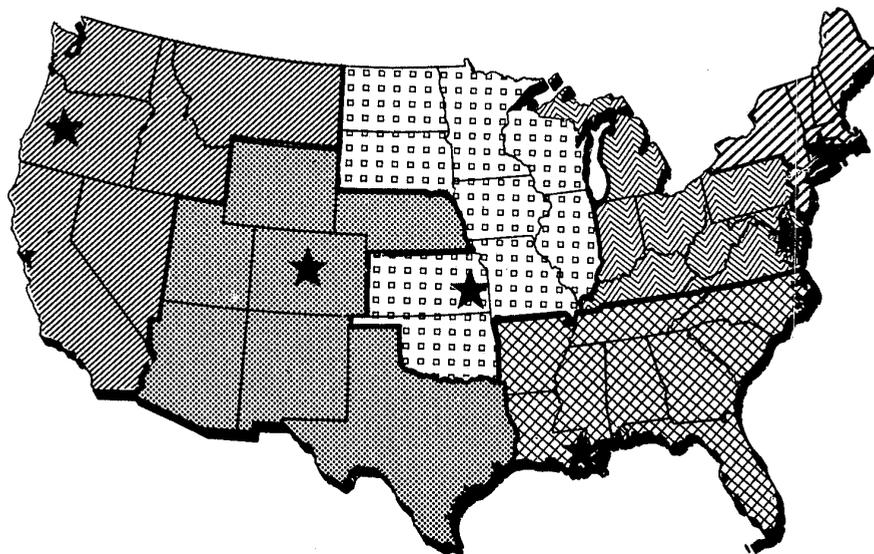


U.S. Department of Justice



announces

Jail Area Resource Centers



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A joint federal, state, and local effort to provide training, technical assistance, and information to jails

The National Institute of Corrections has awarded funds to six jails throughout the United States to provide training and technical assistance to jail systems in their geographical areas. Through the creation of these Jail Area Resource Centers, NIC hopes to strengthen and expand its service to jails at the state and local levels.

This document describes the six resource centers, provides brief descriptions of their operations and practices, and invites jail practitioners to utilize NIC's resources in undertaking progressive change. The Jail Area Resource Centers will greatly enhance NIC's ability to meet its commitment to assisting jails throughout the country.



Allen F. Breed, Director
October 1979

National Institute of Corrections
320 First Street, N. W.
Washington, D. C. 20534
Telephone: (202) 724-3106

NIC Jail Center
P. O. Box 9130
Boulder, Colorado 80301
Telephone: (303) 443-7050

The National Institute of Corrections (NIC) has awarded grants to six existing jail systems to engage them as extensions of the NIC Jail Center in Boulder, Colorado. The jails, selected in a competitive process, provide training, technical assistance, and information to other jailers in their geographical areas.

Selected as Area Resource Centers were:

- Benton County Regional Corrections Facility, Corvallis, Oregon
- Boulder County Corrections Center, Boulder, Colorado
- Montgomery County Department of Correction and Rehabilitation, Rockville, Maryland
- New Haven Community Correctional Center, New Haven, Connecticut
- Orleans Parish Criminal Sheriff's Office, New Orleans, Louisiana
- Southeast Kansas Regional Correctional Center, Fort Scott, Kansas.

Each excels in a variety of operations, services, and programs and lends expertise in those areas to others. Through NIC grant funds, they host working visits from sheriffs, jail administrators, and program staff who wish to initiate or improve operations at their own jails. Jail staff actively involved in service provision at the Area Resource Center jails provide on-site technical assistance to requesting jails as well.

Brief descriptions of the jails, their superior programs and services, and the primary states served by each are contained in this document.

ELIGIBILITY FOR SERVICE FROM AN AREA RESOURCE CENTER

Services are available, cost free, to sheriffs, administrators, and staff of jails throughout the country. Persons interested in participating in the visitation program must express a firm commitment to the program and to the implementation of improved conditions and services in their jails.

EXPENSES AND ACTIVITIES

Working visits to the Area Resource Center jails are conducted against rigorous agendas jointly planned prior to the visit by the visiting jailers and the Area Resource Center coordinator. NIC pays all travel and daily food and lodging expenses on a reimbursable basis. (Participants are expected to adhere to the pre-established agendas to qualify for reimbursement.)

Working visits of from three to five days are available. Salaries of participants during the visits are the responsibility of their employers. Those wishing to spend additional personal time at the Area Resource Center location may do so at their own expense either prior to or following completion of the formal NIC-funded visit.

While at the Area Resource Center, each participant or team of participants will develop a detailed action plan, with the assistance of the coordinator, for improving services and operations at their own jails. Participants are further expected to assist NIC in evaluating the services provided by the resource centers.

PROCEDURES

Those interested in visiting an Area Resource Center to study one or more aspects of operation may request such a visit through the center serving their area or through the NIC Jail Center. In cases where the interests of the requesting jails can best be served by visiting a resource center outside of their areas, NIC assigns the requests to appropriate centers. For instance, if a jailer in Vermont wishes to study recreation, he may be assigned a visit to the Boulder County, Colorado, or New Orleans, Louisiana, Area Resource Center, since the one serving Vermont does not specialize in that particular area.

Those requesting visits are asked to complete a formal, yet brief, request

form. Once the visit is approved, the Area Resource Center coordinator contacts the requester to schedule the visit, plan the agenda, and assist in travel arrangements.

In cases where it is not possible for one or more persons to visit an Area Resource Center, technical assistance of an equivalent nature can be delivered on-site at the requesting jail. Such assistance should be requested through, and will be coordinated by, the NIC Jail Center.

Information profiles on superior programs of the Area Resource Center jails are under development and will be available on request. The reports document the programs as they exist at the centers and serve as resource manuals to assist others in developing such programs.

Benton County Regional Corrections Center

Benton County Regional Corrections
Center
P. O. Box 788
Corvallis, Oregon 97330
Resource Center Coordinator:
Bill Linville
Telephone: (503) 757-6866

The Benton County Regional Corrections Center, opened in 1976, is adjacent to the Benton County Court House and close to county and city law enforcement agencies. The facility has a capacity of 27 and an average daily population of about 19 inmates. Nine staff members are assisted by volunteers and reserve officers.

Located in a rural agricultural area, the Benton County facility serves a county of approximately 65,000 residents. Its design reflects modern architectural philosophy, including single-person cells, an outdoor courtyard, and separation of male, female, and juvenile inmates.

The primary service area of the Benton County Resource Center includes the states of Montana, Idaho, California, Oregon, Washington, Nevada, Alaska, and Hawaii.

The Benton County Regional Corrections Center is accessible via the Portland International Airport, 70 miles north of Corvallis. Federal regulations permit reimbursement of food and lodging expenses of up to \$35 a day in the Corvallis, Oregon area.

PERSONNEL MANAGEMENT

The Benton County Corrections Center has a participatory management philosophy; all staff members contribute to the development of policies and procedures. Qualifications for correctional officers include a 4-year college degree or equivalent experience and training, and an ability to communicate with inmates and the general public. Psychological evaluations, recommended by the Oregon State Bureau of Police Standards and Training Board, are administered to all candidates for a correctional job. Written and physical



Benton County/

examinations are also required of all candidates.

EMERGENCY PLANNING

Emergency plans have been designed and documented to deal with abnormal and crisis situations, including bomb threats, escapes, fires, medical emergencies, power failures, and riots. Policy and procedures dictate the chain of command and post activities in the event of an emergency.

COORDINATION WITH CRIMINAL JUSTICE AGENCIES

The Benton County Regional Corrections Center accepts federal, state, and municipal clients, in accordance with the guidelines of the Community Corrections Act. The Center works cooperatively with the Community Corrections Advisory Board in identifying current needs, establishing policy and procedure for offenders, and giving direction to community corrections programs.

The Board is comprised of representatives of city and county law enforcement agencies, the director of local corrections, a member of the local Bar Association, the county district attorney, circuit court judge, two lay citizens, a representative of the Oregon State Board of Corrections, and one ex-offender.

INMATE PROGRAMS AND SERVICES

A variety of services and programs are available to inmates, including education, work-release, recreation, medical and mental health care, and library and religious services. Community resources provide many of the services: a local community college provides GED classes in addition to college-accredited courses; the state de-

partment of vocational rehabilitation and a local union provide educational and vocational opportunities; and the local YMCA makes its swimming pool and billiards room available. Work release is available to qualified sentenced inmates.

INTAKE

The Center is in the process of installing a Regional Automated Information Network (RAIN) System for intake procedures. All intake information will be entered into a terminal and displayed on a video screen in the booking room. The data will be entered into computer files for storage and future retrieval. Designed to serve a number of county corrections centers and jails in Oregon, the RAIN Custody System will also capture pertinent data concerning the arrestee and his/her experience with the corrections centers.

DISCIPLINARY PROCEDURES

Formal disciplinary procedures exist to address both minor "in-house" rules and regulation violations and major "in-house" and state-law violations.

The procedures address reporting violations, policy, disciplinary methods, definitions of minor and major violations, the right to witness, the appeal process, records, inmate notification, sentencing court notification, cataloging of major decisions, and district attorney referrals.

MEDICAL SERVICES

The county health department provides medical services to those incarcerated at the Center. Contract negotiations are underway to acquire a doctor and a registered nurse to work at the jail 10 hours each week. Currently, a doctor and nurse make two

sick-call visits each week and are on 24-hour call for treatment and consultation. A local hospital's out-patient clinic, located within two miles of the Center, is used in emergencies.

Mental health services are provided by the local mental health department. A psychologist devotes one-fourth of his time to the direct treatment and evaluation of inmates. Counseling, alcohol treatment, and alcohol and drug education are included in the mental health program.

Dental care is provided by a local dentist on an emergency basis. Cosmetic dentistry is not available.

RECREATION

The Center has a secure outdoor exercise yard for basketball, which is observable from the control room. The local YMCA provides complimentary passes for escorted inmates to use the swimming pool and billiards room. In addition, "accompanied" and "unaccompanied" social passes are available to sentenced inmates who have served a minimum of 30 days at the facility to allow them to engage in recreation of their choice in the community. Formal procedures are followed in the issuance of such passes, and the time allowed away from the Center increases as the time served increases. Persons incarcerated for 30 to 60 days begin with one 4-hour social pass per month.

USE OF COMMUNITY RESOURCES

The Benton County Regional Corrections Center relies heavily on interns and volunteers recruited from the local university and colleges, which offer accredited programs to encourage student service. Students accepted are primarily those majoring in corrections, sociology, psychology, or related fields. In addition, the State Employment Division assists inmates in securing employment, and local professional organizations and volunteers provide a variety of services.

Boulder County Corrections Center

Boulder County Corrections Center
P. O. Box 471
Boulder, Colorado 80302
Resource Center Coordinator:
Rita Gold
Telephone: (303) 441-3671

Opened in 1976, the Boulder County Corrections Center exemplifies modern architectural design. With a capacity of 105 inmates, the Center has an average daily population of 66, most of whom are awaiting trial. The facility has modular living areas and an incentive-classification system, affording inmates the opportunity to increase their privileges by exhibiting positive behavior and cooperation.

The primary service area of the Boulder Resource Center includes the states of Colorado, Wyoming, Nebraska, Utah, New Mexico, Arizona, and Texas.

The Boulder County Corrections Center is accessible via the Stapleton International Airport in Denver. Boulder is 30 miles northwest of Denver. Federal regulations permit reimbursement of food and lodging expenses of up to \$35 a day in the Boulder, Colorado area.

OVERALL MANAGEMENT STRUCTURE

The management structure of the Boulder County Corrections Center stresses open communication among all staff members and participation in the decision-making process by those most affected by the decisions. The change from a standard "para-military" management philosophy to a more open, participatory structure capitalizes on the assets of all personnel.

Regular staff meetings encourage information sharing and staff accountability. Different staff levels are linked together by supervisors who meet not only with the director of the facility, but also with other supervisors to ensure that decisions are based on complete first-hand knowledge. Staff from all levels participate on special task forces. Input from jail residents is fed into the system by staff; by formal,



written notification to the director; and by the inmate/staff council, which convenes weekly.

DISCIPLINARY PROCEDURES

The Center has experienced very few disturbances and problems requiring disciplinary action. This is attributed largely to the physical design of the facility and the management philosophy.

When an infraction does occur, several formal disciplinary actions are available. These include removal of some privileges, 24-hour lock-up in the inmate's own room, move to a less-privileged living unit, and move to maximum security. If an inmate is moved to maximum security, a full disciplinary hearing is held according to constitutional requirements of due process.

ORIENTATION OF VOLUNTEERS AND NON-COMMISSIONED EMPLOYEES

Volunteers and non-commissioned employees make a major contribution to the services and programs of the Boulder County Corrections Center and are fully integrated into the operation of the facility to effect mutually satisfactory working relationships. The Center is currently developing a manual and training program to acquaint them with security issues and their responsibilities when working within a secure environment.

INMATE PROGRAMS AND SERVICES

A variety of services and programs are offered to inmates, including recreation, education, religious services, counseling, library services, orientation programs, and health education. All are coordinated and scheduled by a cor-

rections supervisor. Services are provided by staff members, contractual employees, personnel of community agencies, and volunteer citizens; all basic physical and psychological needs of inmates are met by professionals on contract.

RECREATION

A comprehensive recreation program, directed by a trained recreation therapist, provides active, passive, and creative activities designed to meet the interests of all inmates. The program deemphasizes competition in favor of skills development, relaxation, enjoyment, and physical and mental well-being.

Recreation takes place in the gymnasium, outdoor courtyard, lounge, day rooms, cafeteria, library, and group rooms. Typical physical activities such as basketball and weight-lifting are available, as well as quiet games, arts and crafts, reading and poetry, and publication of an inmate newsletter.

USE OF COMMUNITY RESOURCES

An active group of citizens and criminal justice professionals has acted as a citizens advisory committee to the local criminal justice system since 1970, and its members contributed to the design, philosophy, and operation of the new Center.

Local agencies, such as the alcohol recovery center, the mental health center, the community corrections department, and the social services department, provide services to inmates and work closely with the corrections staff on matters of mutual concern. Individual citizen volunteers work in all areas of the facility, assisting both inmates and staff.

Montgomery County Department of Correction and Rehabilitation

Montgomery County Department of
Correction and Rehabilitation
Public Service Training Academy
10025 Darnestown Road, Room 140
Rockville, Maryland 20850
Resource Center Coordinator:
Claire Gunster
Telephone: (301) 279-1029

The Montgomery County Department of Correction and Rehabilitation operates two facilities, a secure detention center and a pre-release/work-release center. The detention center has a capacity of 272 inmates, while the pre-release/work-release facility houses a maximum of 84 offenders. Both facilities are located in Rockville, Maryland, about 15 miles from downtown Washington, D. C.

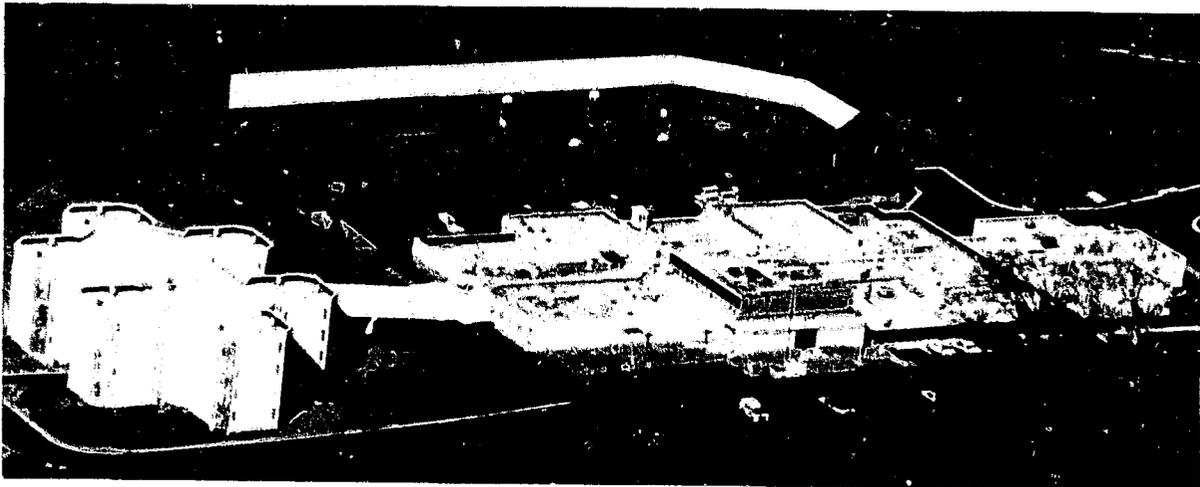
The primary service area of the Montgomery County Resource Center includes the states of Maryland, Delaware, Pennsylvania, West Virginia, Virginia, Kentucky, Ohio, Indiana, and Michigan, and the District of Columbia.

The Montgomery County Department of Corrections and Rehabilitation facilities are accessible via three airports: Baltimore/Washington International, Washington National, and Dulles International. Federal regulations

permit reimbursement of actual food and lodging expenses of up to \$50 a day in the Rockville, Maryland area.

OVERALL MANAGEMENT STRUCTURE

The Department of Correction and Rehabilitation was established as a separate county department in 1972; it is separate from the sheriff's department and the county police department. Appointed by the County Executive, the Department director oversees both the detention center and the pre-release/work-release center. Each is administered by a deputy department director, who works closely with the director in establishing priorities and budgeting needs for his institution. The director provides general policy and procedures for the overall Department, while each deputy director provides specific standard operating procedures and policies for his respective facility.



SECURITY

The detention center security force is comprised of 72 correctional officers working as teams. Each team in the male unit is made up of 16 officers; the women's section team has 8 members. Closed-circuit televisions, monitored by Central Control, are strategically located throughout the building.

STAFF TRAINING

The Montgomery County Department of Corrections and Rehabilitation employs a full-time training officer and an assistant to coordinate staff training at both facilities. Entrance-level training, exceeding the minimum requirements of the state, is provided for all new correctional employees, and an 80-hour in-service training program is completed annually by all correctional officers.

Refresher courses in cardiopulmonary resuscitation, first aid, and shotgun training are conducted by the training staff periodically. Staff members are kept informed of, and encouraged to attend, outside training programs of relevance to their jobs.

INMATE PROGRAMS AND SERVICES

A comprehensive program of medical, educational, counseling, recreational, and religious services is available to inmates. The pre-release/work-release center houses offenders who are within six months of release and assists them in reentering the community. Work-release, study-release, and furloughs are available; ongoing counseling forms a basic component of the program.

In the detention center, full-time staff and volunteers provide intake, counseling, library, religious, educa-

tional, and diagnostic services. Educational services range from an 8th grade diploma program to college courses.

MEDICAL SERVICES

Medical coverage is provided on a 24-hour basis seven days a week. The detention center has an infirmary, which consists of an examining room, a treatment room, a three-bed ward, two isolation rooms, a dental clinic, a waiting room, a nurse's station, and a pharmacy.

A variety of medical services are provided, including examination by a physician within 24 hours of admission, serology and tuberculin testing, daily sick call, dental care, methadone detoxification when necessary, and psychiatric evaluation. The medical department has been accredited by the American Medical Association (AMA) for a two-year period (1979-80) and has received a National Association of Counties award.

DISCIPLINARY PROCEDURES

The Department's disciplinary procedures reflect the terms of due process. The inmate is notified in writing of the alleged infraction and is given the opportunity to have witnesses appear on his behalf; he has the right to be represented by a staff member or another inmate and is entitled to the right of appeal. The disciplinary board is comprised of three members--one from the security staff, one from inmate services, and a representative of the director's office, who chairs the hearing.

CLASSIFICATION

Inmates entering the detention center are classified and placed in the general population within 72 hours of

their arrival. Formal classification occurs about two weeks later, at which time the inmate's records are reviewed and he is interviewed by members of the classification team. The team is comprised of a counselor, psychologist, community-release coordinator, and correctional staff members representing security and work details. The inmate's classification determines his access to programs and is reviewed on a regular basis by the classification team.

FOOD SERVICES

Recent renovation and expansion of the detention center included upgrading and modernizing its kitchen facilities. The food services staff is made up of correctional officers, inmates, and CETA employees. The team is responsible for providing three well-balanced, nutritionally sound meals for all inmates, including those with special dietary requirements. Menu planning and supply ordering are done by the correctional staff; emphasis is placed on providing cost-efficient, flavorful meals that include fresh meat and baked goods.

WORK RELEASE

Operated from the pre-release/work-release center, the work-release program primarily consists of release for employment and educational purposes. A variety of services are provided for residents, including job development and placement, counseling, psychological assessment, social awareness training, tutoring, furlough opportunities, and assistance in locating housing.

The facility relies heavily on the use of community resources, and offenders are encouraged to continue participation in community programs upon release. Those participating in the pro-

gram are charged 20 percent of their wages for room and board. They contract with staff to comply with the facility's rules and regulations and to work toward achieving specific goals.

USE OF COMMUNITY RESOURCES

The Department enjoys the support and cooperation of many community agencies. The county health department provides staff and underwrites the cost of drug and alcohol counseling in the detention center. The Montgomery County Literacy Council provides tutors to assist inmates in improving their basic reading and math skills. The county recreation department, library, and local community college conduct programs at the detention center, as does the board of education. Various citizen groups, professional organizations, and religious groups provide both legislative support and volunteer services to the Department.

Orleans Parish Criminal Sheriff's Office

Orleans Parish Community
Correction Center
2800 Gravier Street
New Orleans, Louisiana 70119
Resource Center Coordinator:
Bernard ("Butch") Hatch
Telephone: (504) 822-8000, Ext. 344

The Orleans Parish Criminal Sheriff's Office operates two secure detention facilities located within a block of each other. The old prison, in use for 46 years, is overcrowded and requires extensive renovation; it houses 900 inmates in space for about 500.

The new jail, the Community Correction Center, was completed in 1977 and is designed to permit a wide variety of services and programs for sentenced inmates. Its single-cell capacity is 448, but 1,000 inmates can be housed without creating an overcrowded situation. About 400 inmates are currently serving their sentences in the correction center.

The local criminal sheriff's office also operates a work-release center and a vocational education center, and contracts for additional space at the (New Orleans) City House of Detention and a local hospital.

The primary service area of the Orleans Parish Resource Center includes the states of Louisiana, Mississippi, Alabama, Arkansas, Tennessee, South Carolina, North Carolina, Georgia, and Florida.

Orleans Parish is accessible via the Moisant International Airport. Federal regulations permit reimbursement of actual expenses for meals and lodging of up to \$50 a day in the New Orleans area.

OVERALL MANAGEMENT STRUCTURE

The Orleans Parish prison system is under the jurisdiction of the Criminal Sheriff of Orleans Parish, whose responsibilities are primarily for corrections, rather than the traditional grouping of corrections and law enforcement. A director of corrections oversees operation of the facilities, which are individually administered by wardens.



Bi-monthly meetings of the wardens and the sheriff, and monthly "rank" meetings of the supervisors and the director of corrections are held. An inmate council meets with the director of corrections bi-monthly to contribute the prisoners' input to the administrative process.

STAFF TRAINING

A comprehensive staff training program is provided for personnel of the Orleans Parish Criminal Sheriff's Office. The training staff consists of a training and education coordinator, a training director, an assistant training director, an education director, and two instructors.

Within the first 90 days of employment, all new correctional personnel complete a 20-hour course covering organizational policies and regulations. Employees are then required to complete a 400-hour course certified by the Peace Officer Standards and Training Act. Each of the 600 people employed by the Criminal Sheriff's Office completes an additional 40 hours of in-service training annually.

RESEARCH AND EVALUATION

A new Administrative Support Group has greatly enhanced the system's capability to process administrative paperwork, and monitor and evaluate the various operations throughout the facilities. The accumulation and dissemination of information and data for operational and financial control have been greatly facilitated through the addition of the support group. In addition, a newly acquired automated record-keeping system has enhanced the agency's ability to classify and track inmates, and maintain records and informational flow throughout the organization.

INMATE PROGRAMS AND SERVICES

The new correctional center provides a wide variety of programs and services for inmates, including several types of educational services, counseling, vocational preparation and training, and work release. In addition to a modern learning center, the facility has a well-equipped kitchen where culinary and butchering skills are taught. While traditional programs such as arts and crafts are available, the center provides a number of unique activities such as a cosmetic course for female inmates, which is taught by a full-time beautician. The various services are currently being coordinated to allow "tracking" inmates into activities that can be of most benefit to them.

RELIGIOUS PROGRAMMING

The oldest continuously operated social service in the Criminal Sheriff's Office, the Chaplains Department operates one of only two accredited Clinical Pastoral Education training programs at the county level in the U. S. This program, based in the new jail, trains ministers to be correctional facility chaplains, and coordinates all religious activities at the Orleans Parish institutions for both inmates and staff. The Chaplains Department also is the liaison between the Criminal Sheriff's Office and community religious groups.

RESTITUTION PROGRAM

The restitution program, initiated in 1977 and located in the new corrections center, has two components: a diagnostic unit and a restitution center. The diagnostic unit is responsible for interviewing inmates and conducting background research to evaluate potential candidates for the program and make recommendations for participation.

The restitution center operates from one module that houses 30 offenders for whom traditional incarceration is deemed inappropriate. The diagnostic unit operates the restitution program on an individualized basis. Offenders are assisted in setting educational and restitution goals and are placed in jobs. They go into the community to work each day and return to the Center in the evening. The diagnostic unit also handles the payment of restitution to the victim.

FOOD SERVICES

Three balanced meals are provided to inmates daily by the Food Services Department, which oversees the preparation and delivery of meals in each of the facilities. In addition to providing meals for the inmates, 1,500 meals are prepared and delivered each day by Food Services personnel to local nursing homes for the elderly.

RECREATION

A recreation program staffed by eight correctional officers provides daily recreational opportunities for all inmates. The old prison has two outdoor exercise yards, and the new correctional center, two rooftop exercise yards. Activities available include basketball, pingpong, volleyball, and baseball, as well as numerous quiet games. The Criminal Sheriff's Office recently acquired an old school building, which is used for vocational training, gymnasium activities, and boxing.

New Haven Community Correctional Center

New Haven Community Correctional
Center
245 Whalley Avenue
New Haven, Connecticut 06511
Resource Center Coordinator:
Charles M. Miceli
Telephone: (203) 789-6980
(203) 789-7111

One of Connecticut's newest correctional facilities, the New Haven Community Correctional Center is operated by the State of Connecticut. With a capacity of 366, it houses approximately 360 individuals daily. Staffed by 126 employees, the center serves a metropolitan area of approximately 770,000 population.

The primary service area of the New Haven Resource Center includes the states of Connecticut, Massachusetts, Rhode Island, New Hampshire, Vermont, Maine, New York, and New Jersey.

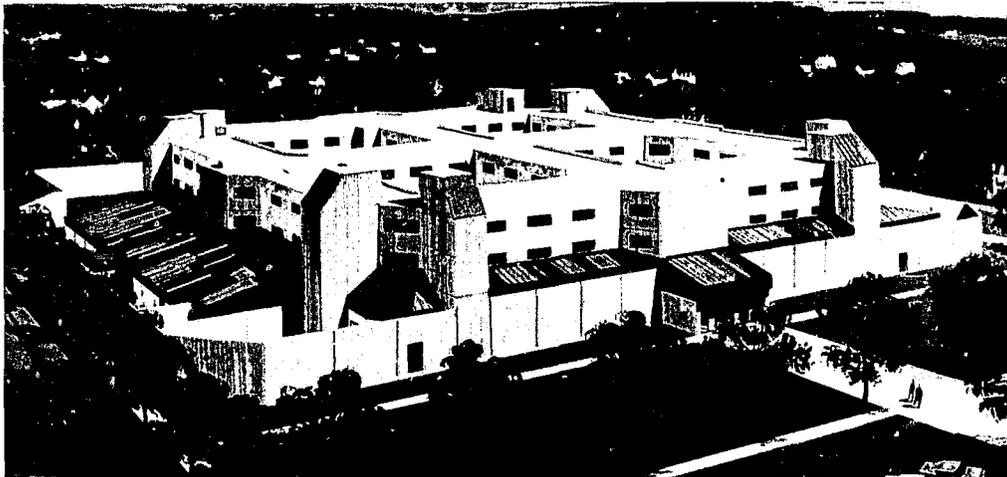
The New Haven Correctional Center is accessible via Bradley International Airport in Windsor Locks, Connecticut, or New York's Kennedy or LaGuardia Airports with limousine service to New Haven. Federal regulations permit reimbursement of actual food and lodging expenses of up to \$45 a day in the New Haven area.

OVERALL MANAGEMENT STRUCTURE

The New Haven Community Correctional Center is one of ten facilities operated by the Connecticut Department of Corrections from a centralized location in Hartford. Overall policy is set by the Department, while the facilities operate autonomously in local matters.

The Center is administered by a warden, assisted by two deputy wardens. The deputy warden of treatment and training oversees all treatment and training functions at the facility; the deputy warden of operations oversees all custodial and security functions.

The management structure allows for optimal utilization of resources, while remaining responsive to the needs of the inmates and the local community.



PERSONNEL MANAGEMENT

The Center's personnel department functions as part of the Department of Corrections' personnel division and handles staff recruitment, hiring, and dismissal; payroll; and vacation, sick, and "in-lieu" time. An information bank contains all payroll information, including salary, increment anniversary dates, longevity, and payroll deductions; information on time off is maintained in a central records file.

Utilizing several modern record-keeping systems, the personnel department maintains detailed job descriptions for each job category. The department also administers the relevant sections of collective bargaining contracts between the Department of Corrections and the New Haven Correctional Center staff.

PHYSICAL PLANT

The modern 3½-story, \$8.75 million New Haven Correctional Center was completed in 1976. Its features include a personnel emergency warning system, a complete fire detection and alarm system, and central information panels that monitor all facility mechanical and emergency systems.

The Center uses dual intercom systems--one for officer-to-inmate and station-to-station communication, and another for administrative, supervisory, and priority-override communication. A central control room receives information from all systems, including the facility's closed-circuit television system.

The main floor of the building houses all administrative, business, and personnel offices; the central control room; and all treatment and operations facilities, including a small gymnasium, a large all-purpose room, and four court

yards for outdoor exercise. Mechanical equipment is located on the mezzanine, and the second and third floors contain inmate housing units. The housing area was designed to permit division of the inmate population into small, independent living units of 12 inmates each with single-cell occupancy, or 24 inmates should double celling become necessary.

SECURITY

A high degree of security is maintained through the use of modern hardware and exact security procedures. The Center is equipped with interlocked, electrically operated doorways, closed-circuit television, and emergency signaling devices. Precise security procedures and written post orders guide the use of tools, keys, and equipment and specify staff responsibilities.

EMERGENCY PLANNING

Complete and detailed plans for fire and disturbance emergencies have been developed for each area of the facility. These plans, as well as evacuation and contingency evacuation plans, are covered by written procedures for each post, which include the use of emergency systems.

The emergency fire plans involve close coordination and cross-training of Center personnel and local fire department personnel. Emergency plans for disturbances rely on a communications network between the Center and state and local police departments.

DISCIPLINARY PROCEDURES

Developed and implemented on a statewide basis by the Connecticut Department of Corrections, the disciplinary procedures in use at the New Haven Community Correctional Center are among the most comprehensive in the country. The disciplinary proce-

dures are embodied in a code of penal discipline modeled after the state penal code, and encompass all elements of due process.

POLICY AND PROCEDURES

The development of a comprehensive policy and procedures manual was a major undertaking of the administrators and staff of the New Haven Community Correctional Center. Serving as the basis for all facility operations, the document covers virtually every post procedure, operational policy, and schedule in the Center. All policies are integrated with those of the Connecticut Department of Corrections, as outlined in the Department's directives.

USE OF COMMUNITY RESOURCES

The Connecticut Department of Corrections provides inmates and ex-offenders a variety of services through contracts with a network of private community-based agencies. Job preparation and development, location of housing, and general counseling are among the services available.

Two programs assist offenders in resolving problems associated with incarceration, maintaining community ties, and reentering the community. In addition to services purchased or provided by the Department of Corrections, others are provided by volunteers. An Alcoholics Anonymous program, Bible study groups, mini-courses, and a counseling program are in operation. Community release programs, including work release, study release, and furloughs, are used extensively.

FOOD SERVICES

Food services were a primary consideration during the design of the new facility. The building design allows

division of inmates into small, independent living units, each housing 12 individuals when double celling is not necessary. Each unit includes a day room that serves, in part, as an independent dining area. Meals are prepared in a central kitchen and transported to the day rooms.

To serve meals simultaneously to multiple locations, specially designed food carts and dumbwaiters are used. A "portion control" system ensures consistency of service and reduces the possibility of portion-size manipulation.

VISITATION PROGRAM

The physical layout of the visiting area affords inmates diverse visitation privileges. Separate facilities are provided for professional visits.

Secure visits are available to inmates within 48 hours of incarceration. Inmates detained for more than 30 days can apply for open (contact) visits, and special procedures exist to allow child visits and extended visits. In combination, procedures allow inmates up to 13½ hours of visitation each week.

INMATE PROGRAMS AND SERVICES

The Center provides inmates a wide variety of programs and services and continually implements new ones as the need and resources are identified. Volunteers enhance the Center's ability to provide necessary services. Available to the inmate population are counseling services; alcohol and drug addiction programs; educational programs, ranging from adult basic to college-level courses; and pre-release services. These and others are described in the Center's Inmate Handbook, which is given to each incoming inmate.

MEDICAL SERVICES

The facility maintains a modern, well-equipped medical department, which includes an eight-bed infirmary, two examining rooms, X-ray facilities, a pharmacy, dental lab, and a psychiatric office. A physician is in attendance five mornings each week, psychiatric care is available one day each week, and dental care is available twice a week. Two registered nurses and four medics ensure 24-hour medical coverage. Both the physician and the psychiatrist are on 24-hour call.

Southeast Kansas Regional Correctional Center

Southeast Kansas Regional Correctional
Center
204 South National
Fort Scott, Kansas 66701
Resource Center Coordinator:
Becky Hughes
Telephone: (316) 223-2380

Completed in 1977, the new Southeast Kansas Regional Correctional Center serves eight rural counties, houses Fort Scott city prisoners, and serves as a community treatment center under contract with the Kansas Department of Corrections and the Federal Bureau of Prisons. Adjacent to the Bourbon County Court House, the Center has a modular living design, with a single-cell capacity of 26. Additional beds can be placed in the modules to increase the Center's capacity to 42 inmates, while still remaining within the space-per-inmate requirements of the Kansas jail standards.

The primary service area of the Southeast Kansas Resource Center includes the states of Wisconsin, Illinois, Missouri, Kansas, Oklahoma, Iowa, Minnesota, South Dakota, and North Dakota.

The Southeast Kansas Regional Correctional Center is accessible via the Joplin Airport; it is located 60 miles southwest of Joplin, Missouri. Federal regulations permit reimbursement of food and lodging expenses of up to \$35 a day in the Fort Scott area.

PHYSICAL PLANT

The \$1 million Southeast Kansas Correctional Center is located in a one-story criminal justice complex that also houses the county attorney's office, the Bourbon County Sheriff's Department, and the Fort Scott Police Department.

Designed in accordance with modern architectural philosophy, the Center is constructed of steel-reinforced concrete blocks. Inmate living areas are of modular design, where cells open into a common day room. There is a one-man



detoxification cell; a one-man padded cell; a minimum-security work-release module; and one minimum-, two medium-, and one maximum-security living modules. A multi-purpose room is used for classes, meetings, and visitation, and there is a separate area for medical examinations and emergency treatment. The facility also includes an administrative office, a control room, a booking and strip-search area, a maximum-security visitation area, and a small kitchen.

DISCIPLINARY PROCEDURES

The correctional center has a formal disciplinary hearing process that encompasses all terms of due process. A disciplinary board, comprised of a chairman and two committee members knowledgeable in due process and unrelated to the incident of alleged misconduct, convenes when necessary. The accused inmate is given adequate time to prepare for his own defense, and an objective investigative report is presented to the committee. All staff members are instructed in the writing of misconduct reports, and in due process and disciplinary hearing procedures.

STAFF TRAINING

Personnel hired during the construction of the new facility participated in a 160-hour correctional officer training course. All staff members are required to attend an 80-hour in-service training program annually. Selected staff also attend formal emergency medical training and the Kansas Law Enforcement Academy when class openings exist. Participation in seminars and workshops conducted throughout the central states is also encouraged. All staff are certified in first aid and cardio-pulmonary resuscitation; correctional staff are also certified as county law enforcement deputies.

COORDINATION WITH CRIMINAL JUSTICE AGENCIES

In addition to maintaining cooperative working relationships with the courts and probation departments in the eight counties served by the Center, staff have continual contact with agencies throughout the state. Various agencies participate in a cooperative effort to provide ongoing training for criminal justice personnel, creating a network of Kansas agencies. The correctional center has sponsored training programs attended by federal, state, county, and city law enforcement and corrections personnel, as well as personnel from the regional planning commission.

FOOD SERVICES

The Center contracts with a local hospital for the preparation of three daily meals, including special-diet meals. All meals are provided in sealed disposable containers, accompanied by plastic utensils, and are picked up at the hospital by Center staff.

The jail maintains a small kitchen equipped with a stove, refrigerator, and microwave oven. The on-premises kitchen is used for special holiday meals, for warming a meal for an inmate booked after regular serving times, and by work-release inmates wishing to prepare meals to take to work.

MEDICAL SERVICES

The medical unit of the Southeast Kansas Regional Correctional Center is staffed by an emergency medical technician on 24-hour call seven days a week. The technician conducts sick call, screens incoming inmates, transports prisoners to area physicians, and conducts daily sanitation inspections of the facility Monday through Friday. The

technician works closely with a local physician who treats inmates and serves as a consultant in the operation of the medical unit.

WOMEN OFFENDER SERVICES

Women housed in the Center are provided the same opportunities and programs as the larger male population, including education, work release, counseling, and recreation. Cognizant of the needs of female prisoners, the Center also provides special self-awareness programs, such as family planning and personal hygiene.

USE OF COMMUNITY RESOURCES

A cooperative effort exists between the Center and the community to provide realistic opportunities and services to the offender during incarceration and upon release. Alcohol and drug counseling, employment assistance, educational programs, and psychological and medical services are provided. Included within these areas are programs provided by community organizations and individuals, such as work-release and job preparation, religious counseling, and family planning.

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