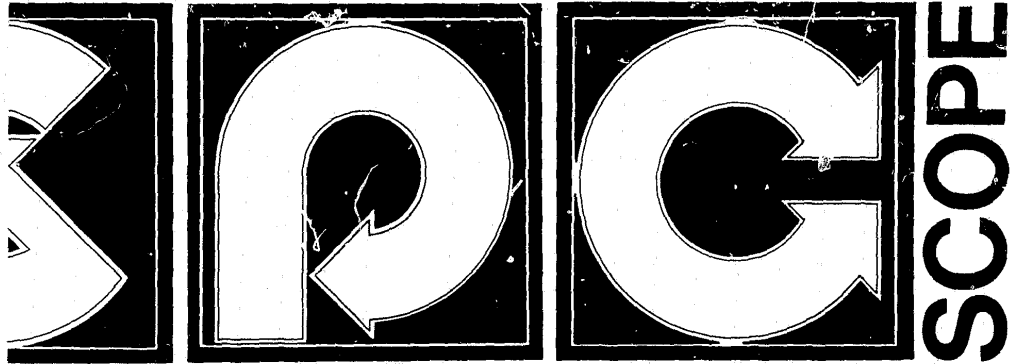


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earinghouse for criminal justice planning and architecture

# SCOPE...

- CORRECTIONS
- LAW ENFORCEMENT
- COURTS
- COMPREHENSIVE STATE MASTER PLANNING
- QUANTITATIVE METHODS, OPERATIONS RESEARCH AND SIMULATION
- MAN-ENVIRONMENT RESEARCH
- DEMONSTRATION PROJECTS
- INFORMATION RESOURCE CENTER
- SURVEY METHODS RESEARCH AND APPLICATION
- PUBLIC SERVICE
- NCCJPA INDIAN DESK

The following is a brief overview of the SCOPE of work currently underway at the National Clearinghouse for Criminal Justice Planning and Architecture funded under contract to the Law Enforcement Assistance Administration, United States Department of Justice. In response to the provisions of the Omnibus Crime Control and Safe Streets Act of 1968, the National Clearinghouse offers a broad variety of technical assistance services to units of state and local government, planners, architects and others, in a concerted effort to improve the performance of the Criminal Justice System.

## ● CORRECTIONS

The Corrections Division of the National Clearinghouse provides two broad categories of service: project review and technical assistance. In accordance with the responsibilities delineated by the Law Enforcement Assistance Administration, the National Clearinghouse reviews program and design materials for corrections projects that seek Part E funding. The multidisciplinary staff of the Clearinghouse reviews all phases of project planning: determination of need, offender analysis, projections, site selection, facility components, and efficacy of design. Project review criteria are detailed in the *Guidelines for the Planning and Design of Regional and Community Correctional Centers for Adults*, developed by the National Clearinghouse under contract with LEAA. Based on findings of the review process, the staff recommends whether or not the project should be favorably considered for Part E funding by the respective State Planning Agency and the Regional LEAA Office.

Many corrections projects are submitted to the National Clearinghouse for review, even if they do not request funding under the provisions of the Part E Amendment to the Omnibus Crime Control and Safe Streets Act. The number of projects forwarded voluntarily to the Clearinghouse for technical assistance of all types is growing rapidly. State Planning Agency staff frequently refer such projects to the Clearinghouse as do county commissioners, sheriffs, project architects, and others. The National Clearinghouse staff assists with the preplanning data survey work for all types of correctional facilities, such as city or county jails, juvenile facilities, and a variety of adult correctional institutions. Technical assistance may include advice on construction methods and innovations in building technologies, cost estimating as well as approaches to facility programming, staffing, and design. In many instances, activities involve the demonstration of the *Guidelines* as a planning instrument. Depending on the availability of staff, the National Clearinghouse prepares architectural demon-

strations on a selective basis. Such work may range from creating more useable space in a county jail through realignment of the detention areas, removal of guards' corridors, etc., to completion of an entire regional or state master plan. In some instances, where the design of a correctional facility represents a unique opportunity for broadly applicable design innovations, the Clearinghouse staff prepares detailed preliminary drawings.

Thus far, over 600 projects have been processed, with an average of 35 new projects being received each month. Of these projects, approximately half represent voluntary submissions not involving Part E funds.

## ● LAW ENFORCEMENT

Paralleling its work in corrections, and under the support of the Law Enforcement Assistance Administration, the National Clearinghouse has developed comprehensive *Guidelines for the Planning and Design of Police Programs and Facilities*. Consistent with the planning model provided by the correctional *Guidelines*, a comprehensive and flexible methodology is offered for the development of improved law enforcement systems. Offering techniques for use in determining facility requirements, the document incorporates a broad range of innovative police facility concepts.

During the research phase of the project, Clearinghouse staff consulted police agencies in 22 cities that represented widely varying contexts across the United States. This effort resulted in the identification of program facility requirements associated with a broad range of contemporary law enforcement operations.

In addition to developing the law enforcement *Guidelines*, the law enforcement project staff provides consultive services to police departments and state agencies. At the present time, the Clearinghouse is working with a rapidly increasing number of cities in the development of plans for new police facilities. It has responded to numerous other requests for more limited technical assistance in the area of law enforcement.

## ● COURTS

The National Clearinghouse is also in the process of preparing guidelines aimed at developing a total system planning methodology for state courts, court prosecutors, and public defenders' offices.

The *Guidelines for the Planning and Design of a Unified State Court System* will be a systematic planning instrument to be utilized by the judiciary, court administrators, architects, court planners, and appropriate agencies to assist in the analysis of court systems — their components and related parts — at either a statewide or a local level. The instrument will assist in the planning of programs and in easing facility problems facing the U.S. courts system today.

Beginning with a survey and analysis of existing conditions and projected future needs, the *Guidelines* will assist the planner in developing an under-

standing of jurisdictional divisions, network planning of facilities, component alternatives, and functional relationships.

The National Clearinghouse also provides technical assistance for court projects across the nation, within the constraints of available staff. The scope of services rendered includes analysis and recommendations for renovation or alteration of existing court facilities, planning for new construction (e.g., general trial courts and Supreme Court facilities), or in the planning of State Court Administrative offices, etc.

## ● COMPREHENSIVE STATE MASTER PLANNING

With many states and regions desirous of comprehensive master planning, the National Clearinghouse focuses special attention on this subject. Survey instruments, data analysis methodologies, program linkage techniques and computer simulation capabilities are being developed to reflect the most advanced state of the art. Furthermore, innovative architectural solutions to correctional problems are being developed, which provide the basis for comprehensive facility planning.

Initial NCCJPA efforts in this area involved a demonstration project under contract with LEAA. Using the planning techniques presented in the *Guidelines*, a long range, comprehensive Correctional Master Plan was developed for the state of Hawaii. It reflects a two-year planning effort which began with an extensive offender-based survey of the existing correctional system, and proceeds

systematically through data analysis, program linkage, and facility planning. Computer simulation, comparing the proposed and existing systems demonstrates the economic and programmatic viability of the new system. This effort represents the most comprehensive state wide program development and pre-architectural planning effort in the field of corrections today.

The National Clearinghouse continues to provide such planning assistance on a contractual basis to state and local governmental agencies. Since planning recommendations are based on a survey of needs, they reflect ostensibly the particular characteristics of planning areas. The ensuing recommendations of such efforts can be implemented in a variety of ways. Specific paths and speed of implementation are chosen by specific local governments, or optionally, at the state level. The planning process maximizes user input, as much as possible, by increasing the local government's knowledge of its options. Similar planning efforts have been completed in other states.

## ● QUANTITATIVE METHODS OPERATIONS RESEARCH AND SIMULATION

Identifiable within the spectrum of National Clearinghouse staff, hosting a broad base of experience, is a group concerned with quantitative methods, operations research techniques and computer simulation, and their application to criminal justice system planning. This subgroup provides internal consulting and support in areas of quantitative analysis to the other segments of NCCJPA activity. This activity includes:

- Internal support to NCCJPA activities that range from simple cost calculations to complex computer simulations of proposed new strategies in every segment of the criminal justice system.
- Quantitative evaluation for project recommendations and comparisons with existing systems. Comparative analysis of proposals and systems



originating from other agencies and institutions is offered.

- Identification of planning needs and development of new research tools and techniques as a fundamental and integral part of Clearinghouse studies.
- Development of sophisticated research tools and techniques and their application, in field settings, to provide optimal criminal justice system planning.

Examples of research activities include the following computer simulation studies:

#### **Simulation for Long-range Planning**

- Simulation of a regional correctional facility for Southern Illinois
- Simulation study of the unified Illinois State Court System
- Simulation of the statewide implementation of the Hawaii Correctional Master Plan

Additional studies for state correctional planning are imminent. In all cases listed above, specified system performance is related to system cost and is compared (wherever possible) to present or alternative strategies.

#### **Development of Operations Research and Simulation Tools for Criminal Justice Planning**

This activity involves the synthesis of current operations research and simulation techniques and their preparation for satisfactory and efficient use in criminal justice system planning. Three levels of activity can be discerned in this respect.

- GERTSIIC and GERTSIICQ are extremely powerful and efficient, discrete, stochastic simulation languages which NCCJPA has found to provide valuable analytical modeling power for work in the criminal justice system area. They provide the backbone for present simulation activity at NCCJPA and are believed to be technically superior to other simulation techniques in use. For ex-

ample, NCCJPA has duplicated the results of the very excellent Taylor and Navarro court study using GERTS with considerable improvement in computational performance.

- GNS (General Network Simulator) is near completion continuing the features of both GERTSIIC and GERTSIHQ. In addition, GNS provides a user oriented format to simplify use by criminal justice system planners without the necessity for their expert knowledge of computing systems or programming.
- MIS (Management Information System) is a concept well developed in industry but still in its infancy in the criminal justice area. NCCJPA is developing GNS in the hope that true MIS criminal justice planning can become a reality by using it in conjunction with the OBTS (Offender Based Transaction Statistics) data base developed under project SEARCH (sponsored by LEAA) and with an appropriate data base interface.

### **OBTS (Offender Based Transaction Statistics) Concepts Applied to Criminal Justice System Planning**

The National Clearinghouse regards the OBTS concept as the key to a realistic, effective and efficient MIS, useful for criminal justice system planning. Accordingly it is attempting to provide leadership in its development. Areas under consideration include: simulation of offender data bases for planning statistics from offender data bases; guidelines for planning statistics data and their application to MIS.

Other areas of development include computer automated cost analysis and projection for correctional facilities and technical consulting and assistance for other agencies and institutions.

## ● MAN-ENVIRONMENT RESEARCH

An emerging area of behavioral research focuses on the relation of behavior to the physical environment. It reflects the realization that attitudes and actions cannot be considered in a vacuum, but must be understood in their physical and social context. The value of this research for decision-making in corrections is self-evident, since the ultimate goal of any correctional activities is behavior change.

As an example of this type of research, the National Clearinghouse has conducted extensive research into the use, impact and effectiveness of closed circuit television surveillance in correctional environments. A publication on this research is now completed.

The data base developed in this research process provides the basis for further research findings concerning behavioral and architectural factors in corrections. Current research and publication efforts address the following im-

portant issues:

- Use of individual rooms vs. multiple occupancy rooms or dormitories in correction
- dining area design, and
- facility size.

## ● DEMONSTRATION PROJECTS

Since the *Guidelines for the Planning and Design of Regional and Community Correctional Centers for Adults* provides a comprehensive planning instrument for initiating change in correctional practice and facility resources, demonstration of the *Guidelines'* potential constitutes an added function of the work of the National Clearinghouse.

Since it is a basic objective of the *Guidelines* to provide a resource capable of incorporating and reflecting experience obtained through its implementation and evaluation in the field, many ongoing activities of the NCCJPA involve assessing new programs and facilities as they are developed, and publishing these findings in subsequent revisions of the *Guidelines* as well as in other publications.

This direct and firsthand experience provides an ideal context for solving real problem situations and gives the opportunity for close interaction among

Clearinghouse personnel and administrators, planners, and line staff. Furthermore, demonstration projects offer an effective device for illustrating and interpreting *Guidelines* material and provide a tool for encouraging a more effective and complete implementation of innovative programs and physical environments. In addition, they represent an ideal method for quickly generating information and feedback relative to *Guidelines* concepts and theories.

The NCCJPA has found the use of demonstration projects relative to criminal justice problems to be useful over a wide range of activities, subject areas, and problem applications. At the same time, Clearinghouse activity in demonstration projects is not intended as a substitute for professional services generally required for correctional programming and facility design. Demonstration studies have been undertaken within the following conditions: (1) limited expertise in the professional fields relative to a given problem context; (2) unique conditions or limitations on the part of involved agencies to acquire

suitable professional services; (3) special conditions and/or problems offering unique opportunities to illustrate and demonstrate innovative techniques and solutions that might otherwise not be explored. Such efforts are undertaken, of course, within the constraints of available Clearinghouse staff as well as of funding.

Examples of some demonstration efforts by NCCJPA include the following:

#### **Total Systems Master Planning**

- Development of comprehensive state correctional master plans.
- Development of a prototype planning methodology applicable for use as a model for state or regional master planning.
- Development of new operational correctional program components and related facility program requirements within a comprehensive correctional

system. An example of a new program concept is the Intake Service Center developed by the Clearinghouse staff for the State of Hawaii.

- Development of a criminal justice center complex: master plan and facility design study for specialized cultural contexts.

#### **Facility Planning and Design**

- County Detention and Treatment Center
- Prototype Community Correctional Center for Urban Sites
- Community Correctional and Research Center
- Prototype Public Safety Building for Rural Counties
- Prototype Community Residential Treatment Centers

## ● **INFORMATION RESOURCE CENTER**

Professional staff of the National Clearinghouse, with specialized qualifications in library science and information systems, are a major resource for administrators, researchers, architects and planners in the Criminal Justice System. The following summarizes the principal objectives and functions of the Center:

- Assistance to Clearinghouse staff in their research by: (1) apprising them of new developments and publications in their respective field of interest; (2) acquisition of documents and materials; (3) provision of complete library reference services in the Criminal Justice field.
- Assistance in the development of new publications in response to identified needs in the field. Publications to date include: (1) CORRECTIONAL ENVIRONMENTS, (2) LEGACIES IN CORRECTIONS, (3) USE OF CLOSED CIRCUIT TELEVISION IN CORRECTIONAL FACILITIES, (4) CORRECTIONAL MASTER PLAN FOR THE STATE OF HAWAII (five volumes), (5) SUMMARY OF HAWAII MASTER

PLAN, (6) SOUTH CAROLINA MASTER PLAN, (7) NEW HAMPSHIRE MASTER PLAN.

- Information exchange and clearinghouse for criminal justice information by means of: (1) distribution of weekly lists on the acquisitions of the Information Resource Center, (2) compilation and distribution of bibliographies, (3) cooperation and exchange with other information centers, (4) written responses to requests for specific information from organizations and individuals.
- Assistance to Clearinghouse staff in their performance of technical assistance for criminal justice projects by means of: (1) gathering information from local governments, public service agencies, state planning agencies, publishers, architectural firms, manufacturers and news sources; (2) cataloging and organizing of the above information in concise form.
- Dissemination of the Center's resources to faculty and students at the University of Illinois, other educational institutions and public service organizations

by means of: (1) loaning materials, slides and movies for group showings, (2) providing copies of materials otherwise unavailable at cost, (3) providing access for in-house use of printed materials.

## ● SURVEY METHODS RESEARCH AND APPLICATION

Survey methods coordinators are responsible for technical assistance and service relating to all phases of survey operations including formulations of survey plans, questionnaire preparation, design of samples, data collection, and the reduction and tabulation of survey data. A well designed and conducted survey is the starting point of good correctional planning and gives the planner an exacting profile of caseloads, finances, staff and programs.

In addition, coordinators design and implement methods of forecasting the future number of cases to be expected in various parts of the criminal justice system in order to estimate (1) the size and cost of facilities and staff required for new programs and for those involving renovation or reconstruction; (2) reductions in facility size and cost by means of implementing community



based alternatives to incarceration. Technical assistance of this nature is frequently rendered in the field.

On a selected basis, coordinators may also develop offender population projections as part of other services rendered to project sponsors.

Survey methods are incorporated into National Clearinghouse computer simulation work as an effective way of measuring the impact of the correctional system of changes in law enforcement practice, judicial policies and in the implementation of alternatives to incarceration programs. Using survey inventories based on a flow diagram of the criminal justice system, data are collected on operations at each point of the criminal justice system, ranging from point of arrest to pretrial detention to final disposition at court and subsequent placement of offenders into correctional programs. The effect of future policy decisions on caseloads, finances, staff and programming of the criminal justice system can then be simulated against the background of existing criminal justice

system data.

Coordinators furthermore evaluate the adequacy of offender population data accompanying projects submitted to the National Clearinghouse for review. If necessary, population data and projections are reworked to reflect the latest census information, with site visits taking place as needed.

Finally, survey material is monitored and revised on the basis of continuing field testing. New survey materials are currently being developed for the law enforcement and court system Guidelines. Following the pattern of the corrections *Guidelines*, the new volumes will incorporate provisions for estimating future caseloads, financing and staffing needs in the law enforcement and judicial system.

## ● PUBLIC SERVICE

National Clearinghouse staff participates in a great number of workshops, seminars and professional conferences. A selective list of major presentations prepared and delivered by National Clearinghouse staff includes the following:

Towards a New Era in Correctional Architecture; National Conference on Corrections, Williamsburg, Virginia, 1971.

Correctional Theories, Criminological Research and Correctional Policy; Southern Conference on Corrections, Tallahassee, Florida, 1972.

Social Planning and the Concept of Reintegration; Inter-American Congress of Criminology, Caracas, Venezuela, November 1972.

Public Policy Issues in Corrections; Task Force on Penology, Philadelphia, Pennsylvania, January 1972.

Sources of Collective Violence in Correctional Institutions; 4th National Symposium on Law Enforcement Science and Technology, Washington, D.C., May 1972.

Multidisciplinary Research: Sociology and prison architecture; AAAS Washington, D.C., December 1972.

Theoretical Orientations and Implications in Correction; National Symposium on the Planning and Design of Correctional Environments, Urbana, Illinois, December 1972.

Correctional Reform: Myth or Reality; Conference on Penal Reform, Springfield, Illinois, June 1972.

Planning for Community Based Corrections; Symposium on Corrections, Alternatives and Problems, State of Wisconsin Council on Criminal Justice, November 1972.

Rational Design of a Comprehensive Correctional System; Sixth Hawaii Conference System Sciences, University of Hawaii, Honolulu, November 1972.

Report of the Task Force on Corrections to the Task Force on Community Crime Prevention; Washington, D.C., January 1973.

Impact of the Report of the National Advisory Commission on Criminal Justice Standards and Goals; Task Force on Corrections Report, Southern Conference on Corrections, Tallahassee, Florida, February 1973.

The Intake Service Center Concept; National Association of County Organizations, Dallas, Texas, July 1973.

A major effort of the National Clearinghouse staff in December 1972 involved the planning and administration of a National Symposium on the Planning and Design of Correctional Environments. In co-sponsorship with LEAA, the National Clearinghouse conducted the Symposium at the University of Illi-

nois, December 3-6, 1972. Over 400 researchers and professionals working in a wide variety of capacities relating to the correctional system attended the conference. Participants included elected officials, judges, representatives of the law enforcement branch, correctional administrators, planning officials, educators and researchers. Featured speakers included the Honorable Richard W. Velde, Associate Administrator of LEAA, William G. Nagel, Executive Director of the American Foundation, and Robert Kutak, Esquire, of Omaha, Nebraska.

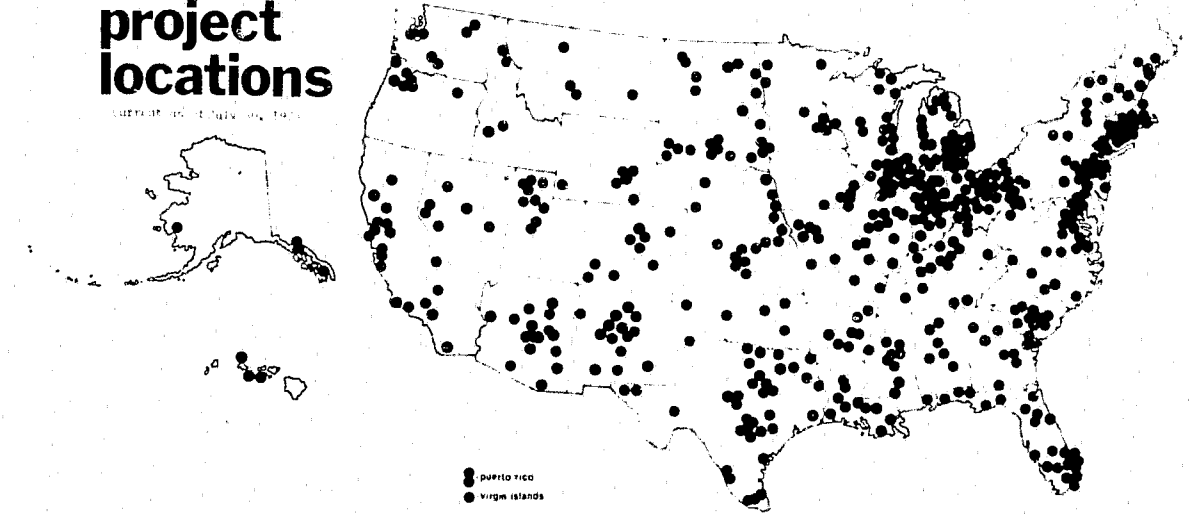
The Symposium focused on the critical need for improved programming and innovation in social and physical environments of corrections and in correctional facility designs. It provided a forum for an effective interchange of information by members of the legal profession, the behavior and social sciences, the educational field, and between administrators, correctional planners and architects. It also addressed the broader context of which correctional programs and facilities interact in the development of total service delivery systems.

## ● NCCJPA INDIAN DESK

In close coordination with LEAA's National Indian Desk in Denver, the Indian Desk of the National Clearinghouse provides preplanning and technical assistance in the areas of programming and architectural design to any tribe of American Indian or Eskimo peoples who request it. Taking into account the unique cultural and societal facets of indigenous life, every effort is made to develop progressively coordinated programs and designed structures that will best answer existing needs. This unified effort on the part of LEAA-Denver, respective tribes, and the Clearinghouse has stimulated new directions in relating to two especially pressing problems for Indians — alcohol abuse and suicide. The Criminal Justice System context, with special emphasis on the courts, tribal jails and the development of alternatives to incarceration and effective treatment philosophies, is the focus of the ongoing function of the National Clearinghouse.

● TECHNICAL ASSISTANCE AND  
PROJECT REVIEW

project  
locations



# END

**national clearinghouse for criminal justice planning and architecture**

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