Subscription Deployment	WAIVED
ASD - Existing Customer Transition Total (if signed / paid by January 31, 2023)		\$7,025

Class	Pro-Rated Recurring Term Items	Amount
PRO	Pro-Rated Term Subscription License (PTL) - <i>The amount at right represents the monthly pro-rated portion of the Year One Term Subscription License Fee minus credit applied for annual recurring amounts pre-paid by Licensee for the then-current year. The total Fee for the PTL will be equal to this monthly amount times the months remaining in the Licensee's then-current ASM term (as set forth in the Licensee's Legacy CODY Agreement (LCA)) at the start of the subsequent quarter following Pathfinder Initialization.</i>	\$228

Class	Recurring Term Items	Amount
TSL	3 Year Term Subscription License (TSL): <i>(See the Payment / Subscription Terms Section. The prices at right are the three installment amounts):</i>	\$15,250
	Licensed Software - CODY Pathfinder as noted above	\$16,013
	Annual Pathfinder Support and Maintenance Package (ASM) ³ Pathfinder Cloud-hosting Services. Includes 100 GB of storage (HST) ⁴	\$16,813

See following pages for terms, conditions and additional information

Payment & Subscription Terms:

Payment Terms:

In consideration of the Licensed Software, Subscriptions and Services listed on this Proposal Agreement (the “Proposal Agreement”), Licensee shall pay CODY Fees in such amounts and at such times as set forth herein and pay any invoice(s) issued by CODY (each, an “Invoice”) connected thereto.

- For Class ASD Line-items Licensee will pay CODY as follows: *Delivery of the Licensed Software will occur when the unique license keys for the Licensed Software are sent to Licensee via email.*
 - Licensee will pay CODY in full the ASD TOTAL listed on page 1 (\$7,025) of this proposal upon contract execution. In order to receive this incentive pricing noted on Page 1, agency must sign and pay CODY in full on or before January, 31, 2023.
- For the Pro-Rated Term Subscription License (PTL), Licensee agrees to pay CODY the PTL Fee at the time of Pathfinder Initialization.
- For the 3-year Term Subscription License (TSL), Licensee will pay CODY as follows:
 - Installment 1 – At the start of the Licensee’s TSL Term (December 1st, Year 1)
 - Installment 2 – At the first anniversary of the start of Licensee’s TSL Term (December 1st, Year 2)
 - Installment 3 – At the second anniversary of the start of Licensee’s TSL Term (December 1st, Year 3)

Subscription Terms:

The Licensee’s PTL begins at the Initialization Date and continues until the next recurrence of the Licensee’s pre-existing ASM term as noted in the Licensee’s LCA. At the conclusion of the PTL, Licensee’s TSL Term will begin and will run as noted in this Agreement. Initialization occurs when CODY enables Licensee’s access to the Licensee’s Pathfinder Licensed Software in the CODY Cloud Environment.

The Licensee understands and agrees that it is entering into a PTL and multi-year TSL Term for the Licensed Software authorized by CODY to be used by the Licensee and as such, is obligated to pay all installment payments as set forth in this Proposal/Agreement, regardless of Licensee’s continued use of the Licensed Software. TSL Fees are normally subject to annual increases. Licensee is entering into the multi-year TSL agreement noted herein expressly to lock the annual rate and avoid potential higher rate increases during the multi-year term. This TSL agreement will automatically renew for the same length of the initial Term and at CODY’s then-current annual rate, unless Licensee provides CODY with 120 days written notice from the authorized Licensee representative that Licensee wishes to not continue with the multi-year agreement. If the multi-year agreement is not extended, Licensee will be subject to CODY’s rate increase for each subsequent year. Along with any other terms and conditions concerning lack of or late payment found in Licensee’s Agreement with CODY or on any Invoice, should Licensee not pay any PTL and/or Installment as set forth herein within thirty (30) days of the date set forth above for such installment payment, Licensee may, at CODY’s discretion, be required to immediately pay CODY in full for all Installments (including the at-issue Installment) at a price reflecting the then current annual rate increase in effect generally by CODY to its customers, as well as any overage for any previous Installments where CODY’s rate increase for that respective year exceeded the agreed upon amount listed herein. Further, in the event of such lack of payment, CODY reserves the right to suspend or terminate Licensee’s PTL and/or TSL (including ASM and HST Services) without notice.

Miscellaneous Terms:

Prices Effective for 60 days.

A User Account for a specified piece of Licensed Software (i.e. Pathfinder or COBRANet) entitles the Licensee to create 1 User Account for such Software up to the amount noted for such Software on this Proposal.

The software license granted by this Proposal Agreement covers the Licensee's current staffing level - including the current full-time / part-time breakdown - at the time of execution of this Agreement, up to the maximum User Accounts listed above. Should Licensee's staffing level or full-time / part-time breakdown change, Licensee will promptly notify CODY. Additional fees may apply to such a change.

NOTE: Transition Licenses for CODY Desktop and Express RMS are included at no additional charge under the TSL, according to the UALs set forth in the Licensee's LCA at the time of execution of this Agreement. All Legacy LSEs currently licensed by Licensee and in the LCA and specifically listed on Attachment A are also covered by such Transition Licenses. All previous licenses in the LCA, including all related terms and conditions, are ended and, where applicable, replaced by such Transition Licenses. Transition Licenses are considered Term-based Licenses and will expire at the earlier of 1.) the moment when all functionality in Express and/or Desktop as applicable that is necessary for Licensee to productively use the Licensed Software is available in Pathfinder; or 2.) the conclusion of the initial TSL term.

¹Pathfinder LSEs (PLSE) will be added to the TSL and made available to Licensee when CODY decides to develop and release such PLSEs to CODY's customers generally. The TSL Fee represents the Licensee's baseline subscription fee to enable the Pathfinder Core System, without regard for any PLSEs or any specific configuration / combination thereof. Additional fees may apply for PLSEs that CODY may decide to develop.

Browser-based Terms: Pathfinder provides Users with a browser-based RMS. Use of Pathfinder requires a supported combination of Internet Browser / device / operating system. Further, Pathfinder relies upon necessary and sufficient network availability, bandwidth, access and security, all of which are beyond the control of CODY. For the most updated list of supported browsers, operating systems and devices, please contact CODY.

NIBRS Submission: Pathfinder is designed to support electronic entry and submission of Incident-based Reporting System data in conformance solely with the FBI's 2019.1 National Incident-Based Reporting System (NIBRS) Technical Specification and the State of Pennsylvania's PA NIBRS Additional Data Elements – Flat File Layouts and Validations Version 1.0 / May 02, 2019. As noted, successful and continuous use of Pathfinder with NIBRS submission relies upon the full, complete and on-going support and involvement of third parties, including without limitation, the State, the FBI, third-party IT and hosting providers, etc.

NIBRS Training by Agency: The successful use of NIBRS entry and electronic submission relies upon the Licensee and all Users having a full and complete understanding of NIBRS and general Incident-based Reporting concepts. It is Licensee's responsibility to provide all necessary and sufficient NIBRS/incident-based reporting training to its Users prior to such Users accessing the NIBRS functions within Pathfinder, and as a pre-requisite to attend CODY's NIBRS module training. CODY NIBRS module training will be limited to usage of Pathfinder NIBRS functionality only, not NIBRS concepts.

²Pathfinder Transition Training Package (PTTP): The PTTP includes the following system education services and resources:

- Access to Pathfinder Admin and User Training Videos for 6 months from the date of Pathfinder Initialization.
- 1 Live Remote Administrator Training Class (to be conducted either individually for Licensee or as part of a multi-agency training session, at the discretion of CODY)

General Training Terms (as applicable based on the line-items contemplated on Part 1 of this Proposal): Pre-recorded Training - Access to CODY's Training Videos will be in a manner and form decided by CODY. Such manner and form may change at CODY's discretion, and CODY may or may not decide to add additional content, and reserves the right to include or exclude such additional content from

the PTPP. In any event, PTPP access will end at the end of the access term noted above in this section. Live Training - Unless specified otherwise, live training services are based upon one (1) CODY Trainer for no more than eight (8) students. Unless on-site live implementation days or live on-site training are expressly contemplated on the Proposal, CODY reserves the right to conduct such Services remotely or on-site at CODY's discretion. If On-Site live training is noted, days include travel, as well as 8 hours of set up, training and breaks. In addition, unless otherwise specified in this Agreement, onsite live training days shall be held consecutively in a series of 8 hour days. If remote live training is proposed, such training is provided hourly with students connecting via their computer workstations and a high-speed Internet connection. Remote live Training hours shall be provided in groupings at the discretion of CODY's Implementation Coordinator in the best interest of the implementation. Whether onsite or remote, should Licensee wish or need to re-schedule any/all training, CODY must be notified at least 5 calendar days prior to the scheduled training. Should the Licensee fail to so notify CODY before then, and Licensee either cancels the training in total, or fails to cancel and CODY's trainer attends the scheduled training date/time, CODY will charge the Licensee for the training. CODY reserves the right to schedule training days/hours in groups and allocate them across different course offerings to maximize efficiency.

Due to the on-going effects of COVID-19, the Licensee agrees that CODY may convert on-site training days to remote web-based training sessions at CODY's reasonable discretion in the best interests of the health/safety of all involved and the deployment.

³ASM: CODY's Pathfinder and COBRANet (if included) Annual Support and Maintenance Package is Included with the TSL and will be provided while the TSL is active and Licensee's account is current, paid up and in good standing with CODY.

⁴Pathfinder and COBRANet (if included) Cloud-hosting Service (HST) includes the following services: 1.) access for the Pathfinder Licensed Software at the CODY Cloud Environment; 2.) daily backups of your Pathfinder Database and system configuration files; 3.) Access through Pathfinder to ESRI's ARCGIS On-line Geolocation and Map Tile Service ("Location Services"); and 4.) CODY's standard storage allocation for Pathfinder for your tier of agency: 100 GB. CODY's HST is provided based on the Pathfinder Software contemplated on this Proposal and is limited to the storage amount set forth on this Proposal. Should Licensee's usage pattern require additional storage, Licensee will need to purchase such additional storage separately. HST includes embedded costs from third party providers to CODY, including without limitation: cloud hosting costs, storage / database costs, etc. As such, there may be, from time to time, unavoidable increases to the HST Fee to cover such increased costs to CODY. CODY will monitor Licensee's use of Location Services via ARCGIS on a monthly basis and reserves the right to adjust Licensee's TSL amount at CODY's discretion on an annual basis. Legacy HST Services as noted in the LCA will continue to be paid by the Licensee separately under the LCA, will run concurrently with the Transition Licenses and will remain covered by the LCA until they expire. Licensee's Legacy HST Fees in the LCA are NOT included in any fees contemplated on this Agreement. When the Transition Licenses expire as noted herein, the Legacy HST Services will end.

The information contained in this document is proprietary and confidential. It is intended for use only by the recipient, in connection with evaluation of the proposal, and shall not be disclosed to third parties, without the prior written consent of CODY, except where such disclosure is required by law or by procurement regulations. This Proposal, once executed, will become the principal part of the legal agreement between CODY and Licensee, together with any and all supporting documents that may be attached, as well as CODY's standard software license and services terms ("Terms")(the "Agreement"). Unless otherwise set forth herein, all software licenses and services are covered by CODY's Terms, available upon request by contacting CODY Contract Administration. All capitalized terms in this Proposal are defined in the Terms. If this Proposal includes HST, HST is covered by the Terms. If Pathfinder Licensed Software Enhancements (PLSE) are included in this Proposal, the features, functionality, specifications and/or terms of such software, if applicable, are described in an Enhancement Package document available upon request. If Data Conversion Services are included in this Proposal, such services shall be performed in accordance with the Analysis Report. If a Term Subscription License (TSL) is included in this Proposal, such License is a time-based Term License, notwithstanding any and all provisions to the contrary contained in CODY's Terms. Except as specifically and expressly incorporated by reference in this Agreement or as may be deemed necessary by CODY to understand, maintain the integrity of and/or enforce the Agreement, any and all previous agreements between CODY and Licensee that touch and concern substantially similar subject matter, including without limitation any software agreements and software licenses granted thereunder, are cancelled and replaced by this Agreement. All such previous agreements are referred to in this Agreement as the Legacy CODY Agreement ("LCA"). CODY has made



every effort to ensure that the content herein is accurate. If an error is found, CODY reserves the right to correct it without prejudice, and will not be bound to or liable in any way for such error.

This Agreement can be executed by way of a scanned version of a mutually signed hard copy original, provided that such scanned version retains substantially and materially the same quality of the original.

Agreement:

This Agreement is between CODY Computer Services, Inc. ("CODY"), and the Licensee set forth above.

Intending to be legally bound hereby, the Licensee has accepted this Proposal and both parties have entered this Agreement by their duly authorized representatives as of the effective date set forth below.

Effective Date: Jan 5, 2023

CODY:

Signature

David N Heffner President

Print Name / Title

Jan 5, 2023

Date

LICENSEE:

Signature

Ray D'Agostino, Joshua G. Parsons, John B. Trescot

Print Name / Title/Rank - Chairman, Vice Chairman, Commissioner

1-11-23

Date

Copyright 2022 CODY Computer Services, Inc. ("CODY"). All rights reserved worldwide. CODY, CODY Systems, the CODY Logo and document header, Pathfinder, COBRANet, COBRANet Search App, ExpressBridge and all other items marked with a "TM" are trademarks of CODY Computer Services, Inc.

ATTACHMENT A

List of Currently Licensed Software Enhancements under the Licensee's Legacy CODY Agreement

- CODY File Attachments
- CODY Data Visualizer

Lancaster County DA Detectives_PathfinderTransitionContract_01032023_FINALv2

Final Audit Report

2023-01-05

Created:	2023-01-05
By:	[REDACTED]
Status:	Signed
Transaction ID:	CBJCHBCAABAA0AmBSbQ0KyMjmPEIZ9mwH4_xDRoRRJmB

"Lancaster County DA Detectives_PathfinderTransitionContract_01032023_FINALv2" History

-  Document created by Cheryl Hillen [REDACTED]
2023-01-05 - 2:05:39 PM GMT - IP address: 209.173.248.2
-  Document emailed to David N Heffner [REDACTED]
2023-01-05 - 2:06:25 PM GMT
-  Email viewed by David N Heffner [REDACTED]
2023-01-05 - 3:19:18 PM GMT - IP address: 108.2.163.175
-  Document e-signed by David N Heffner [REDACTED]
Signature Date: 2023-01-05 - 3:20:36 PM GMT - Time Source: server- IP address: 108.2.163.175
-  Agreement completed.
2023-01-05 - 3:20:36 PM GMT

RESOLUTION NO. 17 OF 2024

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the following budget adjustments:

REVENUE ACCOUNT:

District Attorney’s Office -
2023-2024 Narcan Expansion Grant 40768
Pass-through grant with Lancaster General Hospital
6321-A-B1300-19011 **\$73,756.02 (+)**

EXPENDITURE ACCOUNT:

District Attorney’s Office -
2023-2024 Narcan Expansion Grant 40768
Pass-through grant with Lancaster General Hospital
7361-A-B1300-19011 **\$73,756.02 (+)**

ADOPTED this 7th day of February 2024, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

<hr/> <p>Lawrence M. George Administrator/Chief Clerk County of Lancaster, PA</p>	<hr/> <p>Joshua G. Parsons, Chairman</p> <hr/> <p>Ray D’Agostino, Vice Chairman</p> <hr/> <p>Alice Yoder, Commissioner</p> <p>Board of Commissioners of Lancaster County, Pennsylvania</p>
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NALOXONE EXTENSION GRANT PASS THROUGH AGREEMENT

This agreement is made and entered into this 25th day of October, 2023, by and between County of Lancaster, a class 2A county of the Commonwealth of Pennsylvania with a principal address of 150 North Queen Street, Lancaster, Pennsylvania 17603 (hereinafter, the "County", and Lancaster General Hospital, a non-profit organization with a principal address of 555 N. Duke Street, Lancaster, Pennsylvania 17603 (hereinafter "LGH"). The County and LGH are referred to herein individually as a "Party" and, collectively, as the "Parties.":

WHEREAS, the Pennsylvania Commission on Crime and Delinquency awarded the County with a Naloxone Extension grant in the amount of \$74,720.00 for the period of April 1, 2023 through September 29, 2024; and,

WHEREAS, the Naloxone Extension grant project and guidelines are described in detail in the subgrant award application and notification, collectively attached hereto and incorporated as Attachment "A" to this agreement; and

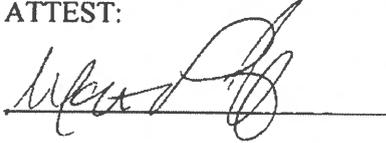
WHEREAS, LGH is listed in the subgrant application as the entity to perform the services described in the application.

NOW THEREFORE, the parties agree as follows:

1. LGH shall perform all of the Project services described in the subgrant application attached hereto. LGH shall commence the performance of its services with all due diligence and dispatch, assiduously press to their complete performance, and exercise the highest degree of professional skill and competence; and,
2. The County shall, as consideration for the rendering of services, pay to LGH, out of subgrant funds received to support the Project, a sum not to exceed \$74,720.00.
3. All subgrant funds shall be promptly deposited in an account and properly documented.
4. All PCCD standard and special subgrant conditions agreed to by the County shall be binding upon LGH.
5. LGH, upon request, shall make available all directly pertinent books and records for inspection and audit by the County, the PCCD and the Auditor General of Pennsylvania. LGH shall retain all books and records directly pertinent to Project expenditures for a period of at least five (5) years after the termination of this agreement.
6. This agreement and the subgrant funds shall not be assigned by LGH.
7. LGH shall not, on the grounds of race, color, creed, sex, national origin or handicap, exclude any person from participation in the Project or deny any person the benefits of the Project. LGH shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or non-job-related handicap and shall take affirmative action to ensure that applicants are employed and employees are treated without regard to such characteristics.
8. This agreement shall terminate at the project period specified in the subgrant application attached hereto, subject to any approved extension of such project period.

IN WITNESS WHEREOF, the Parties have caused this Naloxone Extension Grant Pass Through Agreement to be executed by their duly authorized officers on the date first above written.

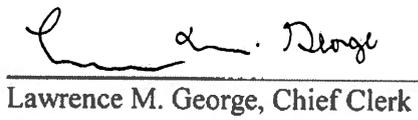
ATTEST:



LANCASTER GENERAL HOSPITAL



ATTEST:
PENNSYLVANIA

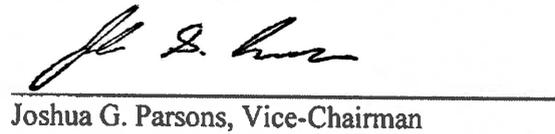


Lawrence M. George, Chief Clerk

COUNTY OF LANCASTER,
BOARD OF COMMISSIONERS



Ray D'Agostino, Chairman



Joshua G. Parsons, Vice-Chairman



John Trescot, Commissioner

1. Recipient Name and Address Lancaster County Commissioners 150 North Queen Street Suite 710 Lancaster, Pennsylvania 17603-3562		2. PCCD Subgrant Award Number 2022-OG-NX-40768	
		3. Total Award Amount: \$74,720.00	
4. Project Title "Naloxone Extension grants"		5. Project Period 4/1/2023 - 9/29/2024	
6. Special Conditions This grant is approved subject to such conditions or limitations as set forth below: <ol style="list-style-type: none"> 1. This award will become effective when an appropriate official of your organization accepts it by signing and attaching the signed copy to Egrants. 2. This subgrant is offered on the condition that you comply in administering your program with: <ol style="list-style-type: none"> a. All of the representations contained in your application, as amended b. The most recent version of PCCD's standard subgrant conditions (December 2020) c. PCCD's Applicant's Manual d. For federally funded awards, all applicable federal grant guidelines including, but not limited to, 2 CFR 200, the Department of Justice Grants Financial Guide and the special conditions listed on PCCD's federal award(s) applicable to this subaward. PCCD's federal awards can be found at http://www.pccd.pa.gov/Funding/Pages/PCCD-Federal-Awards.aspx Continued on the Following Page(s)		7. Funding Details <u>Fund Source #1</u> 2022 OG Award Amount: \$74,720.00 2022 OG Project Period: 4/1/2023 - 9/29/2024 2022 OG ALN: 93.788 2022 OG Federal Award #: 6H79TI085783-01M001	
8. Fiscal Contact Mr. Dominic DiPaul		9. Program Contact Ms. Alyssa Subsinsky	
10. Name and Title of Approving Official Derin Myers Director, Office of Financial Management and Administration		11. Name and Title of Authorized Recipient Lancaster County Commissioners	
12. Signature of Approving Official /Derin Myers/ Electronically Signed: 08/02/2023 01:58PM		13. Signature of Authorized Recipient	

PCCD Subgrant Award Number: 2022-OG-NX-40768

SPECIAL CONDITIONS

3. 1. Only U.S. Food and Drug Administration (FDA)-approved products that address opioid use disorder and/or opioid overdose can be purchased with SOR grant funds.
2. Funds may not be expended through the grant or a subaward by any agency which would deny any eligible client, patient or individual access to their program because of their use of FDA-approved medications for the treatment of 26 substance use disorders (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine monoproduct formulations, naltrexone products including extended-release and oral formulations or long acting products such as extended release injectable or implantable buprenorphine.) Specifically, patients must be allowed to participate in methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Opioid Treatment Program and ordered by a physician who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's opioid use disorder (OUD). Similarly, medications available by prescription or office-based implantation must be permitted if it is appropriately authorized through prescription by a licensed prescriber or provider. In all cases, medications for opioid use disorder (MOUD) must be permitted to be continued for as long as the prescriber or treatment provider determines that the medication is clinically beneficial. Recipients must assure that clients will not be compelled to no longer use MOUD as part of the conditions of any programming if stopping is inconsistent with a licensed prescriber's recommendation or valid prescription.
3. No funding may be used to procure Drug Addiction Treatment Act (DATA) waiver training by recipients or subrecipients of this funding. DATA waiver training is offered free of charge at pcssnow.org.
4. MOUD using one of the FDA-approved medications for the maintenance treatment of OUD. MOUD includes methadone, buprenorphine products, including single-entity buprenorphine products, buprenorphine/naloxone tablets, films, buccal preparations, long-acting injectable buprenorphine products, and injectable extended-release naltrexone.
5. SOR grant funds must be used to fund prevention, harm reduction, treatment, and recovery support services and EBP that are appropriate for the population(s) of focus.
6. SOR funds shall not be utilized for services that can be supported through other accessible sources of funding such as other federal discretionary and formula grant funds, (e.g., HHS, CDC, CMS, HRSA, and SAMHSA, DOJ (OJP/BJA)) and non-federal funds, 3rd party insurance, and sliding scale self-pay among others.
7. SOR funds for treatment and recovery support services shall only be utilized to provide services to individuals that specifically address opioid or stimulant misuse issues. If either an opioid or stimulant misuse problem (history) exists concurrently with other substance use, all substance use issues may be addressed. Individuals who have no history of or no current issue with opioids or stimulants misuse shall not receive treatment or recovery services with SOR grant funds.
8. Recipients must implement prevention and education services including training of peers, first responders, and other key community sectors on recognition of opioid overdose and appropriate use of the opioid overdose antidote naloxone, developing evidence-based community prevention efforts such as strategic messaging on the consequences of opioid and stimulant misuse, implementing school-based prevention programs and outreach, purchasing and distributing opioid overdose antidote reversal naloxone, based on the naloxone

distribution and saturation plan, and train on its use.

9. Recipients are required to track funding of activities by providers and be prepared to submit these data upon request.

10. Recipients must ensure that all practitioners eligible to obtain a DATA waiver employed by an organization receiving funding through SOR receives such a waiver.

11. SOR funds shall not be utilized to provide incentives to any Health Care Professional for receipt of a DATA waiver or any type of Professional Development Training.

12. Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder and stimulant use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to "ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements."); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

13. To the extent applicable, recipients and subrecipients shall comply with the confidentiality requirements provided for by the various laws and regulations, including, but not necessarily limited to 42 U.S.C. §290dd-2, and §71 P.S. 1690.108, 42 C.F.R. Part 2-4 Pa. Code §255.5 and 28 Pa. Code §709.28, and the Criminal History Record Information Act, 18 Pa. C.S. §9101, et seq.

RESOLUTION NO. 18 OF 2024

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the 2024 Victim Witness and Defendant Documentation Translation Grant Award with the Lancaster Law Foundation through the Lancaster Bar Association, Lancaster, PA, to receive funding to be used within the year 2024 to translate informational brochures and legally required notification forms for victims who have suffered criminal harm as well as other District Attorney program applications forms and forms required by the rules of criminal procedure, which will improve the delivery of legal services and access to justice for the non-English speaking population involved in the criminal justice system.

REVENUE ACCOUNT:

District Attorney's Office - State Grant Funding – B1300-19011A-6755	<u>\$6,197.44 (+)</u>
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EXPENDITURE ACCOUNTS:

District Attorney's Office - State Grant Funding – For Document Translation 7345-A-B1300-19011 & Printing 7332-A-B1300-19011	\$3,782.50 <u>\$2,414.94</u> <u>\$6,197.44 (+)</u>
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ADOPTED this 7th day of February 2024, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

Lawrence M. George
County Administrator/Chief Clerk
County of Lancaster, PA

Joshua G. Parsons, Chairman

Ray D'Agostino, Vice Chairman

Alice Yoder, Commissioner

Board of Commissioners of
Lancaster County, Pennsylvania

Thank you for your grant application seeking funding for the **Victim Witness and Defendant Documentation Translation**. We are pleased to inform you that the Grant Committee of the Lancaster Law Foundation has approved your grant in the amount of **\$10,000**. The conditions of the grant are detailed below:

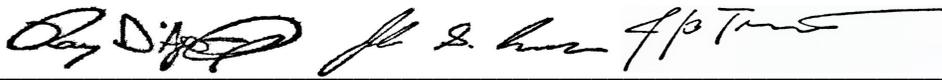
1. The grant is to be used solely for costs associated with the Victim Witness and Defendant Documentation Translation, as described in your 2023 grant application.
2. The grant period will begin on August 1, 2023, and will end one year from such date.
3. The District Attorney's Office of Lancaster County agrees the grant funds will be used in accordance with the budget included in the proposal and it will promptly return any unexpended grant funds remaining at the expiration of the grant period to the Lancaster Law Foundation.
4. The District Attorney's Office of Lancaster County agrees it will promptly notify the Foundation if the proposed project is canceled or delayed and will repay any part of the grant funds that is not used or committed for the specific stated purpose of the grant within the specified term of one year, to the Lancaster Law Foundation, unless otherwise expressly authorized by the Foundation in writing.
5. If applicable, the District Attorney's Office of Lancaster County has provided the Lancaster Law Foundation with verification of the Grantee's public charity status under the Internal Revenue Code of 1986, as amended (the "Code") and agrees to promptly notify the Foundation of any change or proposed change in the Grantee's tax-exempt status.
6. The District Attorney's Office of Lancaster County warrants and represents that its receipt of this grant will not adversely affect its status as a not-for-profit public charity as defined by the Internal Revenue Code.
7. If the District Attorney's Office of Lancaster County's tax-exempt status changes, the District Attorney's Office of Lancaster County agrees it will promptly return all remaining grant funds to Lancaster Law Foundation.
8. The District Attorney's Office of Lancaster County shall not, under any circumstance, transfer, assign, or encumber any portion of the grant. Furthermore, the District Attorney's Office of Lancaster County agrees that the grant funds will not be expended, transferred, or used for any purpose or in any fashion that is prohibited by applicable law of the United States or of any domestic or foreign jurisdiction, including without limitation, applicable laws proscribing the support of terrorism or terrorist organizations.

9. The District Attorney's Office shall maintain accurate accounting records and retain records of receipts and disbursements related to the expenditure of grant funds and will keep such accounting records for at least three years after the end of the grant period. Grantee agrees that the Lancaster Law Foundation may, at its expense and on reasonable notice to the Grantee, inspect, audit, or copy the records of the District Attorney's Office of Lancaster County pertaining to this grant. The District Attorney's Office of Lancaster County further agrees that the Lancaster Law Foundation shall be entitled to conduct such investigations as it deems necessary to determine Grantee's compliance with this grant agreement, and agrees that it and its personnel will fully cooperate with the Foundation in making any such investigation.
10. Using the Grant Evaluation Report Form, the District Attorney's Office of Lancaster County must provide a typed/written report to the Lancaster Law Foundation within 60 days of the completion of the project or program supported by the grant, or within 60 days after the end of the grant period. The Foundation may, at its discretion and on reasonable notice, request an interim report from the Grantee.
11. Lancaster Law Foundation requests that in all electronic and print versions of promotion, publicity, publications, and other forms of written, electronic, and verbal communications surrounding this grant and this project acknowledgment be made that funds for the project were received from the Lancaster Law Foundation. Grantee has the Foundation's permission to identify the Foundation as a source of funding in publications, press releases, your website, and other forms of written, electronic, and verbal communications. If used, the Lancaster Law Foundation's name and logo are to be used in their entirety and without alteration. A copy of any press releases or electronic or print articles or publications relating to this project must be submitted with Grantee's final report.
12. Upon receipt of a signed copy of this letter of agreement, the Lancaster Law Foundation will grant and provide to the District Attorney's Office of Lancaster County, the sum of \$10,000.

Please have a duly authorized officer sign, date, and return a copy of this letter, which signifies your agreement to the foregoing terms and conditions.

We are pleased to be able to extend this grant to your organization and thank you for the work you do within the Lancaster County community.

2023 GRANT CONDITIONS ACCEPTED:

By:  _____

Title: Chairman, Vice Chairman, Commissioner

Organization's Name: Lancaster County Commissioners on behalf of the District Attorney's Office

Date: 8/16/23

RESOLUTION NO. 19 OF 2024

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the following budget adjustments:

REVENUE ACCOUNT:

District Attorney’s Office - 2024 STOP Violence Against Women Act 6311-A-B1300-19017 Federal Grant	<u>\$124,665.00 (+)</u>
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EXPENDITURE ACCOUNT:

District Attorney’s Office - 2024 STOP Violence Against Women Act Contractual Services 7345-A-B1300-19017	<u>\$62,268.00 (+)</u>
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ADOPTED this 7th day of February 2024, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

Lawrence M. George
Administrator/Chief Clerk
County of Lancaster, PA

Joshua G. Parsons Chairman

Ray D’Agostino, Vice Chairman

Alice Yoder, Commissioner

Board of Commissioners of
Lancaster County, Pennsylvania

APPENDIX O

AGREEMENT

MADE THIS ____ day of January, 2022, by and between the County of Lancaster, hereinafter "Subgrantee," and the YWCA (Lancaster), hereinafter "Contractor,"

WITNESSETH:

WHEREAS, the Subgrantee has made or will make, application to the Pennsylvania Commission on Crime and Delinquency (hereinafter "PCCD") for a subgrant of STOP Violence Against Women Act funds (hereinafter "Project"); and

WHEREAS the Project is described in a subgrant application, a copy of which is attached hereto, and made part hereof; and

WHEREAS the Parties are agreeable to the transfer of sufficient funds by the Subgrantee to the Contractor for the implementation by the Contractor of the Project (except for the project evaluation function).

NOW THEREFORE, the parties hereto, intending to be legally bound hereby, agree as follows:

1. The Contractor shall perform all of the Project services described in the subgrant application attached hereto. The Contractor shall commence the services with all due diligence and dispatch, assiduously press to their complete performance, and exercise the highest degree of professional skill and competence.

2. The Subgrantee shall, as consideration for the rendering of services, pay to the Contractor, out of subgrant funds received to support the Project, a sum not to exceed \$84,300 for services rendered

as outlined in the attached subgrant application during the period of January 1, 2022, thru December 31, 2024.

3. Payment for services rendered and allowable expenses and costs incurred shall be made by the Subgrantee quarterly, in the amount of actual expenses and submitted by invoice. Payment for services rendered is subject to all applicable Federal/State requirements for the documentation of expenditure of subgrant funds:

4. All subgrant funds delivered by the PCCD to the Subgrantee shall be promptly deposited in an account in its treasury and promptly documented. All payments to the Contractor from such funds shall be made by checks drawn by the Subgrantee's Treasurer in favor of the Contractor.

5. The Subgrantee expressly acknowledges its liability to the PCCD for the repayment of any and all unallowable costs paid under the Project.

6. All PCCD standard and special subgrant conditions agreed to by the Subgrantee shall be binding upon the Contractor.

7. The Contractor's accounting procedures must properly and accurately document the accurate and timely recording of receipts of funds by source, expenditures, and unexpended balances. The Contractor shall maintain adequate fiscal controls to insure that charges to Project funds are for allowable costs as provided for in the approved project budget and that documentation is readily available to verify the accuracy of such charges.

8. The Contractor, upon request, shall make available all directly pertinent books and records

for inspection and audit by the Subgrantee, the PCCD and the Auditor General of Pennsylvania. The Contractor shall retain in Pennsylvania all books and records directly pertinent to Project expenditures for a period of at least three (3) years after the termination of this agreement.

9. This agreement and the funds to come due hereunder shall not be assigned by the Contractor.

10. Title to all documents prepared by the Contractor in the performance of this agreement shall be vested in the Subgrantee, subject to interests reserved by PCCD.

11. The Contractor shall not exclude, deny benefits to or discriminate against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity of the Project.

12. The Subgrantee reserves the right to terminate this agreement for cause upon thirty (30) days written notice, subject to the contractor's entitlement to payment for services properly rendered and allowable costs incurred prior to the date of termination.

13. This agreement shall be effective if and when funds to support the Project are awarded to the Subgrantee by the PCCD and shall terminate at the end of the project period specified in the subgrant application attached hereto, subject to any approved extension of such project period and subject to termination for cause pursuant to paragraph 12 of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives the day and year first above written.

ATTEST: _____
Interim Chief Clerk

Lancaster County

Subgrantee

By: _____
Joshua Parsons, Chairman

Ray D'Agostino, Vice-Chairman

Craig E. Lehman, Commissioner

ATTEST: _____

Contractor/YWCA Lancaster

By: Stacie Grace

Title: CEO

PASS THROUGH CONTRACT AGREEMENT

MADE THIS first day of February, 2022, by and between

CAP-DVS of Lancaster County (hereinafter "Subgrantee")

CWS Lancaster (hereinafter "Contractor")

WITNESSETH:

WHEREAS, the Subgrantee has made, or will make, application to the Pennsylvania Commission on Crime and Delinquency (hereinafter "PCCD") for a subgrant of The STOP Violence Against Women Formula Grant Program 2022-24 funds (hereinafter "Project"); and

WHEREAS, the Project is described in a subgrant application, a copy of which is attached hereto, and made a part hereof; and

WHEREAS, the Parties are agreeable to the transfer of sufficient funds by the Subgrantee to the Contractor for the implementation by the Contractor of the Project (except for the project evaluation function).

NOW, THEREFORE, the Parties hereto, intending to be legally bound hereby, agree as follows:

1. The Contractor shall perform all of the Project services described in the subgrant application attached hereto. The Contractor shall commence the performance of its services with all due diligence and dispatch, assiduously press to their complete performance, and exercise the highest degree of professional skill and competence.
2. The Subgrantee shall, as consideration for the rendering of services, pay to the Contractor, out of subgrant funds received to support the Project, a sum not to exceed (\$16,092) dollars.
3. Payment for services rendered and allowable expenses and costs incurred shall be made by the Subgrantee on the following payment schedule, subject to all applicable Federal/State requirements for the documentation of expenditure of subgrant funds: quarterly throughout the term of the grant, which is 1/2022 through 12/2024.
4. All subgrant funds delivered by the PCCD to the Subgrantee shall be promptly deposited in an account in its treasury and properly documented. All payments to the Contractor from such funds shall be made by checks drawn by the Subgrantee's Treasurer in favor of the Contractor.
5. The Subgrantee expressly acknowledges its liability to the PCCD for the repayment of any and all unallowable costs paid under the Project.
6. All PCCD standard and special subgrant conditions agreed to by the subgrantee shall be binding

upon the Contractor.

7. The Contractor's accounting procedures must properly and accurately document the accurate and timely recording of receipts of funds by source, expenditures, and unexpended balances. The Contractor shall maintain adequate fiscal controls to ensure that charges to Project funds are for allowable costs as provided for in the approved project budget and that documentation is readily available to verify the accuracy of such charges.
8. The Contractor, upon request, shall make available all directly pertinent books and records for inspection and audit by the Subgrantee, the PCCD and the Auditor General of Pennsylvania. The Contractor shall retain in Pennsylvania all books and records directly pertinent to Project expenditures for a period of at least five (5) years after the termination of this agreement.
9. This agreement and the funds to come due hereunder shall not be assigned by the Contractor.
10. Title to all documents prepared by the Contractor in the performance of this agreement shall be vested in the Subgrantee, subject to interests reserved by PCCD.
11. The Contractor shall not, on the grounds of race, color, creed, sex, national origin or handicap, exclude any person from participation in the Project or deny any person the benefits of the Project. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or non-job-related handicap and shall take affirmative action to ensure that applicants are employed and employees are treated without regard to such characteristics.
12. The Subgrantee reserves the right to terminate this agreement for cause upon thirty (30) days written notice, subject to the Contractor's entitlement to payment for services properly rendered and allowable costs incurred prior to the date of termination.
13. This agreement shall be effective if and when funds to support the Project are awarded to the Subgrantee by the PCCD and shall terminate at the end of the project period specified in the subgrant application attached hereto, subject to any approved extension of such project period and subject to termination for cause pursuant to Paragraph 12 of this agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this agreement to be executed by their duly authorized representatives the day and year first above written.


Vanessa E. Philbert (Feb 1, 2022 19:33 EST)

Subgrantee: Vanessa E. Philbert, CEO, Community Action Partnership


Valentina Ross (Feb 1, 2022 18:40 EST)

Contractor: Valentina Ross, Director, CWS Lancaster Office

Pass Through Agreement CAP - CWS

Final Audit Report

2022-02-02

Created:	2022-02-01
By:	Randi Warren [REDACTED]
Status:	Signed
Transaction ID:	CBJCHBCAABAAVolq2BcK8FhUy2i5hBrH6voli9peiDmb

"Pass Through Agreement CAP - CWS" History

-  Document created by Randi Warren [REDACTED]
2022-02-01 - 8:38:52 PM GMT - IP address: 50.241.177.45
-  Document emailed to Valentina Ross [REDACTED]
2022-02-01 - 8:39:41 PM GMT
-  Email viewed by Valentina Ross [REDACTED]
2022-02-01 - 9:30:11 PM GMT - IP address: 208.81.36.250
-  Document e-signed by Valentina Ross [REDACTED]
Signature Date: 2022-02-01 - 11:40:39 PM GMT - Time Source: server- IP address: 208.81.36.250
-  Document emailed to Vanessa Philbert [REDACTED]
2022-02-01 - 11:40:41 PM GMT
-  Email viewed by Vanessa Philbert [REDACTED]
2022-02-02 - 0:07:17 AM GMT - IP address: 107.77.204.185
-  Document e-signed by Vanessa Philbert [REDACTED]
Signature Date: 2022-02-02 - 0:33:18 AM GMT - Time Source: server- IP address: 107.77.204.185
-  Agreement completed.
2022-02-02 - 0:33:18 AM GMT

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Emergency Management Agency, to approve the following:

Agreement With:

Project Lifesaver
Chesapeake, VA

Purpose:

To enter into a partnership with Project Lifesaver, which is a program created to streamline search and rescue procedures and to save the lives of those who tend to wander. The program will include training and certification as an Electronic Search Specialist.

Amount:

\$4,500 for a one-time purchase of equipment, training and personnel certification.

Term:

One year term for the period January 1, 2024 through December 31, 2024. Renewal is automatic unless written notice is provided to end membership.

Funding:

Approved in the 2023 budget.

Note:

Approval is given to Lawrence M. George, County Administrator/Chief Clerk, to electronically sign the Agreement.

2/7/24



Project Lifesaver®

Active Membership

Operational Agreement and Standards

Project Lifesaver Standard: *The only reason an agency should join Project Lifesaver is to utilize this program to help your community, the people in that community, and others that have the tendency to wander. This program was created with two goals in mind - to streamline search and rescue procedures and to help save lives. This program will only succeed if the agency being trained accepts ownership in this program and encourages community participation, as well as works with their local media to actively promote the program to the public. Remember, you must be hands on and know the program will not run itself once you have completed your training. You must be dedicated to helping those in your community and want to be an active participant in this program*

1. Must be a recognized public safety organization, i.e.: police, sheriff, fire, search and rescue, VA Hospital, nursing home or assisted facility that is part of/sponsored by a public safety organization. Agency must appoint a "Program Administrator" to supervise the program.
2. **Agency or Organization Program must utilize title - Project Lifesaver, in the program name.**

3. All personnel participating in the program as a responder must successfully complete operator training and be certified as an Electronic Search Specialist by a Project Lifesaver Instructor. Re-certification must be accomplished once every two years.
4. Personnel not trained or certified as Project Lifesaver Electronic Search Specialists are not to be allowed to operate any equipment in an actual missing persons search.
5. All electronic equipment and program components must be purchased or obtained from Project Lifesaver International.
6. All Project Lifesaver insignia, patches, decals and other identification logos or insignia must be obtained from Project Lifesaver Headquarters.
7. The Project Lifesaver Logo is a registered trademark as is the Project Lifesaver name. Based on this, agencies must submit a copy of brochures or printed matter containing these items to Project Lifesaver Headquarters for accuracy screening.
8. Personnel trained in Project Lifesaver techniques and protocols may not utilize such training knowledge to instruct anyone, unless certified as an instructor and as authorized by Project Lifesaver.
9. Instructors are only permitted to train personnel in their organization unless specifically designated by PLI as a “National Instructor” or “State Coordinator”.
10. Agency Instructor certification is valid only for the Project Lifesaver Program and equipment and not for any other similar type of equipment or other business.
11. After action reports must be entered in the portal so that the information is relayed in a timely manner to Project Lifesaver International Headquarters.
12. Participating organizations agree to assist neighboring Project Lifesaver organizations upon request if manpower is available.

13. Project Lifesaver is copyrighted, thus participating organizations must display the Project Lifesaver Logo, as prescribed.
14. An Agency may have the right to drop from the program, after 1 year, end its own program and terminate this Active Membership Operation Agreement and Standards without cause by giving forty -five (45) days prior written notice of intention to terminate specifying the date of termination. Project Lifesaver program shall not be run concurrently with any other for-profit or non-profit similar program. In the event of Project Lifesaver termination, we will not be responsible for the use of equipment obtained from Project Lifesaver in a similar program, nor shall the use of training materials or procedures from Project Lifesaver be used in such program.
 - A. In the event a member agency, in good standing, wishes to transfer Membership to another agency the following must be satisfied.
 1. Original member must have been a member in good standing for 1 year.
 2. Letter requesting such transfer must be submitted to Project Lifesaver Headquarters detailing such request.
 3. Letter of Intent and Operational Agreement must be submitted by the receiving organization for approval.
 4. The receiving organization must have operators trained and certified in accordance with PLI guidelines.
15. Project Lifesaver certifications and guidelines cover the Project Lifesaver Program and Equipment only. The Program has been carefully formed and the equipment has been thoroughly tested to provide only the best to our member agencies. For this reason, if any other organization or company places a non-Project Lifesaver transmitter or supplies you with any other non-Project Lifesaver equipment for use in your jurisdiction, your decision to search for any person wearing/ using a non-Project Lifesaver transmitter or your organization searches using any other non-Project Lifesaver equipment, you do so at your own risk. Project Lifesaver is not responsible or liable for any search or action in which non-Project Lifesaver equipment is utilized.
16. All training and search procedures, materials, techniques, and certifications are copyrighted through Project Lifesaver International.
17. Agencies in violation of these operating procedures and guidelines are subject to decertification removal from the Project Lifesaver program.
18. New agency training is intended for joining member agency and personnel only. Any additional agency attending a training class must have submitted a separate letter of intent, a signed operational agreement and have obtained prior approval from Project Lifesaver International to attend said training. These additional agencies must have already paid the initial start-up costs.

19. An Agency starting Project Lifesaver will be responsible for the initial start-up cost for a new agency as well as travel expenses for the instructor's lodging, meals, transportation, fuel, fares, tolls etc. The agency will receive, in addition to items listed in sections 23 and 24, two emergency response packages. Each package consists of 1 receiver w attached antenna and carry case, 1 VDC Power Cable, 1 Headset, 1 Omni Antenna, 1 VHF Transmitter, 6 Batteries, 6 Bands, and 1 Battery Tester.

20. **Umbrella and associate members:**

Any agency wishing to form a group and act as the umbrella organization may do so under the following conditions:

- a) An agency may join as an associate member working underneath another agency that is joining as a full member. Associate member agencies must be located in the same jurisdiction of the full member agency only. Restrictions apply for Associate Members and prior approval from Project Lifesaver must be obtained. The agency must submit the required letter of intent, signed operational agreement and a payment of \$500 (associate member fee). If this associate member agency desires to upgrade to full member status, it must pay the remaining part of the membership model and training fees and execute new membership documents.
- b) Associate members may be certified to operate any equipment belonging to the full member agency. If at any time the associate member agency comes into proprietary possession of all equipment belonging to the full member agency for its own use it will then be considered a full member. If this occurs an invoice will be generated for the balance of the full member membership costs and their status will be changed to a full member agency.
- c) No one attending a training class that has not adhered to the above conditions nor has prior approval from Project Lifesaver International will receive certification.

21. Project Lifesaver, on the one hand, and the Agency, on the other hand, agree to indemnify and hold harmless and defend the other and their respective officers and employees from and against all claims and suits by third parties for damages, injuries to persons, property damages, losses, and expenses including court costs and reasonable attorney's fees, arising out of, or resulting from, the party's performance under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the party, its officers, employees, agents, subcontractors, licensees, or invitees.
22. The Contract shall be governed by the laws of the State of Virginia without regard to its conflict of laws principles. The parties agree and consent, and waive opposition to, the exclusive jurisdiction and venue of the federal or state courts of Virginia for all disputes arising out of or relating to this Agreement.
23. Agency will receive a two-day training course for up to 7 officers covering Alzheimer's, Autism, Down syndrome, and other related disorders. Also provided is orientation into understanding characteristics, wander behavior motivations, search techniques, complete background of the Project Lifesaver Program as well as extensive training utilizing the PLI Portal. Successful attendees will be certified as Electronic Search Specialists. Agency will also receive a one-day Instructor Course for up to 7 attendees that completed the Basic Operator Course. Instructors will be certified to teach within its member organization to certify staff or re-certify existing staff.
24. Membership includes agency enrollment with the Alzheimer's Foundation of America (AFA), Technical Assistance, Program Guidance Advice, up to date information on new items, Annual Conference Benefits, Grant Opportunities, Agency Financial Services, Operator Certification and Re-certification, and eligibility for National Recognition and Awards. As a member of Project Lifesaver International (PLI), the AFA membership affords your agency all membership rights including the ability to apply for grants to support your program. To apply for these grants, your agency must be in good standing with PLI, and status will be validated prior to awarding any grant funds. Your agency information may also be subject to being published on the AFA website unless you decline approval below by checking the *do not furnish our agency information* line. This will not affect your ability to apply for grants; however, the award of any grant will allow for the agency information to be published by the AFA.

_____ Agency information may be furnished to the Alzheimer's Foundation of America only to include agency name and contact information

_____ Do not furnish our agency information

Agency:

Signature of Agreement for Agency

Date

Name/Title (Printed)

Agency Name

Agency Address

City, State, Zip

Project Lifesaver International:

Paul Ballance

Signature of Agreement for Project Lifesaver

PAUL BALLANCE C.O.O.

Name/Title

Date

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Emergency Management Agency, to approve the following:

Agreement With:

DLX Enterprises, LLC
Eugene, OR

Purpose:

To purchase an emergency shelter system that will provide environmental protection for up to 25 people in a sudden evacuation scenario. The equipment is multi-purpose and can be configured for multiple types of emergencies.

Amount:

\$206,335.03.

Funding:

ARPA funding approved by Resolution No. 15 of 2024 on January 31, 2024.

2/7/24



RAPID DEPLOYMENT REDEFINED.

CAMP DIAGRAM | DRAWING 01 OF 04

X-32s w/ 3.5T HVAC, XW-70 HEATER

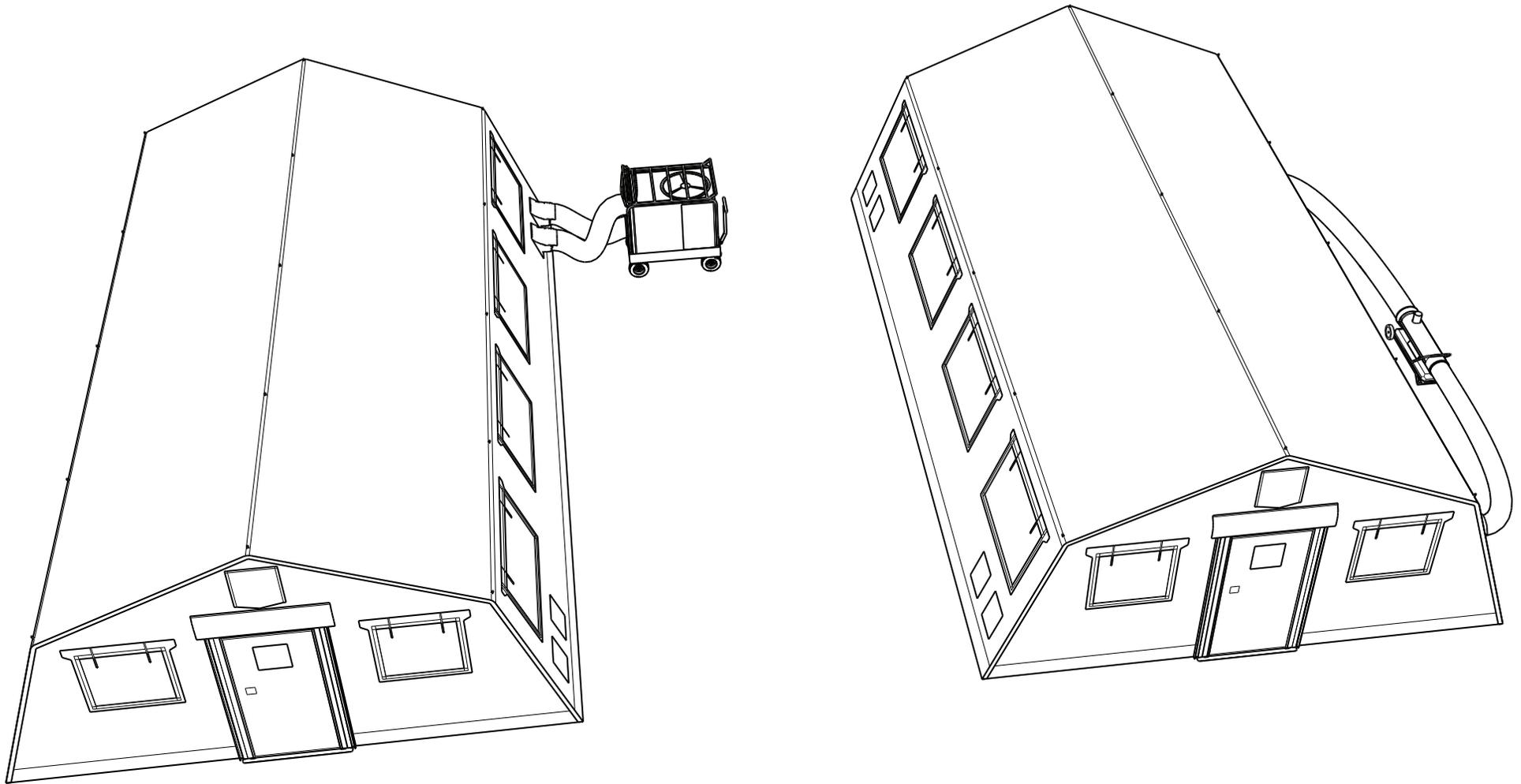
NOTE: Artist drawing is for visualization purposes only. Actual layout and products may vary.
NOTA: El dibujo del artista es solo para fines de visualización. El diseño y los productos reales pueden variar.

CUSTOMER: LANCASTER CO EMA

DATE: 12-05-2023

AMBASSADOR: MATT STEINTHAL

PREPARED BY: TYLER BRIGGS





RAPID DEPLOYMENT REDEFINED.

CAMP DIAGRAM | DRAWING 02 OF 04

X-32 MRP // INSIDE VIEW

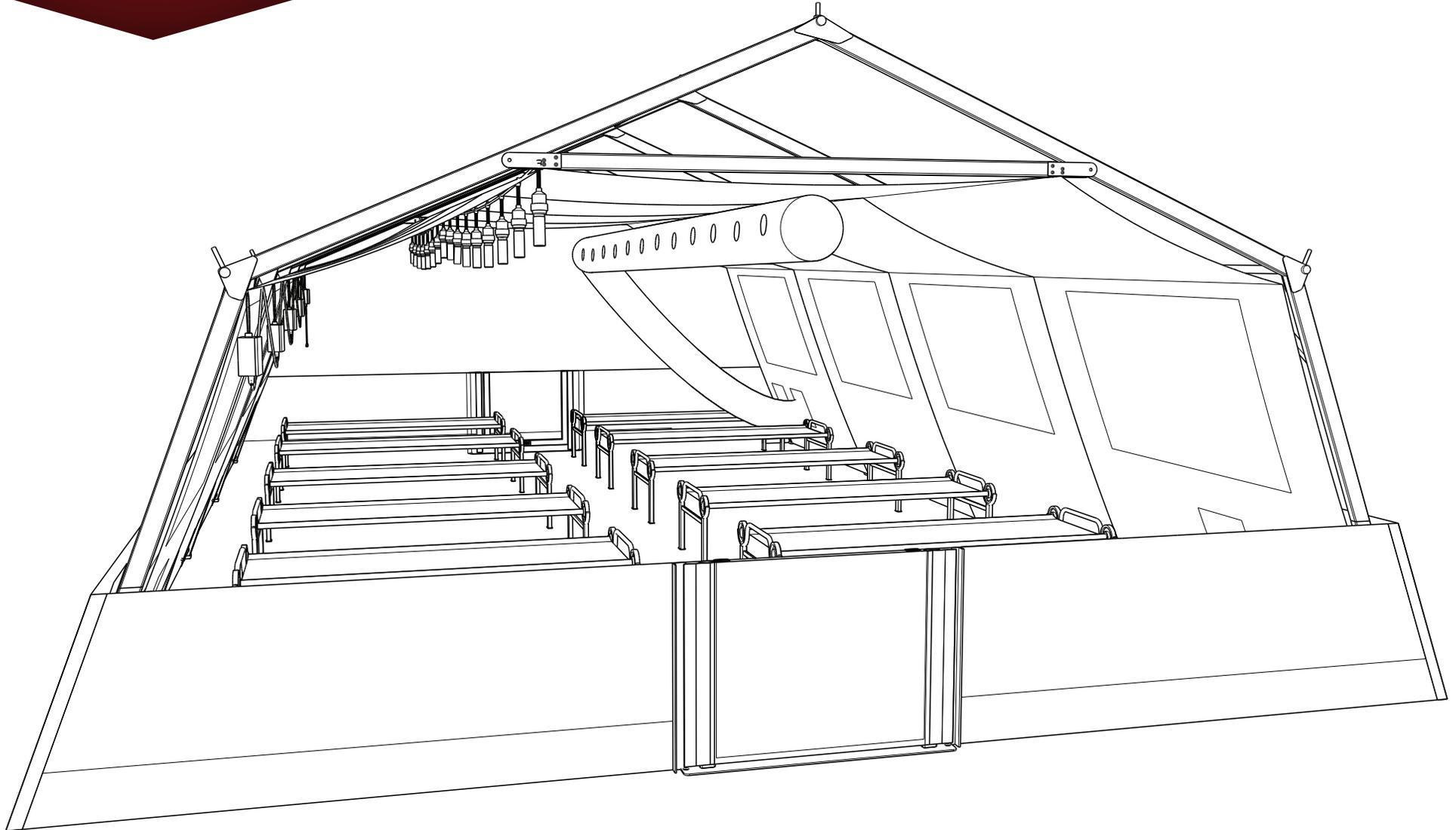
NOTE: Artist drawing is for visualization purposes only. Actual layout and products may vary.
NOTA: El dibujo del artista es solo para fines de visualización. El diseño y los productos reales pueden variar.

CUSTOMER: LANCASTER CO EMA

DATE: 12-05-2023

AMBASSADOR: MATT STEINTHAL

PREPARED BY: TYLER BRIGGS





RAPID DEPLOYMENT REDEFINED.

CAMP DIAGRAM | DRAWING 03 OF 04

BILLETING // 12 BEDS per SHELTER

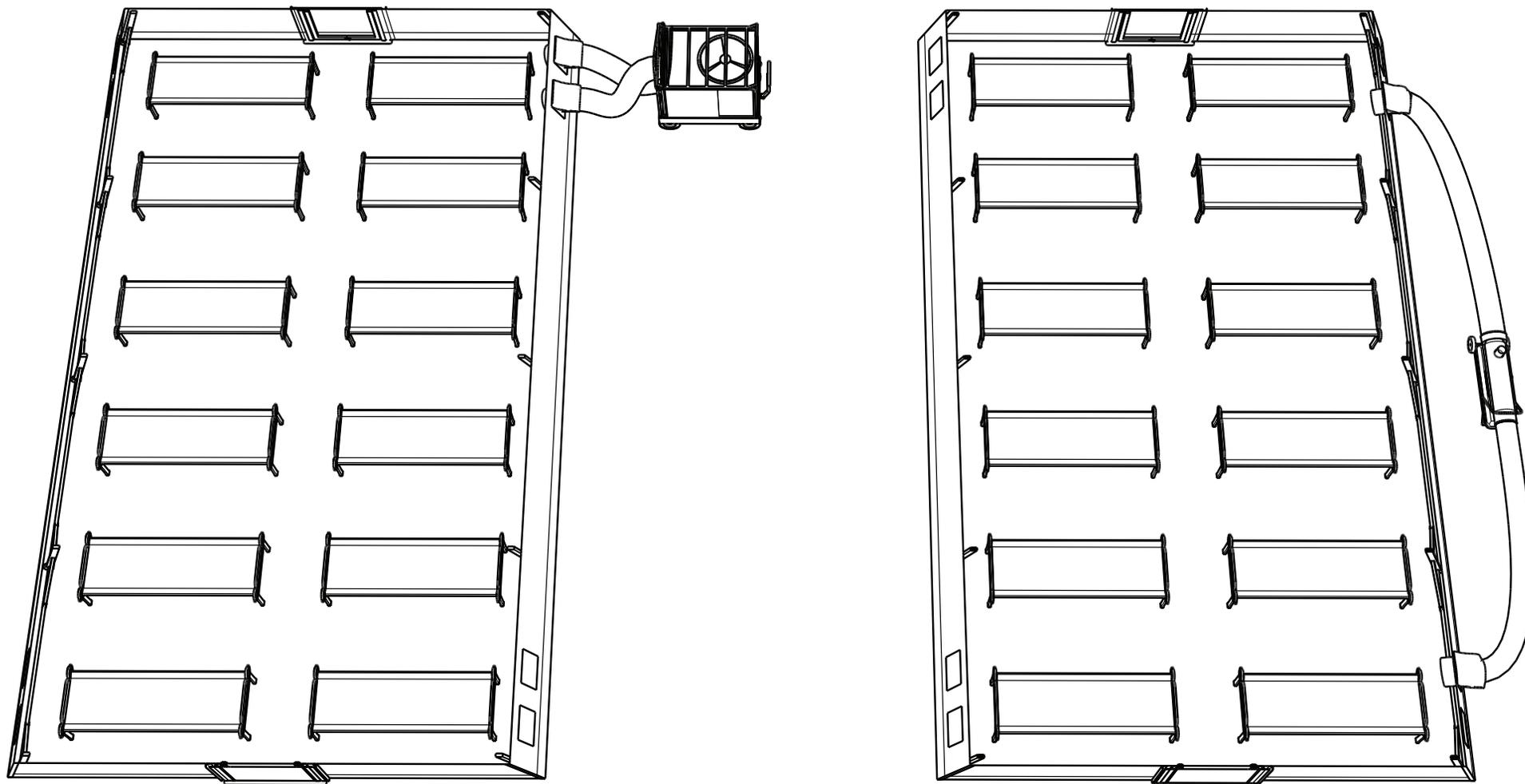
NOTE: Artist drawing is for visualization purposes only. Actual layout and products may vary.
NOTA: El dibujo del artista es solo para fines de visualización. El diseño y los productos reales pueden variar.

CUSTOMER: LANCASTER CO EMA

DATE: 12-05-2023

AMBASSADOR: MATT STEINTHAL

PREPARED BY: TYLER BRIGGS





RAPID DEPLOYMENT REDEFINED.

TRAILER DIAGRAM | DRAWING 04 OF 04

24 ft TRAILER // LOADOUT

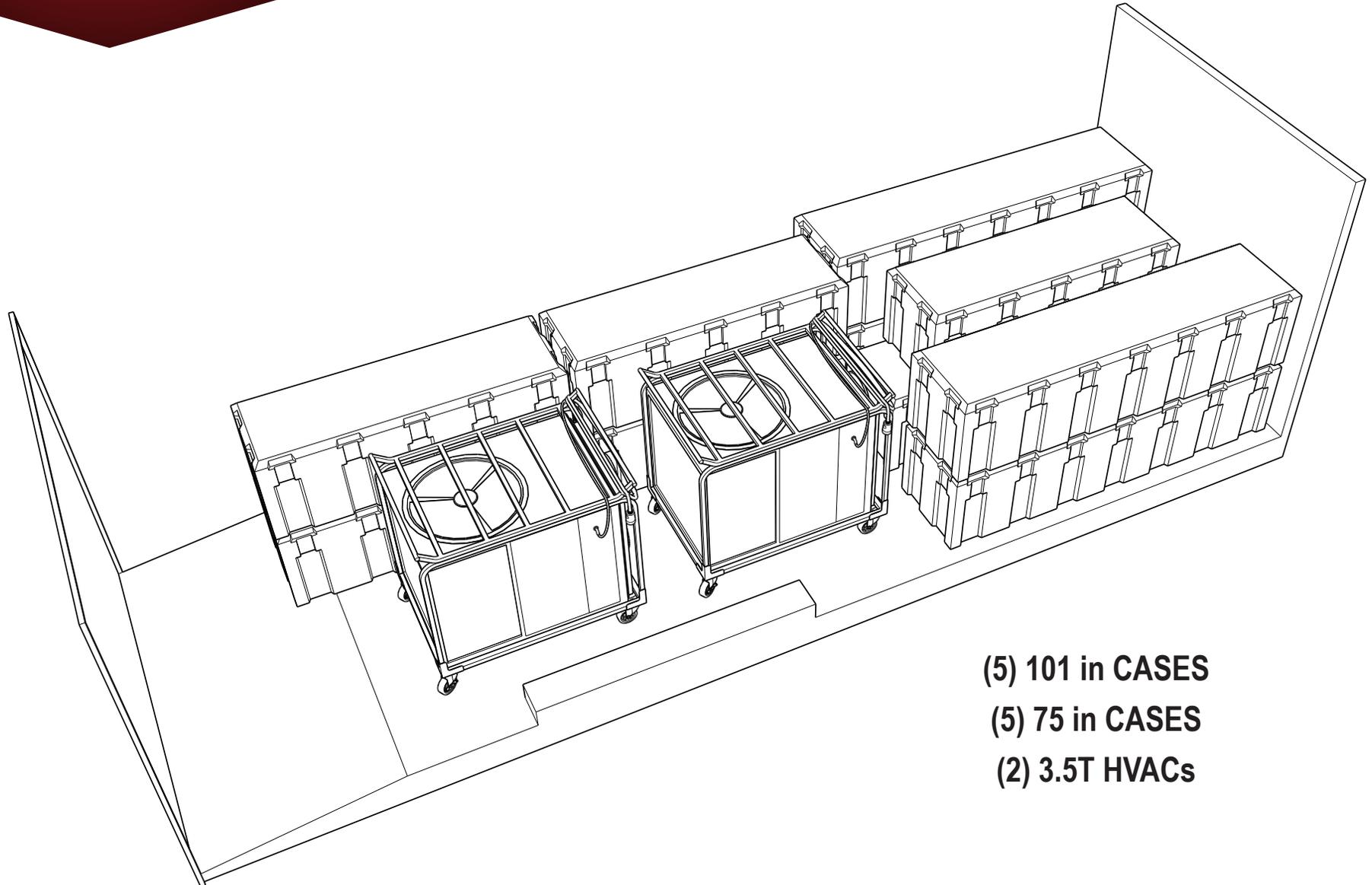
NOTE: Artist drawing is for visualization purposes only. Actual layout and products may vary.
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CUSTOMER: LANCASTER CO EMA

DATE: 12-05-2023

AMBASSADOR: MATT STEINTHAL

PREPARED BY: TYLER BRIGGS



(5) 101 in CASES

(5) 75 in CASES

(2) 3.5T HVACs



DLX Enterprises, LLC
 Deployed Logix
 1075 Arrowsmith St.
 Eugene, OR 97402

Quote

DATE	ESTIMATE #
12/6/2023	124673

BILL TO
PhD, MPH, NRP Brian P Pasquale Lancaster County EMA 28 S. Charlotte Street Manheim, PA 17545

SHIP TO
PhD, MPH, NRP Brian P Pasquale Lancaster County EMA 28 S. Charlotte Street Manheim, PA 17545

Item	Description	Qty	Rate	Amt
SXMRP24HCT	X-24 // TAN // MISSION READY PACKAGE <ul style="list-style-type: none"> • X-24 Aircraft grade aluminum frame 24 x 20 ft (7.32 x 6.10 m) • Mil Spec blackout vinyl • LED stringable lights • Protective vinyl carry bags • Wiring Harness (110V) • ATLAS® Anchors • (2) Side walls • (2) End walls • (1) Roof • (1) Insulation liner w/ radiant barrier aluminized backing • (1) Waterproof vinyl floor • (1) Stake kit • (1) Repair kit • (2) Best Case by DLX™ Earth w/ table kit 101 x 25 x 24 in (256.86 x 63.50 x 60.96 cm) 	2	\$26,204.82	\$52,409.64
SORD1T	RIGID DOOR TAN <ul style="list-style-type: none"> • Removable privacy panels • Comes with hard door insert vinyl package • Interchangeable with ASAP & X-SERIES shelters 	4	\$3,484.48	\$13,937.92
HC1002524 Earth	Best Case by DLX™, Earth, 101.13 x 25 x 24 in (256.87 x 63.50 x 60.96 cm)	1	\$2,660.22	\$2,660.22
CCHVAC3T5	XACT 3.5 HVAC <ul style="list-style-type: none"> • (1) XACT 3.5 HVAC • Dimensions LWH: 49.50 x 35 x 44 in (126 x 89 x 112 cm) • 230V Single PH / 60 Hz • Powder coated finished cabinet • All-Way wheeled caster system with brakes • (1) Thermostat • (1) Duct, 12 in dia (30.50 cm) • (1) Duct, 14 in dia (35.56 cm) 	2	\$10,767.27	\$21,534.54
CCSH3T5	10kW Strip Heater for 3.5T HVAC	2	\$424.15	\$848.30

CCATCUK	ALL TERRAIN CART UPGRADE - No-Flat Turf Tires - Integrated Brake system	2	\$1,360.34	\$2,720.68
CCX24AP	X-24 AIR PLENUM • Air Plenum, 24 ft (7.31 m) • Carry Bag	2	\$824.19	\$1,648.38
CCTFH70K	XW70 // XTREME WEATHER HEATER KIT • XW-70 Tri-Fuel Heater System (DIESEL) • 120V Single PH, 60 HZ • Foam insert • (2) Ducts, diameter 12 in (30.5 cm) • (1) Thermostat • (1) Best Case by DLX™ Black 75 x 25 x 24 in (194.63 x 63.50 x 63.50 cm)	2	\$8,254.25	\$16,508.50
FADDBB	DLX DISC-O-BED • DLX body forming mesh • Locking strap • (2) Carry bag • (2) DLX DISC-O-BED stackable cot	12	\$623.84	\$7,486.08
HC752524 Grey	Best Case by DLX™ Grey 75 x 25 x 24 in (194.63 x 63.50 x 60.96 cm)	3	\$2,302.70	\$6,908.10
TRLRRC24	DLX CARGO TRAILER 24 • Auto Hauler Trailer - Flat nose 8.5 x 24 ft (2.59 x 7.35 m) • xVWR: 9990#, 2-6000# 6-Lug Straight Axles, • ST225/75-15" 8-ply Radial Tires, 4-Wheel Brakes • (2) 6000# rated 6-lug straight axles • Inside height at rear door opening 7 ft (2.13 m) • Beavertail, 4 ft (1.22 m) • Rear ramp door with ramp transition flap • Aluminum side door w/ deadbolt, grab handle on P/S 36 in (91.44 cm) • Diamond plate on nose 24 in (60.96 cm) diamond plate fenderettes, diamond plate along tongue 5/16" adjustable coupler • Epoxy painted 0.75 in (1.90 cm) CDX plywood flooring and ramp • White vinyl lined walls and ceiling • E-Track recessed on wall, 72 in (182.88 cm) from floor • D-Rings 6K# Rated recessed swivel • LED 12V interior dome light • LED exterior marker and tail lights • 110 Pkg with 30 A service includes: 30 A breaker panel, 30 A service cord, (4) interior duplex receptacles, (1) exterior Gfi duplex receptacles • Camper vent 14 x 14 in (35.56 cm x 35.56 cm) • 1st vent to have 110V electrical for customer installed A/C • Spare tire stored on exterior nose of trailer • Grey steel mod wheels • Color: all white • Black frame	1	\$32,801.50	\$32,801.50
TGDLX1	DLX TRAINING 1 Day • (1) DLX trainer • (1) Day (up to 8 Hrs) DLX equipment instruction on setup/ takedown/ packing/ care & maintenance	1	\$2,489.99	\$2,489.99

Shipping and Handling	Charges are for transportation, packaging materials and handling May or may not include the following incidental costs: Freight costs, pallets, crates, plastic wrap, custom straps, etc	1	\$5,850.00	\$5,850.00
			SUBTOTAL	\$167,803.85
			DISCOUNT	\$0.00
			TAX	\$0.00
			TOTAL	\$167,803.85

Price Tier	
Artwork	
Liftgate	
Receiving Hours	
Receiving Point of Contact	
Expiration Date	1/6/2024
Sales Rep	Matt Steintal

Terms & Conditions

1. QUOTATION: is Valid for 30 days, any modifications may result in re-quotation.
2. PRODUCTION: Position in the production schedule is not reserved until acceptance of a valid Purchase Order.
3. TAXES: Deployed Logix (DLX) is registered in the State of Oregon and has no sales tax. DLX may be responsible to collect any State/Local Sales and/or Service Tax generated by this transaction. Any taxes assessed will be included on the invoice created by DLX as an additional cost and are not reflected in the quote above. Determination of applicable taxes cannot accurately be estimated until the transaction is processed as tax rates may change after this quotation has been issued.
6. PURCHASE ORDERS: valid PO's must be submitted for processing, verbal Purchase Orders will not be accepted.

STANDARD TERMS AND CONDITIONS OF SALE

READ THESE TERMS AND CONDITIONS OF SALE CAREFULLY. BY ORDERING PRODUCTS FROM DLX ENTERPRISES, LLC, YOU ACCEPT AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS OF SALE.

Parties

The terms “we”, “us”, and “Seller” as used herein refer to DLX Enterprises, LLC (aka Deployed Logix). The terms “you” and “Purchaser” refer to the persons or entities whose names appear on the applicable invoice or purchase order to which these Terms and Conditions of Sale apply. Seller and Purchaser are sometimes referred to collectively herein as the “Parties”; and each as a “Party”.

Payment Terms

Terms to be specified on a case by case basis and we reserve the right to change our payment terms at any time with 30 days written notice. All credit card payments will be charged a 3% processing fee. If the credit card is American Express it will be charged a 5% processing fee on the total payment.

Late payments are subject to a late fee of 1.50 percent (1.5%) per month. In addition, if you fail to make any payment as and when due, you agree to pay any costs of collection, including reasonable attorney fees, which may be incurred by us. We may recover those amounts by any means permitted by law.

Shipping; Risk of Loss

Unless otherwise provided in the applicable invoice or purchase order, or agreed in writing by the Parties, delivery is FOB Seller's place of business. A tracking number will be sent to the email associated with the applicable invoice or purchase order on the day the goods are due to ship. Seller will not be responsible or liable for any shipping delays or any damage to the product(s) that occurs while being shipped. If damage occurs in route, you agree to pursue redress only through the carrier or carriers charged with delivery. Purchaser will pay shipping charges as part of the purchase price to Seller, who will pay the carrier charged with delivery.

Change Orders

If you wish to change the delivery schedule, features, scope, or any other material term of sale (including without limitation the terms or schedule for any installation), you must contact us via email to request a change order (“Change Order”) referencing the applicable invoice(s) or purchase order(s) and setting forth the specific changes requested. The Change Order will amend the terms of the applicable invoice(s) or purchase order(s) pursuant to its terms on execution by both Parties. The Parties may informally agree to changes or modifications, but the Parties agree that such changes will not be enforceable unless they are recorded in a written adjusted Purchase order. You acknowledge and agree that any changes will be subject to additional cost.

International Orders

Orders shipped outside of the United States may be subject to import taxes, customs duties and fees levied by the destination country. The recipient of an international shipment may be subject to such import taxes, customs duties and fees, which are levied once a shipment reaches the recipient’s country. All such taxes and additional charges for customs clearance must be fulfilled by the recipient.

Customs policies vary widely; you should contact your local customs office for more information. When customs clearance procedures are required, it can cause delays beyond our original delivery estimates.

Return Policy

- All sales are final as each product is custom fit for the customer's needs.

Warranty Terms

There is a three (3) year warranty on all Shelter parts (shelter vinyl and fabric, aluminum frames, lamps, wiring harness) against defects in material or workmanship. Component manufacturer's warranty may exceed that of Deployed Logix. No warranty is made or implied regarding the intended use of the product. Warranty does not cover damage caused by abuse, misuse, neglect, or improper care by the end user in the application of the Deployed Logix products. Deployed Logix will repair or replace any component deemed to be faulty from manufacture in the most efficient and timely means available to Deployed Logix.

Assumption of Risk; Waiver of Claims

Purchaser acknowledges that there are certain risks associated with the use, installation, ownership, and/or possession of our product(s) which cannot be entirely mitigated or avoided despite the exercise of caution, including, without limitation, the risks of personal injury, death, and property damage. Purchaser expressly and voluntarily assumes all such risks and liabilities. Further, Purchaser, on its own and on behalf of its heirs, assigns and successors in interest, now and forever waives, releases, and discharges Seller and its members, officers, employees, agents, successors, and assigns from any and all claims, losses, expenses, damages, liabilities, injuries, and causes of action of any nature, including, but not limited to, personal injury, wrongful death, and property damage, that may in any manner arise from or be related to the use, installation, ownership, and/or possession of any product(s) purchased from Seller.

Indemnification; Limitation on Liability

Purchaser shall indemnify, defend, and hold harmless Seller and its members, officers, employees, agents, successors, and assigns from and against any claim, demand, cause of action, loss or liability (including attorney's fees and expenses of litigation) arising from or occurring as a result of (a) Purchaser's breach of any representation, warranty, covenant or obligation set forth herein or (b) the use, installation, or possession by Purchaser of any product(s) sold by Seller, including without limitation to the extent any property damage, personal injury or death results therefrom, except to the extent caused by Seller's gross negligence or willful misconduct. The provisions of this paragraph shall survive the termination of this Agreement with respect to any claims or liability accruing before such termination.

In no event shall Seller be liable for any indirect, special, or consequential loss or damages arising from Purchaser's use of the Product, including, but not limited to, loss profits and loss revenue, even if informed of the possibility of such damages.

Intellectual Property

Seller shall retain ownership of all Intellectual Property Rights associated with any and all products it sells to Purchaser, including but not limited to all design and engineering work. "Intellectual Property Rights" means any and all design, engineering, inventions, materials, know-how, trade secrets, technology, formulas, processes, ideas, or other discoveries conceived or reduced to practices, whether patentable or not, also including without limitation patent, copyright, trademark, service mark, trade secret, moral, and contract rights in any country or jurisdiction in the world and all registrations, initial applications, renewals, extensions, continuations, divisions, or reissues of them now or hereafter in force.

Purchaser represents and warrants to Seller that it owns or has a valid license and right to use and reproduce any trademarks, service marks, logos, and copyrighted material which are incorporated into the product(s) at Seller's direction or request, and that the incorporation of any such trademarks, service marks, logos, and copyrighted material does not infringe upon the Intellectual Property Rights of any other entity or person.

Independent Contractors

Nothing contained in herein shall be construed as creating a joint venture, partnership or employment relationship between the Parties; rather, the Parties at all times shall be independent contractors vis-à-vis one another.

Miscellaneous

No failure of Seller to exercise or enforce any of its rights hereunder shall act as a waiver of subsequent breaches by Purchaser; and the waiver of any breach shall not act as a waiver of subsequent breaches. Seller's acceptance of payment with knowledge of a default by Purchaser shall not constitute a waiver of any breach. The invalidity of any term or provision of these Terms and Conditions of Sale shall not affect the validity of any other provision. These Terms and Conditions of Sale, together with all applicable invoices and purchaser orders, constitute the entire understanding relating to the subject matter hereof and prevails over any prior or contemporaneous, conflicting, or additional communications; provided, however, that to the extent any provision of these Terms and Conditions of Sale conflicts with any term set forth in an applicable invoice or purchase order, the terms set forth in the applicable invoice or purchase order shall control. These Terms and Conditions of Sale can only be modified by a written amendment signed by the Party against whom enforcement of such modification is sought. No modification of these Terms and Conditions of Sale shall be valid unless it is in writing and is signed by all of the Parties. These Terms and Conditions of Sale shall be interpreted and enforced according to the laws of the State of Oregon. Should any action be filed to enforce or interpret any provision hereof, it is agreed that venue of such action shall lie exclusively in any court in Lane County, Oregon having jurisdiction of the subject matter, and that the parties are subject to personal jurisdiction in Lane County, Oregon. Purchaser agrees to pay any costs of collection incurred by Seller, including reasonable attorney fees, regardless of whether an action is filed. In any proceeding to enforce or interpret this Agreement, the prevailing Party shall be entitled to recover from the losing Party reasonable attorney fees, costs, and expenses incurred by the prevailing Party before and at any trial, arbitration, bankruptcy, or other proceeding, and in any appeal or review.



DLX Enterprises, LLC
 Deployed Logix
 1075 Arrowsmith St.
 Eugene, OR 97402

Quote

DATE	ESTIMATE #
12/6/2023	126050

BILL TO
PhD, MPH, NRP Brian P Pasquale Lancaster County EMA 28 S. Charlotte Street Manheim, PA 17545

SHIP TO
PhD, MPH, NRP Brian P Pasquale Lancaster County EMA 28 S. Charlotte Street Manheim, PA 17545

Item	Description	Qty	Rate	Amt
PLDGK25F	25 kVA // SHINDAIWA // GENERATOR • 20 kW Shindaiwa Kwiet Power generator • 480V switchable single/three PH // 60 Hz • Steel, sound attenuated, weatherproof & lockable housing • Isuzu Tier 4F • 62 dB(A) noise level • If trailer is required, add TRLR25US2	1	\$32,931.03	\$32,931.03
CCATCUK	ALL TERRAIN CART UPGRADE - No-Flat Turf Tires - Integrated Brake system	1	\$1,600.41	\$1,600.41
PLPS50K	50 AMP POWER DISTRIBUTION PANEL KIT • 50 A temporary power box w/ 50 A feed-thru • (6) 20 A GFCI duplex receptacle • (1) 230V // 50 A Power cable, 50 ft • (6) 120V // 15 A Power cable, 50 ft • (1) Best Case by DLX™ Red 38 x 25 x 24 in (96.52 x 63.50 x 60.96 cm)	1	\$2,845.74	\$2,845.74
Shipping and Handling	Charges are for transportation, packaging materials and handling May or may not include the following incidental costs: Freight costs, pallets, crates, plastic wrap, custom straps, etc	1	\$1,154.00	\$1,154.00
			SUBTOTAL	\$38,531.18
			DISCOUNT	\$0.00
			TAX	\$0.00
			TOTAL	\$38,531.18

Price Tier	
Artwork	
Liftgate	
Receiving Hours	
Receiving Point of Contact	
Expiration Date	1/6/2024
Sales Rep	Matt Steinthal

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Late payments are subject to a late fee of 1.50 percent (1.5%) per month. In addition, if you fail to make any payment as and when due, you agree to pay any costs of collection, including reasonable attorney fees, which may be incurred by us. We may recover those amounts by any means permitted by law.

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Indemnification; Limitation on Liability

Purchaser shall indemnify, defend, and hold harmless Seller and its members, officers, employees, agents, successors, and assigns from and against any claim, demand, cause of action, loss or liability (including attorney's fees and expenses of litigation) arising from or occurring as a result of (a) Purchaser's breach of any representation, warranty, covenant or obligation set forth herein or (b) the use, installation, or possession by Purchaser of any product(s) sold by Seller, including without limitation to the extent any property damage, personal injury or death results therefrom, except to the extent caused by Seller's gross negligence or willful misconduct. The provisions of this paragraph shall survive the termination of this Agreement with respect to any claims or liability accruing before such termination.

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Purchaser represents and warrants to Seller that it owns or has a valid license and right to use and reproduce any trademarks, service marks, logos, and copyrighted material which are incorporated into the product(s) at Seller's direction or request, and that the incorporation of any such trademarks, service marks, logos, and copyrighted material does not infringe upon the Intellectual Property Rights of any other entity or person.

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Miscellaneous

No failure of Seller to exercise or enforce any of its rights hereunder shall act as a waiver of subsequent breaches by Purchaser; and the waiver of any breach shall not act as a waiver of subsequent breaches. Seller's acceptance of payment with knowledge of a default by Purchaser shall not constitute a waiver of any breach. The invalidity of any term or provision of these Terms and Conditions of Sale shall not affect the validity of any other provision. These Terms and Conditions of Sale, together with all applicable invoices and purchaser orders, constitute the entire understanding relating to the subject matter hereof and prevails over any prior or contemporaneous, conflicting, or additional communications; provided, however, that to the extent any provision of these Terms and Conditions of Sale conflicts with any term set forth in an applicable invoice or purchase order, the terms set forth in the applicable invoice or purchase order shall control. These Terms and Conditions of Sale can only be modified by a written amendment signed by the Party against whom enforcement of such modification is sought. No modification of these Terms and Conditions of Sale shall be valid unless it is in writing and is signed by all of the Parties. These Terms and Conditions of Sale shall be interpreted and enforced according to the laws of the State of Oregon. Should any action be filed to enforce or interpret any provision hereof, it is agreed that venue of such action shall lie exclusively in any court in Lane County, Oregon having jurisdiction of the subject matter, and that the parties are subject to personal jurisdiction in Lane County, Oregon. Purchaser agrees to pay any costs of collection incurred by Seller, including reasonable attorney fees, regardless of whether an action is filed. In any proceeding to enforce or interpret this Agreement, the prevailing Party shall be entitled to recover from the losing Party reasonable attorney fees, costs, and expenses incurred by the prevailing Party before and at any trial, arbitration, bankruptcy, or other proceeding, and in any appeal or review.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Emergency Management Agency, to approve the following:

<u>Agreement With:</u>	Radio Maintenance, Inc. Reading, PA
<u>Purpose:</u>	To purchase portable radios for the Public Safety Training Center to be used by firefighters utilizing specialized protective equipment while under high stress training conditions.
<u>Amount:</u>	\$71,561.06.
<u>Funding:</u>	ARPA funding approved by Resolution No. 15 of 2024 on January 31, 2024.

2/7/24



RADIO MAINTENANCE, INC.

1840 Kutztown Road
 Reading, PA 19604
 Phone: (610) 898-1211
 Toll Free: (800) 764-1066
 Fax: (610) 898-1223

Quotation

Customer

Name: Ken Weber
Company: Lancaster County Public Safety Training Center
Address: 101 Champ Blvd.
City: Manheim **State:** PA **Zip:** 17545
Phone: **Fax:** (717) 537-4196

Date: 11/20/23
Prepared by: Nate Hammel

Comments

By tendering your signature below, you acknowledge receipt and acceptance of this quote and its respective pricing. Any customer-requested changes to this quote, post-acceptance, will result in a change order to be invoiced to the customer, separate from original order/PO, at time & materials including but not limited to charges for equipment and the then prevailing labor rate.

Line	Units	Item Number	Description	Unit Price	Total Price
1	21	VP6000	Kenwood VP6000 Portable Radio; Black	\$3,226.61	\$67,758.81
			Includes:		
			VP6330 Portable Chassis (UHF2)		
			Standard Keypad		
			UHF2 Antenna (KRA27M2)		
			Li-Ion Battery (KNB-L3M)		
			P25 Conventional		
			P25 Phase 1 Trunking		
			P25 Phase 2 Trunking		
			Bluetooth		
			Programming		
2	21	KMC-70M	VP6000 Speaker Mic; Black	\$120.17	\$2,523.57
3	4	EC1-KW4A	Endura Single Unit Charger For Kenwood VP6000	\$51.87	\$207.48
4	1	EC12M-KW4	Endura 12 Unit Charger For Kenwood VP6000	\$643.50	\$643.50
5	1	EC6M-KW4	Endura 6 Unit Charger For Kenwood VP6000	\$427.70	\$427.70
				Applicable Taxes Not Included	
				Quote Only Valid For 30 Days	
				TOTAL PRICE	\$71,561.06

Signature: _____ Date: _____

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of General Services, to approve the following:

Maintenance Service
Renewal Agreement With:

NRG Building Services, Inc.
Harrisburg, PA

Purpose:

To provide maintenance services and support for the HVAC building automated control at the following locations:

- Courthouse
- Government Center
- Adult Probation and Parole
- Forensic Center
- Prison
- Public Safety Training Center
- Youth Intervention Center
- Behavioral Health/Developmental Services

Amount/Term:

\$80,550.00 for the period January 1, 2024 through December 31, 2024.

This is a 10.25% increase due to inflation and having to add the Encelium lighting software at the Forensic Center.

Funding:

Budgeted in the General Services 2024 operating budget. This is COSTARS Pricing.

AGREEMENT FOR MAINTENANCE AND SERVICES AT MULTIPLE LANCASTER COUNTY FACILITIES

THIS AGREEMENT (hereinafter, the “Agreement”), is made and entered into this _____ day of February, 2024, by and between the County of Lancaster (hereinafter, the “County”), a class 2A county with a principal address of 150 North Queen Street, Lancaster, PA 17603, and NRG Building Services, Inc. (hereinafter, “Contractor”) with a principal address of 48 South Harrisburg St., Harrisburg, PA 17113 as follows:

WHEREAS, the County requires certain Services associated with maintenance at multiple Lancaster County facilities; and

WHEREAS, Contractor has the requisite ability and desire to provide such Services as described in more detail in Section 1 of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and intending to be legally bound hereby, the parties hereto agree as follows:

1. **SCOPE OF WORK.** Contractor agrees to provide the Services as more fully set forth in the Scope of Work, attached hereto and made a part hereof as Attachment “A.”
2. **COMPENSATION AND METHOD OF PAYMENT.**
 - a. The County agrees to pay Contractor pursuant to the terms in Attachment “A” under Price and Payment Terms
 - b. The parties agree that the payment provisions set forth in this Section shall constitute the sole remuneration owed by the County to Contractor under this Agreement for the Services.
3. **REPRESENTATIONS.**
 - a. Contractor acknowledges and agrees that it is an independent contractor and, as an independent contractor, Contractor and its employees are not covered by worker’s compensation or unemployment compensation insurance provided by the County to its employees. Contractor further agrees to provide workers and unemployment compensation coverage to its employees as may be required by law, including the payment of premiums with respect to said coverage.
 - b. Contractor further agrees that it is solely responsible for the withholding of any federal, state, or local taxes, Social Security, or other taxes whatsoever for Contractor, its employees, and for subcontractors and their employees.
 - c. In order to protect the County’s good will, Contractor agrees that all of its employees will behave and conduct themselves reasonably, prudently and courteously in such a manner as not to reflect adversely upon the County; and will perform at all times faithfully, industriously, and to the best of their ability, experience, and talents, all of the duties that may be required of them pursuant

to the expressed and implicit terms of this Agreement, and to the complete satisfaction of the County, and will act in conformity with all statutes and ordinances of the United States, of the Commonwealth of Pennsylvania, and of Lancaster County. Any conduct deemed to be adverse to the interests of the County, in the sole opinion of the County, as heretofore set forth may, at the option of the County, cause this Agreement to be terminated immediately without the thirty (30) days' notice set forth in Paragraph 9.

4. INDEMNIFICATION. Contractor, its heirs, successors, and assigns shall indemnify the County, its Commissioners, officers, employees, representatives, and agents and hold harmless of and from all claims, demands, costs, expenses, damages, liabilities, judgments, fines, penalties, and losses, of any nature, including reasonable attorney's fees and costs, which may arise against the County, its Commissioners, officers, employees, representatives, and agents arising from or related to Contractor's performance of this Agreement and as a result of Contractor's negligence for intentional acts, malfeasance or omission, or refusal or failure to perform such responsibilities and for breach of any provision, including the terms and conditions, of the Agreement. Contractor acknowledges that the County is not responsible for any loss, liability, claims, damages, or expenses, including any attorney fees or costs, resulting from, or arising out of, any negligent act or omission, or any violation of law on the part of third persons causing damage to Contractor or its employees in connection with this contract.

5. LIABILITY AND OTHER INSURANCE. Unless waived in writing by the County, Contractor, at its sole cost and expense, shall maintain: (1) commercial general liability insurance against any claims for bodily injury, death or property damage; (2) workers' compensation insurance to the extent necessary under applicable law; (3) professional liability insurance (if such exposure exists) in such amounts to afford minimum protection per occurrence as described below, and for such risks as the County may from time to time deem reasonably necessary, and (4) such other insurance, in such amounts and against such risks, as is commonly obtained in the case of providers of services in Pennsylvania similar to the services provided by Contractor. All policies of insurance, including policies for any amounts carried in excess of the required minimum, shall be written by companies of recognized financial standing legally qualified to issue such insurance with an AM Best Rating of A- or higher and shall be maintained continuously in full force and effect:

Minimum Liability Insurance Requirements (per occurrence):

General Liability:	\$2,000,000 General Aggregate
	\$2,000,000 Products Completed Operations Aggregate
	\$1,000,000 Personal & Advertising Injury
	\$1,000,000 Each Occurrence
	\$ 5,000 Medical Expense (any one person)

Automobile Liability \$1,000,000 Combined Single Limit

Workers' Compensation: Statutory

Employer's Liability:	Bodily Injury by Accident	\$500,000 Each Accident
	Bodily Injury by Disease	\$500,000 Each Employee
	Bodily Injury by Disease	\$500,000 Policy Limit
Umbrella Liability:	\$1,000,000 Each Occurrence/\$1,000,000 Aggregate	
Cyber Insurance:	min \$2,000,000	
Professional Liability:	\$1,000,000	

6. GENERAL REQUIREMENTS FOR INSURANCE. Except as otherwise approved by the County in writing, the following provisions shall apply to each and every policy of insurance which Contractor is required hereunder to carry and keep current and in force:

- a. The form, amount and coverage of each policy, and the insurer under each policy (which must be duly licensed in Pennsylvania), shall be subject to the County's approval.
- b. Contractor shall cause each insurance carrier to deliver its certificate of insurance to the County to any other party designated by the County, certifying the applicable insurance provisions herein required (i) upon the execution hereof and (ii) at any other time upon the County's request.
- c. At least thirty (30) days prior to the expiration of each required insurance coverage, Contractor shall provide the County with certificates of insurance renewal or replacement (or copies of policies); in the event of non-renewal or cancellation or material change in coverage, sixty (60) days' notice of such action shall be sent via certified mail to the County.
- d. Contractor shall not permit any condition to exist and shall not commit any act or omission which would wholly or partially invalidate any insurance.
- e. The "County of Lancaster" shall be endorsed as an additional insured on all policies, except workers' compensation and professional liability; General Liability and Umbrella insurance shall be written on an "occurrence" form and shall name the County as Additional Insured on a primary and non-contributory basis. Where applicable, policies shall include a Waiver of Subrogation in favor of the County.
- f. The requirements described above are also applicable to any and all other employees or subcontractors hired by Contractor to perform work under this contract.

7. FORCE MAJEURE. Neither party will incur any liability to the other if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war, or terrorism; changes in controlling law, regulations, orders or the requirements of any governmental entity;

severe weather conditions; civil disorders; natural disasters; fire; a national or Commonwealth of Pennsylvania emergency; disease; plague; epidemic, pandemic, outbreaks of infectious disease, or any other public health crisis, including quarantine or other employee restrictions; general strikes throughout the trade; work stoppages, accidents, and freight embargos; interruptions, loss, or malfunctions of utilities, communications or computer (software and hardware) services; and other unforeseeable circumstances beyond the control of the parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts. Each party shall orally notify the other party within forty-eight (48) hours and notify in writing within five (5) days of the date on which the party becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed, and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, the party receiving notice may elect to cancel this Agreement, or to extend the time for performance as reasonably necessary to compensate for the notifying party's delay

8. NOTICES. Except as otherwise provided by this Agreement, Notices shall be sent as follows:

If to the County:

Lancaster County Department of General Services
Attn: Robert Devonshire, Director
150 North Queen Street, Suite 612
Lancaster, PA 17603

If to Contractor:

9. TERMINATION OF AGREEMENT. The County shall have the right to terminate this Agreement in the event of loss of funding for the Services without recourse by Contractor. The County shall also have the right to terminate this Agreement in the event that Contractor breaches any of the terms of conditions of this Agreement; provided, however, that the County shall provide Contractor with thirty (30) days written notice of Contractor's alleged breach of this Agreement; and provided, further, that Contractor shall be entitled in those thirty (30) days to cure any alleged breach of this Agreement.
10. CHOICE OF LAW AND JURISDICTION. This Agreement is governed by the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue shall be in the Court of Common Pleas of Lancaster County, Pennsylvania or in the Federal Court for the Eastern District of Pennsylvania.
11. EQUAL EMPLOYMENT OPPORTUNITY. Contractor shall not discriminate against any of its employees or applicants for employment or against any recipient of services

under this Agreement on the basis of race, color, religion, sex, age, handicap, or national origin.

12. AMENDMENT. Any alteration, modification, or waiver of a provision of this Agreement shall be valid only when reduced to a writing signed by both parties.
13. ASSIGNMENT. This Agreement or any part thereof may not be assigned by any party to it without the written permission of all parties.
14. COMPLETE AGREEMENT. This Agreement represents the entire agreement and understanding of the parties concerning the subject matter herein and replaces any and all previous agreements, understandings, representations, discussions or offers. No modification to this Agreement shall be effective unless reduced to writing in a contract Amendment and executed by both parties.

[Remainder of Page Intentionally Left Blank—Signature Page Follows.]

IN WITNESS WHEREOF, the County and Contractor have executed this Agreement as of the date above first written, intending to be legally bound hereby.

ATTEST:

COUNTY OF LANCASTER
BOARD OF COMMISSIONERS

Lawrence M. George, Chief Clerk

Joshua G. Parsons, Chairman

Ray D'Agostino, Vice-Chairman

Alice Yoder, Commissioner

ATTEST:

NRG Building Services, Inc

Amy Fernandez

Kevin Miller

Name: Kevin Miller
Title: Sales Engineer

**Exemption(s) to County of Lancaster
Insurance and/or Indemnification
Requirements**

Solicitor's Office
Only
Date Reviewed: 1/25/2024
Reviewed By: D. Dougherty
Approval Granted: Yes

Contractor Name: NRG Building Services, Inc.

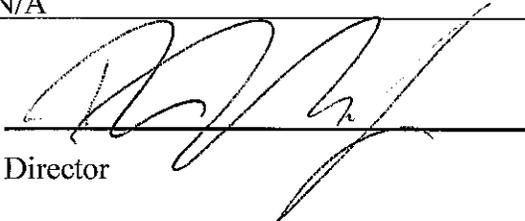
Contract(s): 2024 Maintenance Services Agreement

The County approves the following exemption(s) from the County's standard liability insurance requirements:

- Professional Liability:
 - Waived
 - Comments: Not applicable to the services rendered.
- Cyber Insurance: \$1,000,000.00
 - Comments: Departure from the standard amount as the services provided by the contractor will result in minimal exposure.

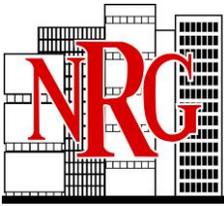
In lieu of the County's standard indemnification requirements, the County approves the following indemnification language (if not applicable, write "N/A"): N/A

Comments: N/A

Attest: 
Director

1/25/2024
Date

Attachment "A" – Scope of Work



Proposal # LANCO-NRG-1

MAINTENANCE SERVICES AGREEMENT between

COSTARS # 008-E22-795

County of Lancaster
Facilities Management
50 N. Duke St.
PO Box 83408
Lancaster, PA. 17608-3408

& NRG Building Services, Inc.
48 South Harrisburg St.
Harrisburg, PA 17113

NRG Building Services, Inc. agrees to provide the services described in the attached schedules in accordance with the following terms and conditions:

Scope of Service		Facility
Schneider Electric	Software Maintenance Agreement	County of Lancaster (Multiple Facilities)
Johnson Controls	Training	
Staefa Controls		
Encelium Lighting		

Terms / Automatic Renewal

This Service Agreement shall begin on the **1st day of January 2024**, and shall continue for a period of (1) year(s) and from year to year thereafter until terminated. After the initial term, either party may terminate this agreement upon thirty (30) days written notice prior to the anniversary date of the agreement.

The contract price shall be subject to adjustment yearly to recognize any changes in costs. Notice of proposed adjustments to the annual price will be provided at least thirty days prior to agreement renewal date.

Price and Payment Terms

NRG Building Services, Inc. agrees to furnish the services as described in this agreement for the **Annual sum of: \$80,550.00**. (Eighty Thousand Five Hundred Fifty and -----00/100). Invoices will be issued **Quarterly** in the amount of **\$20,137.50** as agreed. Payment will be made within 30 days of invoice date. These invoices will be sent in advance of services that we are to provide.

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by NRG Building Services, Inc. This agreement supersedes all prior presentations and agreements not incorporated herein. This Proposal is valid through January 31, 2024.

Signatures

Submitted for
NRG Building Services, Inc.

This agreement is accepted for
County of Lancaster

By: Kevin Miller

By: _____

Title: Sales Engineer

Title: _____

Signature: *Kevin Miller*

Signature: _____

Date: January 12, 2024

Date: _____

Summary of Agreement Coverage

Optional Coverage Acceptance

Agreement # LANCO-NRG-1

This service agreement provides for the maintenance of the Schneider Electric DDC Control system that is controlling the heating, ventilating and air conditioning equipment located in multiple facilities throughout the County of Lancaster. It is intended to insure that the controls receive the calibration, adjustment and maintenance that is required to insure the proper, efficient operation of the equipment and minimize the inconvenience and cost associated with emergency repair service. This agreement provides for scheduled maintenance service only. Equipment and labor required for the repair of the system is *not* included and will be billed at the current Preferred Contract Customer rates as detailed on Attachment "A" unless the option below for Repair Labor and Material is accepted. All service will be performed during normal working hours unless the Emergency Support option is accepted as outlined below.

I. SCHEDULED MAINTENANCE

Basic Agreement Coverage

1. Specially trained technicians and engineers will conduct the required tasks to ensure that your equipment is properly maintained. The technicians and engineers who service the facility shall have a minimum of ten years experience in the HVAC controls industry and at least five years experience specifically with the Schneider Electric control system that is installed at the customer site.
2. Each piece of covered equipment will receive a thorough preventive maintenance routine as outlined in the attached schedules for each specific type of equipment. Each piece of equipment will have its own check off sheet showing what tasks were completed, when they were completed and who performed the work.
3. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed and what special skills, tools or instruments are required to keep the equipment operating at peak level. A programmed maintenance schedule will be developed during the first year detailing what equipment is to be inspected and calibrated during each monthly inspection.
4. A service report will be completed after each call and will be provided to the customer. A duplicate record will be maintained by NRG Building Services to update the history of work performed.
5. A listing of typical service procedures is given in the attachments which follow.

II. REPAIR LABOR AND MATERIALS OPTION

Accepted by:

(Not applicable at this time)

Includes all necessary non obsolete parts and unscheduled labor required to restore the covered equipment to normal operation during normal working hours.

III. EMERGENCY SUPPORT OPTION

Accepted by:

ADD: Two Thousand Five Hundred (\$2,500.00)

Guarantees emergency services for critical responses on a 7-day/week, 24-hour/day basis. Provides for a guaranteed 4 hour response time on-site.

Attachment "A"

SCHEDULE OF BILLING RATES AND MATERIAL COST

2024 - CONTRACT YEAR
(SERVICE CONTRACT RATES ARE SUBJECT TO CHANGE)

Preferred Contract Customer Billing Rates
(For work performed over and above the contract)

DDC Control Technician

Monday – Friday	8:00am to 5:00pm	\$159.50
Monday – Friday	5:00pm to 8:00am	\$239.25
Saturday	12:00am to 12:00pm	\$239.25
Sunday & All Holidays	12:00am to 12:00pm	\$319.00
Travel Charges	\$1.20 per Mile	

HVAC Specialist

Monday – Friday	8:00am to 5:00pm	\$122.50
Monday – Friday	5:00pm to 8:00am	\$183.75
Saturday	12:00am to 12:00pm	\$183.75
Sunday & All Holidays	12:00am to 12:00pm	\$245.00
Travel Charges	\$1.20 per Mile	

Electrical Specialist

Monday – Friday	8:00am to 5:00pm	\$120.50
Monday – Friday	5:00pm to 8:00am	\$180.75
Saturday	12:00am to 12:00pm	\$180.75
Sunday & All Holidays	12:00am to 12:00pm	\$241.00
Travel Charges	\$1.20 per Mile	

Preferred Contract Customer Parts Multiplier

Multiplier Times North America Field Office List Price

“Pneumatic/Electric/Electronic Components”	Times 0.50
“DDC Components Price Schedule”	Times 0.70

Attachment “B”

SOFTWARE MAINTENANCE AGREEMENT

The Niagara Software Maintenance Agreement (SMA) is designed to assure access to the latest Niagara technology for cybersecurity, graphics visualization, provisioning, tagging, analytics, certifications, compliance and more.

Access to Newest Technology:

- Visualization improvements as the HTML5 standard evolves

Easier Asset Management:

- PKI certificate management as cyber standards evolve
- Most up-to-date templating features for easy software provisioning

Access to Niagara Analytics Upgrades

- Predictive maintenance capabilities
- Improved energy monitoring and management analytics

Future Proofing

- Ability to harmonize information inside your assets as new data sources emerge

New Drivers

- Access to emerging or adjacent drivers and standards such as MQTT and OPC UA

Driver Updates

- Revision updates to open and proprietary protocols including BACnet, SNMP, among others.

Certification Updates

- BACnet certification, FIPS-140 2, RMF accreditations

Cyber Security Updates

- Up-to-date defense against cyberthreats
- Enhancements to standards like TLS
- Enablement of new encryption keys and progression of encryption standards

SCHEDULE "A"

Performance Assurances

Frequency:

Coverage:

Monthly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

*This agreement provides (65) man-days of preventative maintenance per year. Building Automation System (59) Days Per Year / Encelium Lighting Control (6) Days Per Year.

I. Hardware Support Services

NRG Building Services will perform scheduled preventive maintenance inspections and diagnostic services on the equipment covered under this agreement as required to maintain the system at maximum performance and reliability levels. The tasks specifically included are:

- a. Diagnostic check of the communication networks including the local area network between all System Controllers to insure that all controllers are on-line and communicating.
- b. Verification of control sequences for all mechanical and/or electrical equipment to insure the system is operating as designed.
- c. Recalibration of all field sensors, annually to within ± 0.5 DegF. to insure occupant comfort and maximum system efficiency.
- d. Cleaning of battery terminals and replacement of battery annually to insure database protection in the event of a power outage.
- e. Back-up of the Network Control Module database quarterly to insure a current copy is available in the event of a catastrophic controller failure.
- f. Review Alarm and Service History logs to evaluate system performance and provide a written recommendation as to what corrective action is required.
- g. Perform system analysis with emphasis on optimizing the performance of the controlled equipment.
- h. Verification of alarms and their automatic control sequences.

II. Modem / Internet Access

A telephone modem / Internet Access is provided at the owner's facility to permit remote communications with the system by NRG Building Services personnel to provide on-line support for the on-site operator. Modem / Internet support insures a fast response to problem calls, minimizes occupant discomfort and reduces the number of premium time service calls required. A separate phone line will be supplied and maintained by the customer. This agreement provides for a total of (8) hours per year of phone support.

III. Software / Revision Upgrades

NRG Building Services will provide the customer with all scheduled updates and revisions to the Human Machine Interface software as well as related materials which shall be made available during the term of the agreement. Firmware upgrades which enhance system operation and prevent system obsolescence of any system controllers will also be provided at no additional cost to the customer.

IV. Training

Operator training will be provided on an ongoing basis by the NRG Building Services service technician. Preventive maintenance inspections may be temporarily suspended at the discretion of the owner to provide informal "brushup" operator training.

SCHEDULE "B"

Human Machine Interface

Frequency:

Coverage:

Monthly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual Inspection of Computer & Peripherals	Visually inspect and clean all hardware to be free of physical damage, dust and debris.	Ensure there are no impending device failures, which can adversely affect system operation.
Analyze and test hard disk drive and correct errors	Provide and install new replacement disk drive (if required). Install system database	Protect database from catastrophic failure.
Perform System Diagnostics	Ensure proper functionality and performance of all elements of workstation.	Validates that keyboard, printer and CRT respond to system status and control.
Database Verification Verification of System Operations "Spot Check of Functions"	Verify operation of monitor screen Verify setup and operation of trend reports Verify setup and operation of archival trend storage reports Verify setup of users, passwords and privilege levels to agreed upon "as built". Correct records and/or differences as noted. Verify setup and operation of maintenance time reminder applications. Verify operation of print screen documentation capability. Verify synchronization of network clock operations. Verify operation of status log reports Verify operation of point summary reports. Verify operation of real-time graphics displays. Verify setup and operation of FMS report applications.	Provides routine testing and verification that programs are performing as designed to produce expected results. Ensures that operational staff has thorough knowledge of system operations and methods.

Human Machine Interface

Tasking / Maintenance Services

Service Procedure	Function	Benefit
<p>Computer & Peripherals Checkout</p> <p>Device Database Backup</p>	<p>Provide backup of system database to hard disk system.</p> <p>Provide hard disk backup of data files for off-site storage.</p> <p>Provide hard disk backup of data files for on-site storage.</p> <p>Perform routine disk file maintenance.</p>	<p>Ensures on-site PC files are maintained at operating standard.</p> <p>Protects total system from catastrophic loss or malicious damage by providing off-site archived storage.</p> <p>Provides an on-site backup of system for fast recovery in event of catastrophic failure</p> <p>Ensures that disk is organized and clear of data previously saved to backup disk.</p>

SCHEDULE “C”

Network / Global Command Control Modules

Frequency:

Coverage:

Monthly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Visual inspection of LEDs, fuses, cable connectors & RS232 Ports	Ensure device is not physically damaged. Report all damaged components.	Ensures there are no impending device failures, which can adversely affect system operation and integrity.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards' functioning for control of valves or dampers to ensure occupant comfort and safety.
Clean and Inspect battery terminals	Ensure that connections are tight and corrosion free.	Continuous power is available in the event of power failure to protect memory.
Verify system databases and modifications	Compare, verify that each device database matches agreed upon owner “as built” prints and records. Identify all additions, modifications and changes to software sequences, setpoints, schedules and limits. Provide assessment report to owner of impact of all noted changes. Correct all non-approved changes to “as built” status and download database to device as required.	Database verification ensures DDC system operates and performs as designed to meet goals for energy and reduction and comfort performance. Eliminates “creeping decay” of operational performance caused by non-removal of “temporary” bypasses, etc. Provides owner with recommended courses of action to improve performance over time. Ensures records are accurately maintained and documented.
Verify operation of remote telecommunications datalink to remote site	Initiate communications with DDC control network. Verify alarm dial-out capabilities to service contractor.	Provides continuous check of service response mechanism. Detects failures of third party datalink.
Remote service On-site service	Provide routine database backup service of all operating controller databases. In the event of catastrophic failure, download database to replacement device. Update device database to current operating standards.	Reduces downtime by having a current database available for replacement. Provides an off-site record archiving depot as protection against catastrophic failure, theft and malicious damage to databases.
Verify operation of system control outputs	Check schedules, sequences and setpoints.	Provides accurate and efficient control of equipment for safety, comfort and system reliability.

SCHEDULE “D”

System Level Controllers

Frequency:

Monthly

Coverage:

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check sequence of mechanical equipment	Verify that controlled equipment properly cycles from full heat to full cool.	Ensures that system operates as designed to provide proper occupant comfort.
Check room sensor accuracy	Verify operational accuracy of room sensor within + or – 0.5 degrees F.	Ensures comfort of occupants is provided.
Check zone occupancy override operation option	Verify that controlled systems switch from occupied to unoccupied modes.	Ensures after-hours comfort of occupants. Verifies proper input to after-hours billing programs. Maximizes energy efficiency of systems by employing scheduled control sequences.
Check economizer cycle operation	Verify that economizer modulates to maintain mixed air setpoint. Verify that enthalpy changeover function operates per design. Verify that modulating low limit function operates as designed.	Maximizes energy savings by using free cooling whenever possible. Maintains system operating efficiency. Extends compressor life by utilization of free cooling. Minimizes potential of coil failure by ensuring operation of low limit devices.
Check for pneumatic line contaminants	Ensure that the lines are free from oil and water.	Keeps the pneumatic output cards functioning for control of valves and dampers to ensure occupant comfort and safety.

SCHEDULE “E”

VAV Box Controllers

Frequency:

Coverage:

Monthly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Check airflow of pressure independent VAV terminals	Verify that VAV terminal min./max. airflow conforms with “as built” drawings at current revision level. Provide written report of any variances greater than + or – 50 CFM.	Ensures proper ventilation requirements. Ensures occupant comfort requirements can be met. Ensures building operations perform as designed, meeting efficiency standards for building.
Check VAV sequences of operation	Verify operation of heating, cooling, occupied, unoccupied and warm-up modes of operation.	Ensures system operates as designed to provide proper comfort under all operating conditions. Maintain system operating efficiency at design, reducing operating costs.
Check room sensor for accuracy	Verify operational accuracy of room sensor within + or – 0.5 degree F.	Ensures occupant comfort is met. Ensures system operates at maximum efficiency.
Check duct sensor for accuracy	Verify operational accuracy of duct sensor within + or – 1.0 degree F.	Ensures BTU calculations are accurate over time.
Check airflow sensor pickup tube for contaminants	Verify that lines are free from oil and water.	Ensures comfort of occupants is provided.

SCHEDULE "F"

Electric / Electronic Temperature Controls

Frequency:

Coverage:

Monthly

Scheduled Preventive Maintenance

Repair Labor and Materials - Optional

Tasking / Maintenance Services

Service Procedure	Function	Benefit
VAV box inspection	Check all valves and wiring Check all damper actuators and wiring. Check operation of all dampers and lubricate. Check operation of all auxiliary devices.	Ensures comfort and economy.
Boiler, Chiller, Converter pumps and zone control inspection.	Check all valves and wiring. Check all immersion and outdoor elements. Check all relays and terminal connections. Check voltages to controlled devices. Check operation of all auxiliary devices.	Provides assurance of safe, reliable operation.
Fan systems and HVAC controls	Review all sequences of operation. Check all control valves and wiring Check operation of all dampers and lubricate. Check operation of all auxiliary devices. Check all relays and terminal connections. Clean and wipe down all panel faces. Check voltages to controlled devices.	Ensures proper pressurization and ventilation of conditioned space so that comfort is provided economically.

SCHEDULE "F" - Continued

Electric / Electronic Temperature Controls

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Control panel inspection	Clean and wipe down all panels. Check all primary and secondary transformer voltages. Check all terminal strip connections. Check all relay and auxiliary device connections. Check all solid-state drives.	Provides a neat and clean appearance of panels. Extends life of transformers. Prevents overheating of wiring connections.

SCHEDULE "G"

Encelium Advanced Lighting Control System

Frequency:

Coverage:

Every Other Month

Scheduled Preventive Maintenance

Repair Labor and Materials (Optional)

Tasking / Maintenance Services

Service Procedure	Function	Benefit
Update Software with Interim revisions as provided by Encelium	Ensures software is up to date	Repairs software bugs and provides additional features
Review Polaris Software graphics	Check for inconsistent operator commands and system response	Ensures validity to the customer that the Operator Interface is "true"
Physically check all panels and system components	Tighten all wiring connections, inspect for corrosion	Reduces wiring "hot spots" and potential electrical problems
Verify system databases and modifications	<p>Compare, verify that each device database matches agreed upon owner "as built" prints and records.</p> <p>Identify all additions, modifications and changes to software sequences, setpoints, schedules and limits.</p> <p>Provide assessment report to owner of impact of all noted changes.</p> <p>Correct all non-approved changes to "as built" status and download database to device as required.</p>	<p>Database verification ensures lighting control system operates and performs as designed to meet goals for energy reduction and proper light levels.</p> <p>Eliminates "creeping decay" of operational performance caused by non-removal of "temporary" bypasses, etc.</p> <p>Provides owner with recommended courses of action to improve performance over time.</p> <p>Ensures records are accurately maintained and documented.</p>
Verify that system is accessible via Web Browser	Check remote access from P/C using Internet / Intranet	Ensures that service provider can support system remotely
Provide operator training	Train personnel that are responsible for operation of said facility	Eliminates "crisis" management
Verify Energy Reporting accuracy	Run various reports and share with owner. Discuss strategies to improve energy savings	Ensures that customer is maximizing the technology to provide energy cost control with building(s)

SCHEDULE "H"

LIST of COVERED EQUIPMENT

County of Lancaster

Building Names:

- **Lancaster County Courthouse**
- **150 N. Queen St.**
- **Youth Intervention Center**
- **Lancaster County Prison**
- **Public Training Center**
- **Lancaster Forensic Center**
- **40 East King St.**
- **750 Eden Rd.**

Equipment List:

- **Includes all equipment as shown in final accepted "as built" control drawings provided by the "ATC" contractor.**

On motion of _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Prison, to approve the Programming Draft for the Lancaster County Correctional Facility project. The Program document shall be utilized for the schematic design of the new correctional facility and proposed schematic design materials shall identify options for a phased approach to construction of the new facility.

2/7/24

Facility Program Draft Report

February 2023, updated
February 2024



LANCASTER COUNTY
CORRECTIONAL FACILITY

DISCLAIMER

Lancaster County Correctional Facility – Facility Program Draft Report

Disclaimer:

This program document serves as a guide for the design team to use in developing the Lancaster County Correctional Facility design. It is important to understand design is an iterative process that requires response to conditions such as site constraints, building adjacencies, technology upgrades and changing industry standards. As such, it is not uncommon for elements such as square footages included within the program document to vary up to the point of procuring construction contracts.

While the program document will be approved by the Lancaster County Board of Commissioners, **there has not been an official vote taken on the size or budget for this project.** The program will be refined once those formal decisions have been made.

The current direction from the Board of Commissioners is to plan for a facility to support a core of 1,212 beds with an initial build of approximately 1,000 beds.

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Community Input 140

SECTION 1 INTRODUCTION

Project Background and Approach

The County of Lancaster, Pennsylvania, has recognized the need to build a new correctional facility to meet the needs of its justice system. A consultant team led by CGL has been contracted to represent the County in the effort to replace the current facility, which dates back to the mid-nineteenth century. The County and CGL (Project Team) collaborated to develop a detailed facility program to include all the spatial and operational requirements for the new Lancaster County Correctional Facility (LCCF) to be a long-term solution for the County. Emphasis shall be made on designing a facility that is adaptable and flexible to meet the future needs of the ever-changing criminal justice system. The following displays the purpose of the facility program:

- Build on the Steering Committee’s Mission Statement
- Build on the County’s project Guiding Principles
- Incorporate the results from the validation of needs
- Define the management concept and operational basis for the new LCCF
- Translate the operational basis into a spatial description
- Identify functional adjacency relationships

Report Disclaimer:

This program document serves as a guide for the design team to use in developing the Lancaster County Correctional Facility design. It is important to understand design is an iterative process that requires response to conditions such as site constraints, building adjacencies, technology upgrades and changing industry standards. As such, it is not uncommon for elements such as square footages included within the program document to vary up to the point of procuring construction contracts. While the program document will be approved by the Lancaster County Board of Commissioners, there has not been an official vote taken on the size or budget for this project. The program will be refined once those formal decisions have been made.

The current direction from the Board of Commissioners is to plan for a facility to support a core of 1,212 beds with an initial build of approximately 1,000 beds.

1 | INTRODUCTION

LANCASTER COUNTY CORRECTIONAL FACILITY – FACILITY PROGRAM DRAFT REPORT

The Project Team started space programming sessions in October of 2022. The initial space programming sessions included nine individual user groups, over three days. The purpose of the sessions was to gain operational perspectives and to identify the required spaces to be included in the new LCCF. Additionally, the Project Team met virtually from December through March to continue refining the space program found in this document. Project development has continued into 2023 with the Project Team providing the following pre-design tasks:

- Implementing Public Outreach/Communication Plan
- Preparing a program to define the operational and management philosophy and space requirements of the new facility
- Providing a project cost estimate model for construction and Total-Cost-of-Ownership model
- Defining the delivery and procurement method

This report incorporates the findings of the 2022 Needs Assessment, revised in February 2023, and provides the recommended bed space target for planning and program development of the new LCCF.

Program Methodology

The Project Team used a comprehensive stakeholder discussion and information-gathering review process. A series of program sessions was conducted with stakeholders, which included correctional staff and contract providers.

The sessions were conducted both in-person and virtually between October and March 2023 and organized into the following topics:

- Session 1 – Staff Support
- Session 2 – Support Services
- Session 3 – Main Control
- Session 4 – Facility Administration
- Session 5 – Housing
- Session 6 – Programs and Services
- Session 7 – Intake, Transport, & Release
- Session 8 – Lobby-Visitation
- Session 9 – Health Care

Each of the topic sessions included an overview of the facility's vision, project goals, description of the current facility and operating state, review of trends and benchmarks, and discussion on the desired future operational state and associated spatial needs.

Mission Statement

The project Steering Committee developed the following Mission Statement to define its goals and provide a vision of the future LCCF.

*Construction of the LCCF will result in a facility that is **professional**, operates with the utmost integrity and adheres to facility and corrections **best practices** to **prepare individuals to re-enter society as law abiding and productive citizens** while providing a **safe environment for the incarcerated, staff, visitors and the community.***

Guiding Principles

In addition, a workshop was conducted with County stakeholders to identify project Guiding Principles to guide the project's development:

- ❖ **Create a safe and supportive environment for staff, detainees, inmates, and the public**
 - Design areas for staff wellness, including sufficient workstations, training space and break areas
 - Ensure staff, inmates and the public are safe and feel supported
 - Plan for spaces to support special populations such as female, mental health and vulnerable
- ❖ **Focus programming to support the reduction of recidivism**
 - Set the tone and behavioral expectations at acceptance: preparation for community re-entry process starts at the intake process
 - Improve access to justice system stakeholders to connect inmates to the community
 - Provide flexible spaces that can support a variety of program opportunities
- ❖ **Plan a facility that will serve the community well into the future**
 - Right-size housing units for operational adaptability and the populations served
 - Allow for adaptability of design to incorporate future needs
 - Integrate technology to advance and enhance operations, programs, facility maintenance and security
- ❖ **Establish a positive community footprint**
 - Create a facility that prioritizes the well-being of the surrounding community, proactively addressing any potential negative impacts, including building aesthetics, noise levels, light pollution, and traffic congestion
 - Serve as good stewards of resources
 - Incorporate nature outside the facility and biophilic features inside the facility

1 | INTRODUCTION

LANCASTER COUNTY CORRECTIONAL FACILITY – FACILITY PROGRAM DRAFT REPORT

Key Operational Elements

The kick-off programming session included a presentation and group discussion of the Mission Statement and Guiding Principles. The program includes a description of the function, operational assumptions, special considerations, and a space listing for each facility component. Key operational elements included as part of the programming process are highlighted in this section.

❖ Incorporation of Needs Assessment

- Plan with ability to accommodate 2050 projected needs
- Utilize offender profile data to determine the appropriate housing classification/allocation and program spaces

❖ Implementation of Four Management Tools

- Classification – implement a system checklist to evaluate and manage inmate's risk
- Services –align inmate services and programs based on offender profile
- Strategic Inmate Management/Direct supervision – provide a more normative housing environment with inmate access to services and programs in/adjacent to housing unit
- Professional staff – ensure number and quality of properly-trained staff

❖ Creation of Facility Environment

- Balance –provide mixture of secure/open and restrictive/therapeutic spaces
- Set expectations – use environment to establish behavior from visitors, staff, and in-custody
- All spaces – incorporate experience from Public Lobby to Staff Areas to Intake to Housing to Release

❖ Separation of Intake/Transportation/Release Functions

- Pre-Intake/Law Enforcement Lobby – separate law enforcement and jail duties and set expected in-custody behavior
- Intake – balance open and secure spaces and match spaces to operational flow
- Transportation – provide areas for secure staging and transport
- Release – separate function and connect persons to community-based services

❖ Prioritization of Adaptable Living Areas

- Recognize most of the population have medical/mental health issues
- Recognize current and future public health concerns
- Strive to provide early warning of medical/mental health issues and assaultive behavior
- Provide all beds on floor with exception of work release units
- Provide accessible cells in Wellness Center and Infirmary

- Provide safe space for individuals experiencing drug and alcohol withdrawal

❖ **Meaningful Inmate Services and Programs**

- Continue and expand opportunities for inmate workers
- Ensure access to multi-purpose rooms, classrooms, and program areas

❖ **Incorporation of Healthcare Best Practices**

- Include recommended functions and spaces for Wellness Center and Infirmary
- Define Medical Housing as sheltered environment for patients with fragile or complex medical or mental health conditions
- Define Special Needs as services to inmates with acute and severe mental illness separated into stages/steps of care representing level of acuity and treatment needs as follows:
 - Close Watch Psychiatric Observation
 - Level 1 Crisis Management
 - Level 2 Inpatient Care
 - PO 3 Stepdown/ Sheltered Housing

❖ **Incorporation of Technology**

- Continue to identify and incorporate best practices in technology into the facility and daily operations

❖ **Integration of Court Services**

- Continue and expand use of video court technology

❖ **Expansion of Support Services**

- Plan for Food and Laundry Services based on needs through 2050
- Size Central Plant needs through 2050

SECTION 2 OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Introduction

The purpose of the Lancaster County Corrections Facility (LCCF) is confinement of an individual:

- awaiting trial
- sentenced by the County to 23 months or less
- charged with a Probation violation
- held on warrant(s) from other jurisdictions

The County is responsible for providing a safe and secure environment for these inmates. Meeting this purpose requires an appropriate mix of a physical plant and human resources. The optimal environment is achieved by combining proper facility design, technology, security procedures, well-trained staff, and the correct level of inmate programming.

The four management tools of classification, services, Strategic Inmate Management (SIM), and a professional staff provide the basis for an effective operation. The following operational and security guidelines are to guide the County in the continuing development of the new LCCF.

2 | OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Lancaster County Correctional Facility – Facility Program Draft Report

Operational Concepts

The new LCCF should be designed to promote a secure and stable environment whereby staff, community members, and service providers can effectively engage with the incarcerated population to provide services that decrease recidivism into the justice system and increases the chance of success reintegrating back into the community. This is accomplished with a focus on facility security, adaptability, and functionality of spaces laid out in such a way that maximizes efficiency of process as well as staffing considerations.

The facility should emphasize attention in the area of staff support that provides employees with amenities and spaces that contribute to their role in meeting operational goals. Natural lighting and sufficient respite space are key to the health and wellness of employees as well as inmates. Also, the use of views to nature and the surrounding landscape should be considered in the project.

The new LCCF will operate under the following broad seventeen operational concepts.

1. Strategic Inmate Management (SIM)/Direct Supervision Approach

The new LCCF will operate under a SIM/ direct supervision design and management concept. Officers will be posted within the housing units where they will directly observe and interact with inmates assigned to the housing unit. SIM/ Direct supervision facilities afford the officer the opportunity to be proactive in managing the inmate population – addressing issues and diffusing potentially problematic situations before they occur. Constant staff interaction with inmates increases security and safety in day-to-day operations.

A SIM/ direct supervision housing unit must have good lines of sight into all areas of the housing unit and incorporate Unit Management concepts (described below). Additionally, SIM/ direct supervision should be supported by good lines of sight in all other inmate occupied areas and throughout the facility. This means simple circulation/corridor layouts and security vision panels from corridors into spaces.

Additionally, facilities designed for SIM/ direct supervision typically incorporate cost effective/ softer finishes and fixtures such as carpet in common areas, acoustic panels, and moveable furniture as opposed to the traditional stainless-steel fixtures that are commonly bolted to the ground in older style jails and prison facilities.

Two key concepts in SIM/ direct supervision management include accountability for inappropriate behavior as well providing opportunity for increased amenities as an incentive for appropriate behavior.

2. Unit Management Model

The Unit Management Model entails a decentralization of inmate programs and services, whereby delivery of services occurs mostly within the housing unit instead of moving inmates to a centralized location elsewhere in the facility. This reduces the amount of inmate movement and associated escort requirements for day-to-day activities while increasing safety and security by reducing possible conflicts with other classifications of inmates. A typical housing unit operated under a unit management model will be designed so that meals are served in the housing unit dayroom, and spaces are provided on the unit for educational and treatment programs, counseling, exercise, video visitation, and triage services.

2 | OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Lancaster County Correctional Facility – Facility Program Draft Report

3. Assessment and Classification

The cornerstone of effective correctional security lies in the internal classification of inmates according to their security/supervision and program needs. Initial assessment is an important tool for assigning appropriate classification to every admitted inmate. Classification screening begins when an inmate enters the jail, and after the initial classification decision is made using an objective assessment instrument (i.e., written and validated), the inmate is assigned to a permanent housing unit. Classification status for any inmate may change over the inmates stay at the facility and can be reassessed by facility staff as required.

4. Variety of Housing Units

Modern operating correctional practices require that facilities have the capability to classify inmates and separate them according to security risk, needs, and behavioral factors. The new LCCF will be designed to provide a variety of housing units to respond to the classification designations assigned to inmates, providing opportunity for improved inmate behavior, with varying levels of housing unit amenities and privileges for less restrictive inmate classifications. Focus should be placed on adaptability of units to be interchangeable over time with minimal costs and effort. As populations change over time with trends in the criminal justice system, these classification ratios change. Additionally, housing units designed to provide facility orientation should be planned near facility intake that provide functional space for this process.

5. Programs and Services Delivery Method

As previously discussed, the correctional facility will operate under a decentralized programs and services delivery model to minimize inmate movement outside of the housing units. This provides for greater internal movement and increased access to program activities within the housing unit, while minimizing circulation throughout the facility. The goal is also to reduce staffing demands for escort duties and to reduce movement of contraband throughout the facility.

6. Decentralized Programs and Services

Decentralized programs and services located at the housing unit level include:

- video visitation (family and professional)
- remote appearance for court proceeding's
- service kiosks
- education/classroom space
- individual and group counseling
- passive recreation
- outdoor recreation
- medical triage/medication distribution

2 | OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Lancaster County Correctional Facility – Facility Program Draft Report

7. Visitation

A variety of visitation options will be available, including inmate issued tablets, video visitation kiosks located in each housing unit, secure booth visitation, and both small and large contact visitation spaces in an open room setting – the latter two of which are provided in a central visitation area located near the civilian entrance to the facility. These visitors will access the area from the lobby area. Inmate access will be from the secure inmate side. Family and professional visitation areas should be adjacent but separate by sight and sound. Additionally, interview/counseling rooms are provided on each housing unit for inmates to visit with their attorneys, social workers, clergy or counselors.

8. Intake, Transfer, and Release

The correctional facility should provide an intake, transfer, and release area that includes safe /secure space for new admittances that incorporates SIM/ direct supervision management principles and serves as the front door to the criminal justice system in Lancaster County. This is accomplished by keeping new arrivals well informed of the intake process with constant interaction and supervision by intake staff. The intake and transfer area should also include sufficient space to accommodate state-of-the-art screening systems such as body and line scanners. The intake and transfer area should be adjacent but separate to prevent movement of contraband and reduce the likelihood of erroneous releases.

The property storage room should touch all three functions of this area to reduce staffing requirements for the collection and return of property during intake transfer and release. The property storage room will accommodate space for vacuum sealed/hanging storage bags for up to approximately 1,200 inmates.

The design of the release area should take into consideration industry best practices that facilitate access to services that are targeted to reduce recidivism.

9. Mail Services

Inmate Mail Services

Mail services should accommodate sufficient space to provide receiving, searching, and sorting for all inmate legal mail and packages received at the LCCF. All other inmate mail is required to be mailed directly to a third-party vendor Text Behind, where they receive all mail which is scanned and sent to inmates electronically. Any inmate mail received at the LCCF which is not inmate legal mail will be returned to the sender.

Staff Mail Services

Mail services should accommodate sufficient space to provide receiving and sorting for all staff mail. All other large deliveries will be sent to the loading dock to be received, searched, and delivered as required. Proper signage shall be provided to direct deliveries to the correct location at the new LCCF.

2 | OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Lancaster County Correctional Facility – Facility Program Draft Report

10. Food Service

The food service area should accommodate space for inmate workers to prepare meals on standard detention grade plastic trays three times per day, seven days a week. Inmate workers are supervised by security staff and require secure areas for bathroom and meal breaks. The kitchen should be designed in such a way that provides open sight lines and assists security staff in supervising inmate workers in the most efficient manner. In addition, off of the main inmate kitchen is a culinary arts program kitchen space with the ability to provide short order meals for staff.

11. Laundry Service

The laundry services area should accommodate space for inmate workers to perform the necessary tasks to wash and dry both clothing and linens a minimum of 5 days a week. The area should include sufficient cart staging spaces to keep dirty clothing and linens separate from clean clothing and linens. The area should include secure chemical storage for all laundry chemicals. All inmate workers shall be screened with a metal detector before and after shifts to ensure no contraband or items which could be used as a weapon are brought back into the housing units. This area is unsupervised by security staff and should be secure, so inmate workers are unable to leave without security escort.

12. Work Release

The LCCF will facilitate a secure housing unit with a standalone separate entrance into the secure perimeter to support inmates assigned to the work release program. Considerations should be taken into the adjacency of parking and drop-off areas for participants in the program that limits pedestrian traffic across public parking and lobby areas as well as the intake and release area. The separate entrance and release area should be able to accommodate a body scanner and also staging space for the check-in/check-out process.

13. Unit Support

Multi-purpose rooms located on the units provide flexibility for engaging in a variety of programs and services. These rooms can be used for recreational activities, such as table games, group counseling, activities, and meetings. In addition, the unit dayroom supports passive recreation, informal unit meetings, and dining.

14. Recreation

An outdoor recreation area with a secure perimeter provides space for inmates to get daily physical activity. This enclosed space is directly accessible from each housing unit dayroom and within direct view from the housing unit officer's station. Secure views of natural settings and lighting are desired in order to reduce anxiety and stress levels that often contribute to the degradation of mental health conditions. Views will avoid direct line of sight to neighboring residential properties by the strategic placement of landscaping, buildings, and berms.

2 | OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Lancaster County Correctional Facility – Facility Program Draft Report

15. Medical Triage/Dispensary

County contracted nursing staff will provide triage services and medication distribution at the housing unit level in the triage spaces provided. The triage space should be planned near officer workstations to reduce staffing demands and provide security. If additional medical attention is required, the nurse will schedule the inmate to be seen in the wellness center. A medication distribution area located on each housing unit (issue room) separate from the triage area should be provided to reduce the requirement of security staff while providing security for nursing staff during pill call. Nursing staff will be able to enter the issue room through the housing unit sallyport and use a pass through to issue inmate medications. Only a few of the housing units will not have an issue room i.e., high classification and disciplinary housing which will require pill call to take place at each cell. The issue room should include lockable cabinetry, a counter, and a sink with touchless water faucet in order to issue water with medication.

16. Centralized Programs and other Services

Centralized programs and other services include the chapel, classrooms, multi-purpose rooms, centralized visitation, centralized counseling and social services, parole and disciplinary hearings, and video court for judicial proceedings.

17. Staff Support

The new LCCF promotes the highest level of professionalism through training, appropriate amenities, and a safe, secure, and dignified work environment. The ability to provide on-going training and staff development is enhanced by the inclusion of appropriately planned and designed staff support areas for a variety of activities. Staff support areas and amenities are intended to be used by all staff including county, contract, and volunteers. These areas include locker rooms with showers, a muster room, fitness rooms, and staff dining.

Staff locker rooms should provide space for assigned, full sized lockers that accommodate the hanging of uniforms, orderly storage of equipment utilized by security staff, and the ability to charge electronic devices not allowed into the secure perimeter. Included in each locker room should be a bank of smaller lockers for contract staff to leave and retrieve personal items such as coats, shoes, cell phone, small personal items, and any items not authorized inside the secure perimeter. Contract staff lockers should allow for electronic devices to be charged while staff are working. A mother's room, which is accessed by key card only, should include a seating area with table, refrigerator, and a sink with counter. The muster room should be located outside of the secure perimeter and will accommodate the functions of on-coming and off-going shifts for clock punches, briefing, and training.

Security Guidelines

The security concept reflects a commitment to positive, high-quality staff/inmate interaction. Regardless of the building configuration or the capital investment in technology, the facility cannot achieve an appropriate security level without adequate staff and the related emphasis on training. With proper training, staff will be able to manage new technologies and proactively respond to security issues. The basic staffing approach focuses upon the inmate living units.

The following security concepts should be considered in the development of the facility design:

- Any door opening from a secure to a non-secure area requires a sallyport of two interlocked doors that will be controlled from Main Control.
- Exterior walls of all housing areas should use vertically and horizontally reinforced masonry or concrete, or a comparable secure configuration using steel construction.
- Any penetrations into the secure exterior wall should be no wider than five inches; however, several such widths may be combined to create the appearance of a wider opening if the separating construction component is secure and hardened steel.
- While the building itself can serve as the external security line, there should be a buffer zone of 150 feet between external public access areas and those sections of the facility to which inmates have access.
- Closed circuit television (CCTV) should provide visual capabilities to Main Control.
- The type and spacing of outdoor light standards should be selected based on the location of the buildings on the site, surrounding land uses, and environmental conditions. A level of three (3) foot candles should be maintained over the exterior areas of the facility.
- Exterior lighting should be connected to the emergency power system. Selected area fixtures on the interior of the facility should be connected to the emergency power system to ensure an average illumination of one-half (0.5) foot candles during a power outage.
- Light direction, brightness and effect on light pollution should be considered in order to respect the community and neighborhood and minimize the impact from outdoor facility lighting by incorporating ANSI/IES TM-15-20's Backlight, Uplight, and Glare (BUG) requirements of two or less.
- Acoustical treatments that will minimize decibel levels and reverberation time and enhance audio communications should be used in all housing units.
- With a secure perimeter and an operational approach based upon direct security, conventional design methods can be applied to much of the interior space, outer building wall, and roof construction.

2 | OPERATIONAL CONCEPTS & SECURITY GUIDELINES

Lancaster County Correctional Facility – Facility Program Draft Report

Perimeter security requirements include the following:

- Pedestrian and vehicular security walls should separate secure from non-secure areas.
- A minimal number of entrances and exits through the security perimeter should be planned.
- Secure walls and fences (where needed) that minimize public views into the facility should surround the facility.
- Loading docks and service areas should be within fenced/walled areas and sallyports will be located between the service and secure perimeter areas.

The perimeter system should include systems for detection, alarm monitoring and control, voice annunciation, and lighting. Physical barriers, CCTV cameras, and physical response to permit an accurate assessment of the alarm condition are also required. Electronic detection or surveillance devices need only be used in areas where the commitment of a full-time staff position is unwarranted.

Security Zoning

Principles of operational security zoning are applied to the development of the site plan and the functional relationships of the facility's operational components.

Zoning levels are as much defined by their access requirements as by their security restrictions; however, security zoning is enhanced when areas of a facility are grouped according to function and accessibility. The basic purpose of securing zoning is to strictly control inmate movement and access to the various components of the facility through a careful combination of construction methods, staff supervision, and electronic technology.

Through zoning, movement control, staff observation, secure construction, and electronic surveillance technology, inmates will pass through barriers to move from one zone or sub-zone to another. Access between zones may be centrally or locally controlled. Inmates might be allowed access to one zone and denied access to another based on classification designation or allowed access to one zone under a pass system but require escort to access another. The new facility will use five internal security zones.

Building Perimeter (Zone 1): The first security zone consists of the functional areas located outside of the security perimeter including the public lobby, administrative offices, and the staff service area.

Security Perimeter (Zone 2): The second security zone is the facility's building or security fences. A boundary formed by walls, fences, or other construction elements designed to confine inmates and prevent escape or unauthorized passage. Movement through this zone is generally through interlocking doors that are monitored and controlled from the main control room.

Inmate Movement and Activity Areas (Zone 3): The third zone includes corridors, waiting areas, activity, program or service rooms, or areas that are used by inmates and staff.

Housing Units (Zone 4): The housing unit living areas comprise the fourth security zone and includes all housing unit areas except the cells themselves.

Cells (Zone 5): The fifth zone consists of individual cells in the housing units and is generally defined as the individual cell enclosure within each housing unit.

SECTION 3 PROGRAM

Introduction

The purpose of a program is to translate the operational basis of a building into a spatial description. To accomplish this, spatial standards are applied to definitions of personnel and functions resulting in a determination of the amount of space and the functional relationship between spaces that is appropriate to satisfy the operational objectives. The operational basis of the proposed correctional facility has been developed from stakeholder meetings and experience with other criminal justice projects.

The program defines in spatial terms the operational mandate of all the facility components organized into seventeen broad functional categories:

- 1.000 Public Entrance and Visitation
- 2.000 Facility Administration
- 3.000 Staff Entrance and Support
- 4.000 Main Control
- 5.000 Intake, Transport, and Release
- 6.000 Inmate Programs
- 7.000 Intake Housing
- 8.000 Male Housing
- 9.000 Female Housing
- 10.000 Specialty Housing
- 11.000 Work Release Housing
- 12.000 Juvenile Detention
- 13.000 Medical and Specialty Services
- 14.000 Laundry
- 15.000 Food Service
- 16.000 Building Support and Warehouse
- 17.00 Central Plant

3 | PROGRAM

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Each component is described in narrative and spatial terms as follows:

Item	Description
Description of Function	Description of the component’s mission that establishes the basis for the design and construction approach.
Operational Assumptions	Framing the basic operating conditions to define the use of the component.
Special Considerations	Identification of any spatial factors or critical adjacencies that impact facility operation or design when applicable.
Adjacency Diagram	When necessary for areas with complicated operational flows and layouts, relationship diagrams will be provided.
Space Program Table	Net square footage for each space included in the component.

The space allocation table for each component includes the items described below:

Item	Description
Space Number	A number is assigned to each space. As the program evolves to architectural documents, the space numbering affords the opportunity to cross-check spaces.
Component	Space is named or described. The name in conjunction with the Space Number provides the architect with a basic understanding of the function.
Unit Net Square Feet (NSF)	The size of every room is driven by the function of the space. NSF is defined as the internal dimensions of a space that does not include the wall thickness, corridors, and any other area. Standards are derived from American Correctional Association (ACA) and local standards, as well as industry benchmarks.
Quantity	The number of units for a specific space type is identified.
Total NSF	The results of NSF multiplied by the number of units.

The final space summary will include the items described below:

Item	Description
Departmental Gross Factor	A factor is applied to NSF to estimate the amount of floor area required to enclose, access, and mechanically support the area.
Departmental Gross Square Feet (DGSF)	The total DGSF of an individual space component is an addition of the NSF (size of a room) and the Departmental Gross Factor (amount of non-assignable space) to arrive at the total estimated “contribution” that a single space contributes to the size of a building.

The final program summary will provide the total DGSF requirement for the facility categories and components included. The design concept phase will include application of a building gross factor percentage to account for space that is directly related to a building and not a function. If the building is a high rise structure (and an Architectural Program does not define height, only square feet), then the elevator shafts, lobbies, fire stairs, mechanical shafts, exterior wall thickness must be accounted for in the total building size since cost is based not on total area. The building gross factor will be applied to the total DGSF to determine the Building Gross Square Feet (BGSF).

As part of developing the key operational assumptions to guide program development, the Team reviewed the pros and cons to determine the maximum number of beds for a housing unit. Comparisons between 56 beds and 64 beds were made and it was determined 64 beds would be the ideal maximum number of beds per unit. The County's goal is to ensure that every housing unit has a manageable population size appropriate to the assigned inmate classification without adding more officer posts and operational costs than necessary to service the new LCCF.

The space program and planned operational approach utilizes a 'cluster model', which includes support space to support inmate programming, healthcare services, case management reviews, etc. in a clustered area adjacent to a group of housing units. This model decentralizes these services and brings them closer to the living units, providing more direct services and reducing inmate movement. Planning for housing support clusters rather than providing all inmate support space directly in the housing units creates opportunities for a more efficient and cost effective delivery of a number of these services.

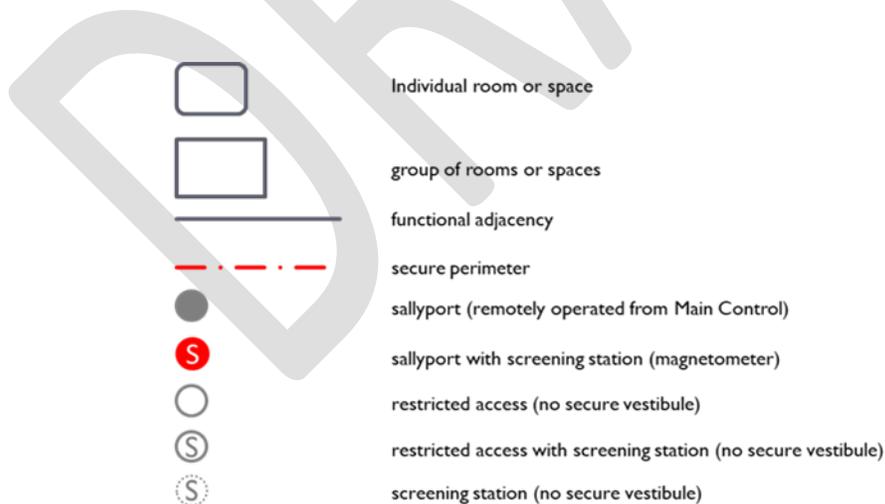
3 | PROGRAM

Facility Organization

The diagram below depicts symbols used to show different types of rooms, spaces, and security zones discussed while reviewing agencies during the initial programming meetings. The first type of space is characterized as a rectangle with rounded corners, which represents an individual room or space, and the second type is shown as a rectangle which represents a group of rooms or spaces. A solid gray line represents the functional adjacency between two components such as the relationship between loading dock and warehouse.

The red dashed line represents a boundary of the ‘secure perimeter’, which is the area within the facility where inmates are in the secure custody of the County. The circles represent places where movement in the facility is specifically controlled. The solid gray circle signifies a sallyport with interlocking doors that is controlled remotely by Main Control. These sallyports are typically controlling access to and from major building components, such as housing clusters, inmate services areas, the intake and transport area, and staff areas within the secure perimeter. The red circle with a white “S” represents a sallyport with interlocking doors controlled remotely by Main Control and also includes a screening station. Typically, these types of sallyports are found in public lobbies or areas where individuals from the public or staff are entering into the secure perimeter of the facility. These spaces typically have a magnetometer, a small table, and an officer post at an access point into the secure perimeter.

The uncolored circles indicate where control is restricted by a lockable door with control typically restricted by key card access, or with a screening station provided at a key location that may be used by an officer as needed. The solid circle represents a control door only, which is the most typical access control in the facility. A solid circle with an “S” is a control door that also includes a screening station that is used as needed, such as adjacent to the food service area where inmate workers may be screened when leaving the kitchen. The dashed line circle indicates a location where a screening station is placed within a circulation zone to be used as needed.



1.000 PUBLIC ENTRANCE AND VISITATION

1.100 Public Entrance and Lobby

Description of Function

The Public Entrance should be easily accessible, with convenient access to public transportation services. The Public Entrance should be identifiable from the facility's exterior and parking areas and lead to a Public Lobby that serves as a reception and waiting area for visitors, professional visitors, and those having business with facility administration. The Public Entrance and Lobby will be outside of the secure perimeter and staff should have clear sightlines for anyone entering or exiting the LCCF. The Public Entrance will be controlled by Main Control, to allow for professional visits or any other required entrance to the public lobby after hours. The entrance will include a vestibule which will remain open during extended business hours and allow limited access by professional visitors 24/7 in order to accommodate attorney client visits.

The Public Entrance and Lobby is the first point of contact that members of the public have with the facility and staff. To encourage positive connections between the facility, families and other community visitors, the Lobby should reflect a welcoming and non-threatening environment. Design should include natural light, though with shatter-resistant glazing. An area for information kiosks will be provided.

The Lobby will include an area for those waiting to be screened for visitation, including seating, an area for strollers, public restrooms and an area for the public to drop off pre-approved personal items to anyone incarcerated. The Lobby is also the point of reception for those waiting to meet with personnel in administration or in another area of the facility.

Small wall-mounted public lockers will be provided for visitors to secure personal items not allowed within the secure perimeter of the facility such as cell phones or keys. Public lockers should be in proximity to, but prior to the point of entry to the secure perimeter. The lockers should be positioned to prevent re-entry/access after screening has occurred. Those who have official business with facility administration may be permitted into the administration area by the Lobby officer. The Administration Area is outside of the secure perimeter of the facility with access controlled by key card and does not require security screening. All visitors entering the secure perimeter of the facility must be security screened.

An enclosed officer station with a secure door, ballistic glazing, and ballistic walls with the ability to protect against large caliber assault weapons will be provided in the Public Lobby. A correctional officer will be located at this post during business and visitation hours to provide information to visitors and others, facilitate access to the administration area, and maintain security. In addition, anyone scheduled to drop off personal item(s), medication(s), or any other item permitted by the facility's policy will be dropped off with the correctional officer located in the lobby. A secure property pass-thru will be provided which is large enough to allow small items such as medication, eyeglasses, etc. to be passed. The correctional officer will then request the appropriate department to retrieve, check-in, and search items being dropped off before distributing the item(s).

An area designated for spectators to view arraignment court remotely will be provided in the public lobby. This area will have clear sightlines from the officer station and allow for 4 seats which face a monitor which televises the arraignment court hearings.

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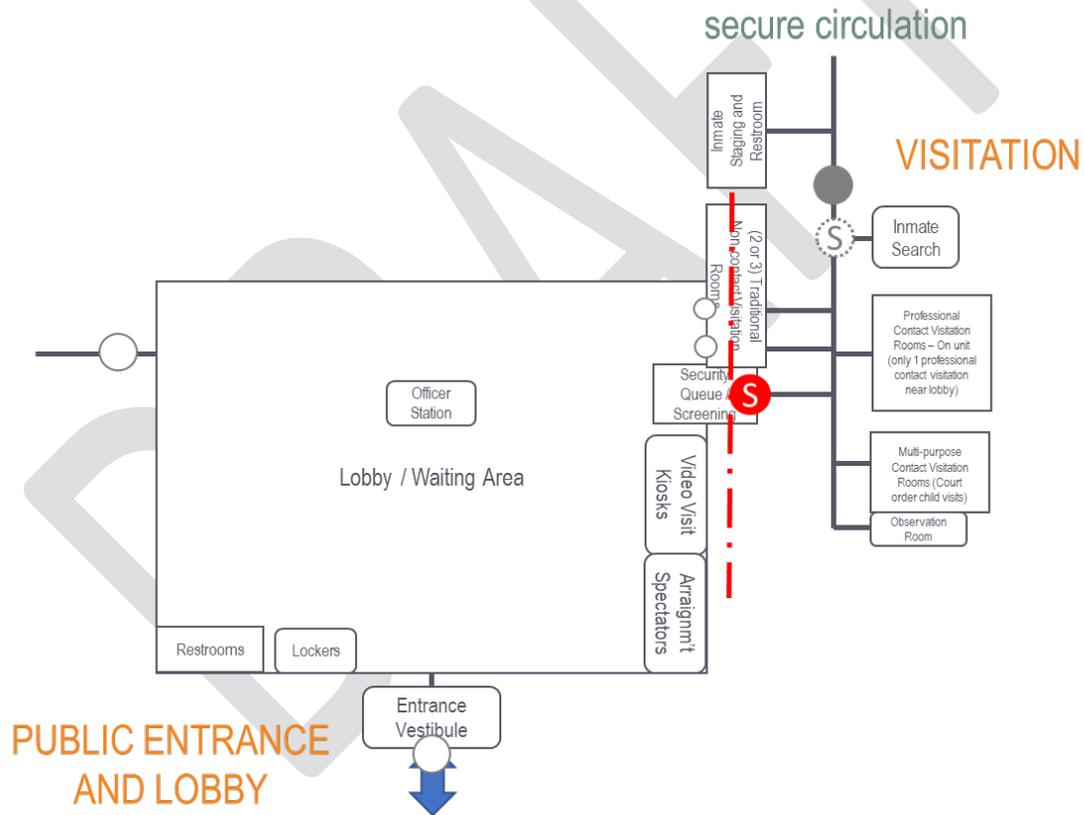
Operational Assumptions

Everyone except for staff will enter the Public Lobby to gain access to the Visitation Center, professional visits on-unit, and Administrative Offices. The information counter/officer station should be centrally located to view the Public Lobby, Visitation Center, and the entrance to the Administrative Offices.

Special Design Considerations

Social and professional visitors will be directed to the Visitation Center or to the on-unit professional visiting rooms from the Public Lobby after screening and identification. The use of aesthetically pleasing colors and non-institutional materials is encouraged in the video visitation and family visitation area. Furnishings and surfaces should be as durable and maintenance-free as possible. Flexible furnishings should be used to the extent possible to adapt to future changes. The use of institutional materials which would be considered hardened materials which tend to be more vandal resistant is encouraged in the non-contact and contact visitation areas.

Adjacency Diagram



Space Program Table

1.100 Public Entrance and Lobby		Unit NSF	Qty	NSF	Comment-Outside Security
1.101	Entrance Vestibule	160	1	160	2 doors, weather vestibule for public and visitors only
1.102	Lobby / Waiting	1,000	1	1,000	includes information kiosks
1.103	Officer Station	60	1	60	enclosed station, accessible via securable door from the lobby; ballistic material
1.104	Video Visit Kiosks	25	4	100	4 video visit stations, can accommodate 2 visitors each station, acoustic sensitivity
1.105	Arraignment Court Remote Spectator Area	80	1	80	4 seats, video monitor with sound, clear sightline from officer station
1.106	Utility Closet	120	1	120	general storage
1.107	Public Restrooms	250	2	500	drinking fountains adjacent to public restrooms 3 fixtures per restroom
1.108	Family Restroom	80	1	80	includes diaper changing station
1.109	Janitor's Closet	40	1	40	mop sink, rack, larger janitorial equipment, floor drain
1.110	Visitor Lockers Alcove	150	1	150	32 half-height lockers for winter coats, diaper bags, area to park strollers for public
1.111	Security Queueing	240	1	240	accommodate 10 people in queue
1.112	Security Screening	100	1	100	metal detector, x-ray machine, small table, wand, etc.
1.113	Security Vestibule	80	1	80	vestibule between lobby and secure perimeter / visitation area
Subtotal NSF				2,710	

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1.200 Visitation (Public & Professional)

Description of Function

The Visitation Center is where the public and professional visitors will visit with inmates. The center includes areas for video, non-contact, and contact visitation. The only other contact visit would be between professional visitors and inmates in the visitation center. All other visits will either take place by using electronic video visit or non-contact visitation options.

The method of visitation is determined by the nature of the visit, the security level of the inmates, and/or the recommendation and determination of court officials, counselors, and facility administration. The primary method for most family and social visits will be through electronic video visit from either the Public Lobby or from the use of an individual(s) electronic device such as a phone or a tablet. An alternative method will be provided on a case-by-case basis using face-to-face non-contact visit through detention grade glazing.

A primary method for professional visits is by using a private video visitation capable of sharing and transmitting documents. The second method is for a secure professional visit that may occur through a divider or protective glazing on-unit or in the visitation center. These locations will also have a narrow lockable paper pass for exchanging paperwork between the inmate and the attorney.

The third method of visiting is by using the contact visitation room. This space will primarily be used for professional visits to review documents. Other types of contact visits may occur such as group meetings with social workers, family visits, and professional visits with the permission of the facility administrator, designee, or court ordered.

Operational Assumptions

Visitors will be screened after entering the Public Lobby to ensure security and safety. Visitors will then be directed to the Visitation Center. There will be space for non-contact and contact visiting. The public can also conduct paid video visitation from home. Professional visitors have the flexibility to conduct visitation as needed by scheduling an appointment.

The Visitation Center will be accessed from the Public Lobby. The information counter/officer station should be centrally located to view the Public Lobby and Visitation Center.

The secure/public side of the visitation center will include an officer workstation for security staff to monitor and manage. The station should be situated in a way that the officer can work at a computer, with clear sightlines to monitor visitation traffic, and serves as an approachable area for professional/personal visitors to ask questions and receive information.

There will be three types of visitations for inmates. The first is video visitation, non-contact, and professional visitors. Video visitation will allow more visits to take place for longer durations, therefore, benefiting the wellbeing of inmates. Inmate video visitation booths will be within each housing unit dayroom with at least one booth designed to afford more privacy. Inmates will also be issued tablets as an additional option for video visitation. This will not require any movement outside the housing unit, therefore enhancing security and reducing movement.

The second type of visitation will be in the centralized Visitation Center. The lobby officer station will notify the appropriate housing unit officer that an inmate has a visit. The officer will allow the inmate to move to the Visitation Center for the visit to commence. The professional will be allowed into the visitation room and wait for the inmate to be brought by an officer. After the visitation is complete, the professional visitor will notify staff and the inmate will be searched and then escorted back to housing. It should be noted the large majority of professional visits will take place in a non-contact booth on the housing unit. The non-contact booth should allow easy access from the main corridor for the professional visitor and direct access from the housing unit in order to allow for less inmate movement throughout the facility. A lockable paper-pass should be provided as well as the ability to share document electronically to the inmate tablets.

Contact visitation rooms will also be provided for professional visits and family visits as authorized and when ordered by the courts. The lobby officer station will notify the appropriate housing unit officer that an inmate has a visit. The housing officer will allow the inmate to move to the Visitation Center for the visit to commence. The visitor will be escorted into the contact visitation room and wait until the inmate is brought to the Visitation Center. An officer will supervise the visitation area and have direct line-of-sight of contact visits. After the visitation is complete, the visitor will notify staff.

Inmates will access the Visitation Center for non-contact and contact visits through a secure entry vestibule and will be searched before and after the visit and returned to their housing unit. The secure/inmate side of the visitation center will include a small officer station and a search area out of the sight of other visitors.

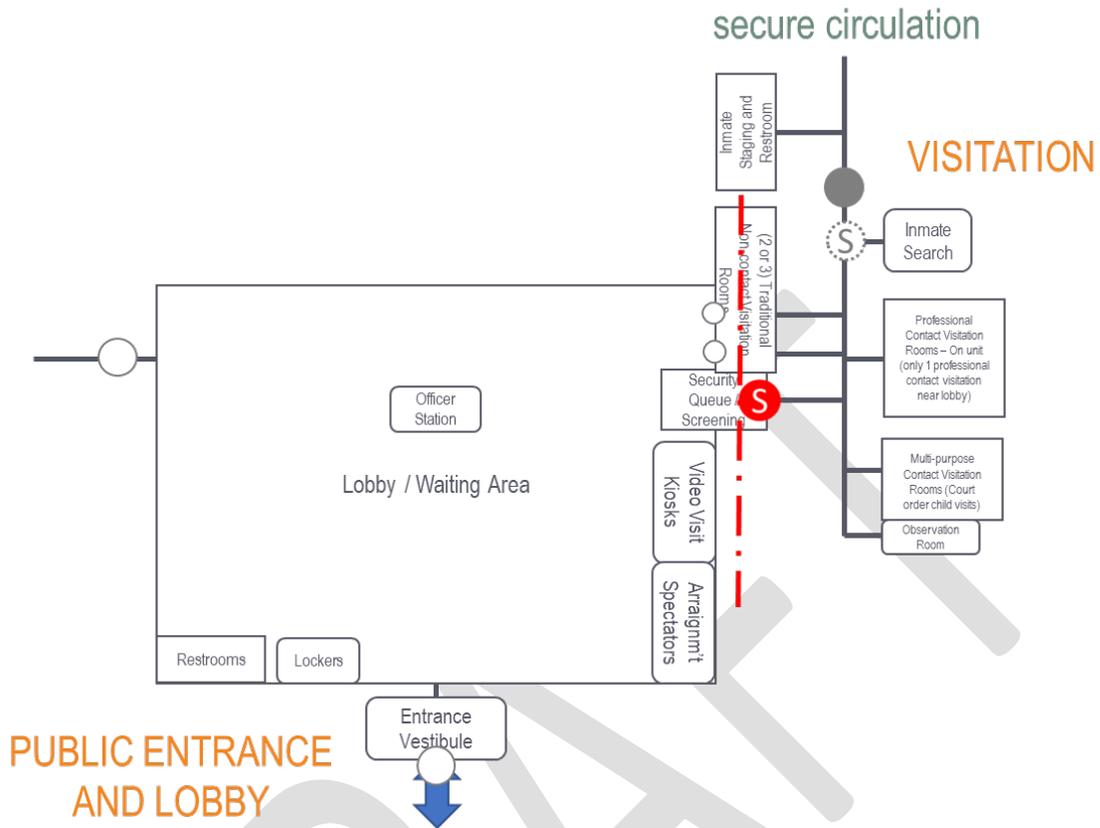
Special Design Considerations

Professional visitors will be directed to the Visitation Center or a specific housing unit visitation room from the Public Lobby after screening and identification. The use of aesthetically pleasing colors and non-institutional materials is encouraged in the professional contact visitation room and family visitation areas. Furnishings and surfaces should be as durable and maintenance-free as possible. Flexible furnishings should be used to the extent possible to adapt to future changes. The use of institutional materials is encouraged in the non-contact and contact visitation areas.

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Adjacency Diagram



Space Program Table

1.200	Visitation (Public & Professional)	Unit NSF	Qty	NSF	Comment - Inside Security
Public Visitation					
1.201	Child Visitation Room	150	2	300	accommodate up to 4 people, used for family visits, couch, children's play area
1.202	Observation Room	80	2	160	window with one way vision for professional staff to observe the child visitation room
Professional Visitation					
1.203	Accessible Non-Contact Interview Room	80	1	80	
1.204	Non-Contact Interview Room	40	2	80	
1.205	Professional Contact Visitation Room	120	1	120	accommodate up to 4 people
1.206	Officer Post	25	1	25	
Inmate Area					
1.207	Inmate Staging Area	150	1	150	10 seats for inmate staging
1.208	Inmate Restroom	65	1	65	
1.209	Inmate Search Alcove	40	2	80	sink on adjacent wall
1.210	Security Screening	80	1	80	
Subtotal NSF				1,140	

2.000 FACILITY ADMINISTRATION

2.100 Staff Offices

Description of Function

The Facility Administration component serves as the center for administrative leadership regarding the operation of the facility in an office environment that is frequented by both staff and official business visitors. This component will be located outside the secure perimeter of the facility. The Warden manages the facility with assistance from two Deputy Wardens. The administrative office will also include business office staff, the facility manager, support staff, and the human resources manager. The office suite should be designed to reflect easy, but controlled, access to administrative personnel by official visitors, volunteers, vendors, and representatives of other agencies.

Operational Assumptions

The Facility Administration space is open during normal business hours, Monday through Friday. When an individual seeking to visit Facility Administration approaches the officer station in the Public Lobby, the Corrections Officer will verify the identity of the individual and the purpose of the visit. Once this has been verified and the visitor screened, the individual will be directed to the Facility Administration office suite. Inside the office suite will be a waiting area where the individual will remain until Facility Administration staff are ready to receive them.

A combination of private offices and open workstations with a shared lobby/ waiting area, visitor restroom, workroom, break room, secure file room, general storage, and staff toilets will be provided for administration staff. Within the office suite will be two conference rooms with one being designed to hold up to 15 people and the other to be the Warden's Conference Room which will hold up to 24 people. The Warden's Conference Room should have the ability to be accessed directly from the Warden's Office and off the main corridor. The Warden's Conference Room will double as the emergency back-up for Main Control. Both of these conference rooms as well as all others throughout the facility should be equipped with audio visual capability.

Facility Administration will be accessible from two adjacent functions the Public Lobby and the Staff Entrance and Support Area located outside the secure perimeter of the facility. Staff access from these functions to inside secure perimeter of the facility will be through an adjacent secure sallyport and should require card access.

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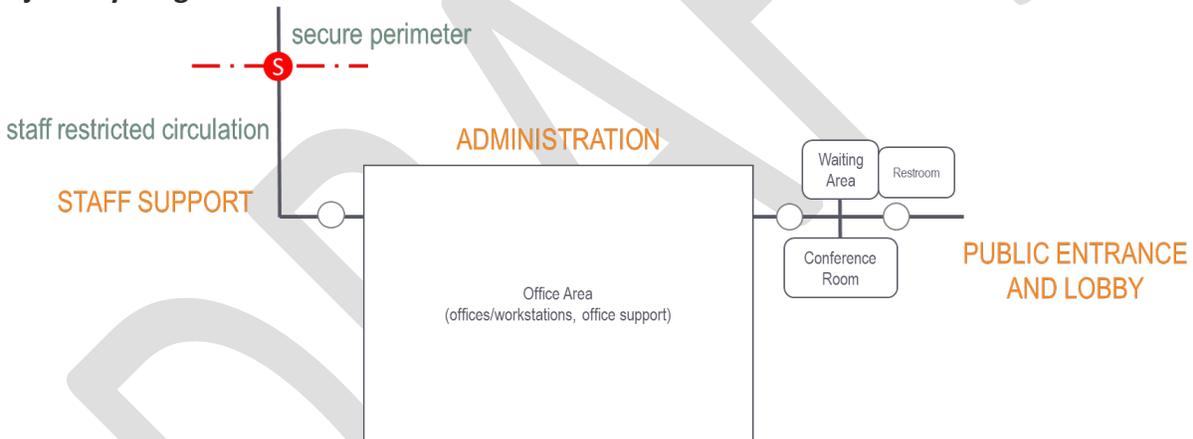
Special Design Considerations

The overall construction of the Facility Administration area should be standard commercial grade construction typical to any office environment. All offices and work areas should have access to sunlight, comfortable climate control, and furniture that supports a positive work environment. The suite should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

The Warden’s Conference Room will have the ability to control the entire facility through use of security electronics in the rare event Main Control is overtaken. The ability to control the entire facility must meet any reasonable request by the county including but not limited to having multiple data connection points, wireless access points, multiple power receptacles, multiple oversized television monitors, and any other technology required to operate the emergency back-up for main control.

Adjacency Diagram



Space Program Table

2.100	Staff Offices	Unit NSF	Qty	NSF	Comment - Outside Security Adjacent To Lobby
2.101	Waiting/ Reception	150	1	150	10 seats for waiting, camera/ intercom to enter admin
2.102	Public Restroom	65	1	65	adjacent to waiting area
2.103	Conference Room	300	1	300	AV capable, accommodates up to 15 people, adjacent to lobby
2.104	Mail Bins	20	1	20	table with mail bins, legal mail & U.S. mail
2.105	Warden Office	240	1	240	private office, meeting area for 4, includes wardrobe closet
2.106	Warden Restroom	65	1	65	
2.107	Wardens Conference Room	600	1	600	24 people, access into warden's office & corridor, AV capable, emergency backup to main control
2.108	Warden Assistant	120	1	120	private office
2.109	Deputy Warden of Operations	150	1	150	private office
2.110	Deputy Warden Of Inmate Services	150	1	150	private office
2.111	Director of Administration	120	1	120	private office
2.112	Reentry Coordinator	120	1	120	private office
2.113	H.R. Manager	150	1	150	private office
2.114	H.R. Office Support	120	1	120	private office
2.115	Administrative Assistant	64	1	64	open workstation
2.116	Business Manager	150	1	150	private office
2.117	Safe	60	1	60	adjacent to business manager, petty cash & valuables
2.118	Shared Office	120	1	120	private office, hoteling space/ outside auditor
2.119	Inmate Accounts	48	1	48	open workstations, adjacent to business manager office
2.120	Fiscal Technician	48	1	48	open workstations
2.121	Purchasing Clerk	48	1	48	open workstations
2.122	Corrections Mail Clerk	120	1	120	shared office with 2 desks
2.123	Inmate Services Supervisor	120	1	120	private office
2.124	Armory	180	1	180	lockable storage cabinets for lethal 9mm handguns, shotguns, ammo storage, cabinet for spare keys
2.125	Workroom/ Storage	220	1	220	counter w/above & below cabinets, space for 2 all in one printer/copier, large shredder, office supplies
2.126	File Room	120	1	120	locked door for files, future office
2.127	Kitchen	250	1	250	full kitchen
2.128	Break Room	160	1	160	adjacent to kitchen
2.129	Staff Restroom	65	3	195	
2.130	Janitor's Closet	40	1	40	mop sink, rack, floor drain
2.131	County IT Workbench	120	1	120	
2.132	Server Room	100	1	100	3 racks, dedicated AC unit
Subtotal NSF				4,533	

3 | PROGRAM

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3.000 STAFF ENTRANCE AND SUPPORT

3.100 Staff Entrance

Description of Function

The Staff Support component will function as the central point for staff and contracted staff to access the facility, receive daily instructions regarding operating matters, access lockers, and fitness room. Staff may enter this area prior to going to their assigned work area or after leaving their post at the end of their scheduled shift. The spaces will provide areas for staff to prepare for work as well as to take intermittent scheduled breaks if time allows.

The Staff Support component should be located outside the secure perimeter and accessed through a dedicated, controlled access staff entrance/exit on the outside of the building.

Operational Assumptions

The Staff Support area should be accessed through a dedicated staff screening entry/exit from the secure staff parking lot. Once inside the building, staff will likely access the staff locker and shower area to prepare for work. Staff will gather at a muster room sized for 60 people with audio visual capability to debrief before and after shifts. The muster room can also serve as a training and multi-purpose space when not in use during shift changes.

In addition, the following spaces will be provided in the Staff Support areas; training/classroom, uniform storage, outdoor space with mock cells, both CERT and FERT assembly areas, armory, and staff dining.

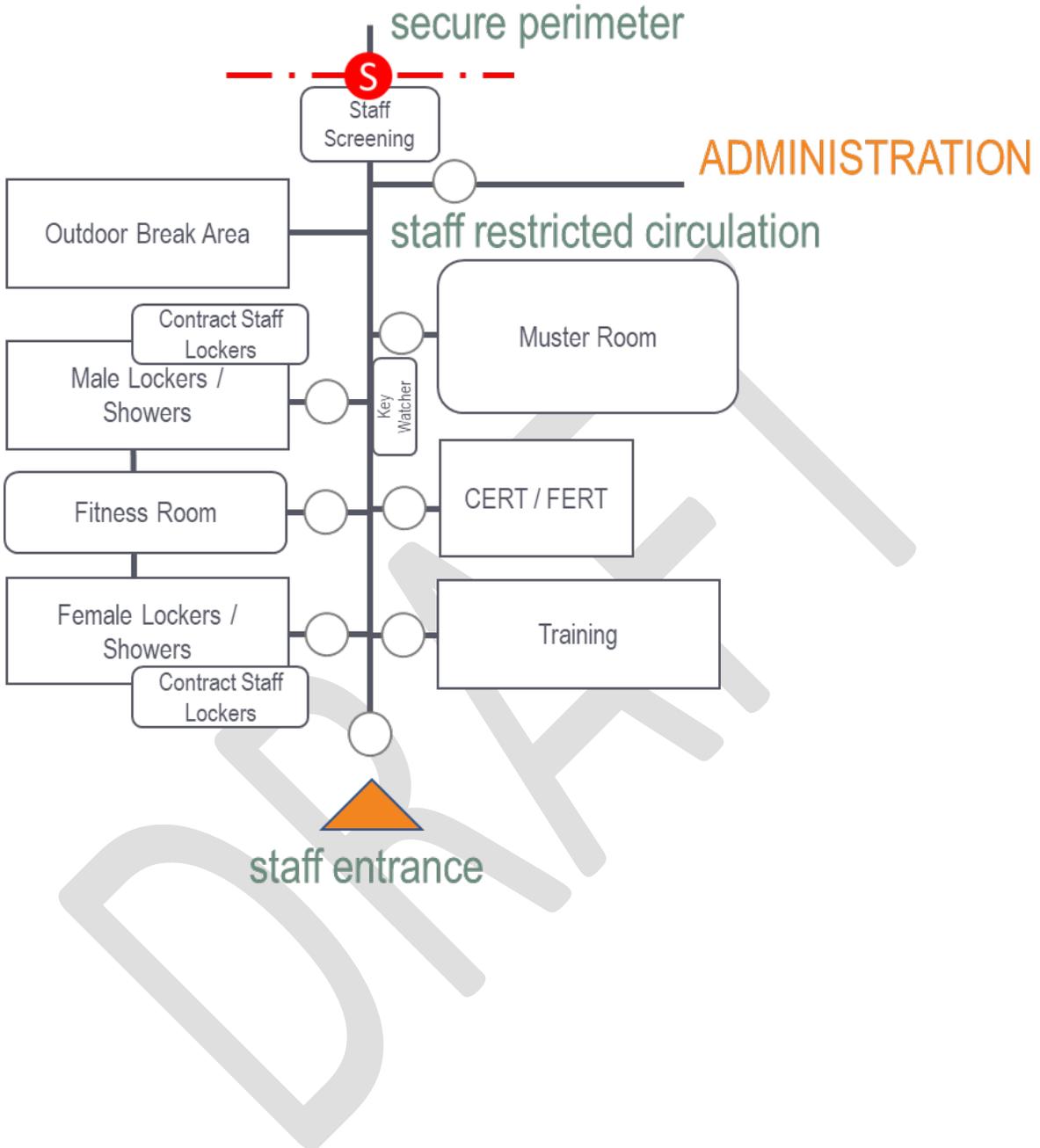
A security vestibule will be adjacent to Staff Support area to provide staff access from outside to inside the secure perimeter of the facility. This vestibule will provide access to the secure perimeter for all components located off the Public Lobby and should include space for security screening equipment and a screening officer's work station.

Staff will be provided access to Staff Support areas throughout the course of their workday. The component should be adjacent to the Facility Administration component.

Special Design Considerations

Staff Support areas should provide rewarding experiences through amenities, exercise, and social activity. The overall construction of the Staff Support area should be standard commercial grade construction and should not feel as though you are inside a correctional facility. Commercial grade construction is defined as typical stick built construction which does not include detention grade materials unless specified. The spaces should: portray a professional image for staff; promote collaboration, communication, and creativity through the arrangement of spaces and technology; and incorporate biophilic components into the design.

Adjacency Diagram



3 | PROGRAM

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Space Program Table

3.100	Staff Entrance	Unit NSF	Qty	NSF	Comment - Outside Security
3.101	Entrance Vestibule	120	1	120	weather vestibule, 2 doors staff and contracted staff entrance only
3.102	Male Locker Room	3,400	1	3,400	210 full-size lockers w/boot bin, and bench and outlets for charging, 40 half-height lockers
3.103	Male Restroom	400	1	400	sinks, toilets, urinals, adjacent to locker room/showers
3.104	Male Shower	60	4	240	room or alcove with modesty curtain
3.105	Female Locker Room	1,600	1	1,600	80 full-size lockers w/boot bin, and bench and outlets for charging, 60 half-height lockers
3.106	Female Restroom	280	1	280	sinks, toilets, adjacent to locker room/showers
3.107	Female Shower	60	2	120	room or alcove with modesty curtain
3.108	Mother's Room	110	1	110	counter w/sink, refrigerator, small table and chairs, private space within female locker room
3.109	Fitness Room	1,500	1	1,500	rubber padded flooring, commercial weights and cardio fitness equipment; includes dedicated fitness class/yoga area with moveable partition
3.110	Storage	150	1	150	storage room adjacent to fitness room
3.111	Muster Room	1,200	1	1,200	accommodates up to 60, A/V capable, ability to have prison board meetings, graduations, larger events, etc.
3.112	Key Watcher Alcove	20	1	20	adjacent to muster room in corridor
3.113	Central Equipment Issue Room	120	1	120	storage for gear, radios, batteries, keys, etc.
3.114	Janitor's Closet	40	1	40	mop sink, rack, floor drain
3.115	Staff Queueing	200	1	200	queueing for security screening; accommodates up to 20
3.116	Staff Screening	60	1	60	security screening prior to entering the secure perimeter via the security vestibule; metal detector, wand
3.117	Security Vestibule	80	1	80	secure staff entry
Subtotal NSF				9,640	

3.200 Training

Description of Function

The Training area will function as the central point for county staff and new recruits to utilize for training classrooms, basic physical training, uniform storage, and outdoor space to conduct physical fitness training, cell extraction training, and OC spray training. This area will include two large storage areas for chairs, tables, mats, and supplies. Also, this area will include two offices and two conference/classrooms to accommodate from 30 to 60 persons, which can be made larger or smaller by using a dividable wall.

Operational Assumptions

The Training area will be accessed either from the main lobby or from the locker rooms. Once staff and new recruits are instructed, they will either enter the physical training area or they will enter one of the two classrooms. The Training component includes three different types of areas:

- Training/ Classrooms
- Outdoor Training Space
- Uniform Storage

Special Design Considerations

The training area should provide rewarding experiences through amenities, exercise, and social activity. The overall construction of the training and fitness area should be standard commercial grade construction. The spaces should: portray a professional image for staff; promote collaboration, communication, and creativity through the arrangement of spaces and technology; and incorporate biophilic components into the design. The outdoor space should be shielded from view from the public and should include floor drains, hose bibbs, and eye wash stations in close proximity as this area may be used for OC spray training.

Space Program Table

3.200 Training	Unit NSF	Qty	NSF	Comment - Outside Security
3.201 Training/ Classroom Room	600	2	1,200	conference room accommodates 30 people per room w/dividable wall to make one large room to accommodate up to 60 people total
3.202 Storage	160	2	320	chairs, tables, mats, supplies
3.203 Training Lieutenant	150	1	150	private office
3.204 Training Sergeant	120	1	120	private office
3.205 Uniform Storage	300	1	300	uniform and duty gear storage
3.206 Outdoor Space	800	1	-	outdoor space used for training, mock cells, OC spray training, eye wash station, not included in nsf
Subtotal NSF			2,090	

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Lancaster County Correctional Facility – Facility Program Draft Report

3.300 CERT, FERT Rooms and Armory

Description of Function

The Corrections Emergency Response Team (CERT) and Fire Emergency Response Team (FERT) Assembly Room and Support is provided to dedicated and trained staff who are responsible for responding to incidents requiring cell extractions, any other escalated incidents which requires security reinforcement, and fires within the facility. As part of this function, spaces include the CERT/FERT assembly area for briefing and debriefing from incident and oversized security equipment lockers which provide an area for briefing and debriefing from incidents and a space to gear up to respond to incidents.

Directly adjacent to the CERT assembly area is the Armory which includes the following spaces:

- Workshop (includes wall mounted firearm clearing trap)
- Armorer workstation
- Weapons storage
- Ammunition storage
- Chemical Storage
- Restraint Storage
- Key Watcher Alcove

Operational Assumptions

The goal of the CERT area is to provide a space located outside the secure perimeter where individuals assigned to CERT can quickly assemble a plan and quickly gear up to respond to incidents involving inmates housed at the LCCF. Additionally, CERT is to keep the LCCF inmates, staff, and volunteers safe and secure. The team wears ballistic vests and a large amount of gear and will require the space to be close to the secure perimeter for timely and effective responses to incidents.

Special Design Considerations

This area must remain outside the secure perimeter but in close proximity to an entrance into the secure perimeter. The armory stores weapons and chemicals which should have no access to the public or inmates. Only required staff and CERT team members should have access to this area by using a keycard and access to the armory should only be located off of the CERT locker area. Spaces which store and where chemicals are used to clean weapons will be properly vented.

Space Program Table

3.300	CERT, FERT Rooms and Armory	Unit NSF	Qty	NSF	Comment - Outside Security
	CERT & FERT				
3.301	CERT / FERT Assembly Area	250	1	250	tables, chairs, whiteboards
3.302	CERT Security Equipment Lockers	350	1	350	45 oversized lockers w/bench
3.303	FERT Equipment Lockers	120	1	120	15 oversized lockers w/bench
	Armory				armory should have entrance off of CERT locker area only
3.304	Work Shop	150	1	150	include wall mounted firearm clearing trap
3.305	Armorer	48	1	48	workstation
3.306	Weapons Storage	150	1	150	gun racks and shelving
3.307	Ammunition Storage	150	1	150	approved exhausted metal safety cabinets
3.308	Chemical Storage	100	1	100	proper ventilation
3.309	Restraint Storage	80	1	80	wall mounted peg and cubbies system
3.310	Key Watcher Alcove	40	1	40	secure key storage
Subtotal NSF				1,438	

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3.400 Staff Dining

Description of Function

The Staff Dining component will serve as the central point for staff to eat meals during their shifts. Staff dining should accommodate all facility staff including contracted staff at a typical peak dining time. All staff will be encouraged to take time to eat together in order to build a stronger family like bond and healthy team culture. The Staff Dining Room will be a comfortable environment that is removed from the feel of an institution. Maximized natural light and ability for fresh air should be introduced to all staff areas, particularly staff dining.

Meals provided in staff dining will be prepared in the adjacent food service kitchen with the ability to utilize the inmate culinary arts program which should be directly adjacent to the staff dining area. In addition, ready-to-eat/ grab-n-go meals will be provided, beverage options, and snacks will be provided.

Operational Assumptions

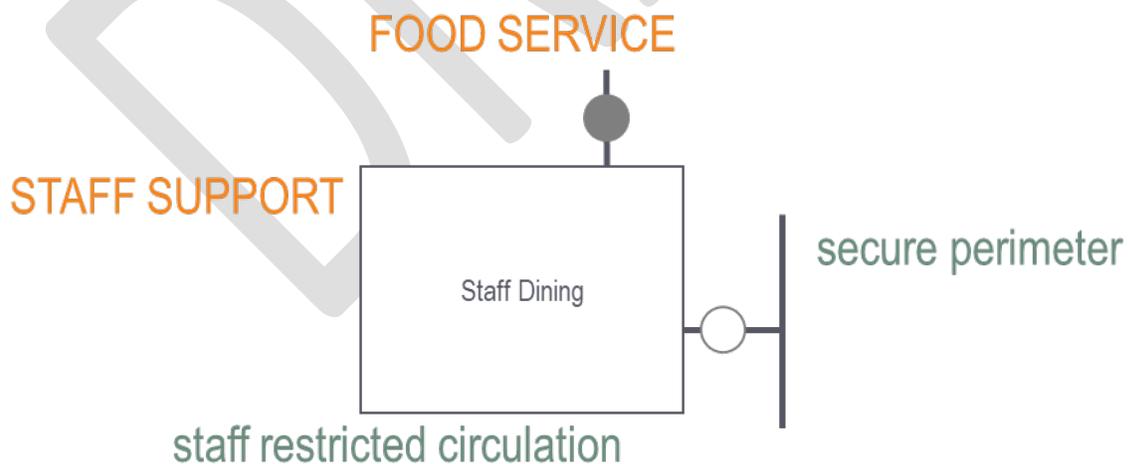
The Staff Dining area should be accessed from the staff corridor near the staff entrance but must remain inside security. The dining area should include space for up to 60 people, and include a variety of tables, chairs, and include a hot/ cold serving area for food to be served. In addition, 5 small report writing carrels to be provided for staff to write reports.

Also, an outdoor partially covered patio large enough to accommodate 20 to 24 staff, picnic tables, benches for seating, power receptacles, floor drains, and hose bibbs. This area should have views of nature but must be shielded from the view of public and inmate areas to allow for privacy.

Special Design Considerations

The spaces should: portray a professional image for staff; promote collaboration, communication, and creativity through the arrangement of spaces and technology; and incorporate biophilic components into the design.

Adjacency Diagram



Space Program Table

3.400	Staff Dining	Unit NSF	Qty	NSF	Comment- Inside Security
3.401	Staff Dining Hall	1,500	1	1,500	seats for 60, tables, chairs; food service counters and work area
3.402	Serving Area	150	1	150	hot/ cold serving area, roll up window to culinary arts short order kitchen
3.403	Storage Room	120	1	120	
3.404	Staff Restroom	65	2	130	
3.405	Janitor's Closet	40	1	40	mop sink, rack, floor drain
3.406	Report Writing Carrels	35	5	175	5 small writing carrels for staff to write reports
3.407	Outdoor Patio	800	1	-	accommodates up to 20 to 24 staff in exterior space, not included in net sf
Subtotal NSF				2,115	

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4.000 MAIN CONTROL

Description of Function

Main Control serves as the operational and security hub of the entire facility. Main Control monitors and controls all security communications, life safety and security systems, and all general building movement patterns. Main Control is a secure fixed post, 24 hours per day, 7 days per week. All intercoms and access controls at security doors will be managed by Main Control officers. Any cameras inside or outside the facility will be monitored by Main Control.

Note: In a SIM/ direct supervision environment, the emphasis of housing unit security and control is placed on the Housing Unit Officer. The Housing Unit Officer will provide primary direct observation of housing unit activities. The housing officer will also control cell door functions and access in and out of the unit. Main Control should control access to the outer security entrance of a housing unit and have capability to override control of a housing unit.

Operational Assumptions

Main Control will be responsible for the following functions:

- Control entry and exit from the secure area (pedestrian and vehicular)
- Control the internal movement into and out of major zones in the facility
- Monitor all audio and CCTV in the facility
- Serve as the communications center for public address announcements
- Observe inmate movement in corridors
- Override housing control panels
- Monitor the life safety and security systems
- Distribute any keys necessary that are not controlled by the key watch system
- Ability to take control over all door and elevator controls, particularly in emergency situations
- Accept outside phone calls during off hours
- Act as the point of communication with outside emergency services such as fire, EMS, and police

The control room consists of a large space with height-adjustable workstations, multiple touch screens/monitors, a pass-through window, beverage counter with a sink, microwave, undercounter refrigerator, and a radio repeater system. The control panels must be configured so one officer can easily operate the controls if necessary. The control panels must allow for redundancy to take over all electronics in the facility from this central point. An adjacent staff toilet and equipment room must be accessed from the main control room, as Corrections Officers cannot leave this post unattended. A key pass-thru and an intercom to the corridor around Main Control will be required.

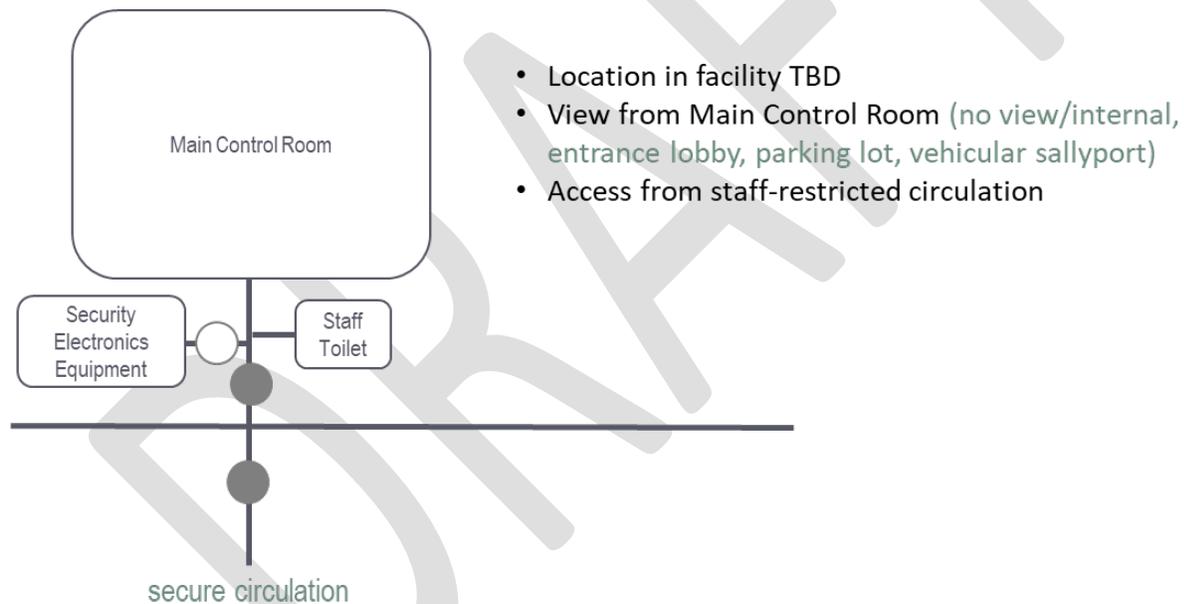
Staffing for Main Control will require two posts, 24-hours per day, 7-days per week.

Special Design Considerations

Main Control must be contained within its own security envelope, meaning that the floor, walls, and ceiling must be secure. Overall access to the Main Control area will be limited and the room will be secured. The facility must have a back-up command center location to operate all controls inside the secure perimeter. It is the preference to have main control located in a manner to allow optimal elevated views through windows to have ability to keep visual on spaces where the public have access for example parking lot, public lobby, and any other areas while having the ability to have views down the main corridor. Note, if windows are provided no one from the outside of this space should be able to see inside Main Control.

The environment in Main Control should minimize stress through temperature control, good ventilation, sound absorption, controlled lighting (dimmer switch), and ergonomic/adjustable counters, chairs, and monitors. Electrical power in Main Control must be connected to facility’s emergency power generator to ensure uninterrupted operations at all time, and temperature control and ventilation for the Main Control area must include back-up systems.

Adjacency Diagram



Space Program Table

4.100	Main Control	Unit NSF	Qty	NSF	Comment - Inside Perimeter - Adjacent to Public Lobby with views down main corridor - Elevated
4.101	Entry Sallyport	80	1	80	interlocking doors
4.102	Security Electronics Equipment	180	1	180	interlocking door
4.103	Main Control Room	340	1	340	3 height adjustable work stations w/temperature control at each station, fire panel station, pass-through drawer, beverage counter w/sink, undercounter refrigerator, repeater system
4.104	Staff Restroom	65	1	65	
Subtotal NSF				665	

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5.000 INTAKE, TRANSFER, AND RELEASE

5.100 Vehicle Sallyport

Description of Function

The Vehicle Sallyport component consists of the intake and transportation vehicle sallyport area. A vehicle sallyport is required to receive new arrestees (intake), transport inmates to and from court or other facilities (transport), and also for other law enforcement agencies to take custody (other agency release) or to check prisoners out for temporary periods (temporary release to other agency). The sallyport will be a large area to accommodate two large capacity transportation vans with up to 12-person capacity, six temporary law enforcement parking (police cruiser/SUV), parking for up to seven county vehicles and a clear lane for emergency vehicles. A secure sallyport should be provided with direct access from the Wellness Center and Infirmary areas in order not to disrupt intake and transfer operations.

Operational Assumptions

The vehicle sallyport will be a secure, controlled entryway into the facility. Its main function will be to provide enclosed security while detainees/inmates are being loaded and unloaded from vehicles. The vehicle sallyport will be designed to be an enclosed covered space with the ability to pull through the entrance into a clear lane and park transport vehicles and exit out of the other side of the vehicle sallyport. The clear lane for emergency vehicles should be an oversized lane to support ambulances and large fire trucks.

The vehicle sallyport will include a minimum of two separate secure sallyports one being for new intakes and the second secure sallyport for inmates requiring transport to court or transfer to other facilities. It is preferred for a third secure sallyport dedicated for emergency medical transportation to be included in the design if design contingency allows.

Movement in and out of any vehicle sallyport will be monitored and controlled by Main Control. Vehicles approaching the Intake Sallyport will arrive at a callbox with 2-way video/ audio capabilities where they can contact Main Control and present credentials and reason for needing entry. Main Control will be able to view the vehicle via CCTV and allow entry once verified.

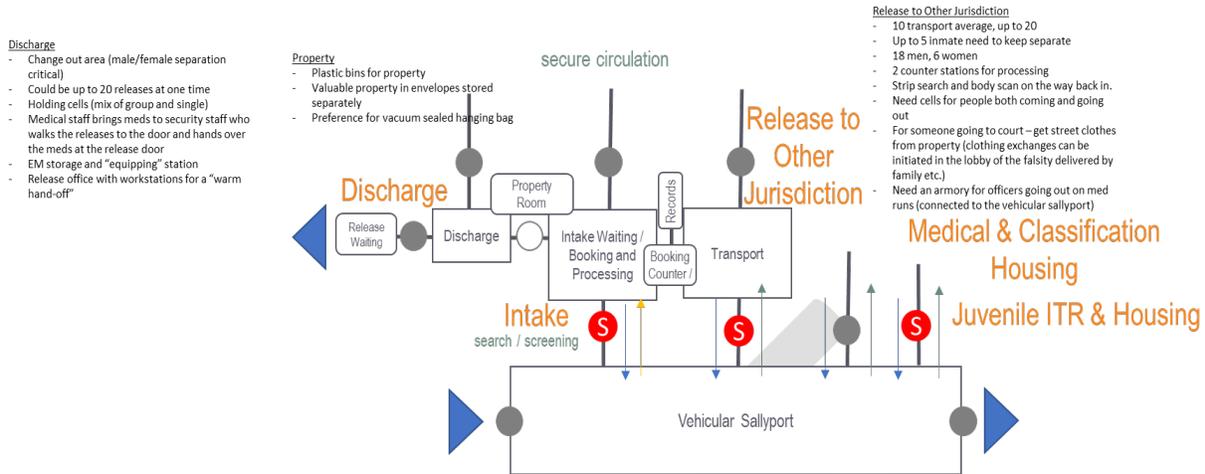
The sallyport will include two wall-mounted gun lockers with one gun locker located near each door, weapon clearing station, armory storage, hand/ eye wash station, and an accessible deluge shower for anyone requiring a shower before entering into the intake processing center.

Where possible, the vehicle approach to the vehicle sallyport should be easily maneuverable by large vehicles free of tight turning radius, blind spots, and meet any local or state fire marshal requirements for emergency vehicles.

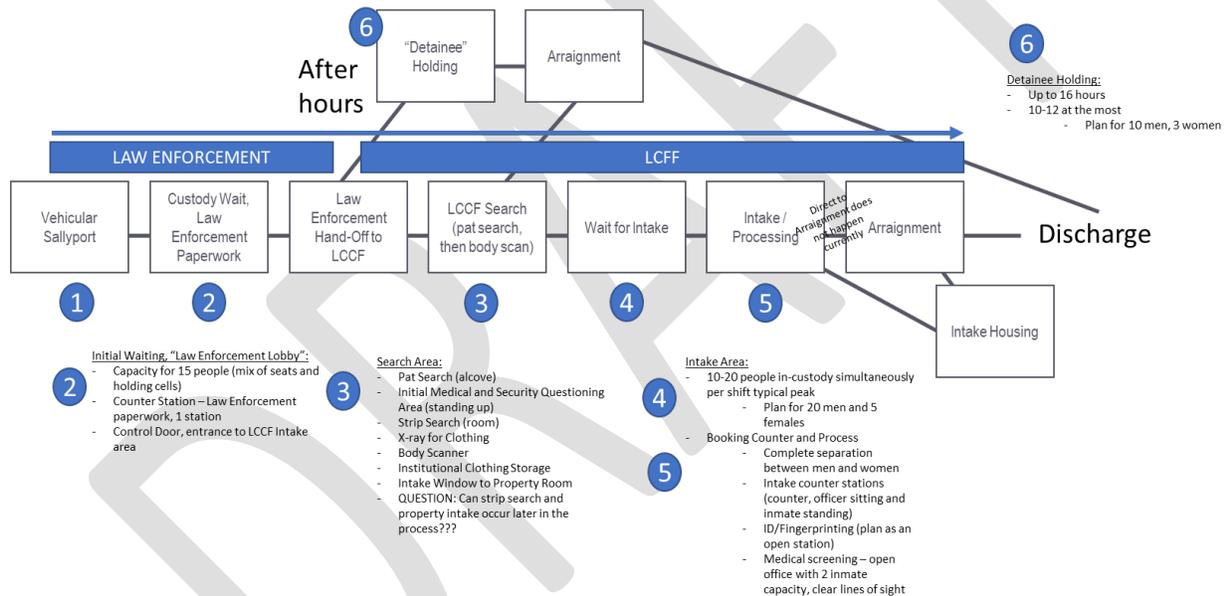
Special Design Considerations

The vehicle sallyport will be a secure, enclosed/ covered area adjacent to intake for inmate entry and exiting for transport. Adequate trench drains with the ability for rainwater/snow from vehicles to drain efficiently to an oil/sand separator should be provided in the vehicle sallyport. Carbon monoxide monitors and secure ventilation will be required for safe use and occupancy of the vehicle sallyport.

Adjacency Diagram



ITR Process Flow Map



Note: The County is still evaluating the spatial and operational impacts of creating a Central Booking at the new facility.

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Space Program Table

5.100	Vehicular Sallyport	Unit NSF	Qty	NSF	
5.101	Vehicular Sallyport	6,200	1	6,200	enclosed interlocking doors, 2 (12-person) transport vans, 6 arresting officer vehicles, 7 county vehicles, clear lane for emergency vehicles with 3 pedestrian sallyports entering into the facility.
5.102	Gun Lockers	20	2	40	2 wall-mounted lockers for up to 12 guns each, one locker near each door, wall mounted gun clearing station near each locker
5.103	Armory	180	1	180	lockable storage cabinets for lethal 9mm handguns, tasers, handcuffs, ammo storage, workstation
5.104	Hand/ Eye Wash Station	6	1	6	
5.105	Accessible Deluge Shower	40	1	40	shower w/floor drain
Subtotal NSF				6,466	

5.200 Intake and Processing

Description of Function

The Intake processing serves as the single-entry point for arrestees and detainees entering the facility. This component serves as the initial intake, booking, screening and in-custody processing of arrestees/detainees entering the facility. Separations in holding areas are required to differentiate between detainees and actual arrestees. This function operates 24 hours per day, 7 days per week.

Operational Assumptions

Law enforcement and transportation officers (LEO's) arriving at the intake sallyport will be required to contact Main Control through a callbox or call station to advise of their arrival and intent to enter the facility. Main Control will verify visually and verbally the intent to enter the facility, ascertain the number of new arrestees, and will then permit vehicle or pedestrian access when the sallyport is secure. Main Control will notify Intake of the new arrival.

Once inside the vehicular sallyport, the LEO's will secure any weapons in the provided gun lockers or within vehicles prior to removing the arrestee or the inmate being transported from the vehicle. The LEO's will escort the new arrestee through the pedestrian sallyport and depending upon the level of cooperation of the arrestee will have the option of sitting in open seating or to be placed in a single holding cell. The Law Enforcement Lobby will provide counter stations for report writing and a single restroom for the LEO's. Upon acceptance of the arrestee entering intake, intake officers will require to follow all or part of the following:

- Remove any additional loose personal property (aside from clothing)
- Conduct body scan search
- Conduct frisk search as required
- Verifying inventoried property
- Deposit money into banking kiosk

Intake officers will then confirm identification through fingerprint verification, complete an intake health screening, complete property removal and final searches, and present the arrestees for acceptance to the facility.

Once the arrestee is accepted by the LCCF the LEO's will be able to complete his/her required booking documentation and return to their vehicle and exit the vehicle sallyport.

Once inside the intake reception area, the inmate will be required to complete additional intake processing consisting of:

- Fingerprinting through a Livescan or other digital fingerprinting system
- Photographing for the jail management system
- Issuing a wristband for identification
- Bagging and inventorying the personal property removed in the presence of the inmate

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Upon completion of initial reception processing, the inmate will be permitted to sit in a waiting area while pending further processing based upon adherence to rules and regulations. Individual cells will be available for behavior and/or separation needs.

To improve the orderly nature of the intake process, individual stations may be provided for each of the above steps. Upon completion of the activities, the arrestee can be moved to the intake reception area where he/she will wait for further processing.

Inmates who are eligible for a bond or release will be identified and expedited to release processing.

Inmates who are held on a temporary hold will be processed for the temporary hold and allowed to await their release or further processing if formal charges are presented. Inmates who are not being released or able to bond, will continue through the intake process and be screened by:

- Healthcare staff who conduct an intake assessment and screening to include health history and vital signs.
- Classification staff who make determinations on housing needs.
- Property officer who collects and inventories their personal belongings, enable the inmate to shower, and issue them a jail uniform and a box/bin with hygiene products and linens.

Arrestees:

Once all required intake paperwork is completed and there are no acute medical or mental health issues requiring immediate medical attention off site at a local hospital the arrestee will be housed in classification housing. The health and safety of all individuals being accepted into the LCCF is of the utmost importance to the County. Healthcare staff may be called upon to provide additional medical/mental health screening based on the arrestee's observed conditions. If urgent medical/mental health care is needed, the arrestee will not be accepted, and the individual will be sent to a local hospital with the transporting agency.

Once the inmate is issued a jail uniform and linens, he/she will be assigned a housing unit according to their classification. Generally, most male inmates will be placed in the intake housing unit, unless their custody level or special needs require different housing options.

At this stage, the inmate will be subject to a series of intake processes required for the data collection and continued screening for release or admission to housing. Correctional officers will review the paperwork to determine those inmates who are temporary holds, eligible for bond, and those who are to be remanded based upon charges/intake paperwork. The inmate will be called to the intake reception counter by the Correctional officer to begin information collection for the jail management and court systems.

Detainees:

Detainees will be held in the intake reception/ processing area awaiting an initial appearance with a Magistrate District Judge. Waiting times for hearings can sometimes be several hours so the detainee waiting area should account for this by providing adequate seating, access to telephones, bathrooms, water, and informational kiosks or monitors.

Special Considerations

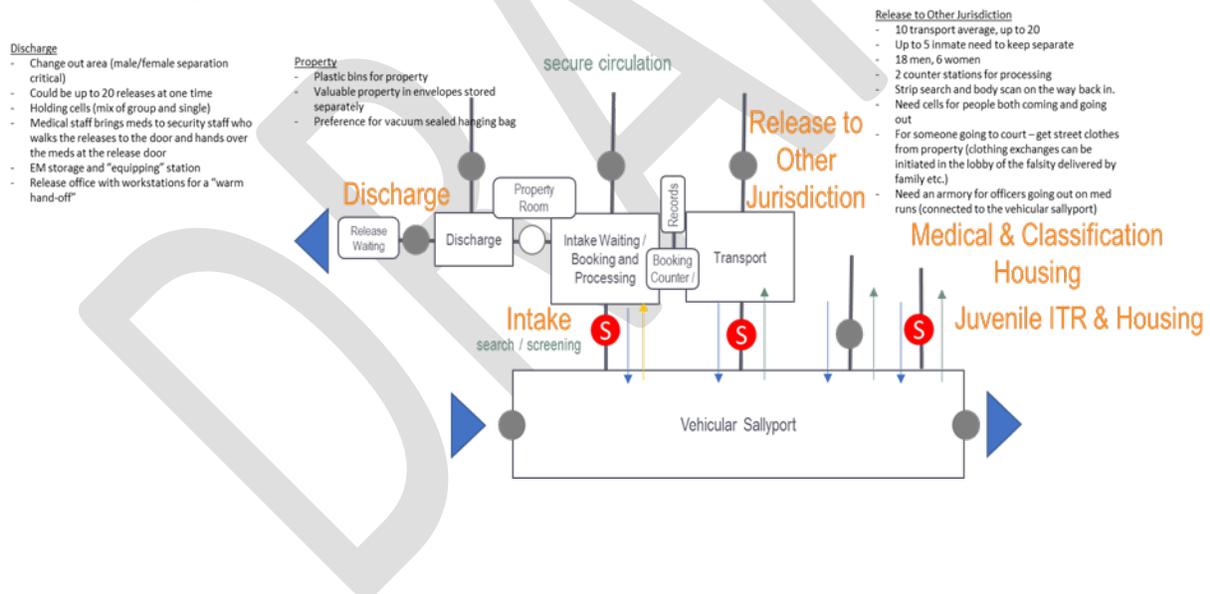
The Intake processing function will be the initial entry point into the facility. As such the design, environment, and tone should set expectations for the new inmate and promote an environment of support and an expectation of orderliness. The design should both reduce the stress associated with the intake process, as well as contribute to the organized flow through the processing steps.

The facility generally receives a combination of both inmates being transported from courts as well as new arrestees waiting to be booked into the facility.

At any given time throughout the day, it is expected that LEO’s will be transporting as many as 12 inmates to and from court and the downtown booking center. It is not uncommon to have multiple vans arriving in a short amount of time, which impacts the flow on a temporary basis. Future needs will allow for space design and more orderly processing of inmates and the ability to secure only the most potentially disruptive of the inmates while allowing others to remain unrestrained in open seating through the booking process.

All holding cells in the intake and transfer areas should include water management systems for all plumbing fixtures with the ability for remote flushing capabilities by intake officers. In addition, adequate floor drains at cell door thresholds as well as hose bibbs should be provided in order to properly sanitize the area when required.

Adjacency Diagram



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Space Program Table

5.200	Intake and Processing	Unit NSF	Qty	NSF	Comment
	Law Enforcement Lobby				
5.201	Entry Vestibule	180	1	180	accommodates up to 18, operated by main control
5.202	Counter Station	180	1	180	counter station to control VSP and ITR, space for report writing and paperwork processing for Law Enforcement Lobby
5.203	Accessible Single Occupancy Holding Cell	60	1	60	
5.204	Single Occupancy Holding Cell	60	4	240	
5.205	Open Seating	15	15	225	open seating for 10 men and 5 women with sight separation
5.206	Transport Officer Restroom	65	1	65	
	Intake Booking				
5.207	Intake Sallyport	180	1	180	accommodates up to 18 people, operated by central control
5.208	Pat Down Area	40	1	40	padded wall areas and floor
5.209	Search Staging Area	60	1	60	
5.210	Body Scanner	150	1	150	airport body scanner, entry to secure intake, includes queueing
5.211	Search Room	60	1	60	sink on outside wall of search room
5.212	Accessible Single Occupancy Holding Cell	60	1	60	dry cell (utilize for intake and transport as needed)
5.213	ITR Supervisory Office - Lieutenant	150	1	150	clear sightlines to officer stations / booking counter
5.214	ITR Supervisory Office - Sergeant	120	2	240	clear sightlines to officer stations / booking counter
5.215	Booking Counter	240	1	240	raised, 6-sit/stand workstations, 1 accessible counter station
5.216	Work Area	40	1	40	includes copier, office equipment, office supplies (securely stored)
5.217	Records Officer	280	1	280	5 workstations, all in one copy machine
5.218	File Room	120	1	120	accommodates 8 file shelving units with 200 linear feet of cabinets in lockable room
5.219	Health Screening Nurse Station	120	1	120	2 counter stations, ability to take vitals, privacy to ask personal information of arrestees, 1 accessible station
5.220	Classification Specialist	120	1	120	shared office with 2 desks
5.221	Fingerprint/ID	35	1	35	2 separate photo stations
5.222	Livescan Room	80	1	80	livescan required in room, adjacent to transport
5.223	Restraint Chair Alcove	15	1	15	space reserved for 2 or 3 restraint chairs
5.224	Open Seating	675	1	675	open seating for 30 men and 15 women with sight separation, access to telephones in both areas
5.225	Inmate Restroom	65	2	130	each restroom should be adjacent to men and women open seating area, key card access, motion detection system for inmate safety
5.226	Staff Restrooms	140	2	280	2 toilets in each restroom, convenient to transport/ property/ release
5.227	Interview Room	100	2	200	
5.228	Safety Cell	48	2	96	floor flush toilet w/push button control from outside
5.229	Accessible Single Occupancy Holding Cell	60	1	60	wet cell
5.230	Single Occupancy Holding Cell	60	5	300	wet cell
5.231	Detox Holding Cell	60	2	120	floor flush toilet w/push button control from outside
5.232	Accessible Group Holding Cell	180	1	180	shared with transport up to 8 inmates
5.233	Group Holding Cell	160	3	480	shared with transport up to 8 inmates
5.234	Accessible Dress-In w/Shower	80	1	80	pass to exchange clothing into property include accessible bench
5.235	Dress-In w/Shower	60	2	120	pass to exchange clothing into property
5.236	Storage Room	150	1	150	kick boxes, general supply storage
5.237	Coffee Station	20	1	20	accommodate coffee pot, microwave, undercounter refrigerator
5.238	Janitor's Closet	40	1	40	mop sink, rack, floor drain
	Subtotal NSF			5,871	

5.300 Property Room

Description of Function

The Property Room serves as the central secure storage for all inmate personal property which is to be stored in a safe and secure manner. The property room will include an officer workstation and additional space for staging inmate property which includes a large table for packaging items to be stored, which includes storage on all sides of the large packing table. In addition to the large property storage room which includes a rack hanging system the space will include a vault for any property considered valuable to be stored. Adjacent to the property room will include space for inmate bulk property storage which is defined as any property to be held for no longer than 30 days once an inmate is transferred from the LCCF to a state or federal facility.

The Mail Room will also be located within the property room and will include space for a sorting table, printer access for mail service, and areas for storage of mail crates.

Operational Assumptions

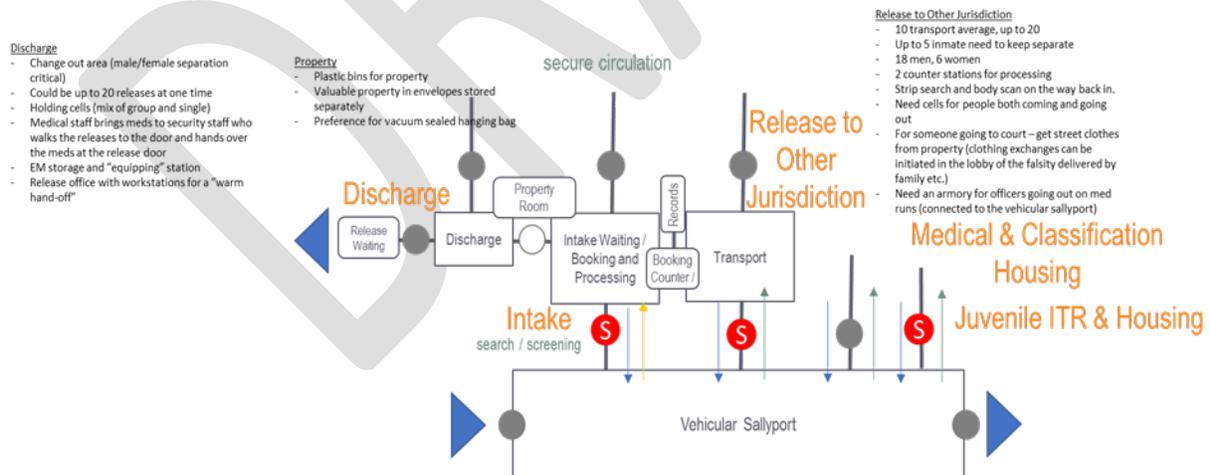
The intake officer will collect and record valuables from the inmate for processing at initial entry, then deposit the valuables for storage in the property room. The property room will need a pass-through to the intake, transfer, and release functions to be as efficient as possible.

The property room will also have space for seven days of inmate uniform storage with the ability to pass through to dress-in rooms. This will allow inmates to exchange clothing in an efficient manner.

Special Design Considerations

Adjacency considerations should be made to allow property to be exchanged between intake, transfer, and release. The Property Room should accommodate space for a vacuum sealing machine with associated supplies and also racks for hanging bags of up to 1,200 inmates.

Adjacency Diagram



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Space Program Table

5.300	Property Room	Unit NSF	Qty	NSF	Comment
5.301	Inmate Property Storage	2,000	1	2,000	rack hanging bag system, vacuum sealer, pass-thru to intake, transfer, release
5.302	Inmate Property Staging	150	1	150	adjacent or in property storage room, large table w/cubbies under table for packaging
5.303	Inmate Bulk Property	175	1	175	adjacent or in property storage room, shelving for 30 day property holds
5.304	Secure Property Storage	120	1	120	vault for high valued items
5.305	Property Officer Workstation	48	2	96	adjacent or in property storage room
Subtotal NSF				2,541	

DRAFT

5.400 Transport

Description of Function

The Transportation function serves as the coordination and staging area for any inmate attending a court proceeding off-site or being transported from the facility to a medical appointment, outside appointment, or released to another agency. Staff assigned to the Intake Transfer Release function will be assigned specific duties in relation to Transport including but not limited to the escorting or transportation of inmates. The Transport function should include a standing height workstation for correctional officer use. The standing height workstation should be adjacent to the booking counter in intake. Also, included in the transport is an inmate transport staging area which includes storage space for handcuffs, chains, any other items used for transport, single holding, group holding (shared with intake), search room, pat down area, and a body scanner. This function operates 24 hours per day, 7 days a week.

Operational Assumptions

The Transportation area will be the primary staging location for inmates to be held prior to departing the facility for court, outside appointments, and transfers to other jurisdictions. This area needs to be adjacent to the property room issuance/storage spaces for court clothes and uniform issuance.

As inmates are scheduled for court appearances or other outside appointments, the Transportation Unit will coordinate the movement with the facility housing units. When a housing unit is notified, staff on the floor will prepare the inmate for movement. A correctional officer will escort the inmate(s) to the Transportation staging area to be held temporarily until departure.

The Transportation staging area will require a staff processing counter and inmate staging, holding areas with toilet, and search areas. The Transportation staging area will be equipped with an airport style body scanner to conduct searches prior to transport and when returning from an outside appointment.

Inmates will be grouped together in the Transportation holding areas by gender and destination. As transports leave, inmates will be restrained and escorted to the Transportation Vehicle Sallyport, where they will be loaded into a transport vehicle.

Returning inmates will be secured in the same holding areas as deemed necessary. Space will be necessary for searching (pat, strip searches and/or body scanning, dry single cells) inmates upon their return. Inmates will be escorted back to housing upon return by a correctional officer.

This workspace should be large enough to allow for a significant amount of transportation related documents. Other staff directly involved in the transportation of individuals do not require workspaces.

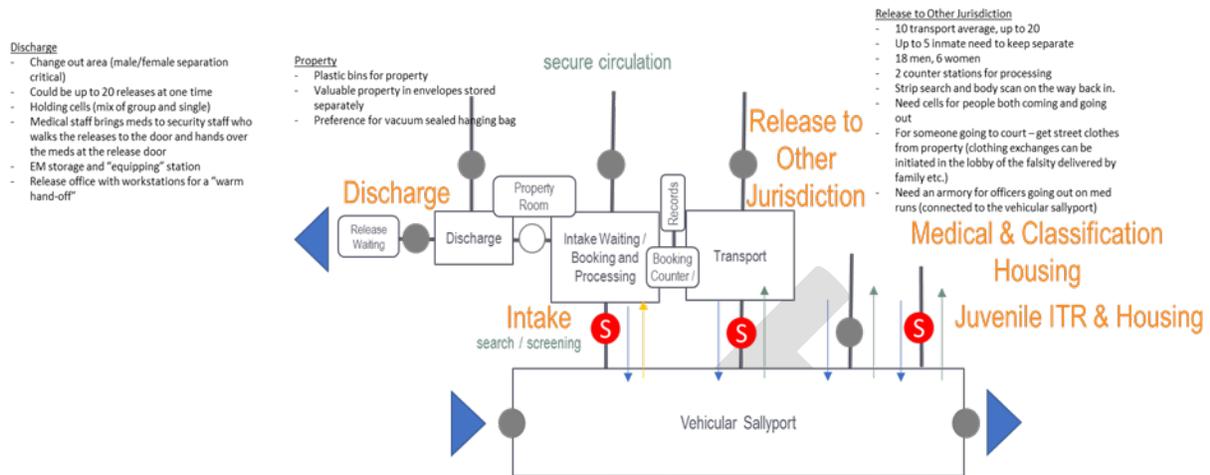
Special Design Considerations

The Transportation component must be adjacent to the Vehicle Sallyport for access to transport vehicles, intake processing, and the property room. Although it is a design challenge to have inmate property be adjacent to all ITR functions the attempt should be made to meet this challenge.

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Adjacency Diagram



Space Program Table

5.400	Transport	Unit NSF	Qty	NSF	Comment
5.401	Transport Sallyport	180	1	180	accommodate up to 18 people, operated by central control
5.402	Restraint Storage Alcove	60	1	60	wall mounted peg and cubbies system
5.403	Transport Staging	360	1	360	accommodates 24 inmates, includes space for transport staging (handcuff, chain, etc.)
5.404	Officer Station	60	1	60	raised, transport supervision and processing
5.405	Accessible Single Occupancy Holding Cell	60	1	60	wet cell
5.406	Single Occupancy Holding Cell	60	3	180	wet cell
5.407	Body Scanner	150	1	150	airport body scanner, return entry to secure perimeter, includes queueing
5.408	Search Room	60	1	60	sink on outside wall of search room
5.409	Pat Down Area	40	1	40	padded wall area and floor
Subtotal NSF				1,150	

5.500 Discharge

Description of Function

The Discharge component serves as the area for discharge preparation, identification, and processing of all inmates being discharged from the facility. The Discharge function is available 24 hours a day, 7 days a week.

Operational Assumptions

Inmates leaving the custody of the facility will occur through the discharge process into the community. The discharge process will occur as follows:

Notification will be sent to correctional officers that an inmate may qualify for a discharge from custody. Discharge notifications will come from:

- Court system –court order or court instructions
- Receipt of a bond
- End of a sentence

Upon receipt of a discharge notification, correctional officers will begin a review process to determine that all charges have been satisfied and that there are no pending charges to prevent a release. If the inmate is eligible for discharge, correctional officers will continue with paperwork verification, check for additional wants/warrants, updates the release in the jail management system, and will notify the housing unit of the intended discharge.

If the inmate is being discharged to the community and there are no other warrants or holds from another jurisdiction, the inmate will be escorted from housing to the Discharge area and continues through the discharge process. If there is a hold or outstanding warrant, the inmate will remain in custody.

If the inmate is being released to another jurisdiction and there are no other warrants or holds aside from the agency they are being released to, the inmate will be escorted from housing to the Transportation holding area.

Discharge Processing

For inmates being discharged to the community, the inmate will be escorted to the discharge processing area where they meet with correctional officers and begin the identification process. The correctional officers will conduct an identification verification at this point and have the inmate sign discharge paperwork (bonds, property inventories, court date notice, and returned funds receipt). The inmate will be returned their personal clothing and allowed to change out of their uniform. The inmate's personal property will be retained by the escorting staff until the inmate exits the facility.

Final discharge approval will be received from the reviewing discharge supervisor at this point and one final identification will be conducted on the inmate. Once verified, the inmate will be escorted to the discharge waiting area outside of the secure confines of the facility and returned his/her personal belongings.

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Once the inmate is discharged from the discharge sallyport, spaces will be provided for discharge waiting where individuals have ability to charge cells phones and have conditioned space to wait for a ride. Also, space for probation & parole will be provided to allow individuals to complete their first check-in with a probation officer, attach any electronic monitoring devices, and provide information for any community resources and/or services that would be helpful in the success of the individual being discharged back into the community.

Once the inmate is escorted out of the facility and the escorting officer returns, the individual will be removed from the jail management system.

Release to Another Jurisdiction

For inmates being released to another jurisdiction, the inmate will be escorted to the Transportation staging area where they meet with correctional officers and begin the identification process. The correctional officers will conduct an identification verification at this point and have the inmate sign release paperwork (bonds, property inventories, court date notice). The individual will be returned their personal clothing. The inmate's personal property will be retained by the escorting staff.

The inmate will be placed in a Transportation area holding cell until transported to another jurisdiction or until another jurisdiction arrives to accept the individual. The inmate's personal belongings (other than personal clothing) and funds will be transferred to the receiving jurisdiction transport staff. Final release approval will be received from the reviewing release supervisor at this point and one final identification will be conducted on the inmate. The inmate will then be identified by the receiving jurisdiction and escorted to the sallyport to be placed in the transportation vehicle.

Once the inmate is outside of the secure confines of the facility, he/she will be removed from the jail management system.

Temporary Release to Another Jurisdiction

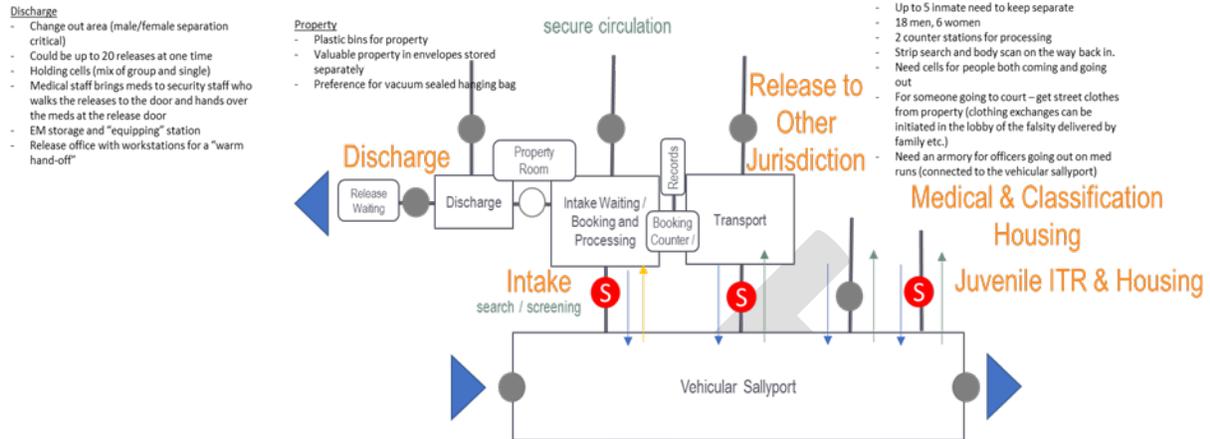
For inmates being temporarily released to another jurisdiction, the inmate will be escorted to the Transportation staging area where they meet with correctional officers and begin the identification process. The release supervisor will verify the identity of the inmate in conjunction with the requesting agency prior to allowing the requesting agency to take temporary custody. The requesting agency for temporary release will complete sign-out paperwork and verify the identity of the inmate being checked out. No personal belongings will be returned to the inmate or the requesting agency during this process.

Upon return to the facility, the requesting agency will return the inmate to the transportation area through the secure transportation sallyport by pressing the callbox button in the secure vehicle sallyport to announce who they are and the identity of the returning inmates. Upon entry into the facility, the inmate will be searched by LCCF staff and screened utilizing body scan technology. The returning agency will be required to complete return paperwork for the transfer of custody back into the LCCF.

Special Design Considerations

The release processing area will need enough space to conduct the signing of release paperwork and return of personal property. This area will require access to a space for the inmate to change into personal clothing. Releases typically occur 24 hours a day, 7 days a week.

Adjacency Diagram



Space Program Table

	5.500 Discharge	Unit NSF	Qty	NSF	Comment- Inside/Outside Security
5.501	Correction Officer Station	60	1	60	raised workstation
5.502	Property Release Counter	20	1	20	pass-thru to property
5.503	Accessible Changing Room	60	1	60	
5.504	Changing Room	40	1	40	
5.505	Restroom	65	1	65	former inmate restroom
5.506	(Discharge) Lobby/ Open Waiting Area	150	1	150	seating for 10
5.507	Re-entry Caseworker/Coordinators	48	4	192	open workstations
5.508	Discharge Sallyport	80	1	80	operated by central control
5.509	Discharge Waiting	150	1	150	phone charging station, seating for 10
5.510	Pre-Parole Unit Supervisor	120	1	120	private office
5.511	Pre Parole Unit	450	1	450	1 room with 6 workspaces & copy/ storage area and beverage counter
5.512	Electronic Monitoring Room	150	1	150	shelving, cabinets, racks and bins, counter w/sink, dishwasher, area to charge and provide data to charge and update equipment
5.513	Interview Room	120	1	120	accommodate 3 people, A/V capable
5.514	Janitor's Closet	40	1	40	mop sink, rack, floor drain
	Subtotal NSF			1,697	

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6.000 INMATE PROGRAMS

6.100 Central Education and Training

Description of Function

Programs at the facility will be managed and administered by jail staff, contracted staff, and volunteers. This component addresses the classroom, interview, and support spaces for Programs Staff and Volunteers.

Operational Assumptions

The Programs Staff and Volunteers area should be inside the secure perimeter with access to inmate program spaces. This function includes a shared office, storage rooms, staff restroom, staff/ volunteer restroom, interview rooms, and a computer room utilized for GED and other forms of educational testing.

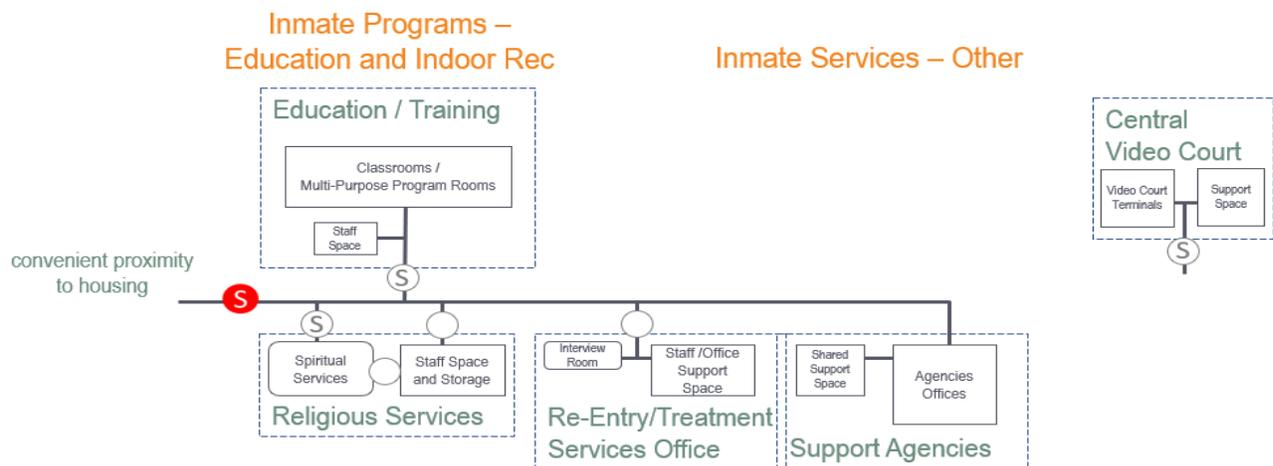
Special Design Considerations

The shared office should be designed to reflect controlled access by jail staff, contracted staff, volunteers, and authorized visitors. The overall construction of the office area should be standard commercial grade construction typical to any office environment. The office should:

- Portray a professional image for visitors
- Promote collaboration and communication
- Provide an arrangement of work areas with furniture and technology
- Incorporate biophilic components

Contracted staff and volunteers will be pre-screened and approved prior to entering the facility. Contracted staff (those providing regular services to the facility) may be permitted to enter the facility through the staff entrance and provided open access to the shared office suite and other programs spaces without escort. Volunteer access into the facility will be through the Public Lobby in the same manner as inmate visitors. Volunteers (those volunteers providing only intermittent or one-time service) will enter through the public lobby and always be escorted while in the secure perimeter.

Adjacency Diagram



Space Program Table

6.100	Central Education and Training	Unit NSF	Qty	NSF	Comment - Inside Security
6.101	Shared Office	240	1	240	4 teachers/ volunteers shared workstations, all in one copier/printer
6.102	Storage Room	80	1	80	classroom supplies; adjacent from shared office
6.103	Large Multi-Purpose Classroom	500	2	1,000	accommodates up to 20 inmates in each space, dividable wall between classrooms to increase max inmate capacity to 40 for flexibility
6.104	Large Storage Room	200	1	200	
6.105	Computer Room	240	2	480	1 room certified GED testing
6.106	Staff Restroom	65	1	65	
6.107	Inmate Restroom	65	1	65	
6.108	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				2,170	

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6.200 Religious Services

Description of Function

Religious Services are offered to inmates aimed at providing a wide variety of religious practices. All inmates in the facility should have the opportunity to participate in religious services unless under a disciplinary sanction. Religious activities will take place in a centralized location with the ability to use video technology, multi-purpose rooms, or tablets to watch services live or recorded. In addition, the spiritual services area will contain one chaplain office, eight shared chaplain work stations, storage, and staff restroom.

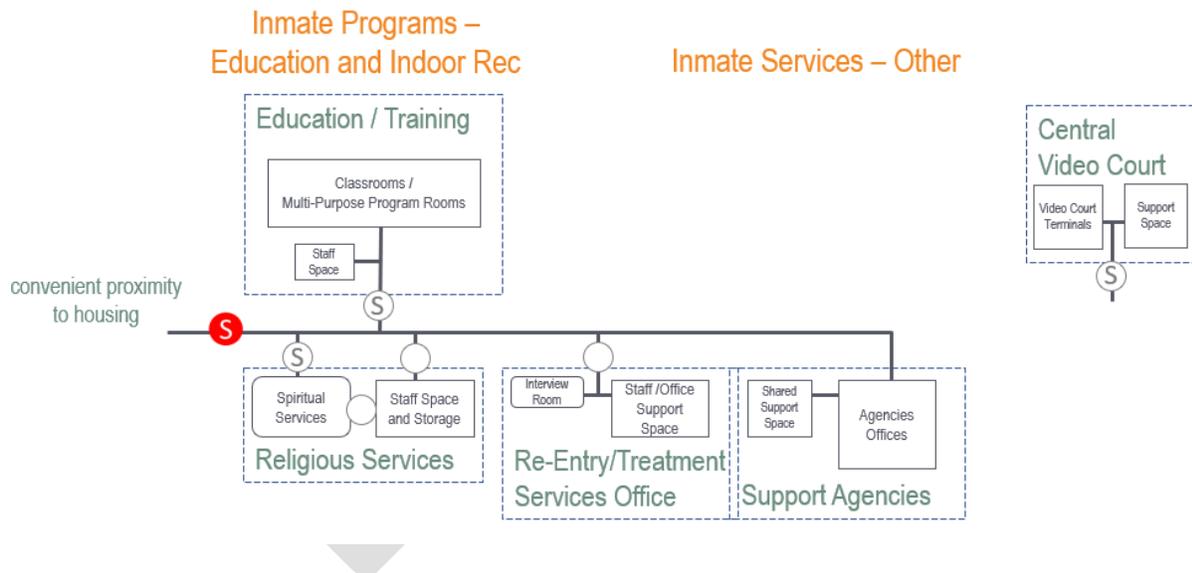
Operational Assumptions

The Religious Services function will primarily operate with the use of volunteer chaplains and other religious volunteers. The function should be centrally located inside the secure perimeter with access to allow for all types of religions and services. This function includes a large open spiritual services room with the ability to accommodate up to 64, a chaplain office, shared chaplain work stations, storage room, and a staff restroom.

Special Design Considerations

Ability to stream and record religious services from the Spiritual Services Room to all housing unit televisions and tablets will be provided.

Adjacency Diagram



Space Program Table

6.200	Religious Services	Unit NSF	Qty	NSF	Comment - Inside Security
6.201	Spiritual Services Room	2,000	1	2,000	accommodates up to 64, ability to stream to housing units, tablets, etc.
6.202	Storage Room	300	1	300	chairs, tables, supplies
6.203	Interview / Counseling Room	120	1	120	room accessed from spiritual services room
6.204	Chaplain Supervisor Workstation	64	1	64	open workstation
6.205	Chaplain Workstations	48	8	384	8 open workstation
6.206	Library Storage	80	1	80	book shelving
6.207	Coffee Station	20	1	20	accommodate coffee pot, microwave, undercounter refrigerator
6.208	Staff Restroom	65	1	65	
6.209	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				3,073	

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6.300 Re-Entry and Treatment Services Office

Description of Function

The Reentry and Treatment component serves as the office space caseworkers as well as for outside agencies to function efficiently at the LCCF. This component will be located inside the secure perimeter of the facility. Blueprints and other providers will have access to 4 open workstation spaces within this function. This function should be designed to not allow any inmates into this area unless escorted.

Operational Assumptions

The Reentry and treatment services office is open during normal business hours, Monday through Friday. The following agencies are to have office space at the new LCCF:

- Blueprints
- Other agencies that work in this space

All person(s) from the various agencies will enter through the staff entrance and they will not require an escort to the support agency function. Inside the office suite will be a combination of office and open workstations where staff complete daily tasks. In addition, a small meeting room will be located off of the Field Investigators office, shared support area with kitchenette alcove and staff restroom will be inside this function.

Space Program Table

6.300	Re-Entry and Treatment Services Office	Unit NSF	Qty	NSF	Comment - Inside Security
6.301	Reentry Manager	120	1	120	private office
6.302	Reentry Caseworker	300	1	300	open workstations w/ space for future reentry caseworkers
6.303	Recreation Director	120	1	120	private office
6.304	Field Investigator	150	1	150	private office
6.305	Meeting Room	120	1	120	field investigator to have direct access to this space from office
6.306	Hearing Investigator	120	1	120	private office
	Blueprints, Other Providers				
6.307	Service Provider	48	4	192	4 open workstations
6.308	File Room	120	1	120	7 file shelving units 224 "linear feet" of files in file shelving units
6.309	Copier / Work Area	40	1	40	copier, work counter, undercounter shelves
6.310	Coffee Station	20	1	20	accommodate coffee pot, microwave, undercounter refrigerator
6.311	Report Writing Carrels	35	5	175	5 small writing carrels for staff to write reports
6.312	Break Room	240	1	240	sink, counter above and below cabinets
	Subtotal NSF			1,717	

6.400 Discreet Interview Room

Description of Function

A discreet interview room will provide space for law enforcement officers and court staff to conduct confidential interviews outside of the sight and sound of other inmates in the facility.

Operational Assumptions

This secure/confidential space should be in an area with very little inmate traffic. This function must remain in an area where no other inmates would know whether the inmate was receiving a routine visit, medical services, etc. to conduct confidential interviews in a manner that is safe, productive, and as discreet as possible.

Special Design Considerations

The space requires workspace and connectivity for law enforcement and court staff to utilize computers for the sharing of evidence, documentation, and information in a variety of formats. Connectivity for secure video and audio recording capability is also required.

Adjacency Diagram



Space Program Table

6.400	Discreet Interview Room	Unit NSF	Qty	NSF	Comment - Inside Security
6.401	Interview Room	120	1	240	private interview rooms for DA to meet privately with inmates; use DA video technology/system only; must be ensure meeting confidentiality, including inmate escort
Subtotal NSF				240	

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7.000 INTAKE HOUSING

7.100 Intake Housing Support

Description of Function

The Intake Housing function will be utilized as the central point for security command/supervisory staff to work while on shift. The spaces will provide areas for supervisors to complete daily tasks, hold meetings in both large and small settings, as well as on an individual basis. The space will also include individual offices for privacy, shared office spaces, and open workstations to allow for staff collaboration purposes. Shared support space will also be included in this function, to allow for the space to be as efficient as possible.

Operational Assumptions

The Intake Housing function will operate in a manner to allow for individual offices to maximize privacy for the Major, Captain, and Lieutenants, while providing a large open office space with workstations for each Sergeants. In addition, a shared offices for Probation, PREA, and other support functions should be located within this function. Support spaces include a conference room, small interview room, workroom/storage, coffee station, staff restrooms, and a janitor’s closet.

Special Design Considerations

Intake Support will be located inside the secure perimeter in a central location off one of the main corridors. Inmates should not have access to this corridor unless escorted.

Space Program Table

7.100 Intake Housing Support	Unit NSF	Qty	NSF	Comment-Inside Security
7.101 Major	150	1	150	private office
7.102 Captain Office	150	1	150	private office
7.103 Lieutenants Office	150	4	600	private offices
7.104 Sergeants Shared Office	1,040	1	1,040	(20) workstations, office support including copier, supply storage, etc.
7.105 Evidence Lockers	200	1	200	secure room adjacent to sgts. offices, varying sizes of evidence storage lockers needed including; drying lockers, evidence bags, collection, ability to charge cell phones, proper ventilation
7.106 Hotel Office	120	2	240	shared offices with 2 desks
7.107 PREA Caseworker	120	1	120	shared office
7.108 Inmate Services Specialist	48	3	144	shared offices
7.109 Video Custody Support	120	3	360	shared offices
7.110 Equipment Storage	120	1	120	secured room for security electronics server rack, dedicated A/C unit
7.111 Conference Room	300	1	300	accommodates up to 12 to 15 people max, AV capable
7.112 Interview Room	80	1	80	
7.113 Workroom/ Storage	180	1	180	
7.114 Coffee Station	20	1	20	adjacent to conference room, accommodate coffee pot, microwave, undercounter refrigerator
7.115 Staff Restroom	65	2	130	
7.116 Janitor's Closet	40	1	40	
Subtotal NSF			3,874	

7.200 Intake Housing - Male

Description of Function

Intake Housing is for new adult admissions into the LCCF and serves as an area post-intake to confirm classification and permanent housing needs. All inmates will quarantine in the intake unit for up to 7 days, where they will receive orientation.

Operational Assumptions

Intake Housing will consist of one housing unit, designated for males with 64-beds. The unit will consist of inmate areas including an issue room, triage/ interview rooms, multiple sub dayrooms (1-for every 8 beds), and access to beverage counter, video visitation, showers, and outdoor recreation. The unit will also consist of staff areas including an open workstation for correctional staff, bail bondsman alcove, caseworker office, storage, and an officer restroom.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

7.200	Intake Housing - Male	Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to Medical Clinic & ITR)
7.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
7.202	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
7.203	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
7.204	Accessible 2-person Cell	140	4	560	beds on the floor, no bunks
7.205	2-person Cell	125	28	3,500	beds on the floor, no bunks
7.206	Sub Dayroom	800	4	3,200	8 beds per sub dayroom
7.207	Beverage Counter	40	1	40	sink w/insta hot
7.208	Accessible Shower	50	1	50	1 shower per 8 inmates
7.209	Showers	35	7	245	1 shower per 8 inmates
7.210	Interview / Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
7.211	Triage / Interview Room	100	1	100	accommodate 2-3 people, small desk
7.212	Caseworker Offices	120	2	240	private offices
7.213	Bail Bondsman Alcove	60	1	60	table, 2 chairs; clear sightline from officer station
7.214	Officer Restroom	65	1	65	
7.215	Accessible Non-contact Professional Visitation	80	1	80	
7.216	Non-contact Professional Visitation	50	2	100	
7.217	Contact Professional Visitation	110	2	220	accommodates 2-3 people, 1 small table and 3 chairs, space includes proper sounds baffling and privacy for private attorney client conversations.
7.218	Utility Storage	50	1	50	
7.219	Clean Linen	40	1	40	
7.220	Soiled Linen	40	1	40	
7.221	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
7.222	Outdoor Recreation	960	1	-	15 sf per inmate, partially covered
Subtotal NSF				9,035	

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7.300 Intake Housing – Male Detox

Description of Function

Intake Housing will include a housing unit specific for male inmates in need of detoxification. This unit is dedicated to new adult admissions into the LCCF and serves as an area post-intake to treat individuals in a way to monitor inmates in need of detoxing in a safe and humane setting.

Operational Assumptions

This specialty unit will consist of one housing unit, designated for males with 2-person cells totaling 64-beds. The unit will consist of inmate areas including an issue room, interview/ counseling rooms, triage/ interview rooms, multi-purpose room, multiple sub dayrooms and access to beverage counter, video visitation, showers, and outdoor recreation. The unit will also consist of staff areas including a shared open workstation for nurse/correctional staff, caseworker offices, storage, and an officer restroom.

Refer to Section 8.200 General Housing.

Special Design Considerations

Detox housing will include flooring material which is non-porous with integral base with floor sloping toward floor flushing drains equivalent or equal to Willoughby FD-1400 in order to hose down and clean areas on a regular basis. Hose bibbs should be incorporated near staff areas only and will allow for a hose to extend to all areas of this unit.

Space Program Table

7.300	Intake Housing - Male Detox	Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to Medical Clinic & ITR)
7.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
7.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
7.303	Nurse/Officer Station	60	1	60	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
7.304	Accessible 2-person Detox Cell	140	2	280	beds on the floor, no bunks
7.305	2-person Detox Cell	125	14	1,750	beds on the floor, no bunks
7.306	Sub Dayroom - Detox	400	4	1,600	8 beds per sub dayroom
7.307	Beverage Counter	40	1	40	sink w/insta hot
7.308	Accessible Shower	50	1	50	1 shower per 8 inmates
7.309	Showers	35	7	245	1 shower per 8 inmates
7.310	Interview / Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
7.311	Triage / Interview Room	100	1	100	accommodate 2-3 people, small desk
7.312	Caseworker Offices	120	2	240	private offices
7.313	Bail Bondsman Alcove	60	1	60	table, 2 chairs; clear sightline from officer station
7.314	Officer Restroom	65	1	65	
7.315	Accessible Non-contact Professional Visitation	80	1	80	
7.316	Non-contact Professional Visitation	50	2	100	
7.317	Contact Professional Visitation	110	2	220	accommodates 2-3 people, 1 small table and 3 chairs, space includes proper sounds baffling and privacy for private attorney client conversations.
7.318	Utility Storage	50	1	50	
7.319	Clean Linen	40	1	40	
7.320	Soiled Linen	40	1	40	
7.321	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
7.322	Outdoor Recreation	750	1	-	15 sf per inmate, partially covered, not included in nsf
Subtotal NSF				5,425	

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7.400 Intake Housing & Detox - Female

Description of Function

Intake Housing is for new adult admissions into the facility and serves as an area post-intake to confirm classification and permanent housing needs. All inmates will quarantine in the intake unit for up to 7 days, where they will receive orientation. Intake Housing will also include a housing specific for female inmates in need of detoxification. This unit is dedicated to new adult admissions into the LCCF and serves as an area post-intake to treat individuals in a way to monitor inmates in need of detoxing in a safe and humane setting.

Operational Assumptions

Intake and Detox Housing will consist of one housing unit, designated for females with 32-beds. Of the 32 intake beds, 16 beds will be designated for detox. The unit will consist of inmate areas including an issue room, interview/ counseling room, triage/ interview rooms, multi-purpose room, multiple sub dayrooms and access to beverage counter, video visitation, showers, and outdoor recreation. The unit will also consist of staff areas including an open workstation for correctional staff, caseworker offices, storage, and an officer restroom.

Refer to Section 8.200 General Housing.

Special Design Considerations

Detox housing will include flooring material which is non-porous with integral base with floor sloping toward floor flushing drains equivalent or equal to Willoughby FD-1400 in order to hose down and clean areas on a regular basis. Hose bibbs should be incorporated near staff areas only and will allow for a hose to extend to all areas of this unit.

Space Program Table

7.400	Intake Housing & Detox - Female	Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to Medical Clinic & ITR)
7.401	Unit Entry Vestibule	80	1	80	2 interlocked doors
7.402	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
7.403	Nurse/Officer Station	60	1	60	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
7.404	Accessible 2-person Cell	140	1	140	beds on the floor, no bunks
7.405	2-person Cell	125	7	875	beds on the floor, no bunks
7.406	Sub Dayroom	400	2	800	8 beds per sub dayroom
7.407	Accessible 2-person Detox Cell	130	1	130	beds on the floor, no bunks
7.408	2-person Detox Cell	125	7	875	beds on the floor, no bunks
7.409	Sub Dayroom - Detox	400	2	800	8 beds per sub dayroom
7.410	Beverage Counter	40	1	40	sink w/insta hot
7.411	Accessible Shower	50	1	50	1 shower per 8 inmates
7.412	Shower	35	1	35	1 shower per 8 inmates
7.413	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
7.414	Triage / Interview Room	100	1	100	accommodate 2-3 people, small desk
7.415	Caseworker Office	120	2	240	private offices
7.416	Bail Bondsman Alcove	60	1	60	table, 2 chairs; clear sightline from officer station
7.417	Officer Restroom	65	1	65	
7.418	Accessible Non-contact Professional Visitation	80	1	80	
7.419	Non-contact Professional Visitation	50	1	50	
7.420	Contact Professional Visitation	110	1	110	accommodates 2-3 people, 1 small table and 3 chairs, space includes proper sounds baffling and privacy for private attorney client conversations.
7.421	Utility Storage	50	1	50	
7.422	Clean Linen	40	1	40	
7.423	Soiled Linen	40	1	40	
7.424	Janitor's Closet	40	2	80	jc on each floor, mop sink, rack, floor drain
7.425	Outdoor Recreation	750	1	-	minimum 750 sf, not included in nsf
Subtotal NSF				5,045	

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8.000 MALE HOUSING

8.100 General Population Shared Cluster Area

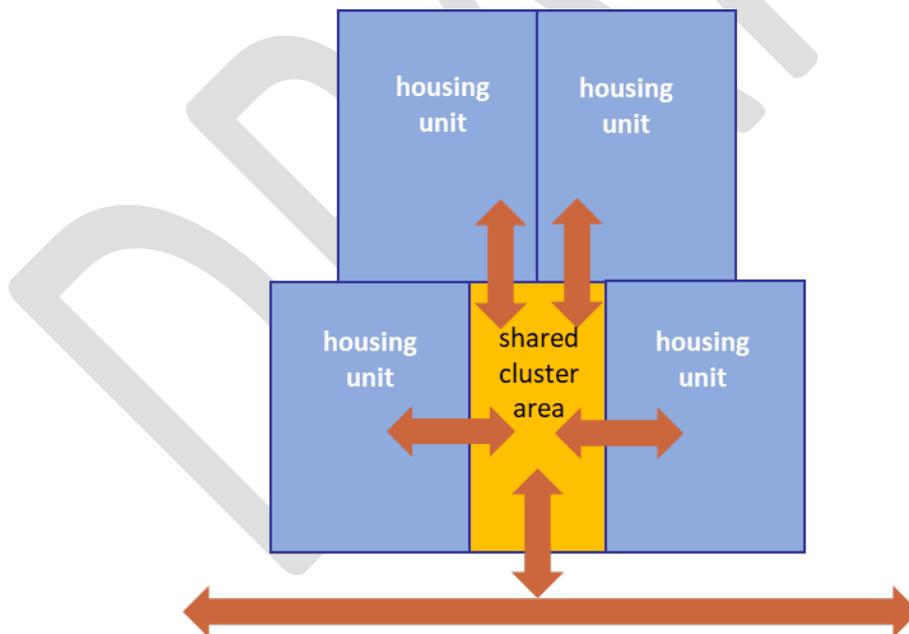
Description of Function

The operational philosophy of SIM/ direct supervision is based upon decentralizing many management decisions to the housing units or a space adjacent to the housing clusters. The Shared Cluster Areas provides access to unit staff spaces and unit program, healthcare, and video inmate spaces.

Operational Assumptions

Each Housing Support Cluster will typically serve four housing units. For staff, the central area will provide space for multiple offices, workstation to observe all cluster spaces, and staff restrooms. For inmates, the central area will provide access to a treatment room for healthcare services, classrooms for programs, and video visit room for healthcare and professional visits.

Inmate movement to and from the Housing Support Cluster from General Housing will be on a scheduled and controlled basis by housing unit staff. Access to a every general population housing unit (minimum, medium, and maximum) will be from the shared cluster area, and movement in and out of the shared cluster areas will be via a secure entry vestibule. Door control in and out of the shared cluster area from the housing units will be from an officer station in the shared cluster area and/or Main Control. The following diagram illustrates movement through the shared cluster area. For clustering housing units, minimum and medium classification units will be grouped together, and medium and maximum classification units will be grouped together.



Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

8.100	General Population Shared Cluster Area	Unit NSF	Qty	NSF	Comment - Inside Security Supports General Population Housing only
8.101	Secure Entry Vestibule	150	1	150	2 interlocked doors
8.102	Officer Station	40	1	40	raised workstation
8.103	Shared Staff/ Contract Worker/ Volunteer Office	120	3	360	shared office for teachers/ volunteers
8.104	Work Release Supervisor	120	1	120	private office
8.105	Work Release Specialist	120	1	120	private office
8.106	Interview Room	100	2	200	
8.107	Large Classroom	400	2	800	accommodates up to 20 inmates, multi-purpose including cognitive programming
8.108	Classroom	250	2	500	12 inmates, adjacent combinable
8.109	Classroom Storage	80	4	320	1 storage room per classroom
8.110	Inmate Restroom	65	4	260	
8.111	Exam Room	120	2	240	exam table, sink w/above & below lockable cabinets
8.112	Professional Video Visit	80	2	160	video court, attorney, psych, med
8.113	Virtual Court Terminal	65	2	130	vision panels to block view from other inmates while room is in use, acoustically designed for video court
8.114	Staff Restroom	65	2	130	
8.115	Shared Office	120	2	240	2 desks per office w/network shared computers
8.116	Sergeant Office	120	1	120	private office
8.117	Storage	80	1	80	medical crash cart, misc. storage
8.118	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				4,010	
x number of clusters				3	
Total NSF				12,030	

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8.200 General Population Housing – Minimum Male

Description of Function

This section includes the General Housing units for males and corresponding program areas for the total capacity requirements of the LCCF *through the year 2050 for up to 1,200 beds*. The overall mission of the LCCF relative to housing is to provide a safe, secure facility to serve the public and visitors, staff, and inmate population. A Strategic Inmate Management model utilizing structured inmate programs will encourage the development of positive habits relative to responsible decision-making and exercise of good judgment. The housing unit is intended to provide safe and cost-effective confinement that is appropriate for the inmates being housed.

General Population Male Housing is based on three different housing classifications – Minimum Custody, Medium Custody, and Maximum (Low and High) Custody. These housing classifications will guide the type of cell (single, double, multi-occupancy, etc.) that are utilized. Housing units are to be grouped and serviced by a Shared Cluster Area with spaces for staff and access to more centralized program and healthcare services.

New inmates will be initially assessed and classified during the intake process. They will then be assigned to an appropriate housing unit, ideally in the Intake Housing. Intake Housing provides the facility the ability to acclimate inmates to the facility and to observe them before placing them in general population housing classifications. Inmates are ultimately assigned to housing based upon classification, behavior, program/work assignment, and length of time remaining on an individual's sentence.

The progression from higher classification level (maximum) to a lower custody level (i.e., minimum) should be encouraged by increasing incentives for appropriate behavior in the housing units. Inmates that have been properly screened and approved to perform various duties, such as custodial work, ground maintenance, or food and laundry operations, will be housed in a dedicated housing unit.

Based on the inmate profile data and projected population, the following housing summary was developed. General Housing includes Minimum Custody, Medium Custody, and Maximum Custody.

Type/Classification	Bed Type	Mezzanine	Beds/Unit	Beds/Cell	Cells/Unit	Quantity	# of Units	Total Beds	Comments
General Population - Male							12	608	Organized in Housing Clusters
Minimum	Cells	Yes	64	4	16	4	4	256	
Medium	Cells	Yes	64	4	16	3	3	192	
Maximum - Low	Cells	Yes	32	4	8	3	3	96	
Maximum - High	Cells	Yes	32	2	16	2	2	64	
General Population - Female							2	96	Organized in Housing Clusters
Minimum/Medium	Cells	Yes	64	4	16	1	1	64	sub-dayrooms
Maximum	Cells	Yes	32	2	16	1	1	32	
Commitment Housing							3	128	Adjacent to Medical/ITR
Intake / Classification - Male	Cells	Yes	64	2	32	1	1	64	sub-dayrooms
Intake / Classification - Male Detox	Cells	No	32	2	16	1	1	32	
Intake / Classification - Female	Cells	Yes	32	2	16	1	1	32	50% detox
Special Populations - Male							3	176	
High Classification	Cells	No	16	1	16	1	0.33	16	
Disciplinary	Cells	No	32	1	32	1	0.67	32	
Protective Custody	Cells	Yes	64	2	32	2	2	128	
Special Populations - Female							1	18	
High Classification	Cells	No	6	1	6	1	0.33	6	
Disciplinary	Cells	No	12	1	12	1	0.67	12	
Mental Health - Male							2	80	
Close Watch	Cells	No	8	1	8	1	0.17	8	Psychiatric observation
Level 1	Cells	No	8	1	8	2	0.33	16	Crisis management
Level 2	Cells	No	12	2	6	2	0.50	24	In-patient Care
PO 3	Cells	No	32	4	8	1	1	32	Sheltered Housing (therapeutic)
Mental Health - Female							2	28	
Close Watch	Cells	No	4	1	4	1	0.25	4	Psychiatric observation
Level 1	Cells	No	4	1	4	1	0.25	4	Crisis management
Level 2	Cells	No	8	2	4	1	0.50	8	In-patient Care
PO 3	Cells	No	12	4	3	1	1	12	Sheltered Housing (therapeutic)
Work Release							2	68	
Work Release - Male	Dorm	No	56	4	14	1	1	56	
Work Release - Female	Dorm	No	12	4	3	1	1	12	
Juvenile							2	10	
Juvenile - Male	Cells	No	5	1	5	1	1	5	
Juvenile - Female	Cells	No	5	1	5	1	1	5	
Totals							29	1,212	

The operational philosophy of the LCCF is to manage housing units and inmates following the Strategic Inmate Management model and minimizing inmate movement from the housing unit and housing unit shared cluster area. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Housing units are to include an issue room, multi-purpose/ program unit room, interview counseling rooms, and dayroom with access to video visitation, beverage counter, showers, and an outdoor recreation area.

Note that SIM/ direct supervision is not utilized in higher security units, as inmates are in their cells the majority of the day. The High Classification and Disciplinary and Specialty Step Down Units Close Watch, 1, and 2 units will deploy a more fixed post that will include accommodation for close watch positions and direct sightlines for high-risk inmates.

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Operational Assumptions

The specific functions and activities associated with inmate housing units will not be sequential in nature and therefore do not lend themselves to a flowchart. However, it is important to identify the activities that will take place in this area to plan operations and design features. The following is a list of inmate functions and activities that will occur in the housing units:

- Sleeping
- Attending to personal hygiene and grooming
- Storing personal articles
- Watching television
- Playing board games
- Conducting telephone and/or video calls
- Dining
- Receiving and sending personal mail (electronic), legal mail (hard copy and electronic)
- Writing and reading
- Talking with other inmates and staff
- Cleaning and maintaining area
- Changing linens and clothing
- Being admitted to and released from unit
- Accessing counseling or programming services
- Receiving sick call screening and/or medications
- Accessing outdoor recreation

Staff Activities (in SIM/ direct supervision model):

- Controlling inner door to dayrooms
- Controlling cell doors
- Communicating and supervising inmates (direct or indirect models)
- Inspecting areas for cleanliness
- Conducting inmate counts
- Maintaining files on each inmate
- Exchanging linen and uniforms
- Receiving and distributing mail

- Supervising food service in unit
- Observing and recording inmate behavior
- Ensuring units have needed supplies
- Waking inmates
- Controlling lights, television, and telephone/video booths
- Resolving inmate disputes
- Writing-up rule violations
- Supervising movement
- Conducting shakedowns
- Releasing and admitting inmates
- Observing any adjacent activity areas such as the multipurpose room, outdoor recreation area, and the counseling/interview/issue room
- Accessing emails, reports, policies and other pertinent information via computer terminal

All the General Housing units will be designed to provide maximum possible supervision and observation by the housing unit officer assigned to the housing unit. A housing unit officer post will be established in each housing unit that provides a fixed point where the SIM/ direct supervision officer can access a computer, control doors and intercoms, and complete logs and other reports. However, it is assumed the officer will be mobile within the unit during most of their shift. The location of this post should allow for clear line of sight to all cell fronts, the dayroom, the inner dayroom door, the recreation space, programs spaces, as well as any other dedicated space.

Special Design Considerations

The major operational philosophy that will affect General Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, issue rooms, multi-purpose/ program rooms, interview/ counseling rooms, video visitation, inmate restrooms, and showers. The showers will be located on the first floor only and will include floors which slope to drains to avoid water pooling. Also, dry off areas will be provided in an alcove in front of each shower to avoid utilizing dayroom space as these areas tend to become slipping hazards.

Finishes and furniture in General Housing should be durable while creating a normative environment in support of the County's Guiding Principles. Privacy will be provided in a manner that does not inhibit observation by housing unit staff.

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Space Program Table

8.200	General Population - Minimum	Unit NSF	Qty	NSF	Comment - Inside Security
8.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.202	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets, ability to triage inmates
8.203	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.204	Accessible 4-person Cell	260	4	1,040	beds on the floor, no bunks
8.205	4-person Cell	225	12	2,700	beds on the floor, no bunks
8.206	Quiet Room	60	1	60	
8.207	Dayroom	3,200	1	3,200	
8.208	Beverage Counter	40	1	40	sink w/insta hot
8.209	Accessible Shower	50	1	50	1 shower per 8 inmates
8.210	Showers	35	7	245	1 shower per 8 inmates
8.211	Multi-purpose/ Program Room	400	1	400	accommodate 15-20 people, AV capable
8.212	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.213	Counselor's Office	120	1	120	private office
8.214	Officer Restroom	65	1	65	
8.215	Accessible Non-contact Professional Visitation	80	1	80	
8.216	Non-contact Professional Visitation	50	1	50	
8.217	Utility Storage	50	1	50	
8.218	Clean Linen	40	1	40	
8.219	Soiled Linen	40	1	40	
8.220	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.221	Outdoor Recreation	960	1	-	15 sf per inmate - not included in nsf
Subtotal NSF				8,625	34500
x number of Housing Units				4	
Total NSF				34,500	

8.300 General Population Housing – Medium Male

Description of Function

General Population Male Housing is based on three different housing classifications – Minimum Custody, Medium Custody, and Maximum (Low and High) Custody. These housing classifications will guide the type of cell (single, double, multi-occupancy, etc.) that are utilized. Housing units are to be grouped and serviced by a Shared Cluster Area with spaces for staff and access to more centralized program and healthcare services.

New inmates are to be initially assessed and classified during the intake process. They will then be assigned to an appropriate housing unit, ideally in the Intake Housing. Intake Housing provides the facility the ability to acclimate inmates to the facility and to observe them before placing them in general population housing classifications. Inmates are ultimately assigned to housing based upon classification, behavior, program/work assignment, and length of time remaining on an individual's sentence.

The progression from higher classification level (maximum) to a lower custody level (i.e., minimum) should be encouraged by increasing incentives for appropriate behavior in the housing units. Inmates that have been properly screened and approved to perform various duties, such as custodial work, ground maintenance, or food and laundry operations, will be housed in a dedicated housing unit.

Based on the inmate profile data and projected population, the following housing summary was developed. General Housing includes Minimum Custody, Medium Custody, and Maximum Custody.

The operational philosophy of the LCCF is to manage housing units and inmates following the Strategic Inmate Management model and minimizing inmate movement from the housing unit and housing unit shared cluster area. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Housing units are to include an issue room, multi-purpose/program unit room, interview counseling rooms, and dayroom with access to video visitation, beverage counter, showers, and an outdoor recreation area.

Note that SIM/ direct supervision is not utilized in higher security units, as inmates are in their cells the majority of the day. The High Classification and Disciplinary and Specialty Step Down Units Close Watch, 1, and 2 units will deploy a more fixed post that will include accommodation for close watch positions and direct sightlines for high-risk inmates.

Operational Assumptions

The specific functions and activities associated with inmate housing units will not be sequential in nature and therefore do not lend themselves to a flowchart. However, it is important to identify the activities that will take place in this area to plan operations and design features. The following is a list of inmate functions and activities that will occur in the housing units:

- Sleeping
- Attending to personal hygiene and grooming
- Storing personal articles
- Watching television

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- Playing board games
- Conducting telephone and/or video calls
- Dining
- Receiving and sending personal mail (electronic), legal mail (hard copy and electronic)
- Writing and reading
- Talking with other inmates and staff
- Cleaning and maintaining area
- Changing linens and clothing
- Being admitted to and released from unit
- Accessing counseling or programming services
- Receiving sick call screening and/or medications
- Accessing outdoor recreation

Staff Activities (in SIM/ direct supervision model):

- Controlling inner door to dayrooms
- Controlling cell doors
- Communicating and supervising inmates (direct or indirect models)
- Inspecting areas for cleanliness
- Conducting inmate counts
- Maintaining files on each inmate
- Exchanging linen and uniforms
- Receiving and distributing mail
- Supervising food service in unit
- Observing and recording inmate behavior
- Ensuring units have needed supplies
- Waking inmates
- Controlling lights, television, , and telephone/video booths
- Resolving inmate disputes
- Writing-up rule violations
- Supervising movement

- Conducting shakedowns
- Releasing and admitting inmates
- Observing any adjacent activity areas such as the multipurpose room, outdoor recreation area, and the counseling/interview/issue room
- Accessing emails, reports, policies and other pertinent information via computer terminal

All the General Housing units will be designed to provide maximum possible supervision and observation by the housing unit officer assigned to the housing unit. A housing unit officer post will be established in each housing unit that provides a fixed point where the SIM/ direct supervision officer can access a computer, control doors and intercoms, and complete logs and other reports. However, it is assumed the officer will be mobile within the unit during most of their shift. The location of this post should allow for clear line of sight to all cell fronts, the dayroom, the inner dayroom door, the recreation space, programs spaces, as well as any other dedicated space.

Special Design Considerations

The major operational philosophy that will affect General Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, issue rooms, multi-purpose/ program rooms, interview/ counseling rooms, video visitation, inmate restrooms, and showers.

Materials selected in General Housing will attempt to normalize the environment. Privacy will be provided in a manner that does not inhibit observation by housing unit staff.

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Space Program Table

8.300	General Population - Medium	Unit NSF	Qty	NSF	Comment - Inside Security
8.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
8.303	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.304	Accessible 4-person Cell	260	4	1,040	beds on the floor, no bunks
8.305	4-person Cell	225	12	2,700	beds on the floor, no bunks
8.306	Quiet Room	60	1	60	
8.307	Dayroom	3,080	1	3,080	
8.308	Beverage Counter	40	1	40	sink w/insta hot
8.309	Accessible Shower	50	1	50	1 shower per 8 inmates
8.310	Showers	35	7	245	1 shower per 8 inmates
8.311	Multi-purpose/ Program Room	400	1	400	accommodate 15-20 people, AV capable
8.312	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.313	Counselor's Office	120	1	120	private office
8.314	Officer Restroom	65	1	65	
8.315	Accessible Non-contact Professional Visitation	80	1	80	
8.316	Non-contact Professional Visitation	50	1	50	
8.317	Utility Storage	50	1	50	
8.318	Clean Linen	40	1	40	
8.319	Soiled Linen	40	1	40	
8.320	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.321	Outdoor Recreation	960	1	-	15 sf per inmate - not included in nsf
Subtotal NSF				8,505	25515
x number of Housing Units				3	
Total NSF				25,515	

8.400 General Population Housing – Maximum Male

Description of Function

Maximum Classification Housing Male is for male inmates who have been classified as needing a higher level of control due to past institutional behavior, current criminal charges, or other factors. The design and space needs of the maximum male housing is similar to medium and minimum housing; however, inmates in Maximum Housing Male have fewer privileges. Inmates can be moved to lower security level units based on improved behavior.

Operational Assumptions

Maximum Housing Male will consist of 160 beds. A total of 5 32 bed housing units at 32 beds consisting of 4-person cells. Each housing unit will have an issue room, interview/ counseling rooms, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom. SIM/ Direct supervision will be employed in these housing units.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

8.400	General Population - Maximum (Low and High)	Unit NSF	Qty	NSF	Comment - Inside Security
8.401	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.402	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
8.403	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.404	Accessible 4-person Cell	260	2	520	beds on the floor, no bunks
8.405	4-person Cell	225	6	1,350	beds on the floor, no bunks
8.406	Quiet Room	60	1	60	
8.407	Dayroom	1,760	1	1,760	
8.408	Beverage Counter	40	1	40	sink w/insta hot
8.409	Accessible Shower	50	1	50	1 shower per 8 inmates
8.410	Showers	35	3	105	1 shower per 8 inmates
8.411	Multi-purpose/ Program Room	300	1	300	accommodate 12-15 people, AV capable
8.412	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.413	Counselor's Office	120	1	120	private office
8.414	Officer Restroom	65	1	65	
8.415	Accessible Non-contact Professional Visitation	80	1	80	
8.416	Non-contact Professional Visitation	50	1	50	
8.417	Utility Storage	50	1	50	
8.418	Clean Linen	40	1	40	
8.419	Soiled Linen	40	1	40	
8.420	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.421	Outdoor Recreation	750	1	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				5,075	
x number of Housing Units				5	
Total NSF				25,375	

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8.500 Security (High/Disciplinary) Housing - Male

Description of Function

Security (High/Disciplinary) Housing Male is for male inmates needing to be separated due to disciplinary or administrative reasons. As a result, out-of-cell time and the intermingling of inmates is reduced. The unit could benefit from the use of sub-dayrooms to allow for increased out-of-cell time while limiting contact between the inmates.

This category of inmates could eventually be reassigned to another lower custody General Housing or Infirmary housing unit.

Operational Assumptions

Security (High/Disciplinary) Housing Male housing will consist of 48 beds. The housing unit will consist of 1-person cells. The housing unit will have an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom. Refer to Section 7.000 General Housing.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

8.500	High Classification and Disciplinary	Unit NSF	Qty	NSF	Comment - Inside Security
8.501	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.502	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.503	Accessible 1-person Cell - High Classification	100	1	100	accessible high security
8.504	1-person Cell - High Classification	85	15	1,275	high security
8.505	Accessible 1-person Cell - Disciplinary	100	2	200	accessible disciplinary
8.506	1-person Cell - Disciplinary	85	30	2,550	
8.507	Sub-Dayrooms	440	6	2,640	8 beds per sub-dayroom
8.508	Beverage Counter	40	1	40	sink w/insta hot
8.509	Video Visitation Station	20	8	160	
8.510	Accessible Shower	50	1	50	1 shower per 8 inmates
8.511	Showers	35	5	175	1 shower per 8 inmates
8.512	Multi-purpose/ Program Room	150	1	150	accommodate 8 people, AV capable
8.513	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.514	Counselor's Office	120	1	120	private office
8.515	Officer Restroom	65	1	65	
8.516	Accessible Non-contact Professional Visitation	80	1	80	
8.517	Non-contact Professional Visitation	50	1	50	
8.518	Utility Storage	50	1	50	
8.519	Clean Linen	40	1	40	
8.520	Soiled Linen	40	1	40	
8.521	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.522	Outdoor Recreation	250	3	-	not included in nsf
Subtotal NSF				8,145	

8.600 Protective Custody Housing – Male

Description of Function

Protective Custody Housing Male is for male inmates needing to be separated due to safety and classification concerns. The units will likely function as a traditional housing unit but will allow for additional separation from other classifications.

Operational Assumptions

Protective Custody Housing Male housing will consist of two units with 64 beds each. This units will consist of 2-person cells. The housing units includes an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The units will also consist of staff areas including an open workstation, storage, and an officer restroom. Refer to Section 7.000 General Housing.

Refer to Section 8.200 General Housing.

Special Design Considerations

Refer to Section 8.200 General Housing.

Space Program Table

8.600	Protective Custody	Unit NSF	Qty	NSF	Comment - Inside Security
8.601	Unit Entry Vestibule	80	1	80	2 interlocked doors
8.602	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
8.603	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
8.604	Accessible 2-person Cell	140	4	560	beds on the floor, no bunks
8.605	2-person Cell	125	28	3,500	beds on the floor, no bunks
8.606	Sub Dayrooms	440	7	3,080	8 beds per sub dayroom
8.607	Beverage Counter	40	1	40	sink w/insta hot
8.608	Video Visitation Station	20	4	80	
8.609	Accessible Shower	50	1	50	1 shower per 8 inmates
8.610	Showers	35	7	245	1 shower per 8 inmates
8.611	Multi-purpose/ Program Room	300	1	300	accommodate 15-20 people, AV capable
8.612	Interview/ Counseling Room	80	1	80	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
8.613	Counselor's Office	120	2	240	private offices
8.614	Officer Restroom	65	1	65	
8.615	Accessible Non-contact Professional Visitation	80	1	80	
8.616	Non-contact Professional Visitation	50	1	50	
8.617	Utility Storage	50	1	50	
8.618	Clean Linen	40	1	40	
8.619	Soiled Linen	40	1	40	
8.620	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
8.621	Outdoor Recreation	480	2	-	15 sf per inmate, not included in nsf
Unit Subtotal DGsf				8,785	
x number of Housing Units				2	
Total NSF				17,570	

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9.000 FEMALE HOUSING

9.100 Female General Population Shared Cluster Area

Description of Function

The operational philosophy of SIM/ direct supervision is based upon decentralizing many management decisions to the housing units or a space adjacent to the housing clusters. The Shared Cluster Areas provides access to unit staff spaces and unit program, healthcare, and video access to inmate spaces.

Operational Assumptions

This Housing Support Cluster will typically serve three housing units. For staff, the central area will provide space for multiple offices, workstation to observe all cluster spaces, and staff restrooms. For inmates, the central area will provide access to an exam room for healthcare services, classrooms for programs, professional video visit rooms, and interview room for healthcare and professional visits.

Inmate movement to and from the Housing Support Cluster from General Housing will be on a scheduled and controlled basis by housing unit staff.

Refer to Section 9.200 General Housing.

Special Design Considerations

Refer to Section 9.200 General Housing.

Space Program Table

9.100	General Population Shared Cluster Area	Unit NSF	Qty	NSF	Comment - Inside Security - Supports General Pop Only
9.101	Secure Entry Vestibule	150	1	150	2 interlocked doors
9.102	Officer Station	40	1	40	
9.103	Shared Staff/ Contract Worker/ Volunteer Office	120	3	360	shared office for teachers/ volunteers
9.104	Interview Room	100	2	200	
9.105	Large Classroom	400	1	400	20 inmates, multi-purpose including cognitive programming
9.106	Classroom	250	1	250	12 inmates
9.107	Classroom Storage	80	2	160	1 storage room per classroom
9.108	Inmate Restroom	65	2	130	
9.109	Exam Room	120	2	240	exam table, sink w/above & below lockable cabinets
9.110	Professional Video Visit	80	2	160	video court, attorney, psych, med
9.111	Virtual Court Terminal	65	6	390	vision panels to block view from other inmates while room is in use, acoustically designed for video court
9.112	Staff Restroom	65	2	130	
9.113	Shared Office	120	2	240	2 desks per office with network shared computers
9.114	Sergeant Office	120	1	120	private office
9.115	Storage	80	1	80	medical crash cart, misc. storage
9.116	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				3,090	

9.200 General Population Housing – Minimum/Medium Female

Description of Function

This section includes the General Housing units for females and corresponding program areas for the total capacity requirements of the LCCF through the year 2050 for up to 1,200 beds. The overall mission of the LCCF relative to housing is to provide a safe, secure facility to serve the public and visitors, staff, and inmate population. Structured inmate programming will encourage the development of positive habits relative to responsible decision-making and exercise of good judgment. The housing is intended to provide safe and cost-effective confinement that is appropriate for the inmates being housed.

General Housing is based on two different housing classifications – Minimum/Medium and Maximum Custody. These housing classifications will guide the type of cell (single, double, multi-occupancy, etc.) that are utilized. Housing units are to be grouped into units and clusters that are serviced by a Shared Cluster Area with spaces for staff and access to more centralized program and healthcare services.

New inmates are to be initially assessed and classified during the intake process. They will then be assigned to an appropriate housing unit, ideally in the Intake Housing Unit. Intake Housing provides the facility the ability to acclimate inmates to the facility and to observe them before placing them in general population housing classifications. Inmates are ultimately assigned to housing based upon classification, behavior, program/work assignment, and length of time remaining to an individual's sentence.

The progression from higher classification level (maximum) to a lower custody level (i.e., minimum) should be encouraged by increasing incentives in the housing units. Inmates that have been properly screened and approved to perform various duties, such as custodial work, ground maintenance, or food and laundry operations will be housed with other Minimum inmates in general population.

Based on the inmate profile data and projected population, the following housing summary was developed. General Housing includes Minimum/Medium and Maximum Custody.

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Type/Classification	Bed Type	Mezzanine	Beds/Unit	Beds/Cell	Cells/Unit	Quantity	# of Units	Total Beds	Comments
General Population - Male							12	608	Organized in Housing Clusters
Minimum	Cells	Yes	64	4	16	4	4	256	
Medium	Cells	Yes	64	4	16	3	3	192	
Maximum - Low	Cells	Yes	32	4	8	3	3	96	
Maximum - High	Cells	Yes	32	2	16	2	2	64	
General Population - Female							2	96	Organized in Housing Clusters
Minimum/Medium	Cells	Yes	64	4	16	1	1	64	sub-dayrooms
Maximum	Cells	Yes	32	2	16	1	1	32	
Commitment Housing							3	128	Adjacent to Medical/TR
Intake / Classification - Male	Cells	Yes	64	2	32	1	1	64	sub-dayrooms
Intake / Classification - Male Detox	Cells	No	32	2	16	1	1	32	
Intake / Classification - Female	Cells	Yes	32	2	16	1	1	32	50% detox
Special Populations - Male							3	176	
High Classification	Cells	No	16	1	16	1	0.33	16	
Disciplinary	Cells	No	32	1	32	1	0.67	32	
Protective Custody	Cells	Yes	64	2	32	2	2	128	
Special Populations - Female							1	18	
High Classification	Cells	No	6	1	6	1	0.33	6	
Disciplinary	Cells	No	12	1	12	1	0.67	12	
Mental Health - Male							2	80	
Close Watch	Cells	No	8	1	8	1	0.17	8	Psychiatric observation
Level 1	Cells	No	8	1	8	2	0.33	16	Crisis management
Level 2	Cells	No	12	2	6	2	0.50	24	In-patient Care
PO 3	Cells	No	32	4	8	1	1	32	Sheltered Housing (therapeutic)
Mental Health - Female							2	28	
Close Watch	Cells	No	4	1	4	1	0.25	4	Psychiatric observation
Level 1	Cells	No	4	1	4	1	0.25	4	Crisis management
Level 2	Cells	No	8	2	4	1	0.50	8	In-patient Care
PO 3	Cells	No	12	4	3	1	1	12	Sheltered Housing (therapeutic)
Work Release							2	68	
Work Release - Male	Dorm	No	56	4	14	1	1	56	
Work Release - Female	Dorm	No	12	4	3	1	1	12	
Juvenile							2	10	
Juvenile - Male	Cells	No	5	1	5	1	1	5	
Juvenile - Female	Cells	No	5	1	5	1	1	5	
Totals							29	1,212	

The operational philosophy of the LCCF is to manage housing units and inmates following the SIM/ direct supervision model and minimizing inmate movement from the housing unit and housing unit shared cluster area. Therefore, most programs and services will be brought to the housing unit or to a space adjacent to the housing clusters. Housing units are to include an issue room, multi-purpose/ program unit room, interview counseling rooms, and dayroom with access to video visitation, beverage counter, showers, and an outdoor recreation area.

Note that SIM/ direct supervision is not utilized in higher security units, as inmates are in their cells the majority of the day. The Segregation and Specialty Step Down Units 1 and 2 units will not deploy SIM/ direct supervision and thus a more fixed post should be established for the housing officer.

Operational Assumptions

The specific functions and activities associated with inmate housing units will not be sequential in nature and therefore do not lend themselves to a flowchart. However, it is important to identify the activities that will take place in this area to plan operations and design features. The following is a list of inmate functions and activities that will occur in the housing units:

- Sleeping
- Attending to personal hygiene and grooming
- Storing personal articles
- Watching television
- Playing board games
- Conducting telephone and/or video calls
- Dining
- Receiving and sending personal mail (electronic) and legal mail (electronic/ hard copy)
- Writing and reading
- Talking with other inmates and staff
- Cleaning and maintaining area
- Changing linens and clothing
- Being admitted to and released from unit
- Accessing counseling or programming services
- Receiving sick call screening and/or medications
- Accessing outdoor recreation

Staff Activities (in SIM/ direct supervision model):

- Controlling inner door to dayrooms
- Communicating and supervising inmates (direct or indirect models)
- Inspecting areas for cleanliness
- Conducting inmate counts
- Maintaining files on each inmate
- Exchanging linen and uniforms
- Receiving and distributing mail
- Supervising food service in unit
- Observing and recording inmate behavior
- Ensuring units have needed supplies
- Waking inmates
- Controlling lights, television, and telephone/video booths

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- Resolving inmate disputes
- Writing-up rule violations
- Supervising movement
- Conducting shakedowns
- Releasing and admitting inmates
- Observing any adjacent activity areas such as the multipurpose room, outdoor recreation area, and the counseling/interview/issue room

All the General Housing units will be designed to provide maximum possible supervision and observation by the housing unit officer assigned to the housing unit. A housing unit officer post will be established in each unit that provides a fixed point where the SIM/ direct supervision officer can access a computer, control doors and intercoms, and complete logs and other reports. However, it is assumed the officer will be mobile within the unit during most of their shift. The location of this post should allow for clear line of sight to all cell fronts, the dayroom, inner dayroom door, the recreation space, program spaces, as well as any other dedicated space.

Special Design Considerations

The major operational philosophy that will affect General Housing is that most inmate programs and services will be brought to the housing unit, thereby limiting inmate movement. To accommodate this, the following spaces will have to be accessed from the dayroom and observable by the housing control officer: outdoor recreation areas, issue rooms, multi-purpose/ program rooms, interview/ counseling rooms, video visitation, inmate restrooms, and showers. The showers will be located on the first floor only and will include floors which slope to drains to avoid water pooling. Also, dry off areas will be provided in an alcove in front of each shower to avoid utilizing dayroom space as these areas tend to become slipping hazards.

Materials selected in General Housing will attempt to normalize the environment. Privacy will be provided in a manner that does not inhibit observation by housing unit staff.

Space Program Table

9.200	General Population - Minimum / Medium	Unit NSF	Qty	NSF	Comment - Inside Security
9.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
9.202	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
9.203	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
9.204	Accessible 4-person Cell	260	4	1,040	beds on the floor, no bunks
9.205	4-person Cell	260	12	3,120	beds on the floor, no bunks
9.206	Quiet Room	60	1	60	
9.207	Dayroom	3,200	1	3,200	divided into 2 sub-dayrooms
9.208	Beverage Counter	40	1	40	sink w/insta hot
9.209	Accessible Shower	50	1	50	1 shower per 8 inmates
9.210	Showers	35	7	245	1 shower per 8 inmates
9.211	Multi-purpose/ Program Room	400	1	400	accommodate 15-20 people, AV capable
9.212	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
9.213	Counselor's Office	120	1	120	private office
9.214	Officer Restroom	65	1	65	
9.215	Accessible Non-contact Professional Visitation	80	1	80	
9.216	Non-contact Professional Visitation	50	1	50	
9.217	Utility Storage	50	1	50	
9.218	Clean Linen	40	1	40	
9.219	Soiled Linen	40	1	40	
9.220	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
9.221	Outdoor Recreation	960	1	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				9,045	

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9.300 General Population Housing – Maximum Female

Description of Function

Maximum Housing Female is for female inmates who have been classified as needing a higher level of control due to past institutional behavior, current criminal charges, or other factors. The design and space needs of the maximum female housing is similar to medium and minimum housing; however, inmates in Medium/Maximum Housing female have fewer privileges. Inmates can be moved to lower security level units based on improved behavior.

Operational Assumptions

Maximum Housing Female will consist of 32 beds total. The unit will consist of double or 2-person cells. Each housing unit will have an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom. SIM/ Direct supervision will be employed in these housing units.

Refer to Section 8.100 General Housing.

Special Design Considerations

Refer to Section 8.100 General Housing.

Space Program Table

9.300	General Population - Maximum	Unit NSF	Qty	NSF	Comment - Inside Security
9.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
9.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
9.303	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
9.304	Accessible 2-person Cell	140	2	280	beds on the floor, no bunks
9.305	2-person Cell	125	14	1,750	beds on the floor, no bunks
9.306	Dayroom	1,600	1	1,600	
9.307	Beverage Counter	40	1	40	sink w/insta hot
9.308	Accessible Shower	50	1	50	1 shower per 8 inmates
9.309	Showers	35	3	105	1 shower per 8 inmates
9.310	Multi-purpose/ Program Room	300	1	300	accommodate 12-15 people, AV capable
9.311	Interview/ Counseling Room	80	1	80	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
9.312	Counselor's Office	120	1	120	private office
9.313	Officer Restroom	65	1	65	
9.314	Accessible Non-contact Professional Visitation	80	1	80	
9.315	Non-contact Professional Visitation	50	1	50	
9.316	Utility Storage	50	1	50	
9.317	Clean Linen	40	1	40	
9.318	Soiled Linen	40	1	40	
9.319	Janitor's Closet	40	2	80	jc on each floor, mop sink, rack, floor drain
9.320	Outdoor Recreation	750	1	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				4,935	

9.400 High Classification and Disciplinary Housing – Female

Description of Function

The High Classification and Disciplinary Female Population Housing Units is for female inmates who have been classified as needing a higher level of control due to past behavior, criminal conduct, or other factors. This unit will include two separate housing units for each of the classification which are, security high housing, disciplinary housing, and protective custody housing. The design and space needs of these two units are unique as it will require sight and sound separation between each of the housing types. Inmates classified as high classification and disciplinary will have limited privileges in comparison to inmates housed in protective custody which are classified much differently than higher security level units.

Operational Assumptions

The Female Specialty Population Housing Units will consist of 18 beds total in two separate units. The High Classification Housing Unit will consist of a total of (6) 1-person cells only. Disciplinary Housing Unit will consist of (12) 1-person cells. The housing unit will have an interview/ counseling room, multi-purpose/ program room, and dayroom with access to beverage counter, video visitation, showers, inmate restroom, and outdoor recreation. The unit will also consist of staff areas including an open workstation, storage, and an officer restroom.

Refer to Section 9.100 General Housing.

Special Design Considerations

Not available

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Space Program Table

9.400	High Classification and Disciplinary	Unit NSF	Qty	NSF	Comment - Inside Security
9.401	Unit Entry Vestibule	80	1	80	2 interlocked doors
9.402	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
9.403	Accessible 1-person Cell - High Classification	100	1	100	accessible high security
9.404	1-person Cell - High Classification	85	5	425	high security
9.405	Accessible 1-person Cell - Disciplinary	100	1	100	accessible disciplinary
9.406	1-person Cell - Disciplinary	85	11	935	
9.407	Sub-Dayrooms	440	3	1,320	max. 8 beds per sub-dayroom
9.408	Beverage Counter	40	1	40	sink w/insta hot
9.409	Video Visitation Station	20	8	160	
9.410	Accessible Shower	50	1	50	1 shower per 8 inmates
9.411	Showers	35	2	70	1 shower per 8 inmates
9.412	Multi-purpose/ Program Room	150	1	150	accommodate 8 people, AV capable
9.413	Interview/ Counseling Room	80	2	160	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits; 1 room includes a telephone for private attorney conversations
9.414	Counselor's Office	120	1	120	private office
9.415	Officer Restroom	65	1	65	
9.416	Accessible Non-contact Professional Visitation	80	1	80	
9.417	Non-contact Professional Visitation	50	1	50	
9.418	Utility Storage	50	1	50	
9.419	Clean Linen	40	1	40	
9.420	Soiled Linen	40	1	40	
9.421	Janitor's Closet	40	2	80	JC on each floor, mop sink, rack, floor drain
9.422	Outdoor Recreation	250	3	-	15 sf per inmate, 750 minimum, not included in nsf
Subtotal NSF				4,155	

10.000 SPECIALTY HOUSING

10.100 Specialty Housing Shared Support

Description of Function

Specialty Housing provides services to inmates with acute and severe mental illness. The Shared Support areas provides access to unit staff offices, interview room, and professional video visit space.

Operational Assumptions

This Specialty Housing Shared Support area will serve five housing units. Inmate movement to and from the Housing Shared Support from Specialty Housing will be on a scheduled and controlled basis by housing unit staff.

Refer to Section 10.200 Specialty Housing.

Special Design Considerations

Refer to Section 10.200 Specialty Housing.

Space Program Table

10.100	Specialty Housing Shared Support	Unit NSF	Qty	NSF	Comment - Inside Security
10.101	Shared Office	150	1	150	shared office for staff/ teachers/ volunteers/ all in one printer
10.102	Interview Room	80	1	80	
10.103	Professional Video Visit	80	1	80	video court, attorney, psych, med
Subtotal NSF				310	

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10.200 Specialty Housing – Step Down Close Watch and Levels 1 & 2 Male

Description of Function

Specialty Housing provides services to inmates with acute and severe mental illness. The housing is separated into four stages of care representing the level of acuity and treatment needs of the inmate: Close Watch psychiatric observation, Level 1 crisis management, level 2 and Psychological Observation 3 (PO 3) inpatient care. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

At Intake, healthcare staff screen new inmates, clarify past/recent mental health treatment, current symptoms/impairment, and triage those with current mental health issues, recent or current psychotropic medication treatment, recent mental health treatment, suicide attempts or current suicide risks to mental health depending on the level of acuity.

New inmates presenting with current mental health issues, suicide risks, current or recent psychotropic medication treatment are referred for mental health assessment and evaluation by a jail Qualified Mental Health Professional in person or via telepsychiatry for evaluation within 24 hours of intake. In addition, all inmates with mental health issues receive a 14-day mental health evaluation. Mental health and psychiatric staff are available to provide access to mental health care, provide consultation regarding the need for and type and frequency of suicide watch placement, and assess if psychotropic medications should be continued, initiated, or held, respectively.

Operational Assumptions

Specialty Housing will include three separate areas in a 28-bed housing unit. Close Watch housing area will include two accessible one-person occupancy safety cells and six one-person safety cells for males. Level 1 housing will include two accessible one-person occupancy cells and six one-person cells. Level 2 housing will include one accessible two-person occupancy cells and five two-person cells. Psychological Observation 3 (PO3) Housing will consist of one accessible four-person cell and seven regular four-person cells.

Close Watch

Close Watch or psychiatric observation will provide housing for immediate/ready visual observation and nursing assessments and mental health staff access to inmates displaying oddities in speech, behaviors, or thought disorders suggestive of a serious mental illness such as schizophrenia or another psychotic disorder, mania, hypomania, or other disturbances in speech, activities, or behavior. These cells will be similar to suicide watch cells (with enhanced light and visibility, no ligature/tie off points, and reduced access to surfaces or structural items for potential self-harm), but will be designed to facilitate access to intensive psychotherapeutic and psychiatric interventions to offenders with oddities in behaviors suggestive of psychosis, severe impulse control problems, and/or offenders who engage in severe and frequent acts of life-threatening self-injury with little or no provocation. These cells should include a floor flush drain. Inmates may remain under close watch for up to 48 hours and are outfitted in suicide smocks.

Level 1

Level 1 or crisis management will provide housing for inmates experiencing a current mental health crisis such as a significant conflict or situational stressor (e.g., significant difficulty in adjustment to incarceration, conflict with cellmate, peer, or staff) or displaying impulsive behaviors of harm to self or others and cannot be stabilized in Level 1 and are medically stable (no active medical illness or medical acuity that requires emergency department off site, medical hospitalization, or infirmary housing setting). Crisis management inmates may also be engaging in self harm or self-mutilation; they may have current suicidal ideation, intent, or plans.

The treatment mission will be to provide protective housing, intensive behavioral observation, brief crisis intervention counseling, psychoeducation, and supportive skills and therapeutic programming to offenders at imminent risk of suicide or serious self-injury. Security staff will observe Level 1 inmates at no more than 15 minute intervals. Inmates in this type of housing are outfitted in suicide smocks.

Level 2

Level 2 or inpatient care will provide comprehensive psychiatric, mental health, and psychosocial evaluations and intensive behavioral health care to inmates with acute and severe mental illness who are clinically determined to require acute care level of mental health services. The goal will be for short-term behavioral health care treatment with rapid mental health stabilization.

The area will be a dedicated unit/housing area with assigned custody and health care staff who share a mission to provide inpatient psychiatric/structured intensive behavioral health level of care. This housing setting will include the most serious mentally ill population but may also contain individuals with personality disorders or those engaging in potentially lethal and severe self-harm.

Inpatient psychiatric services will vary from short-term to longer term care. The target population will be inmates with serious mental illnesses (SMI) who present with acute psychosis, substance induced psychotic disorders, other clinical deterioration or decompensation, impairments in their functioning and activities of average daily living (ADLs), present with risks of harm to self or others, and who cannot be clinically stabilized in other settings such as suicide watch, crisis management, general population, or sheltered housing settings.

Psychological Observation 3 (PO3)

PO3 psychiatric housing serves as a transition from the more highly observed psychiatric housing and the general population. In this unit, inmates receive their personal belongings back and return to the standard inmate uniform. These inmates may soon return to the general population and are monitored by staff to assess their level of vulnerability.

Special Design Considerations

Most inmate programs and services will be brought to the Specialty Housing Close Watch to PO3, thereby limiting inmate movement. Close Watch housing will be directly observed from a staff workstation. A separate staff workstation will observe the Level 1 and 2 housing areas. Level 1 and 2 housing areas will have access to separate sub dayrooms with access to video visit stations. Also, these units will need to provide sight and sound separation while providing the maximum amount of visual sight for staff. Specialty Housing Level 2 and PO3 will have an adjacent outdoor recreation area.

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Space Program Table

10.200	Specialty Housing - Step Down (Male)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
	Close Watch Cells - 8 Beds				
10.201	Accessible 1-person Safety Cell	48	2	96	floor flush toilet w/push button control from outside
10.202	1- person Safety Cell	48	6	288	floor flush toilet w/push button control from outside
	Level 1 Cells - 8 Beds				
10.203	Accessible 1-person Cell	92	2	184	beds on the floor
10.204	1-person Cell	85	6	510	beds on the floor
10.205	Sub Dayroom	220	2	440	divided into 2 sub-dayrooms with 4 cells per sub dayroom
	Level 2 Cells - 12 Beds				
10.206	Accessible 2-person Cell	140	1	140	beds on the floor - no bunks
10.207	2-person Cell	125	5	625	beds on the floor - no bunks
10.208	Dayroom	330	2	660	divided into 2 sub-dayrooms with 6 cells per sub dayroom
	Housing Unit Support Space				
10.209	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.210	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.211	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.212	Beverage Counter	40	1	40	sink w/insta hot
10.213	Accessible Shower	50	1	50	1 shower per 8 inmates
10.214	Showers	35	3	105	1 shower per 8 inmates
10.215	Multi-purpose/ Program Room	180	1	180	AV capable, accommodates up to 8 to 10 max
10.216	Interview/ Counseling Room	80	2	160	space includes proper sound baffling for video court, tele-med/ psych
10.217	Counselor's Office	120	1	120	private office
10.218	Officer Restroom	65	1	65	
10.219	Accessible Non-contact Professional Visitation	80	1	80	
10.220	Non-contact Professional Visitation	50	1	50	
10.221	Restraint Chair Alcove	15	1	15	space reserved for 2 or 3 restraint chairs
10.222	Utility Storage	50	1	50	
10.223	Clean Linen	40	1	40	
10.224	Soiled Linen	40	1	40	
10.225	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.226	Outdoor Recreation	250	3	-	not included in nsf
	Subtotal NSF			4,183	

10.300 Specialty Housing – PO3 Male

Description of Function

Specialty Housing is provided to segregate inmates with acute and severe mental illness into three steps of progressive housing areas. PO 3 sheltered housing provides less restrictive group housing and focused mental health care to offenders with unstable, severe and chronic mental illness, severe personality disorders, dementia/neurocognitive disorders, and developmental disabilities such as intellectual impairments and promotes restoration to independent functioning. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

Operational Assumptions

Specialty Housing PO 3 will include one 64-bed housing unit. The General Population housing area will have the same layout as a minimum security 64 bed housing unit with 4-person cells with all beds on the floor.

Step Psychological Observation 3 (PO3)

PO3 housing will target offenders with a history of serious mental illness (examples include a past/recent diagnosis of a psychotic disorder or bipolar manic/mixed episode in partial remission) who are now clinically stable but have continued/residual negative symptomatology (negative signs of schizophrenia such as apathy, reduced social drive, social withdrawal, poor hygiene and grooming) and associated social impairments, who no longer require the acute inpatient level of care and rapid stabilization program.

These inmates will still require frequent prompting by custody, nursing, and health care staff to maintain successful ongoing psychotropic medication compliance, basic hygiene, and ADLs. They will be encouraged to spend time out of their cell in structured or unstructured group activities.

The overarching goal will be to promote independent activities and reduce isolation/restriction; prevent risk of decompensation due to medication non-compliance; and promote less restrictive housing.

Other non-psychotic inmates who will benefit from sheltered housing may include mood/affective disorders with or without psychosis and individuals with personality disorders, developmental disabilities/intellectual impairments, and dementias/neurocognitive disorders.

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Special Design Considerations

Most inmate programs and services will be brought to the Specialty Housing PO3, thereby limiting inmate movement. PO3 housing will be similar to other General Housing units with access to an issue room, interview/ counseling room, multi-purpose/ program room, dayroom, video visit stations, showers, and an outdoor recreation area. Staff areas in the unit include an officer station, storage, counselor’s office, and clean/soiled linen closets.

Space Program Table

10.300	Specialty Housing - PO3 (Male)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
10.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.302	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.303	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.304	Accessible 4-person cell	260	1	260	beds on the floor, no bunks
10.305	4-person cell	260	7	1,820	beds on the floor, no bunks
10.306	Dayroom	1,600	1	1,600	
10.307	Beverage Counter	40	1	40	sink w/insta hot
10.308	Accessible Shower	50	1	50	1 shower per 8 inmates
10.309	Showers	35	3	105	1 shower per 8 inmates
10.310	Multi-purpose/ Program Room	180	1	180	AV capable, accommodates up to 8 to 10 max
10.311	Interview/ Counseling Room	80	4	320	space includes proper sound baffling for video court, tele-med/
10.312	Officer Restroom	65	1	65	
10.313	Accessible Non-contact Professional Visitation	80	1	80	
10.314	Non-contact Professional Visitation	50	2	100	
10.315	Utility Storage	50	1	50	
10.316	Clean Linen	40	1	40	
10.317	Soiled Linen	40	1	40	
10.318	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.319	Outdoor Recreation	750	1	-	not included in nsf
Subtotal NSF				4,995	
x number of Housing Units				2	
Total NSF				9,990	

10.400 Specialty Housing – Step Down Close Watch and Levels 1 & 2 Female

Description of Function

Specialty Housing provides services to inmates with acute and severe mental illness. The housing is separated into four stages of care representing the level of acuity and treatment needs of the inmate: Close Watch psychiatric observation, Level 1 crisis management, level 2 and PO 3 inpatient care. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

At Intake, healthcare staff screen new inmates, clarify past/recent mental health treatment, current symptoms/impairment, and triage those with current mental health issues, recent or current psychotropic medication treatment, recent mental health treatment, suicide attempts or current suicide risks to mental health depending on the level of acuity.

New inmates presenting with current mental health issues, suicide risks, current or recent psychotropic medication treatment are referred for mental health assessment and evaluation by a jail Qualified Mental Health Professional in person or via telepsychiatry for evaluation within 24 hours of intake. In addition, all inmates with mental health issues receive a 14-day mental health evaluation. Mental health and psychiatric staff are available to provide access to mental health care, provide consultation regarding the need for and type and frequency of suicide watch placement, and assess if psychotropic medications should be continued, initiated, or held, respectively.

Operational Assumptions

Specialty Housing will include three separate areas in a 16-bed housing unit. Close Watch housing area will include two accessible one-person occupancy safety cells and 2 one-person safety cells for females. Level 1 housing will include one accessible one-person occupancy cells and three one person cells. Level 2 housing will include one accessible two-person occupancy cells and three two-person cells. PO3 Housing will consist of one accessible four-person cell and two four-person cells.

Close Watch

Close Watch or psychiatric observation will provide housing for immediate/ready visual observation and nursing assessments and mental health staff access to inmates displaying oddities in speech, behaviors, or thought disorders suggestive of a serious mental illness such as schizophrenia or another psychotic disorder, mania, hypomania, or other disturbances in speech, activities, or behavior. These cells will be similar to suicide watch cells (with enhanced light and visibility, no ligature/tie off points, and reduced access to surfaces or structural items for potential self-harm), but will be designed to facilitate access to intensive psychotherapeutic and psychiatric interventions to offenders with oddities in behaviors suggestive of psychosis, severe impulse control problems, and/or offenders who engage in severe and frequent acts of life-threatening self-injury with little or no provocation. These cells should include a floor flush drain. Inmates may remain under close watch for up to 48 hours and are outfitted in suicide smocks.

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Level 1

Level 1 or crisis management will provide housing for inmates experiencing a current mental health crisis such as a significant conflict or situational stressor (e.g., significant difficulty in adjustment to incarceration, conflict with cellmate, peer, or staff) or displaying impulsive behaviors of harm to self or others and cannot be stabilized in Level 1 and are medically stable (no active medical illness or medical acuity that requires emergency department off site, medical hospitalization, or infirmary housing setting). Crisis management inmates may also be engaging in self harm or self-mutilation; they may have current suicidal ideation, intent, or plans.

The treatment mission will be to provide protective housing, intensive behavioral observation, brief crisis intervention counseling, psychoeducation, and supportive skills and therapeutic programming to offenders at imminent risk of suicide or serious self-injury. Security staff will observe Level 1 inmates at no more than 15 minute intervals. Inmates in this type of housing are outfitted in suicide smocks.

Level 2

Level 2 or inpatient care will provide comprehensive psychiatric, mental health, and psychosocial evaluations and intensive behavioral health care to inmates with acute and severe mental illness who are clinically determined to require acute care level of mental health services. The goal will be for short-term behavioral health care treatment with rapid mental health stabilization.

The area will be a dedicated unit/housing area with assigned custody and health care staff who share a mission to provide inpatient psychiatric/structured intensive behavioral health level of care. This housing setting will include the most serious mentally ill population but may also contain individuals with personality disorders or those engaging in potentially lethal and severe self-harm.

Inpatient psychiatric services will vary from short-term to longer term care. Lengths of stays will generally range from two weeks to six weeks, with an average of four to six weeks. The target population will be inmates with serious mental illnesses (SMI) who present with acute psychosis, substance induced psychotic disorders, other clinical deterioration or decompensation, impairments in their functioning and activities of average daily living (ADLs), present with risks of harm to self or others, and who cannot be clinically stabilized in other settings such as suicide watch, crisis management, general population, or sheltered housing settings.

Psychological Observation 3 (PO3)

PO3 psychiatric housing serves as a transition from the more highly observed psychiatric housing and the general population. In this unit, inmates receive their personal belongings back and return to the standard inmate uniform. These inmates may soon return to the general population and are monitored by staff to assess their level of vulnerability.

Special Design Considerations

Most inmate programs and services will be brought to the Specialty Housing Close Watch to PO3, thereby limiting inmate movement. Close Watch housing will be directly observed from a staff workstation. A separate staff workstation will observe the Level 1 and 2 housing areas. Level 1 and 2 housing areas will have access to separate sub dayrooms with access to video visit stations. Also, these units will need to provide sight and sound separation while providing the maximum amount of visual sight for staff. Specialty Housing Level 2 and PO3 will have an adjacent outdoor recreation area.

Space Program Table

10.400	Specialty Housing - Step Down (Female)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
	Close Watch Cells - 4 Beds				
10.401	Accessible 1-person Safety Cell	48	2	96	floor flush toilet w/push button control from outside
10.402	1- person Safety Cell	48	2	96	floor flush toilet w/push button control from outside
	Step 1 Cells - 4 Beds				
10.403	Accessible 1-person Cell	100	1	100	beds on the floor - no bunks
10.404	1-person Cell	85	3	255	beds on the floor - no bunks
10.405	Sub Dayroom	220	1	220	
	Step 2 Cells - 8 Beds				
10.406	Accessible 2-person Cell	140	1	140	beds on the floor - no bunks
10.407	2-person Cell	125	3	375	beds on the floor - no bunks
10.408	Sub Dayroom	220	2	440	divided into 2 sub-dayrooms with 4 cells per sub dayroom
	Housing Unit Support Space				
10.409	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.410	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.411	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.412	Beverage Counter	40	1	40	sink w/insta hot
10.413	Accessible Shower	50	1	50	1 shower per 8 inmates
10.414	Showers	35	1	35	1 shower per 8 inmates
10.415	Multi-purpose/ Program Room	180	1	180	AV capable, accommodates up to 8 to 10 max
10.416	Interview/ Counseling Room	80	2	160	space includes proper sound baffling for video court, tele-med/psych
10.417	Officer Restroom	65	1	65	
10.418	Accessible Non-contact Professional Visitation	80	1	80	
10.419	Non-contact Professional Visitation	50	1	50	
10.420	Utility Storage	50	1	50	
10.421	Clean Linen	40	1	40	
10.422	Soiled Linen	40	1	40	
10.423	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.424	Outdoor Recreation	250	3	-	not included in nsf
	Subtotal NSF			2,757	

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10.500 Specialty Housing – PO3 Female

Description of Function

Specialty Housing is provided to segregate inmates with acute and severe mental illness into four steps of progressive housing areas. PO3 sheltered housing provides less restrictive group housing and focused mental health care to offenders with unstable, severe and chronic mental illness, severe personality disorders, dementia/neurocognitive disorders, and developmental disabilities such as intellectual impairments and promotes restoration to independent functioning. Healthcare and security staff are trained in recognizing, triaging, and mobilizing healthcare resources when encountering jail inmates with mental health issues.

Operational Assumptions

Specialty Housing PO3 will include one 12-bed housing unit . The General Population housing area will include (1) accessible four-person occupancy cells and (2) four-person occupancy cells.

Psychological Observation 3 (PO3)

PO3 housing will target offenders with a history of serious mental illness (examples include a past/recent diagnosis of a psychotic disorder or bipolar manic/mixed episode in partial remission) who are now clinically stable but have continued/residual negative symptomatology (negative signs of schizophrenia such as apathy, reduced social drive, social withdrawal, poor hygiene and grooming) and associated social impairments, who no longer require the acute inpatient level of care and rapid stabilization program.

These inmates will still require frequent prompting by custody, nursing, and health care staff to maintain successful ongoing psychotropic medication compliance, basic hygiene, and ADLs. They will be encouraged to spend time out of their cell in structured or unstructured group activities.

The overarching goal will be to promote independent activities and reduce isolation/restriction; prevent risk of decompensation due to medication non-compliance; and promote less restrictive housing.

Other non-psychotic inmates who will benefit from sheltered housing may include mood/affective disorders with or without psychosis and individuals with personality disorders, developmental disabilities/intellectual impairments, and dementias/neurocognitive disorders.

Special Design Considerations

Most inmate programs and services will be brought to Specialty Housing PO3, thereby limiting inmate movement. PO 3 housing will be similar to other General Housing with access to an issue room, interview/ counseling room, multi-purpose/ program room, dayroom, showers, and one outdoor recreation area. Staff areas in the unit include an officer station, storage, counselor's office, and clean/soiled linen closets.

Space Program Table

10.500	Specialty Housing - PO3 (Female)	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
10.501	Unit Entry Vestibule	80	1	80	2 interlocked doors
10.502	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
10.503	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
10.504	Accessible 4-person cell	260	1	260	beds on the floor
10.505	4-person cell	260	2	520	beds on the floor
10.506	Dayroom	660	1	660	
10.507	Beverage Counter	40	1	40	sink w/insta hot
10.508	Accessible Shower	50	1	50	1 shower per 8 inmates
10.509	Showers	35	1	35	1 shower per 8 inmates
10.510	Multi-purpose/ Program Room	180	1	180	AV capable, accommodates up to 8 to 10 max
10.511	Interview/ Counseling Room	80	3	240	space includes proper sound baffling for video court, tele-med/psych
10.512	Officer Restroom	65	1	65	
10.513	Accessible Non-contact Professional Visitation	80	1	80	
10.514	Non-contact Professional Visitation	50	2	100	
10.515	Utility Storage	50	1	50	
10.516	Clean Linen	40	1	40	
10.517	Soiled Linen	40	1	40	
10.518	Janitor's Closet	40	1	40	mop sink, rack, floor drain
10.519	Outdoor Recreation	750	1	-	not included in nsf
Subtotal NSF				2,605	

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11.000 WORK RELEASE HOUSING

11.100 Work Release – Male

Description of Function

Male Work Release Housing is provided to anyone mandated by the courts to be released from the jail on a regular basis for the purpose of employment. Work Release housing provides less restrictive group housing which is focused on allowing individuals to remain working during the day and providing for their family and to serve jail time during non-working hours.

Operational Assumptions

The LCCF will facilitate a secure housing unit with a separate entrance into the secure perimeter to support inmates assigned to the work release program. Consideration should be taken into the adjacency of parking and drop-off areas for participants in the program that limits pedestrian traffic across public parking and lobby areas as well as the intake and release area.

Housing will be configured to include a total of 14 bedrooms with 4 beds or two bunk beds per room and should have less of an institutional feel than your typical jail housing unit. Every effort should be made to make spaces within this unit to be rehabilitative for individuals residing in this unit during their sentence.

Special Design Considerations

Separate parking should be made adjacent to the entrance of this housing unit for individuals with cars or being dropped off or picked up. Work release entrance needs to accommodate area for security screening and associated equipment such as body scanners and line scan machines.

Space Program Table

11.100	Male Housing	Unit NSF	Qty	NSF	Comment - Inside Security
11.101	Corrections Officer Station	40	1	40	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.102	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.103	Accessible Bedroom, 4 Beds	130	3	390	2 bunk beds
11.104	Bedroom, 4 Beds	125	11	1,375	2 bunk beds
11.105	Dayroom	2,800	1	2,800	55 sf per person
11.106	Restroom	260	1	260	4 toilets/urinals, 4 sinks
11.107	Accessible Showers	50	1	50	1 shower for 8 inmates
11.108	Showers	35	7	245	1 shower for 8 inmates
11.109	Beverage Counter	40	1	40	sink w/insta hot
11.110	Search Dress Out/ Room	65	1	65	
11.111	Laundry Room	140	1	140	2 commercial washer/ dryer, folding table
11.112	Enclosed Outdoor Recreation	960	1	-	not included in net sf
Subtotal NSF				5,490	

11.200 Work Release – Female

Description of Function

Female Work Release Housing is provided to anyone mandated by the courts to be released from the jail on a regular basis for the purpose of employment. Work Release housing provides less restrictive group housing which is focused on allowing individuals to remain working during the day and providing for their family and to serve jail time during non-working hours.

Operational Assumptions

The LCCF will facilitate a secure housing unit with a separate entrance into the secure perimeter to support inmates assigned to the work release program. Consideration should be taken into the adjacency of parking and drop-off areas for participants in the program that limits pedestrian traffic across public parking and lobby areas as well as the intake and release area.

Housing will be configured to include a total of three bedrooms with three beds each (1 bunk bed and 1 bunkless bed per room) and should have less of an institutional feel than your typical jail housing unit. Every effort should be made to make spaces within this unit to be rehabilitative for individuals residing in this unit during their sentence.

Special Design Considerations

Separate parking should be made adjacent to the entrance of this housing unit for individuals with cars or being dropped off or picked up. Work release entrance needs to accommodate area for security screening and associated equipment such as body scanners and line scan machines.

Space Program Table

11.200: Female Housing	Unit NSF	Qty	NSF	Comment - Inside Security
11.201: Corrections Officer Station	40	1	40	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.202: Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
11.203: Accessible Bedroom, 3 Beds	130	1	130	1 bunk bed, 1 flat bed
11.204: Bedroom, 3 Beds	125	2	250	1 bunk bed, 1 flat bed
11.205: Dayroom	600	1	600	55 sf per person
11.206: Restroom	140	1	140	2 toilets, 2 sinks
11.207: Accessible Shower	50	1	50	1 shower for 8 inmates
11.208: Shower	35	1	35	1 shower for 8 inmates
11.209: Beverage Counter	40	1	40	sink w/insta hot
11.210: Search Dress Out/ Room	65	1	65	
11.211: Laundry Room	140	1	140	2 commercial washer/ dryer, folding table
11.212: Enclosed Outdoor Recreation	750	1	-	not included in net sf
Subtotal NSF			1,575	

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11.300 Support Space

Description of Function

The support space for the male and female work release housing units will be shared. This space should serve as the access point located off the parking lot and drop-off/pickup area. Individuals will enter the weather vestibule and have a common area with personal lockers adjacent to the officer/check-in station, screening station, search room, interview/ counseling room, multi-purpose/ program space, office space for work release coordinators, staff restroom, and unit storage.

Operational Assumptions

The Lancaster County Correctional Facility will facilitate a secure housing unit with a separate entrance into the secure perimeter to support inmates assigned to the work release program. The shared support space should not allow males and females to intermingle and should operate as a traditional housing unit to provide sight and sound separation.

Special Design Considerations

Not available

Space Program Table

11.300 Support Space	Unit NSF	Qty	NSF	Comment - Inside Security - Separate Entrance
11.301 Weather Vestibule	80	1	80	
11.302 Personal Lockers	210	1	210	half-height lockers, near entry/exit of unit
11.303 Officer/Check-in Station	60	1	60	
11.304 Security Screening Station	60	1	60	
11.305 Search Room	60	1	60	
11.306 Multi-purpose/ Program Room	300	1	300	accommodates up to 15 inmates, AV capable
11.307 Work Release Coordinator	120	3	360	private office
11.308 Interview/ Counseling Room	80	1	80	space includes proper sound baffling and tech capability for video court, tele-med/ psych and professional video visits, and a telephone for private attorney conversations
11.309 Urinalysis Restroom	80	1	80	includes counter, undercounter refrigerator, lockable storage cabinets, test observation, pass-through to lab
11.310 Staff Restroom	65	1	65	
11.311 Unit Storage	80	1	80	supply storage
11.312 Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF			1,475	

12.000 JUVENILE DETENTION

12.100 Juvenile Intake, Transport and Release

Description of Function

The Intake processing serves as the single-entry point for juvenile arrestees entering the facility. This component serves as the initial intake, booking, screening and in-custody processing of arrestees entering the facility. This function operates 24 hours per day, 7 days per week.

Operational Assumptions

Law enforcement and transportation officers (LEO's) arriving at the intake sallyport will be required to contact Main Control through a callbox or call station to advise of their arrival and intent to enter the facility. Main Control will verify visually and verbally the intent to enter the facility, ascertain the number of new arrestees, and will then permit vehicle or pedestrian access when the sallyport is secure. Main Control will notify Intake of the new arrival.

Once inside the vehicular sallyport, the LEO's will secure any weapons in the provided gun lockers or within vehicles prior to removing the arrestee or the inmate being transported from the vehicle. The LEO's will escort the new arrestee through the pedestrian sallyport and depending upon the level of cooperation of the arrestee will have the option of sitting in open seating or to be placed in a single holding cell. The Law Enforcement Lobby will provide counter stations for report writing and a single restroom for the LEO's. Upon acceptance of the arrestee entering intake, intake officers will require to follow all or part of the following:

- Remove any additional loose personal property (aside from clothing)
- Conduct body scan search
- Conduct frisk search as required
- Verifying inventoried property
- Deposit money into banking kiosk

Intake officers will then confirm identification through fingerprint verification, complete an intake health screening, complete property removal and final searches, and present the arrestees for acceptance to the facility.

Once the arrestee is accepted by the LCCF the LEO's will be able to complete his/her required booking documentation and return to their vehicle and exit the vehicle sallyport.

Once inside the intake reception area, the juvenile will be required to complete additional intake processing consisting of:

- Fingerprinting through a Livescan or other digital fingerprinting system
- Photographing for the jail management system
- Issuing a wristband for identification
- Bagging and inventorying the personal property removed in the presence of the inmate

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Upon completion of initial reception processing, the juvenile will be permitted to sit in a waiting area while pending further processing based upon adherence to rules and regulations. Individual cells will be available for behavior and/or separation needs.

To improve the orderly nature of the intake process, individual stations may be provided for each of the above steps. Upon completion of the activities, the arrestee can be moved to the intake reception area where he/she will wait for further processing.

Juveniles who are eligible for a bond or release will be identified and expedited to release processing.

Juveniles who are held on a temporary hold will be processed for the temporary hold and allowed to await their release or further processing if formal charges are presented. Juveniles who are not being released or able to bond, will continue through the intake process and be screened by:

- Healthcare staff who conduct an intake assessment and screening to include health history and vital signs.
- Classification staff who make determinations on housing needs in the Juvenile Unit.
- Property officer who collects and inventories their personal belongings, enable the inmate to shower, and issue them a jail uniform and a box/bin with hygiene products and linens.

Arrestees:

Once all required intake paperwork is completed and there are no acute medical or mental health issues requiring immediate medical attention off site at a local hospital the arrestee will be housed in juvenile housing. The health and safety of all individuals being accepted into the LCCF is of the utmost importance to the County. Healthcare staff may be called upon to provide additional medical/mental health screening based on the arrestee's observed conditions. If urgent medical/mental health care is needed, the arrestee will not be accepted, and the individual will be sent to a local hospital with the transporting agency.

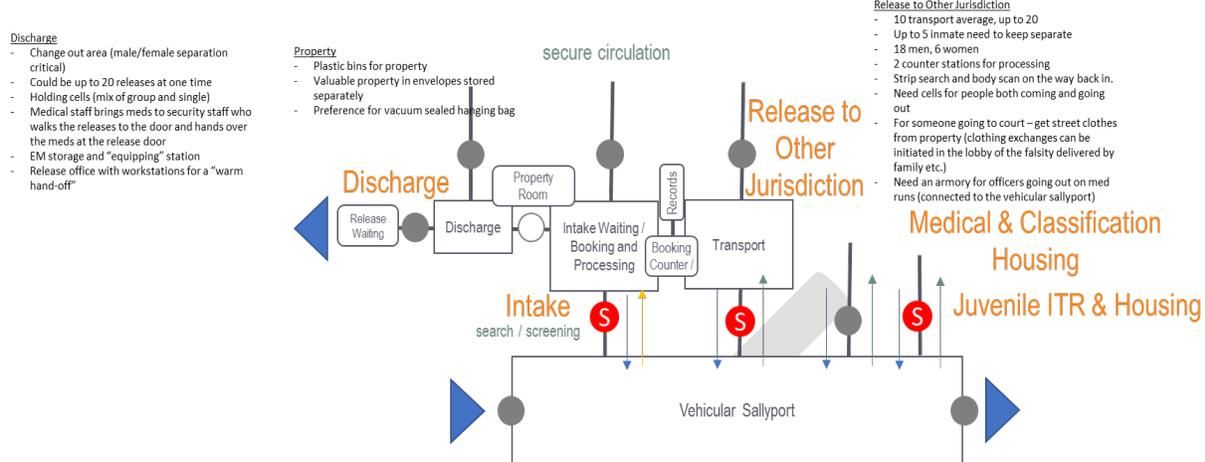
Once the juvenile is issued a jail uniform and linens, he/she will be assigned to the Juvenile Unit according to their classification.

At this stage, the juvenile will be subject to a series of intake processes required for the data collection and continued screening for release or admission to housing. Correctional officers will review the paperwork to determine those inmates who are temporary holds, eligible for bond, and those who are to be remanded based upon charges/intake paperwork. The juvenile will be called to the intake reception counter by the Correctional officer to begin information collection for the jail management and court systems.

Special Considerations

The Intake processing function will be the initial entry point into the facility. As such the design, environment, and tone should set expectations for the new juvenile and promote an environment of support and an expectation of orderliness. The design should both reduce the stress associated with the intake process, as well as contribute to the organized flow through the processing steps.

Adjacency Diagram



- Discharge**
- Change out area (male/female separation critical)
 - Could be up to 20 releases at one time
 - Holding cells (mix of group and single)
 - Medical staff brings meds to security staff who walks the releases to the door and hands over the meds at the release door
 - EM storage and "equipping" station
 - Release office with workstations for a "warm hand-off"

- Property**
- Plastic bins for property
 - Valuable property in envelopes stored separately
 - Preference for vacuum sealed hanging bag

- Release to Other Jurisdiction**
- 10 transport average, up to 20
 - Up to 5 inmate need to keep separate
 - 18 men, 6 women
 - 2 counter stations for processing
 - Strip search and body scan on the way back in.
 - Need cells for people both coming and going out
 - For someone going to court – get street clothes from property (clothing exchanges can be initiated in the lobby of the facility delivered by family etc.)
 - Need an armory for officers going out on med runs (connected to the vehicular sallyport)

Space Program Table

12.100	Juvenile Intake, Transport and Release	Unit NSF	Qty	NSF	Adjacent to Vehicular Sallyport
12.101	Entry Vestibule	80	1	80	access to 3 interlocking doors into the facility, intake release juvenile
12.102	Law Enforcement Counter Station	60	1	60	counter station includes space for report writing and paperwork processing for transport officer
12.103	Accessible Single Occupancy Holding Cell	60	2	120	wet cell
12.104	Open Waiting Area	30	1	30	2 seats for waiting
12.105	Transport Officer Restroom	65	1	65	
12.106	Pat Down Area	40	1	40	padded wall area and floor
12.107	Search Staging Area	60	1	60	
12.108	Body Scanner	150	1	150	airport body scanner, entry to secure intake, includes queueing
12.109	Search Room	60	1	60	sink on outside wall of search room
12.110	Booking Counter Station	60	1	60	elevated sit/stand workstations, accessible counter
12.111	Work Area	40	1	40	includes copier, office equipment, office supplies (securely stored)
12.112	Interview / Intake Room	150	1	150	health screening, classification and pre-release; table with 3 chairs, medical screening equip.; confidentiality for taking take vitals and asking personal information of arrestees
12.113	Fingerprint / ID	20	1	20	1 photo station
12.114	Livescan Room	80	1	80	livescan required in room, adjacent to transport
12.115	Accessible Dress-In w/Shower	80	1	80	pass to exchange clothing into property (modesty screening required); includes accessible bench
12.116	Juvenile Property Room	100	1	100	adjacent to dress-in room, includes desk, secure valuable storage cabinet
12.117	Storage Room	80	1	80	kick boxes, general supply storage
12.118	Janitor's Closet	40	1	40	mop sink, rack, floor drain
12.119	Secure Vestibule	80	1	80	2 interlocked doors, operated by main control, connection between intake/transport/release area and juvenile housing/programs
Subtotal NSF				1,395	

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12.200 Juvenile Male Housing and Programs

Description of Function

Juveniles have unique characteristics and needs that distinguish them from adults and impact how their housing, care, and treatment services are provided. Juveniles must be sight and sound separated from adult inmates at all times. Juvenile Housing provides all housing and access to separate services for male and female juveniles. Medical staff will deliver all medications to the juvenile at the cell.

Operational Assumptions

The Juvenile Housing unit will consist of 5 beds which will all be 1-person cells. The unit will have the following spaces:

- Interview/ Counseling Rooms
- Multi-purpose/ Interview Rooms
- Storage
- Janitor's Closet
- Sub Dayroom (with Showers and Beverage Counter)
- Dayroom
- Officer Station
- Beverage Counter
- Video Visitation
- Outdoor Recreation

Refer to Section 8.000 General Housing.

Special Design Considerations

The unit should be designed to facilitate SIM/ direct supervision management and to foster direct interaction and pro-active supervision of residents to encourage positive behavior, accountability, and mutual respect.

Ideally, the sleeping area should include: an accent wall that can be used as a personalization of the space; ability to control lighting, with housing unit officer override; designed to preclude ligature points; and natural light (window not to have views of public areas, public views into the rooms, or views into areas occupied by members of the opposite sex).

Space Program Table

12.200	Juvenile Male Housing and Programs	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
12.201	Unit Entry Vestibule	80	1	80	2 interlocked doors
12.202	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
12.203	Accessible Single Occupancy Cell	100	1	100	beds on the floor
12.204	Single Occupancy Cell	85	4	340	beds on the floor
12.205	Dayroom	250	1	250	
12.206	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
12.207	Beverage Counter	40	1	40	sink w/insta hot
12.208	Accessible Shower	50	1	50	
12.209	Multi-purpose / Interview Room	150	1	150	accommodates up to 4 people, A/V Capable
12.210	Interview / Counseling Room	80	1	80	space includes proper sound baffling for video court, tele-med/psych
12.211	Officer Restroom	65	1	65	
12.212	Utility Storage	50	1	50	
12.213	Clean Linen	40	1	40	
12.214	Soiled Linen	40	1	40	
12.215	Janitor's Closet	40	1	40	mop sink, rack, floor drain
12.216	Outdoor Recreation	250	3	-	not included in nsf
Subtotal NSF				1,450	

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12.300 Juvenile Female Housing and Programs

Description of Function

Juveniles have unique characteristics and needs that distinguish them from adults and impact how their housing, care, and treatment services are provided. Juveniles must be sight and sound separated from adult inmates at all times. Juvenile Housing provides all housing and access to separate services for male and female juveniles. Medical staff will deliver all medications to the juvenile at the cell.

Operational Assumptions

The Juvenile Housing unit will consist of 5 beds which will all be 1-person cells. The unit will have the following spaces:

- Interview/ Counseling Rooms
- Multi-purpose/ Interview Rooms
- Storage
- Janitor's Closet
- Sub Dayroom (with Showers and Beverage Counter)
- Dayroom
- Officer Station
- Beverage Counter
- Video Visitation
- Outdoor Recreation

Refer to Section 8.000 General Housing.

Special Design Considerations

The unit should be designed to facilitate direct supervision management and to foster direct interaction and pro-active supervision of residents to encourage positive behavior, accountability, and mutual respect.

Ideally, the sleeping area should include: an accent wall that can be used as a personalization of the space; ability to control lighting, with housing unit officer override; designed to preclude ligature points; and natural light (window not to have views of public areas, public views into the rooms, or views into areas occupied by members of the opposite sex).

Space Program Table

12.300	Juvenile Female Housing and Programs	Unit NSF	Qty	NSF	Comment - Adjacent to Medical Clinic & ITR
12.301	Unit Entry Vestibule	80	1	80	2 interlocked doors
12.302	Officer Station	40	1	40	raised station with control panel for housing unit, phone, computer monitors and log book; in dayroom
12.303	Accessible Single Occupancy Cell	100	1	100	beds on the floor
12.304	Single Occupancy Cell	85	4	340	beds on the floor
12.305	Dayroom	250	1	250	
12.306	Issue Room	85	1	85	pill & commissary pass-thru, sink with undercounter lockable cabinets
12.307	Beverage Counter	40	1	40	sink w/insta hot
12.308	Accessible Shower	50	1	50	
12.309	Multi-purpose / Interview Room	150	1	150	AV capable, accommodates up to 4 people
12.310	Interview / Counseling Room	80	1	80	space includes proper sound baffling for video court, tele-med/psych;
12.311	Officer Restroom	65	1	65	
12.312	Utility Storage	50	1	50	
12.313	Clean Linen	40	1	40	
12.314	Soiled Linen	40	1	40	
12.315	Janitor's Closet	40	1	40	mop sink, rack, floor drain
12.316	Outdoor Recreation	250	3	-	not included in nsf
Subtotal NSF				1,450	

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13.000 MEDICAL AND SPECIALTY SERVICES

13.100 Wellness Center

Description of Function

The Wellness Center component includes the healthcare space necessary to support the delivery of the medical, dental, and mental health services to the inmate population housed in the facility. Healthcare includes providing acute (non-life threatening), subacute, chronic care clinics, and health maintenance services. Services in the Wellness Center include:

- Medical screening by the nurse of inmates submitting sick call slips (most screening will occur in the housing unit support cluster)
- Doctor's exam for inmates the nurses feel need further examination
- Chronic care treatment and follow-up
- Emergency and first aid treatment
- Maintaining of electronic medical records
- Necessary dental treatment
- Available vendor on-site radiology
- Telemedicine
- Dissemination of medications

Operational Assumptions

Healthcare should be provided in compliance with HIPAA regulations, American Correctional Association standards, and with those of the National Commission on Correctional Health Care (NCCCHC). Healthcare services should be provided utilizing professional and certified staff. Inmates will have access to the Healthcare services on both an individualized treatment and emergency basis.

Healthcare professionals will staff the Wellness Center on a 24-hour basis. While all inmates should have access to this area 24 hours a day on an emergency basis, the normal hours of operation for which the general custody inmate can access medical staff will be from 8:00 a.m. to 5:00 p.m. during weekdays. General custody inmates will be allowed scheduled access to the Wellness Center arranged by triage staff. The daily sick call function should be organized on a housing unit basis by the inmate presenting the Housing Unit Officer a request for consultation with Healthcare staff. An exam room will be provided in the housing unit support clusters to triage inmates. These spaces will be able to accommodate most sick call requests which can be handled through daily visits to this area.

A security vestibule will be provided for emergency vehicles to access the Wellness Center and Healthcare areas from the Vehicle Sallyport.

A waiting area in the Wellness Center will be provided. Following consultation/ treatment with medical staff, inmates will return back to the housing unit or to their assigned work or program area.

Within the Wellness Center, the waiting area will serve as the central processing space for inmates awaiting consultation with medical staff. The waiting area door should be capable of being secured when the clinic function is closed. Various opportunities exist to provide surveillance for both the Wellness Center and Infirmiry components including a check-in counter, nurses stations, and elevated officer stations. The Wellness Center should also include an exam and treatment, exam bays, pharmacy, dental suite, blood draw station, and multi-purpose space used for portable radiology/PT-OT visits/optometry.

An Electronic Medical Record storage and retrieval system will be provided to allow ready access to records anywhere in the facility and continuum of care post-release.

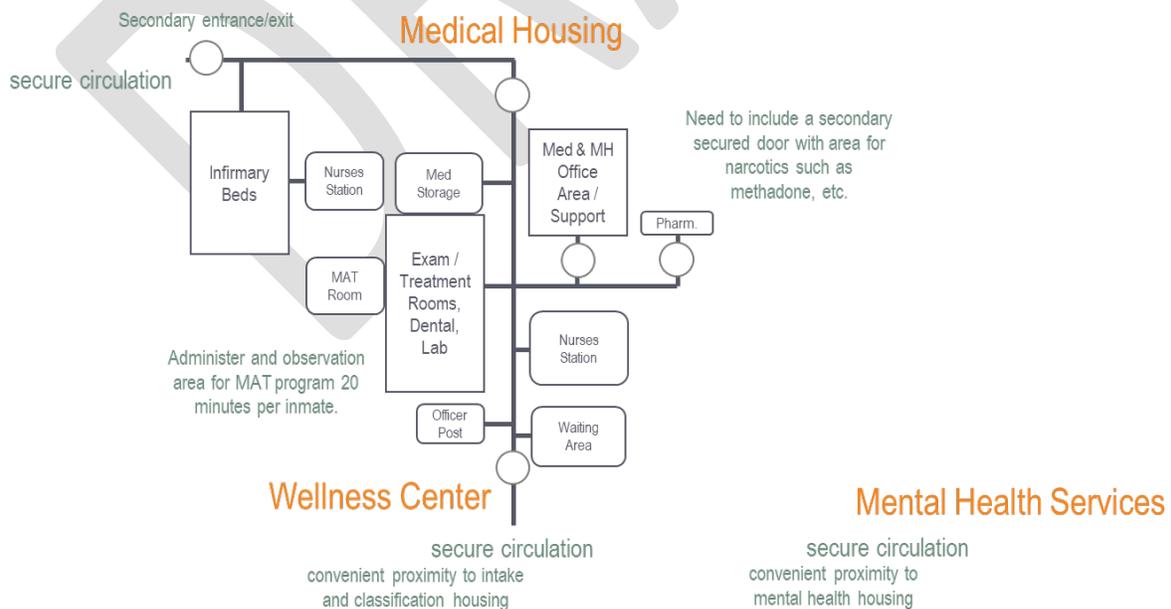
The staff areas include a mix of private and shared offices, conference room, storage areas, kitchenette alcove, and restrooms.

While the security of the Wellness Center will be the responsibility of healthcare staff, the spatial arrangements should be such that security officers can freely move through corridors and observe activities within the examination and treatment, lab, telemedicine, radiology, dental, storage, and staff spaces. A roving correctional officer will be assigned to the Wellness Center during normal business hours. Elevated officer stations should be adjacent to the nurses’ station in the Wellness Center and the infirmiry.

Special Design Considerations

The Wellness Center should account for environmental factors such as lighting, temperature control, acoustics, and cleanliness in the layout and design. Staff work and support spaces should be located to improve efficiency for management of staff and proximity to the inmate patient. Due to the location of medical supplies and medication within this component, additional security features associated with door alarms and secure construction should be provided.

Adjacency Diagram



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Space Program Table

13.100 Wellness Center		Unit NSF	Qty	NSF	Comment - Inside Security (Adjacent to VSP, Class Housing, ITR)
13.101	Secure Entry Vestibule	80	1	80	interlocking doors; adjacent access to VSP from clinic
13.102	Clinic Waiting/ Reception Area	380	1	380	seating for 15 for med/mh dental clinics, split male and female
13.103	Holding Cell	80	1	80	view from nurses station
13.104	Check-in Counter	40	1	40	
13.105	Inmate Restroom	65	2	130	
13.106	Officer Station	40	1	40	adjacent to waiting and nurse station - elevated station
13.107	Nurses Station	300	1	300	5 stations, includes spaces for nurses and MA's
13.108	Pharmacy	470	1	470	secure room, 6 shelves and bins for blister pack medicine, full-size refrigerator and freezer, secure storage for 6 med carts 5' x 1.7', located off nurses station
13.109	Secondary Secured Pharmacy	80	1	80	room to lock and store narcotics separate from other medications
13.110	Director of Nursing (DON)	150	1	150	private office
13.111	Health Services Administrator (HSA)	150	1	150	private office
13.112	Admin Assistant	120	1	120	private office
13.113	Nurse Manager	120	2	240	shared office with 2 desks, hoteling office
13.114	Medical Records Specialist	120	1	120	private office
13.115	Exam/ Treatment Room	180	2	360	exam table, small workstation for provider, counter w/sink above and below counters
13.116	Exam Bay	130	2	260	2 open bay w/privacy curtains, stainless steel headwall w/suction, oxygen, overhead swing arm procedure light, etc.
13.117	Blood Draw Station	40	2	80	2 lab blood draw stations adjacent or inside of lab
13.118	Lab	120	1	120	sink, counter, cabinets, full size refrigerator & freezer, pass-through f/UA restroom
13.119	Urinalysis Restroom	80	1	80	includes counter, undercounter refrigerator, lockable storage cabinets, test observation, pass-through to lab
13.120	Multi-purpose Room	240	2	480	portable x-ray machine, echo, PT/ OT visits, optometrist, 4' door,
13.121	Medical Storage	180	1	180	medical supplies, refrigerator for (inmate) breast milk
13.122	Biohazard Storage	10	1	10	small, lockable closet; sharps disposal staging; central biohazard storage in Building Support component
13.123	Wheel Chair/ Gurney Alcove	180	1	180	wheelchair & gurney storage
13.124	Staff Multi-purpose/ Conference Room	180	1	180	table and seating for 4, sink, counter w/cabinets above and below, coffee pot, microwave, refrigerator
13.125	Staff Restroom	65	2	130	
13.126	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Dental Center					
13.127	Dental Suite	280	1	280	2 operatory chairs, counter w/sinks, lockable cabinets
13.128	Sterilization Counter	80	1	80	sterilization counter (sink, drying counter, autoclave)
13.129	Dental Storage	120	1	120	supply storage
13.130	Dental Equipment Room	80	1	80	
13.131	Compressor Room	80	1	80	dental equipment
Subtotal NSF				5,120	

13.200 Specialty Services

Description of Function

The mental health staff also known as Specialty Services will be utilized as the central point for specialty services staff to work while on shift. This function should include both private offices and open workspaces. Individual offices should be provided for the mental health provider and mental health supervisor for privacy and shared office spaces for mental health staff to collaborate openly. Interview rooms will be provided and capable of providing tele-psych or tele-med.

Operational Assumptions

The Specialty Services function will operate in a manner to allow individual offices to maximize privacy for the Mental Health Provider and Supervisors, while providing a large shared open office space with workstations for mental health staff.

Special Design Considerations

Specialty Services will be located inside the secure perimeter adjacent to the wellness center and infirmary. Inmates should not have free access to this space without being escorted by security staff.

Space Program Table

13.200	Specialty Services	Unit NSF	Qty	NSF	Comment - Inside Security
13.201	Mental Health Provider	150	1	150	shared office psych nurse, provider
13.202	Hoteling Office	120	1	120	private office
13.203	Mental Health Supervisor	150	1	150	private office
13.204	Mental Health Staff	380	1	380	6 workstations, copier/work area with office equipment and supplies storage
Subtotal NSF				800	

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13.300 Infirmary

Description of Function

Infirmary-level care is defined by the National Commission on Correctional Health Care as “care provided to inmates with an illness or diagnosis that requires daily monitoring, medication and/or therapy, or assistance with activities of daily living at a level needing skilled nursing intervention.” Typically, this includes inmates who require more intensive care than can be provided in the general population and for a period of 24 hours or greater. Inmates who need skilled nursing care but do not need hospitalization and whose care cannot be managed safely in an outpatient setting will qualify for infirmary-level care. Inmates with acute or chronic health problems that cannot be efficiently managed within the facility’s clinical setting are to be transported to an approved community hospital.

Inmates and health conditions that require Infirmary Housing include:

- Post-operative care and physical/occupational therapy
- Intravenous fluid and antibiotic administration (dehydration and cellulitis)
- Wound care
- Oncology care
- Cardiac rehabilitation and stroke care
- High risk pregnancy
- Neurocognitive impairment
- Complex medical and mental comorbidities
- Hospice services

Operational Assumptions

A 28 -bed infirmary should be co-located with the Wellness Center for the purpose of providing 24-hour accommodation for inmates requiring their removal from the housing unit to expedite the healing process and/or prevent contagion to other inmates. Also, inmates returning from a community hospital following surgery or more extensive specialized treatment will be accommodated in the medical infirmary until medical staff approves a return to the general housing area.

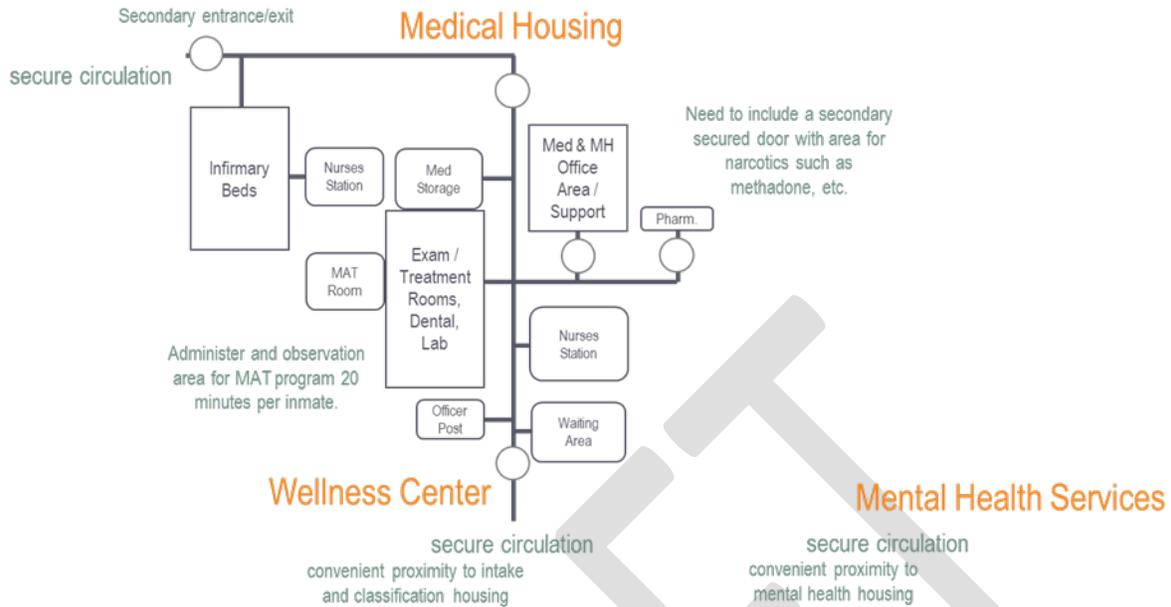
Medical services will be provided under the supervision of professionally trained healthcare staff.

The Infirmary component will include two-single bed negative pressure cell rooms and anteroom, along with a clean linen and a dirty linen storage room and a beverage station. Negative pressure cells will be used to isolate inmates known or suspected to be infected with microorganisms transmitted by airborne droplet nuclei.

Special Design Considerations

The Infirmary should include a secure entry vestibule adjacent to the Wellness Center to ensure appropriate clinical oversight and monitoring from the central nurse station and security staff.

Adjacency Diagram



Space Program Table

13.300	Infirmiry - 28 Beds	Unit NSF	Qty	NSF	Comment - Inside Security
13.301	Secure Entry Vestibule	80	1	80	2 interlocking doors
13.302	Nurses/ Officer Station	120	1	120	1 nurse workstation / 1 elevated workstation for correctional officer
Male Medical Beds - 18 Beds					
13.303	Accessible Single Cells	160	16	2,560	3-sided access, hospital bed, accessible combi-unit
13.304	Accessible Shower (Male)	50	2	100	1 shower for 8 inmates
13.305	Dayroom	55	16	880	
13.306	Outdoor Recreation	400	1	-	exterior space, 1 male & 1 female
Female Medical Beds - 8 Beds					
13.307	Accessible Single Cells	160	7	1,120	3-sided access, hospital bed, accessible combi-unit
13.308	Accessible Shower (Female)	50	1	50	
13.309	Dayroom	55	7	385	
13.310	Outdoor Recreation	400	1	-	exterior space, 1 male & 1 female
Negative Pressure Rooms - 2 Beds					
13.311	Accessible Negative Pressure Room	160	2	320	3-sided access, hospital bed, accessible combi-unit, shower
13.312	Ante-Room	64	1	64	sink
Shared Support					
13.313	Clean Linen Utility Closet	100	1	100	
13.314	Soiled Linen Utility Closet	40	1	40	
13.315	Beverage Counter	40	1	40	sink w/insta hot
13.316	Staff Restroom	65	1	65	
13.317	Exam Multi-Purpose Room	180	1	180	exam table, workstation, multi-purpose room
13.318	Biohazard Closet	10	1	10	small, lockable closet; sharps disposal staging; central biohazard storage in Building Support component
Subtotal NSF				6,114	

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14.000 LAUNDRY

Description of Function

The laundry equipment and processing area must be adequately sized to handle the hygienic laundering and distribution of inmate uniforms, sheets, towels, and blankets. The area is sized and configured for 1,200 beds.

Operational Assumptions

The Laundry Service function will be operated by staff and inmate workers. The Laundry Service component will operate daily on two shifts. Inmate workers will be screened and searched at a central point prior entering the Food and Laundry Services areas.

The Laundry Service component should accommodate four 160-pound washers/extractors, one 105-pound washer/extractor, one 30-pound washer/extractor, five 170-pound dryers, and one 45-pound dryer with a staging area, folding area, secure chemical areas, and general storage rooms.

Upon admission, inmates will be issued a clean set of clothing, towels, sheets, and blankets. A schedule will be developed to exchange the bedding and clothing of each inmate regularly. A mesh bag system may be used to promote ownership of items. Inmate workers, under the supervision of a staff member, will bring new bedding and uniforms to the housing units by cart; one item will be issued for each item collected.

Note Laundry Services will not include staff uniforms. Future operations should allow inmate personal property with the mesh bag system.

Special Design Considerations

The Laundry area should accommodate a work area for one security officer post that will be manned five days a week on one shift. Cameras should be placed strategically to monitor inmate workers.

Circulation space behind the washers and dryers must be provided for maintenance of the equipment, and this area must be secured from inmate access. The secure chemical feed must also be secured against inmate access.

Adjacency Diagram



Space Program Table

14.100	Laundry	Unit NSF	Qty	NSF	Comment - Inside Security
14.101	Laundry Office	150	1	150	private office
14.102	Trustee Worker Screening Area	40	1	40	metal detector before entering laundry/ kitchen/ warehouse
14.103	Clean Cart Staging	150	1	150	staging for 6 clean laundry carts
14.104	Soiled Cart Staging	150	1	150	staging 6 dirty laundry carts
14.105	Washing Machines	270	1	270	6 commercial washing machines
14.106	Drying Machines	270	1	270	6 commercial dryers
14.107	Secure Chemical Feed	200	1	200	secure area for laundry chemicals
14.108	Folding Work Area/ Set Down	300	1	300	
14.109	Clean Linen Staging/ Storage	300	1	300	staff uniforms, new commits clothing
14.110	Eye Wash Station	5	1	5	
14.111	Inmate Break Alcove	120	1	120	table w/4chairs, sink, counter
14.112	Inmate Restroom	65	1	65	
14.113	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				2,060	

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15.000 FOOD SERVICE

15.100 Inmate Screening and Support

Description of Function

The Inmate Screening and Support function is to handle all inmate screenings for workers entering and exiting either the kitchen or laundry functions. Workers for Food and Laundry Services will have a central screening and search/changing room.

Operational Assumptions

The inmate screening and support function will include space for a magnetometer in an adjacent corridor, a search alcove to allow for staff to search anyone they feel needs additional screening, and an inmate worker break area to include tables, chairs, and access to a counter with hot and cold water.

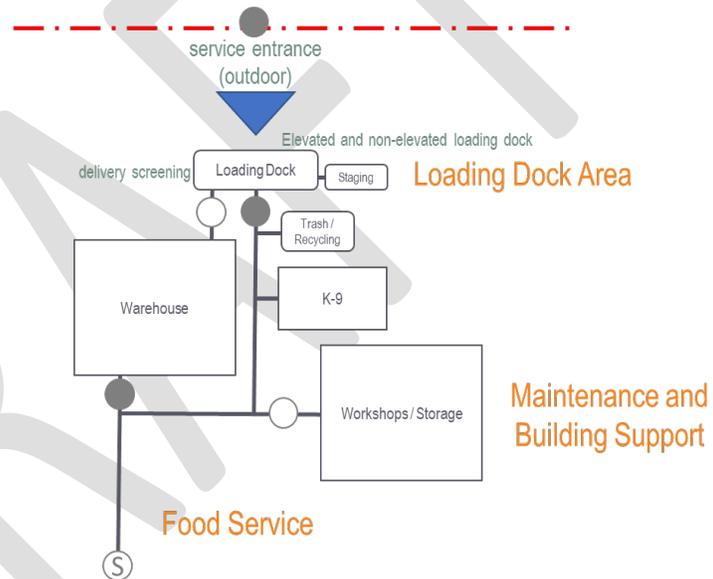
Special Design Considerations

Not available

Adjacency Diagram

Notes:

- K-9 should be located with convenient proximity to the service entrance
- Office in the warehouse
- Convenient access for commissary/ part of warehouse



Space Program Table

15.100	Inmate Screening and Support	Unit NSF	Qty	NSF	Comment - Inside Security
15.101	Institutional Employee Screening Station	60	1	60	magnetometer in corridor near kitchen & warehouse to be shared
15.102	Search Alcove	40	1	40	sink on adjacent wall
15.103	Inmate Workers Break Area	200	1	200	tables, chair, insta-hot w/sink
Subtotal NSF				300	

15.200 Food Production and Delivery Prep

Description of Function

The Food Service component includes all phases of food delivery, food preparation, and distribution for inmates and staff. The area is sized and configured to accommodate up to 1,200 beds. The kitchen serves the inmates daily meals and provides each staff and shift access to a meal.

Operational Assumptions

The Food Service component will be managed and staffed by Correctional Officers and will operate daily.

Food Service operation includes:

- All inmates will be served three meals a day.
- All staff will be provided access to meals.
- Inmate workers will work in the kitchen under the supervision of Contracted Food Service Workers
- Inmates will eat in their housing units.
- An average 14-day food supply will be stored.

Food delivery and storage includes:

- The registered dietician, licensed nutritionist, or registered dietician nutritionist will determine the menu cycles and contents.
- The contracted food service provider will be responsible for food ordering and maintaining a healthy and sanitary kitchen environment.
- The food will be unloaded by inmate workers under supervision once inside the secure perimeter.
- The food will be stored in either dry storage, freezers, or refrigerators.

Food preparation and distribution includes:

- All food will be prepared by the contracted food service personnel and inmate workers under supervision.
- The preparation equipment will be based on the menus to be served. The staff will requisition items from the dry and refrigerated storage rooms. In preparation for this, several items will need to be moved from the freezer to the cooler to thaw for one to three days before use.
- Depending on the food to be cooked, the foods may be taken to one of three main preparation areas - vegetable, meat, or baking.
- After the items are prepared, they will be taken to the cooking areas. The main cooking equipment will include tilting skillets, kettles, steamers, heavy duty range, griddles, and double stacked convection ovens.

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- All food will be portion-controlled onto insulated trays.
- Trays, disposable utensils, condiments, and beverages will be placed on carts and delivered to the housing units by inmate workers.
- A stainless-steel beverage counter will be in all the SIM/ direct supervision housing units.
- Housing officers will supervise the distribution of the trays and food.
- Housing officers will be responsible for returning the same number of trays that were brought into the housing unit.
- Trays will be returned to the kitchen for cleaning and storage.
- Trash will be placed in dumpsters for removal daily.

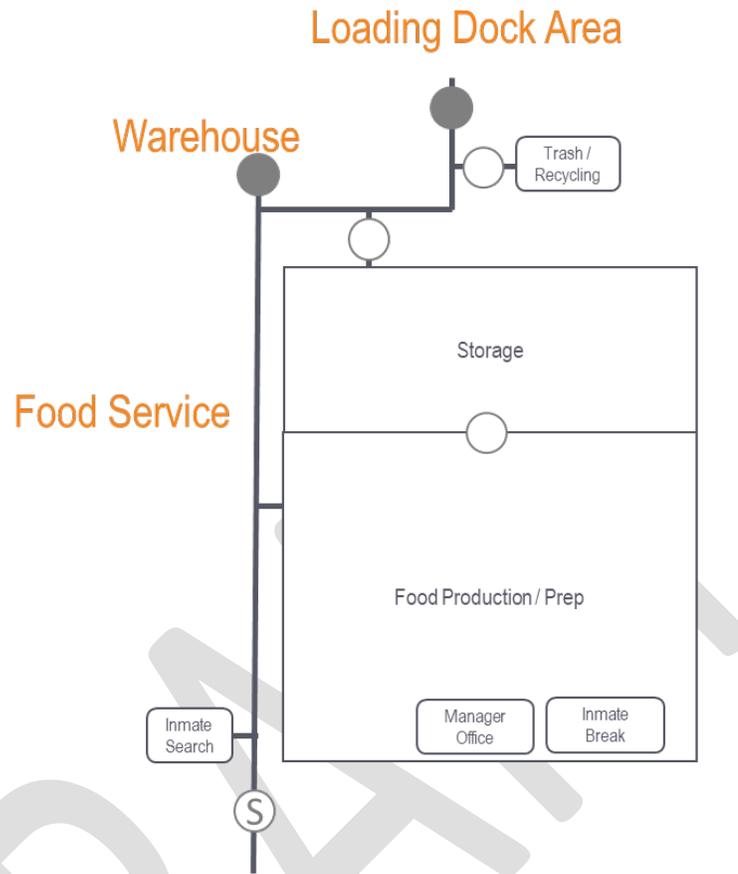
Dishwasher/tray wash includes:

- Pot washing will be accomplished in a three-compartment sink with drain boards. Although there are large commercial automatic utensil washers available, the cost and maintenance requirements may necessitate the use of manual hand washing systems.
- The trays will be an insulated tray-on-tray system with the bottom of one tray as the top of the other. After washing, the trays will be stored and air dried in mobile carts that hold the trays vertically.
- If utilizing a vertical tray washer, a single-door type dishwasher with built in booster is also needed for staff utensils and inmate cup washing. Cups can be issued to inmates and washed in the dayrooms.

Other items:

- The Kitchen/Warehouse Operations manager will have an office with a view of the kitchen area.
- Security staff will conduct random security checks of the Food Service Area while staffed with inmate workers. Inmate workers for Food and Laundry Services will have a central screening and search/changing room.
- Inmate workers will have a dedicated break area and restroom in the kitchen area. The break area should be in line of sight of the office.
- Food Services space needs to ensure ability to meet the requirements of religious and medical diets.

Adjacency Diagram



Space Program Table

15.200	Food Production and Delivery Prep	Unit NSF	Qty	NSF	Comment - Inside Security
15.201	Food Manager Office	120	1	120	private office
15.202	Secure Storage	100	1	100	sharps
15.203	Vegetable/Meat Preparation	600	1	600	adjacent to storage & cooking
15.204	Baking Preparation	400	1	400	adjacent to cooking
15.205	Cooking Area	1,200	1	1,200	cooking equipment
15.206	Finished Food Holding Area	300	1	300	adjacent to cooking & tray make-up
15.207	Tray Make-Up Cart Staging Area	800	1	800	storage & staging of food carts
15.208	Kosher Food Preparation	150	1	150	separate area from other prep areas
15.209	Central Dishwashing	800	1	800	tray, pot & pan washing
15.210	Meal Tray Storage	450	1	450	clean trays
15.211	Cart Wash Area	100	1	100	adjacent to central dishwashing
15.212	Hand Wash Station	50	2	100	
15.213	Eye Wash Station	20	1	20	
15.214	Staff Restroom	65	1	65	
15.215	Inmate Restroom	65	1	65	
15.216	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				5,310	

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15.300 Storage Areas

Description of Function

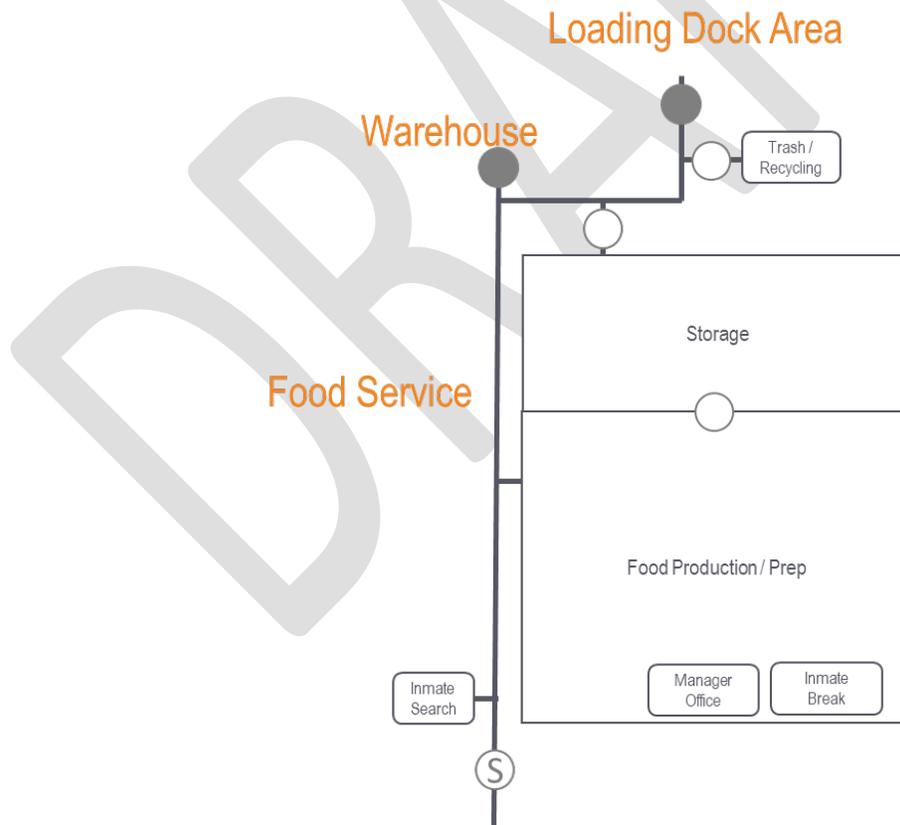
The Storage Areas must provide proper space to store all necessary products and goods to allow the LCCF to operate in an efficient manner. The Storage Areas provide storage for institutional daily dry goods, chemical storage, secure storage, bulk cooler/freezer, vegetable/dairy/meat coolers, and other kitchen supplies, equipment, and paper products

Operational Assumptions

The Central Storage operation will be under the supervision of a Warehouse Officer with inmate workers assigned for receiving and distributing supplies and goods throughout the facility. The warehouse area will operate each weekday, during which time supplies and materials will be received from vendors, sorted according to final destination, and distributed to the appropriate location in the facility. A computerized system of tracking the receipt and shipping of goods as well as the inventory of supplies and materials should be considered to make the warehouse operation more efficient.

Due to the value and types of materials that will be stored in Central Storage, access to this area should be strictly controlled. Major doors leading into the warehouse area should be on an electronic alarm system with the signal reporting back to Main Control.

Adjacency Diagram



Space Program Table

15.300	Storage Areas	Unit NSF	Qty	NSF	Comment - Inside Security
15.301	Daily Dry Goods Storage	200	1	200	adjacent to bulk dry good storage & prep area
15.302	Chemical Storage	100	1	100	secure storage, adjacent to tray wash
15.303	Secure Storage	100	1	100	spices, etc.
15.304	Bulk Freezer	450	1	450	adjacent to daily freezer storage
15.305	Freezer	200	1	200	adjacent to bulk freezer & thaw box
15.306	Bulk Cooler	450	1	450	
15.307	Vegetable/Dairy Cooler	200	1	200	adjacent to bulk cooler & prep area
15.308	Meat/Thaw Cooler	200	1	200	adjacent to bulk cooler & prep area
15.309	Garbage Cold Storage	120	1	120	refrigerated 45°F
Subtotal NSF				2,020	

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16.000 BUILDING SUPPORT AND WAREHOUSE

16.100 Loading Dock Area

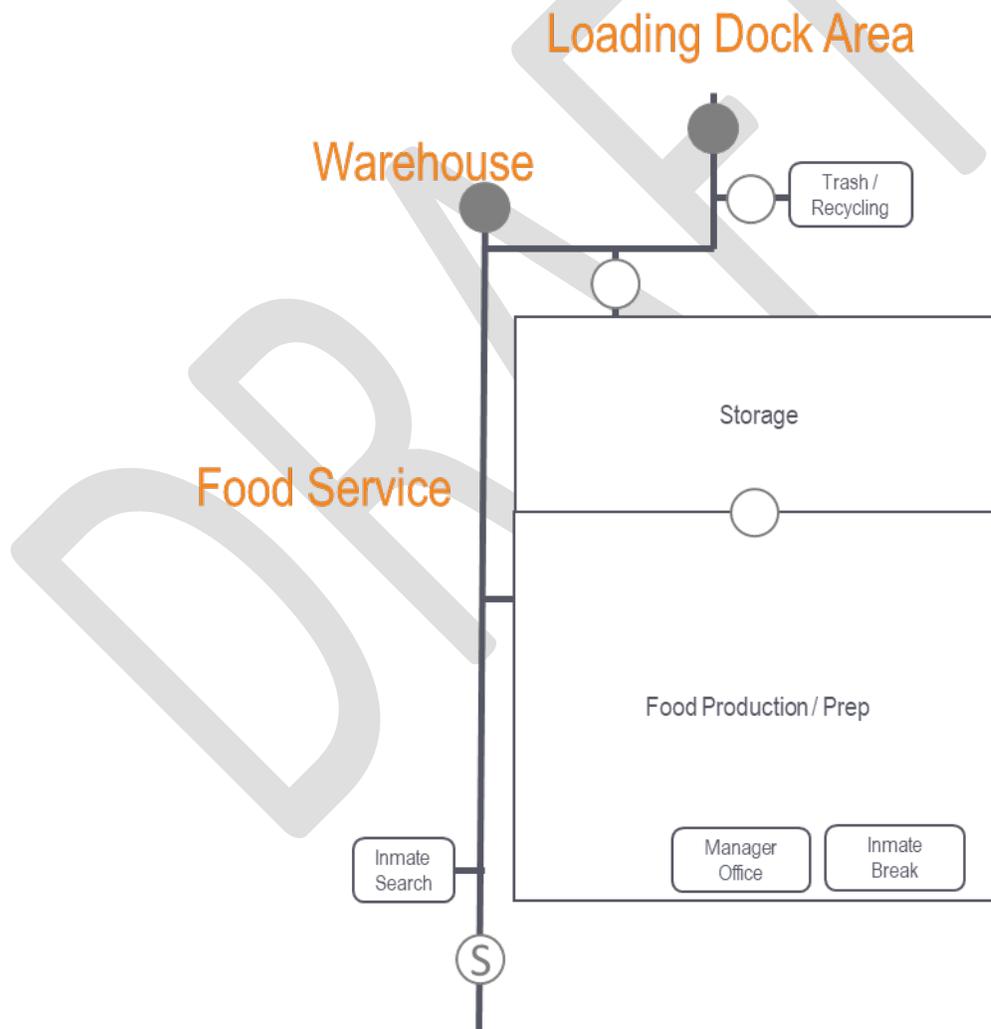
Description of Function

The mission of the Receiving area is to provide for the secure receipt, screening, and storage of institutional items until dispersed as needed in the facility.

Operational Assumptions

The Receiving area will include a loading dock sized for two delivery trucks (to accommodate trucks with lifts) with a dumpster and trash/ recycling area. Significant pavement leading to the loading docks will be required to allow large delivery trucks to maneuver. Areas adjacent to the loading dock will include a staging/receiving area and security screening station sized to accommodate pallets. Most storage will need to be kept in Central Storage adjacent to the loading dock.

Adjacency Diagram



Space Program Table

16.100	Loading Dock Area	Unit NSF	Qty	NSF	Comment-Outside Security (Enclosed behind wall or fence)
16.101	Loading Dock	250	1	250	2 loading dock bays accomodates sized at 20' x 75', large compactor at foot of loading dock outside facility, must be adjacent to the warehouse
16.102	Trash / Recycling	200	1	200	adjacent to loading dock, climate controlled enclosed area, cardboard recycling, and must be adjacent to the warehouse. composter to dehydrate old food should be in its own standalone area outside of this building.
16.103	Staging / Receiving	100	1	100	open area, man door for UPS, FedEx, etc.
16.104	Security Screening	125	1	125	x-ray package machine, table
16.105	Package Queueing	180	1	180	open area with table to sort mail and packages after being scanned, space for rolling push cart to deliver sorted mail and packages
Subtotal NSF				855	

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16.200 Warehouse

Description of Function

LCCF warehouse storage will be utilized for a large number of supplies and equipment used for daily operations of the facility. While the Warehouse is not located in the secure perimeter, it is located in a controlled area.

Operational Assumptions

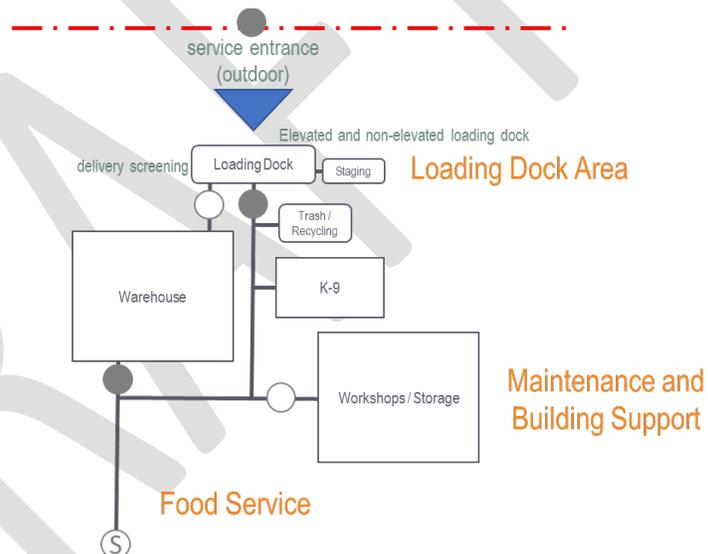
The Warehouse will be sized to hold two weeks of operating supplies needed to continue all services in the facility in the event deliveries are disrupted for an extended period of time.

- Doors wide enough to allow the passage of equipment and pallets
- Aisles wide enough to permit the use of pallet jacks to move pallets
- Storage for warehouse equipment
- Shelving should be anchored and capable of holding pallets
- Located near the loading dock

Adjacency Diagram

Notes:

- K-9 should be located with convenient proximity to the service entrance
- Office in the warehouse
- Convenient access for commissary/ part of warehouse



Space Program Table

16.200	Warehouse	Unit NSF	Qty	NSF	Comment-Outside Security
16.201	Institutional Storage	6,000	1	6,000	commercial pallet racks
16.202	Bulk/ General Storage	2,500	1	2,500	
16.203	Bulk Dry Goods Storage	1,000	1	1,000	adjacent to daily storage
16.204	Commissary Secure Storage	300	1	300	lockable storage area for 4 carts 4W x 4L x 6H, table for sorting, shelving
16.205	Warehouse Office	120	1	120	shared office with 2 desks
16.206	Supply Officer	120	2	240	shared office with 2 desks
16.207	Chemical Storage	150	1	150	flammable, toxic, etc. requires proper ventilation
16.208	Shared Office	120	1	120	shared office with 2 desks for contracted commissary staff
16.209	Officer Workstation	48	1	48	standing workstation
16.210	Inmate Break Area	200	1	200	break area for inmate workers & warehouse workers
16.211	Inmate Restroom	65	1	65	
16.212	Staff Restroom	65	1	65	
16.213	Janitor's Closet	40	1	40	mop sink, rack, floor drain
Subtotal NSF				10,848	

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16.300 Maintenance and Building Support

Description of Function

Facility maintenance services and building support are provided by contracted staff who are responsible for building systems operations and upkeep. Additionally, facility staff coordinates and supervises inmates assigned to maintenance work details, and/or community service. Maintenance functions that fall within the scope of building support to include welding and electrical shops.

Staff support areas, offices, storage, restrooms, and a tool crib are included in the building support maintenance shop area.

All maintenance work and storage space should be approximate to each other.

Some maintenance work occurs outdoors and requires appropriate storage for outdoor equipment and clothing. Outdoor equipment storage may be in an outbuilding within the secure facility site.

Operational Assumptions

All tools should be tracked and accounted for at the end of each shift. The tracking of tools is important in a correctional facility setting in order to ensure the safety and security of both staff and inmates. The tracking of tools will show compliance with ACA requirements.

Special Design Considerations

The tool room will include two levels of security with the higher security level of tool storage used for tools that are considering higher risk for assistance in inmate escapes.

Space Program Table

16.300	Maintenance and Building Support	Unit NSF	Qty	NSF	Comment-Outside Security
16.301	Maintenance Supervisor Office	150	1	150	private office
16.302	Shared Office	120	1	120	shared office with 2 desks
16.303	I.T. Vendor Equipment Storage	60	1	60	computer parts, supplies
16.304	Storage	60	1	60	computer parts, supplies
16.305	Maintenance Shop	2,000	1	2,000	plumbing, electrical, HVAC, Locks, Carpenter, Paint, include benches & worktables, overhead door
16.306	Secure Storage	80	1	80	paint storage
16.307	Maintenance General Storage	120	1	120	racks & cabinets
16.308	Welding Shop	250	1	250	benches & worktables, proper ventilation
16.309	Bio-hazard Storage	120	1	120	proper ventilation
16.310	Electronics/Communications Shop	180	1	180	IT and electronics workshop
16.311	Maintenance Manuals Closet	80	1	80	shelving
16.312	Tool Room	500	1	500	secure room w shelving, racks, wall peg system
16.313	Parts Storage	600	1	600	shelving and racks
16.314	Break Room	120	1	120	counter w/sink over/below cabinets, kitchenette
16.315	Eyewash Station	5	1	5	
16.316	Staff Restroom	65	1	65	
Subtotal NSF				4,510	

16.400 Outside Inmate Maintenance

Description of Function

Outside Inmate Maintenance services are provided by staff who are responsible for grounds keeping operations. Additionally, facility staff coordinates and supervises inmates assigned to grounds crews work details.

A large open area with room for two zero turn riding mowers, push mowers, four detachable snowplows, and wall hanging tool racks for yard equipment. This area should include both a man door and a roll-up door with the ability to pull in a full-size pick-up truck and attach a snow plow.

Operational Assumptions

An inmate screening station and search area is provided to allow all inmates assigned to the area to be searched before returning from the maintenance area where potential contraband may be located, to more secure areas within the facility. This screening station and search will be shared with the food and laundry services screening station located in 15.100 of this program.

Space Program Table

16.400	Outside Inmate Maintenance	Unit NSF	Qty	NSF	Comment-Outside Security
16.401	Large Equipment Room	1,020	1	1,020	2 zero turn riding mowers, detachable snowplows, wall hanging tool rack for yard equipment
16.402	Flammable Storage	150	1	150	secure outdoor storage, not included in nsf
Subtotal NSF				1,020	

3 | PROGRAM

Lancaster County Correctional Facility – Facility Program Draft Report

16.500 Dog Kennel

Description of Function

The kennel will be located in a separate building within the surrounding acreage but remain inside the secure perimeter, away from the perimeter fence, and house all functions related to the kennel and canine functions. This includes the following:

- Safe housing for the canine dogs
- Adequate fenced outdoor space for canine exercise and training
- Medication storage for the canine dogs
- Vet treatment and exam space
- Grooming area for the canine
- Storage space for essential and necessary supplies

Operational Assumptions

Inmate access to the canine or associated canine unit items such as kennel, food, bedding, etc. will be limited. The handlers will exercise the canines daily. An obstacle course with at least four obstacles should be constructed to maintain a high level of fitness.

Kennels must be constructed with a chain link fence which encloses the kennel's perimeter. A small canine housing area constructed of durable high-quality non-toxic wood or plastic will be well-insulated to provide shelter and protection from the elements.

The kennel should not be constructed to allow the canine to become acclimated to the kennel's climate and not the outside atmosphere. The only spaces within the kennel to include air conditioning would be in staff areas. The canine house should be located in the middle rear of the concrete slab.

A partition will be installed between each stall to prevent the dogs from agitating each other. An isolation area will be available for the separation of sick or new canines.

Canine handlers are responsible for kennel sanitation. Inmates will not be used for this purpose.

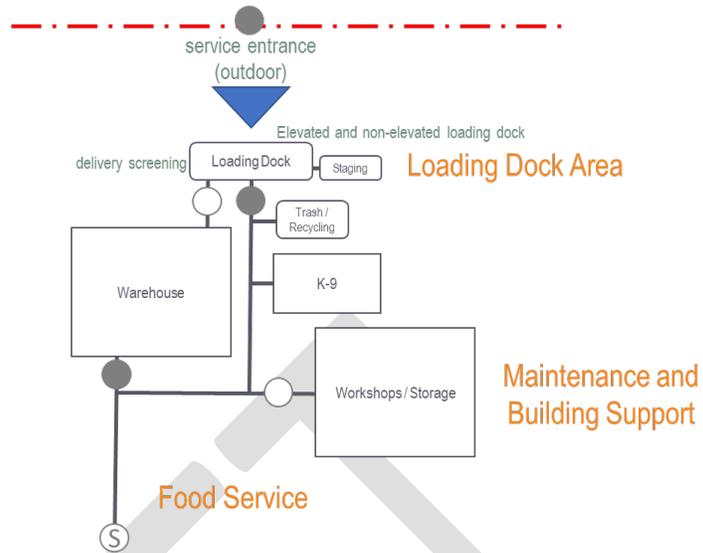
Access to kennels will be restricted to staff associated with the canine unit.

A treatment area should be provided to facilitate the treatment and examination of the dogs by the contracted veterinarian.

Adjacency Diagram

Notes:

- K-9 should be located with convenient proximity to the service entrance
- Office in the warehouse
- Convenient access for commissary/ part of warehouse



Space Program Table

16.500	Dog Kennel	Unit NSF	Qty	NSF	Comment-Outside Security
16.501	Lobby	100	1	100	
16.502	Staff Work & Training Room	1,800	1	1,800	Dividable room; 5 desks with dog crate & open training area
16.503	Staff Toilet	65	1	65	
16.504	Janitor's Closet	40	1	40	
16.505	Utility Room	64	1	64	Dog washing supplies
16.506	Dog Grooming Area	40	1	40	
16.507	Dog Exam Room	100	1	100	Sink with counter and cabinets.
16.508	Gear and Medication	80	1	80	For gear and medication
16.509	Dog Food Storage	40	1	40	
16.510	Indoor Kennel	200	5	1,000	
16.511	Fenced Outdoor Kennel - Covered	200	5	1,000	Accommodates 13 dog pens at 100 sq. ft. each; exterior space; Not included in SF.; Connected to the indoor Kennel
16.512	Outside Dog Yard	3,000	1	3,000	Exterior space; Not included in SF
Subtotal NSF				3,329	

3 | PROGRAM

Lancaster County Correctional Facility – Facility Program Draft Report

17.000 CENTRAL PLANT

Description of Function

The role of the Central Plant is to maintain appropriate levels of air quality, temperature, water, and electricity to meet local codes and requirements. The Central Plant consists of the physical plant operations in the facility including mechanical, plumbing, electrical, security, technology, life safety, and emergency generation.

Operational Assumptions

The Central Plant will produce chiller water for cooling, hot water for heat and domestic use, and redundant electrical services. Emergency generation will provide full redundant support for all housing units, Master Control, emergency command center, clinic, infirmary, and food services. Distribution of chilled water, hot water, and communication cabling will be from a loop located outside the secure perimeter. Conditioning and domestic water distribution to the housing units and major building will be isolatable off the main loop without affecting the function of the other buildings. Fire protection mains can be distributed as part of the systems but should be engineered for compliance with Local Code.

The Central Plant will be required to operate on a 24-hour, 7-day per week basis. Access to Central Plant components will be strictly controlled and any doors leading into an equipment and operations area will be alarmed.

Special Considerations

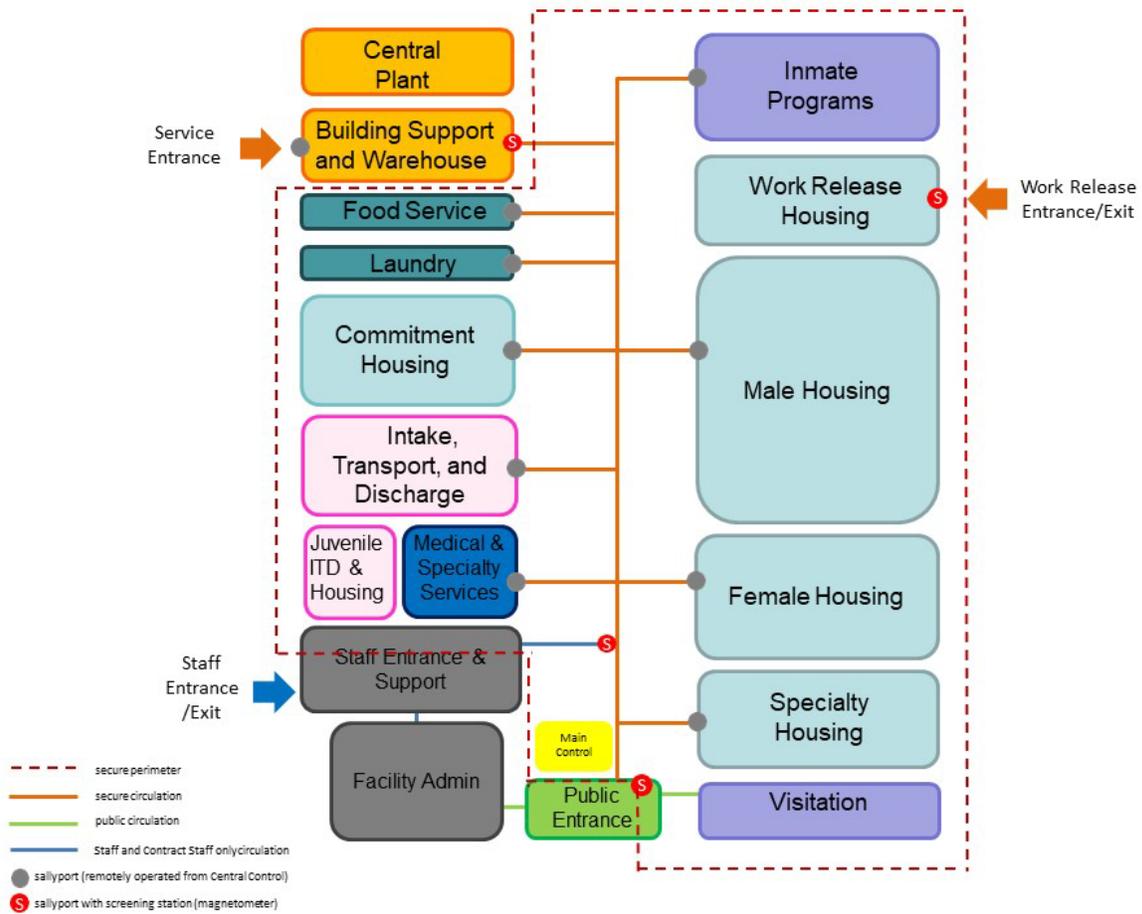
The Central Plant component and equipment may be co-located in a single room in the facility or spread throughout the building depending on the facility design. Some components may be located on the exterior of the building or on the roof. Any components located on or near the exterior of the building should be located in a way to still allow maximum visibility and remain in areas not accessible by inmates.

Space Program Table

17.100	Central Plant	Unit NSF	Qty	NSF	Comment-Outside Security (Enclosed behind wall or fence)
17.101	Central Plant Spaces	12,000	1	12,000	design allowance
Subtotal NSF				12,000	

Facility Relationship Diagram

The following figure provides an overall component relationship diagram.



SECTION 4 SUMMARY

INTRODUCTION

The County of Lancaster, Pennsylvania, has recognized the need to build a new correctional facility to meet the needs of its justice system. The County and CGL (Project Team) have collaborated to develop this detailed facility program to include all the spatial and operational requirements for the new Lancaster County Correctional Facility (LCCF) to be a long-term solution for the County. The emphasis is on designing a facility that is adaptable and flexible to meet the future needs of the ever-changing criminal justice system. As previously noted, the purpose of the facility program was to:

- Build on the Steering Committee's Mission Statement
- Build on the County's project Guiding Principles
- Incorporate the results from the validation of needs
- Define the management concept and operational basis for the new LCCF
- Translate the operational basis into a spatial description
- Identify functional adjacency relationships

The Project Team used a comprehensive stakeholder discussion and information-gathering review process. A series of program sessions were conducted with stakeholders, which included correctional staff and contract providers. Each of the topic sessions included an overview of the facility's vision, project goals, description of the current facility and operating state, review of trends and benchmarks, and discussion on the desired future operational state and associated spatial needs.

The project Steering Committee's project Mission Statement and the County's Guiding Principles guided the development of the program. The program includes a description of the function, operational assumptions, special considerations, and a space listing for each facility component.

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Lancaster County Correctional Facility – Facility Program Draft Report

Housing Summary

The housing classification, bed allocation, and cell type developed for the program was developed based on the *2050 projected need of about 1,200 beds and the key operational elements*. As previously stated, the County is still defining the project description and associated number of beds. As illustrated in the table below, this process resulted in a total of 29 housing units for both male and female inmates for a program total of 1,212 beds. Of the total beds, approximately a third of the beds are designated for minimum/medium, 108 beds or approximately 17.9 percent designated for mental health housing, 68 beds designated for work release, and 10 beds designated for juvenile.

Type/Classification	Bed Type	Mezzanine	Beds/Unit	Beds/Cell	Cells/Unit	Quantity	# of Units	Total Beds	Comments
General Population - Male							12	608	Organized in Housing Clusters
Minimum	Cells	Yes	64	4	16	4	4	256	
Medium	Cells	Yes	64	4	16	3	3	192	
Maximum - Low	Cells	Yes	32	4	8	3	3	96	
Maximum - High	Cells	Yes	32	2	16	2	2	64	
General Population - Female							2	96	Organized in Housing Clusters
Minimum/Medium	Cells	Yes	64	4	16	1	1	64	sub-dayrooms
Maximum	Cells	Yes	32	2	16	1	1	32	
Commitment Housing							3	128	Adjacent to Medical/I/TR
Intake / Classification - Male	Cells	Yes	64	2	32	1	1	64	sub-dayrooms
Intake / Classification - Male Detox	Cells	No	32	2	16	1	1	32	
Intake / Classification - Female	Cells	Yes	32	2	16	1	1	32	50% detox
Special Populations - Male							3	176	
High Classification	Cells	No	16	1	16	1	0.33	16	
Disciplinary	Cells	No	32	1	32	1	0.67	32	
Protective Custody	Cells	Yes	64	2	32	2	2	128	
Special Populations - Female							1	18	
High Classification	Cells	No	6	1	6	1	0.33	6	
Disciplinary	Cells	No	12	1	12	1	0.67	12	
Mental Health - Male							2	80	
Close Watch	Cells	No	8	1	8	1	0.17	8	Psychiatric observation
Level 1	Cells	No	8	1	8	2	0.33	16	Crisis management
Level 2	Cells	No	12	2	6	2	0.50	24	In-patient Care
PO 3	Cells	No	32	4	8	1	1	32	Sheltered Housing (therapeutic)
Mental Health - Female							2	28	
Close Watch	Cells	No	4	1	4	1	0.25	4	Psychiatric observation
Level 1	Cells	No	4	1	4	1	0.25	4	Crisis management
Level 2	Cells	No	8	2	4	1	0.50	8	In-patient Care
PO 3	Cells	No	12	4	3	1	1	12	Sheltered Housing (therapeutic)
Work Release							2	68	
Work Release - Male	Dorm	No	56	4	14	1	1	56	
Work Release - Female	Dorm	No	12	4	3	1	1	12	
Juvenile							2	10	
Juvenile - Male	Cells	No	5	1	5	1	1	5	
Juvenile - Female	Cells	No	5	1	5	1	1	5	
Totals							29	1,212	

Space Program Summary

The table below summarizes the allocation of space in the facility program by main component. As shown, Adult and Juvenile Housing Communities comprise approximately 58 percent of the total.

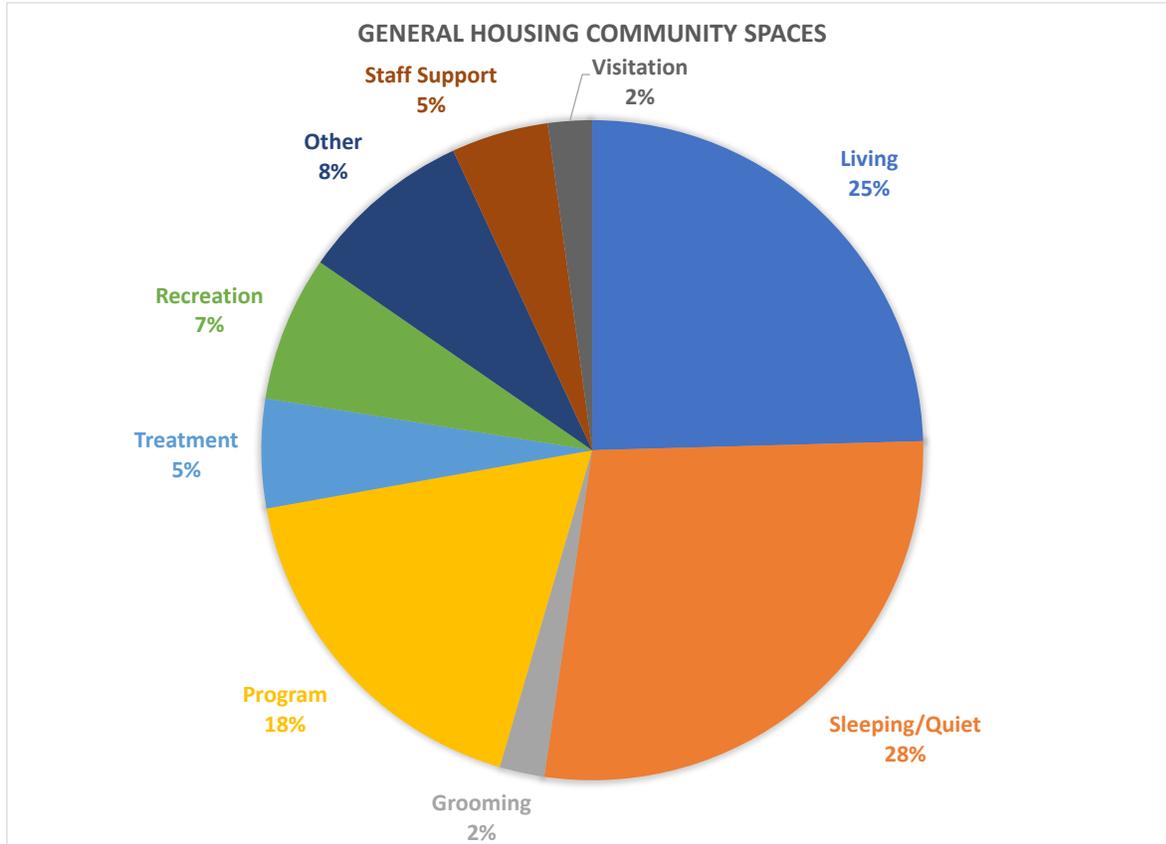
Component	DGSF	Percent
Public Entrance and Visitation	4,848	1.0%
Facility Administration	6,120	1.3%
Staff Entrance and Support	19,071	4.0%
Main Control	865	0.2%
Intake, Transport and Release	24,128	5.0%
Adult Housing Communities*	275,227	57.1%
Juvenile Housing Communities*	6,448	1.3%
Medical and Specialty Services	16,808	3.5%
Central Inmate Programs	9,446	2.0%
Laundry	2,575	0.5%
Food Service	9,553	2.0%
Building Support and Warehouse	24,003	5.0%
Central Plant	13,200	2.7%
Building Gross	70,089	14.5%
Total BGSF	482,381	100.0%

* Communities include areas for programs, classes, treatment, recreation, visitation, counseling, dining, sleeping, and personal

The following chart illustrates the space distribution for a typical general population housing community to include a housing unit and housing cluster support.

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Lancaster County Correctional Facility – Facility Program Draft Report



Community Input

Community input is vital in the process of building a new facility, as the path forward relies on continued support from the community. In addition to taking public comment at Board of Commissioners meetings and Prison Board meetings, the project team has solicited feedback in a variety of ways and will continue to do so as the project progresses. Community outreach to date has included:

- Programming outreach to various stakeholders including the Municipal District Judges (MDJ) of Lancaster County, Lancaster County Chiefs of Police, Have a Heart, Adult Probation & Parole Services, Bail Administrators, Behavioral Health & Development Services, Chief Probation Officer, County Administration, County Information Technology, County Warden, Clerk of Courts, Children & Youth Agency, Domestic Relations, Drug & Alcohol Commission, District Attorney's Office, Juvenile Probation, President/District Judge, PrimeCare Medical, Prothonotary, Public Defender's Office, Sheriff's Office, Victim/Witness Service and Youth Intervention Center.
- Touring similar facilities across the country including Franklin County, Ohio; Washtenaw County, Michigan; Clark County, Nevada; Douglas County, Nebraska; and Lancaster County, Nebraska.
- Hosting four county-wide public listening sessions in September 2022, February 2023, October 2023 and January 2024. Notes from project tours and listening sessions can be found on the project website's document center [here](#).

The project team continues to update the project website, www.lccf-pa.com, and the community can use the website as a portal to provide feedback throughout the course of the project.



This document contains the best opinion of the authors at the time of issue.

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LANCASTER COUNTY
CORRECTIONAL FACILITY

RESOLUTION NO. 20 OF 2024 AMENDING
RESOLUTION NO. 80 of 2023

On motion of Commissioner _____, seconded by Commissioner _____,

WHEREAS, the Board of Commissioners passed Resolution 80 of 2023 on November 29, 2023 approving the 2024 meeting schedule listing public meeting cancellation dates; and

WHEREAS, Resolution 80 erroneously stated that County Commissioners' Work Sessions will be cancelled on March 19, 2024 and May 14, 2024; and

WHEREAS, Resolution 80 erroneously stated that County Commissioners' Meetings will be cancelled on March 20, 2024 and May 15, 2024;

WHEREAS, the correct cancellations of the meeting dates should be March 5 and 6, 2024 and April 23 and 24, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA that:

1. The County Commissioners' Work Sessions be held each Tuesday of the year 2024 at 10:00 a.m. in the County Commissioners' Public Meeting Room (Room #701), Lancaster County Government Center, 150 North Queen Street, Lancaster, Pennsylvania, **except for the Tuesdays listed below**. If there are delays in the opening of County Offices due to weather conditions, the County Commissioners' Work Sessions will be canceled on these days.

March 5, 2024
August 6, 2024
November 26, 2024

April 23, 2024
November 5, 2024
December 24, 2024

BE IT FURTHER RESOLVED, That the County Commissioners' Meetings be held each Wednesday of the year 2024 at 9:15 a.m. in the County Commissioners' Public Meeting Room (Room #701), Lancaster County Government Center, 150 North Queen Street, Lancaster, Pennsylvania, **except for the Wednesdays listed below**. If there are delays in the opening of County Offices due to weather conditions, the Commissioners' Meetings will be canceled on these days.

March 6, 2024
June, 19, 2024
September 11, 2024
November 27, 2024

April 24, 2024
August 7, 2024
November 6, 2024
December 25, 2024

2. All other terms and conditions of Resolution 80 of 2023 shall remain in full force and effect.

ADOPTED this this 7th day of February 2024, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

Joshua G. Parsons, Chairman

Lawrence M. George
County Administrator/Chief Clerk
County of Lancaster, PA

Ray D'Agostino, Vice Chairman

Alice Yoder, Commissioner

Board of Commissioners
of Lancaster County, Pennsylvania