

Lancaster County Council Public Safety Committee Regular Meeting Agenda

Tuesday, August 14, 2018

County Council Conference Room
County Administration Building
101 N. Main Street
Lancaster, SC 29720

1. **Call to Order – Committee Chair Brian Carnes** 5:00 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Citizens Comments**
4. **Approval of Minutes from the July 17, 2018 Public Safety Committee regular meeting – pgs. 2-4**
5. **Discussion / Action Items**
 - a. Discussion of Jail Facility Needs Assessment and Feasibility Study FINAL REPORT - *Moseley Architects/Blake Taylor/Sheriff Barry Faile – pgs. 5-54*
6. **Executive Session**
 - a. *Discussion involving potential litigation: SC Code Section 30-4-70(a)(2).*
7. **Adjournment**

Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting.

Lancaster County Council Public Safety Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: www.mylancastersc.org

DRAFT



Members of Lancaster County Council
Public Safety Committee

Brian Carnes, District 7, Chairman
Larry Honeycutt, District 4
Billy Mosteller, District 3

**Minutes of the Lancaster County Council Public Safety Committee
Regular Meeting**

101 N. Main Street, Lancaster, SC 29720

Tuesday, July 17, 2018

Committee Members present were Brian Carnes and Larry Honeycutt. Billy Mosteller was absent. Council Member Terry Graham was also present at the meeting. Also present were County Attorney John Weaver, Clerk to Council Sherrie Simpson, Deputy Clerk to Council Chelsea Gardner, Director of Emergency Management/Fire Service Darren Player, Sheriff Barry Faile, Indian Land Fire Fee Board members Paul Shoup and Peggy Burke, Indian Land Fire Chief Tom Pickard and various department staff. A quorum of the Lancaster County Public Safety Committee was present for the meeting.

The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, *Fort Mill Times*, Cable News 2, Channel 9 and the local Government Channel. The agenda was posted in the lobby of the County Administration Building and also on the county website for the required length of time.

Call to Order

Committee Chairman Brian Carnes called the meeting to order at approximately 5:00 p.m.

Approval of the Agenda

Larry Honeycutt moved to approve the agenda. The motion to approve the agenda passed by a vote of 2-0.

DRAFT

Citizens Comments

There were no citizens that came forward for comments.

Approval of Minutes

Larry Honeycutt moved to approve the minutes from the June 12, 2018 Public Safety Committee regular meeting. The approval of the June 12, 2018 Public Safety Committee regular meeting minutes passed by a vote of 2-0.

Discussion / Action Items

Discussion of Staffing Plans for Indian Land Fire Department.

Paul Shoup stated that man power is an urgent need for the Indian Land Fire Department because with over eight hundred (800) calls last year, the Department is beginning to miss some calls. He stated that the costs for the additional staff still needs to be verified but that the Board members have been working behind the scenes to get the numbers together. Tom Pickard reviewed the staffing plan for the Indian Land Fire Department and how the additional staff will be incorporated into the overall staffing plan. He noted that the Department would like to hire three (3) additional full time fire fighters in the first two years. He further noted that they will rely on volunteers as assistants. He stated that in 2020, the Department would like to hire two (2) more full time fire fighters and that in 2022, they would like to hire an additional two (2) full time fire fighters.

Peggy Burke provided a handout, which is attached as Schedule A. She reviewed the costs and budget for the additional fire fighters. She noted that the Board is not using reserve fund money to pay for the additional staff. Brian Carnes asked how many volunteers the Department currently has and Tom Pickard responded that they have approximately 20 on their roster. Peggy Burke stated that the Department is dependent on their volunteers and that will remain to be the case even with the additional fire fighters. Paul Shoup stated that the Department is averaging over two (2) calls per day. Tom Pickard noted that having the two (2) full time fire fighters at the Station will relieve some of the stress for their volunteers. Brian Carnes noted that this request would need to go to the Administration Committee and that then the County will need to have a budget amendment ordinance in order to fund the request.

Larry Honeycutt moved to send the Indian Land Fire Department's request for additional full time fire fighters to the Administration Committee with a favorable recommendation from the Public Safety Committee. The motion passed by a vote of 2-0.

DRAFT

Discussion of Discharge of Firearms in the County.

John Weaver reviewed the Horry County ordinance regarding the prohibition of the reckless discharge of a firearm. He noted that such an ordinance, if passed, is difficult to enforce. Brian Carnes stated that the Committee was looking at the Unified Development Ordinance (UDO) and to see if the UDO could make private ranges more in line with public gun ranges. Sheriff Barry Faile stated that he does not think that the Sheriff's Office can enforce the UDO. John Weaver discussed the difficulty in enforcing such an ordinance.

Larry Honeycutt moved that this discussion be tabled until further notice. The motion passed by a vote of 2-0.

Update on Security at Rebound Behavioral Health Hospital on East Rebound Road.

Sheriff Barry Faile met with the Director at Rebound Behavioral Health Hospital. He has suggested that the Hospital cover their fenced areas to eliminate the risk that a patient could go over the fence.

Larry Honeycutt moved that the Committee accept the Sheriff's recommendation and follow up with the Rebound Behavioral Health Hospital regarding covering their fence. The motion passed by a vote of 2-0.

Brian Carnes noted that this matter is continuing to be addressed through zoning and with the legislative delegation.

Adjournment

Larry Honeycutt moved to adjourn the Public Safety Committee meeting. The motion to adjourn passed by a vote of 2-0. There being no further business, the Public Safety Committee meeting adjourned at approximately 5:38 p.m.

Respectfully Submitted:

Approved by the Public Safety Committee

Sherrie Simpson
Clerk to Council

Brian Carnes, Chairman

Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	Barry Faile
Department:	Sheriff
Date Requested to be on Agenda:	August Public Safety Committee

Issue for Consideration:

Report on Detention Center Study.

Points to Consider:

Council approved in last year's budget a study on the need for a new Detention Center. This has been a long identified need.

The study has been completed and is now presented for consideration by the Public Safety Committee.

There will certainly need to be additional meetings on this topic. This is simply the first of numerous meetings to discuss the findings.

Funding and Liability Factors:

No funding source has been identified but given the overall costs our options are significantly limited. Options include, but are not limited to:

1. Capital Project Sales Tax; or
2. Voter Referendum; or
3. Installment Purchase Debt; or
4. Another funding source that McNair and Compass might suggest.

Ultimately a new Detention Center will be a requirement. To date Sheriff Faile has done a masterful job of working with the judiciary to reduce our daily population and delay the inevitable.

I would note that our linear style jail requires far more staffing than a modern pod design facility. Personnel expenses are annual recurring expenses while construction is a one-time capital costs. Over time doing nothing becomes the more expensive option.

Council Options:

N/A at this time; we are just beginning this discussion.

Staff Recommendation:

Study the issue to determine timing and funding source. The construction of a modern Detention Center is inevitable.

Committee Recommendation:

To be determined.



Lancaster County, SC Jail Facility Needs Assessment and Feasibility Study

FINAL REPORT

May 9, 2018

MOSELEYARCHITECTS

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I. EXECUTIVE SUMMARY

Moseley Architects was retained by Lancaster County Sheriff's Office in July of 2017 to perform an existing Detention Center needs assessment and analysis of a potential replacement facility for the County. The Detention Center needs assessment Phase One Services analyzed past jail confinement data and projects future jail bed needs, growth trends programmatic needs, conceptual design options, estimated construction and capital budgets, and present findings to the County.

Phase Two Services will include full Architectural and Engineering Design and Construction Administration Services for the approved Option, and be initiated upon notification by the County to proceed.

Work tasks included the following:

- An analysis and projection of detention population in five-year intervals for a 25-year planning period utilizing the American Correctional Association (ACA) "best practice" formulas
- Analysis of the current jail's facility core spaces in terms of assets and deficiencies
- A description of site size needs for proposed new facility
- Conceptual site and floor plans of each option considered
- Estimates for construction and total project cost
- Stakeholder involvement and consensus-building process
- Public awareness and education to build and foster community support

The study team met with the Sheriff's planning committee on several occasions to collect data, communicate progress, and solicit input and direction during this process. The Planning Committee consisted of the following stakeholders:

Sheriff Barry Faile

Major James Shaw – Lancaster County Sheriff's Department

Captain Larry Deason – Lancaster County Detention Center Administrator

Lieutenant Stacy Hatfield – Lancaster County Detention Center

The following recommendations / findings of the needs analysis are as follows:

- The existing jail facility was constructed in 1978 and became operational in 1980. An addition was completed in 1997, and is rated for 121 inmates. The facility is regularly overcrowded, creating a potentially hazardous environment for inmates and officers. "Operational capacity" for the facility is 25% less – or 91 inmates. This "operational capacity" is recognized by the National Institute of Corrections (NIC) to allow for proper inmate classification and required separation (females versus males, gangs, felony versus misdemeanors, etc.) The jail "core" spaces such as intake, property storage, kitchen, etc. is not sized for the additional capacity expected as the county grows.
- The current "core" spaces are struggling now to manage the current Average Daily population (ADP) of 126 inmates. The existing jail sight lines make it extremely difficult to comply with the Prison Rape Elimination Act (PREA) regulations and is very staff intensive. It is important to note that each individual incident occurring in the jail requires a staff response to ensure the safety and security of inmates, staff, and others in the area. Significant incidents are disruptive to the daily routine of the facility. When an incident occurs, the majority if not all operations are ceased for staff to respond to the incident location thus making operations very inefficient.
- The jail intake and booking area is grossly undersized for the number of admissions that Lancaster County has daily. This makes the staffing levels required for the jail to operate safely and securely more difficult to manage.
- There are many factors in criminal justice procedures that place demands on staff time (i.e. mental health screening, ensuring inmates have access to the courts, their attorneys, and sentence computations). Additionally, there is a tremendous amount of documentation that is recorded for each inmate (maintained within their file). The lack of work space and file storage space to accomplish many of these daily activities make operations difficult and create a hardship for staff.
- Operationally the combination of overcrowding and condition of the physical plant make the operations inefficient and difficult to manage.
- Jail medical space is very limited and makes it very difficult for the contracted inmate healthcare provider to accommodate the increased inmate population.
- Lancaster County's female population is increasing rapidly much like other counties and space for females is limited, as they require sight and sound separation from male inmates.

- Aging systems such as the HVAC, mechanical, and plumbing systems have reached or soon will reach their life expectancy and will require updating and or replacement.
- The study evaluated the existing Detention Facility for a potential expansion to add a new jail “core” for 400 beds needed and approximately 180 new beds to the existing 121 (Option 1). While an addition is somewhat possible, this addition would effectively be a “build-out” option without ability to easily add beds in the future as the County grows. The operational efficiency (staffing needs) would be higher than the replacement option due to inefficiencies of the current design, resulting in increased annualized staffing and maintenance costs. The total cost of this option was approximately **\$27,000,000.00**.
- Option 2 includes a new replacement 315 bed jail facility with a 400 bed “core” to be constructed of approximately 75,000 square feet to replace the aging and inadequate existing facility. The approximate total cost of this building would be **\$30,700,000.00** not including property acquisition costs. A site of approximately 15-20 acres is recommended for future expansion needs.
- Due to the advantages as listed and included in this study, the planning team therefore recommends Option 2 as the most viable option for the needs of Lancaster County to address current and future jail space needs.

MOSELEYARCHITECTS

11430 N. Community House Road
Suite 225
Charlotte, NC 28277
P: (704) 540-3755

LANCASTER COUNTY DETENTION CENTER NEEDS ASSESSMENT INMATE BED PROJECTIONS

Moseley Architects is pleased to present the future bed needs projections for the Lancaster County Sheriff's Office Detention Center.

Introduction:

The Lancaster County Detention Center facility was constructed in 1978-1979 and became operational in 1980. There was an addition completed in late 1997 and inmates were moved into that section in 1998. And is still in operation today with an overall rated capacity of 121 adult beds which can house both male and female inmates. This is known as "Linear" style jail.

The jail is divided into several different housing units as well as having three holding cells which are not rated as part of the overall bed capacity. There are eight single cells, A-H, and a single cell special management cell that is not part of the rated capacity.

Housing units I and J have six beds each. Housing units K, L, M, and N contain six beds each but are only rated for three beds each. Housing units O and P both have twenty-four beds each and there is one open dorm with forty-four beds, which make up the 121-bed rated capacity.

Moseley Architects was provided historic confinement data for the years of 2012 to 2016 which included yearly admissions for both male and females, average daily population per year for the study period, and breakdown of housing units.

Moseley Architects formed an analysis of the jail data to determine Average Length of Stay, Admission Rate, Projected Admissions, County Population Projections, and Projected Average Daily Population. This process is further explained in this report.

1. Historical Trends in Average Daily Detention Center Populations

An analysis of the historical trends of the Lancaster County Jail average daily population (ADP) can serve as a great indicator of the need for future bed-space and subsequent new jail construction. The current Lancaster County Jail has a rated capacity of 121. Because the ADP reflects the average number of offenders being housed, it is used to establish a baseline figure for future bed-space needs. The ADP for the Lancaster County Jail over the past 5 years is reflected in Table I below:

Table I		
Inmate Average Daily Population Per Year		
YEAR	ADP	Amount of change from previous year
2012	143	-
2013	125	-18
2014	142	+17
2015	130	-12
2016	126	-4
Average Daily Population during study period	133.20	-17

As indicated by these figures, the ADP has displayed some ups and downs throughout this study period, with a decrease of 18 from 2012 to 2013; an increase of 17.0 from 2013 to 2014; and a decrease of 16 between 2014 and 2016. Overall, there has been an ADP of 133.20 inmates per day for this study period. The growth rate variances of the ADP are due to numerous reasons when later compared to the number of admissions. Over the study period, the ADP decreased by 9.8 from 2012 to 2016. The county's overall population growth trends continue to grow at a rapid rate, leading the state of SC increasing population growth.

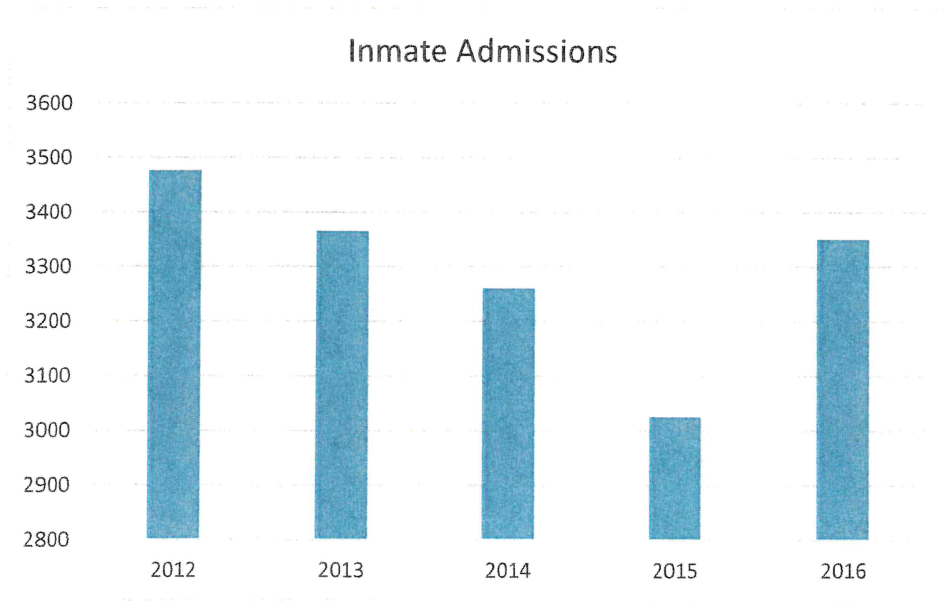
Lancaster County is joined by Union County, NC to the North, Chesterfield County, SC to the East, Kershaw County SC to the South, Fairfield County, SC to the Southwest, York County, SC to the West and Mecklenburg County, NC to the Northwest. Overall the county population is expected to exceed 103,900 by the year 2040 per the state of SC population projections.

2. Offender Admissions (Bookings)

One of the first steps towards computing long-range projections is to calculate the **Projected Average Daily Population** for the local detention system. This requires information pertaining to the historical and projected number of offender admissions and the average length of stay of inmates. To compute the number of **Projected Admissions**, the historical number of admissions must be determined.

Table II below displays the number of offenders admitted into the jail each year from 2012 until 2016.

Table II	
Admissions to Lancaster County Jail	
YEAR	Number of Offenders admitted into the jail.
2012	3477
2013	3366
2014	3261
2015	3026
2016	3351

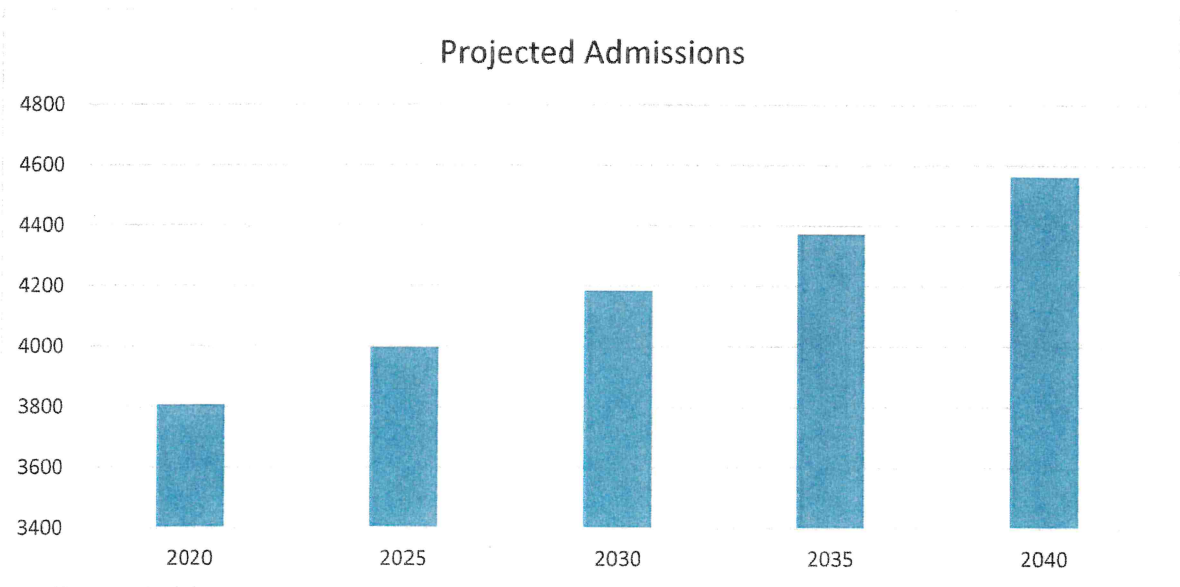


The numbers contained in Table III on the following page does not reflect when the population was much higher than the recorded average (these are called “peaks”) and times when it was much lower (these are classified as “valleys”).

When considering the total number of new beds needed, if the county should construct a new facility, or add bed-space to an existing one, “peaking” must also be considered. Adjusting for peaking factors helps to see that the county can reasonably accommodate the large number of inmates that may be admitted for housing at certain times. This is especially true when such peaks occur with some degree of frequency.

It is extremely advisable that plans provide for sufficient housing for times when the offender population may peak. Often, local government officials fail to accommodate for peaking and later find themselves faced with costly lawsuits filed by inmates claiming the conditions of confinement are inadequate due to overcrowding.

Table III	
YEAR	USING HIGHEST ADMISSION RATE OF 439.1
2020	3807
2025	3996
2030	4185
2035	4373
2040	4562



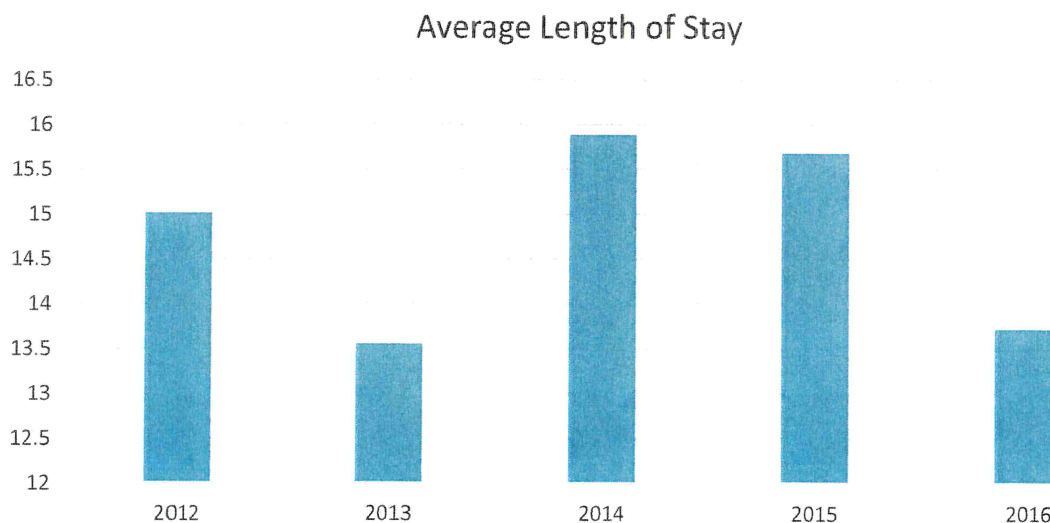
Based on the current jail data and the county population census projects the number of admissions as shown above to follow similar growth patterns as general county population grow. However, it would not be unusual for these numbers to increase with any revisions to current laws, best law enforcement practices or actions of the courts.

3. Average Length of Stay (ALOS)

Determining the Average Length of Stay (ALOS) is critical to bed-space projections. While the number of offender admissions is a factor used to project future bed-space needs, the ALOS has a greater impact on bed-space. The amount of time that inmates are incarcerated while awaiting trial directly impacts available space and forecasted future needs. The longer the ALOS, there is a greater need for bed-space. Often when the detention center's daily population starts to exceed the rated capacity, you may see an increase in ALOS for a combination of reasons. Most often it is contributed to lower level crimes being moved out of the facility much faster or actions taken to prevent admission into the jail. As such, only the more serious crimes, which require longer lengths of stay due to the processing time through the justice system, are being housed.

Table IV displays the ALOS for each year 2012-2016

Table IV	
Lancaster County Average Length of Stay (ALOS)	
2012	15.01
2013	13.55
2014	15.89
2015	15.68
2016	13.72
Highest ALOS for the period of study	15.89

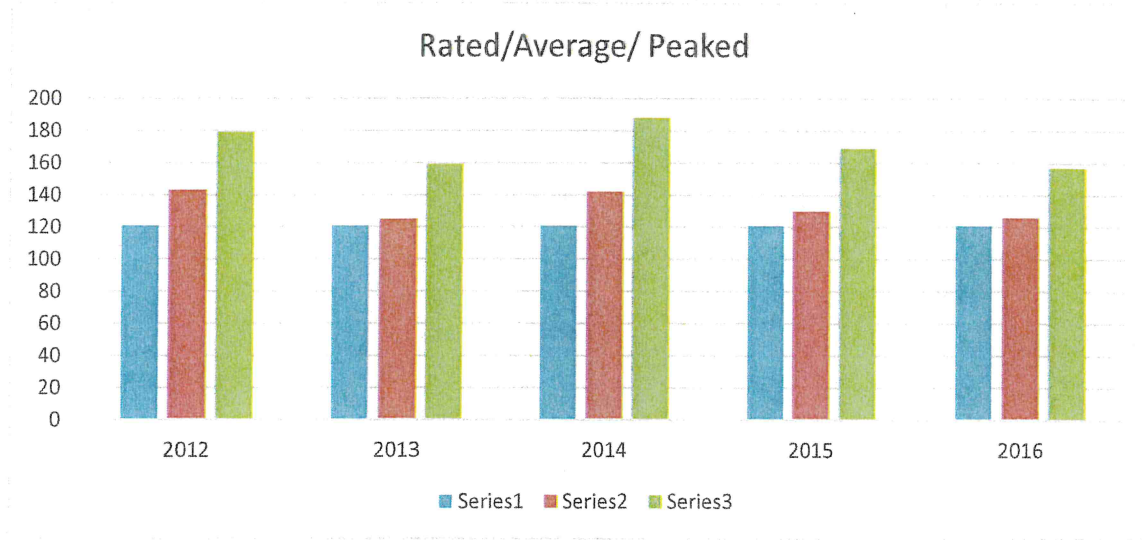


In this case, the highest average length of stay was 15.89. Due to the importance that ALOS plays in bed-space projections, all efforts should be made to continue reducing the amount of time inmates are incarcerated prior to trial and sentencing, especially after additional beds are available. *For example, if the average length of stay were 12 days and the number of inmates admitted during one year were 3000, using the formula # admitted X ALOS/365 = 3000 x (12/365), the average number of beds needed would be 99. Suppose that by changing some of the practices, the detention center reduces the average length of stay to 10 days. The number of beds needed would be reduced from 99 to 82. A decrease in the average length of stay can have a dramatic impact on the number of beds that must be built and maintained. It should be noted that 15.89 is a very reasonable ALOS in comparison with other counties and one of the lowest ALOS that we have seen.*

4. Projected Detention Center Capacity

The average daily population alone cannot be used to determine the total bed-space requirements. Additional space must be allocated to include peak admissions (highest admissions) and classified bed space for specific categories of inmates. To accommodate these occasions, a peaking factor must be determined.

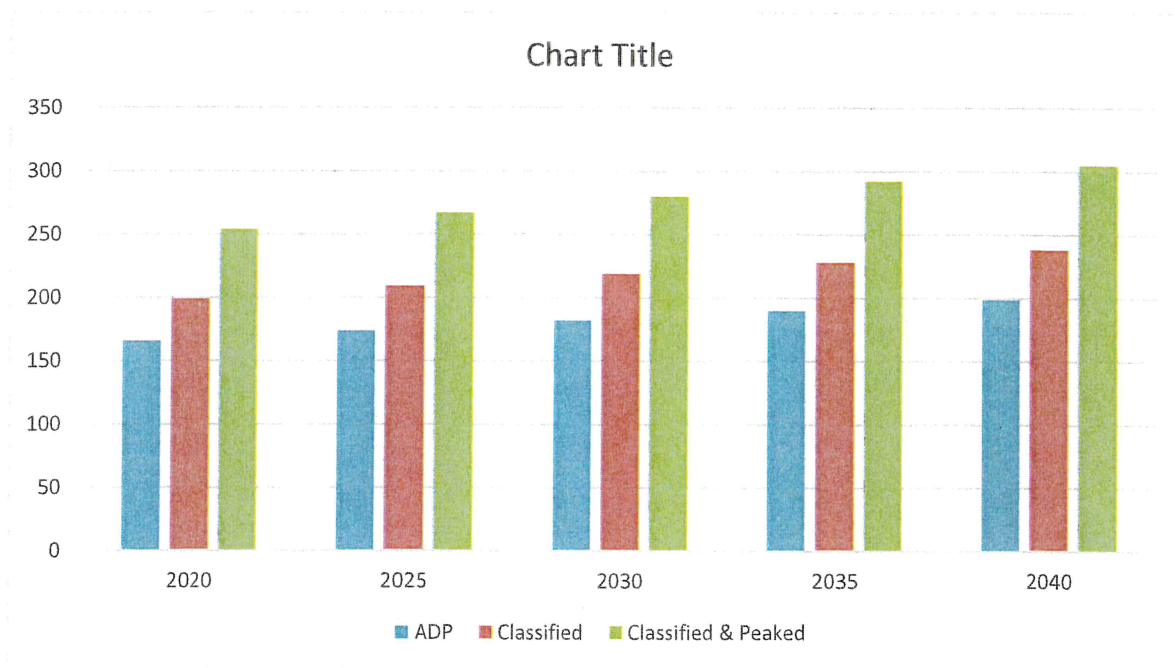
Table V			
Lancaster County Jail Calculation of Peaking Ratio			
YEAR	ADP for Study Years	Highest Population for study year	Peaking ratio
2012	143	179	1.25
2013	125	159	1.27
2014	142	188	1.32
2015	130	169	1.30
2016	126	157	1.25
Averages	133.2	170.4	1.28



Separate housing is needed for disciplinary reasons, the separation of co-defendants, protective custody, medical isolation, etc. This additional space is referred to as “classified”, and is calculated by adding an additional 20 percent to the forecast number. The average daily population, coupled with the peak and classified factors, provides the base for determining the actual number of beds that will be needed.

Table VI illustrates projected ADP for the Lancaster County Jail and includes the classified (ADP increased by 20%) and the peaked and classified (classified multiplied by the peaking ration) population projections through 2040. These projections reflect the future growth of the Lancaster County Jail.

Table VI				
Lancaster County Forecasted Population using the <u>Highest</u> Admission rate				
YEAR	FORECASTED ADP	CLASSIFIED ADP (+20 %)	PEAKED ADP	CLASSIFIED & PEAKED
2020	165.74	198.88	1.28	254.32
2025	173.96	208.74	1.28	266.93
2030	182.18	218.61	1.28	279.54
2035	190.40	228.47	1.28	292.16
2040	198.62	238.33	1.28	304.77



The classified and peaked projections reflect the highest offender population that the Lancaster County Jail may expect to have on any given day. This is the worst-case scenario to allow for unique classification and separation developments and not the average. The forecast and classified projections are more likely to reflect the actual number of detainees being housed in Lancaster County Jail.

5. Conclusion & Recommendations

Based on the above projections utilizing the *highest* admission rate, a total of 305 beds would be required to meet the classification and peaking requirements through the year 2040. Should the jail use increase significantly or if the county grows faster than state projections suggest, jail bed space needs could grow at a much higher rate. Another factor could be a change in state sentencing laws which also could impact jail population. Lancaster County should expand its Detention Center rated capacity by a minimum of 184 additional beds or a new facility with a rated capacity of 305 with a 400-bed core. The core support spaces such as kitchen, laundry, intake, property storage are all at their capacity now and should an addition to the current facility be the desired option then these spaces would also have to be addressed.



DEPARTMENT LEGEND

ADMIN/ SUPPORT	BUILDING SUPPORT / INFRASTRUCTURE	CIRCULATION	HOUSING ADMIN	PRIVATE CELLS	PRIVATE HOUSING / DORMITORY	INFIRMARY / QUARANTINE / REST	KITCHEN / LAUNDRY	MEDICAL	PUBLIC LOBBY	REC / WORK / EXERCISE AREA	VEHICLE BAY / PORT
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PROPOSED FLOOR PLAN

A2.1

LANCASTER COUNTY DETENTION CENTER EXPANSION

SC DEPT OF CORRECTIONS
LANCASTER, S. CAROLINA

PROGRESS
PRINT NOT
FOR
CONSTRUCTION

MOSELEY ARCHITECTS

1400 NORTH COMMUNITY HOUSE ROAD, GREENSBORO, NC 27407
PHONE (703) 840-2700 FAX (703) 840-3700
MOSELEYARCHITECTS.COM

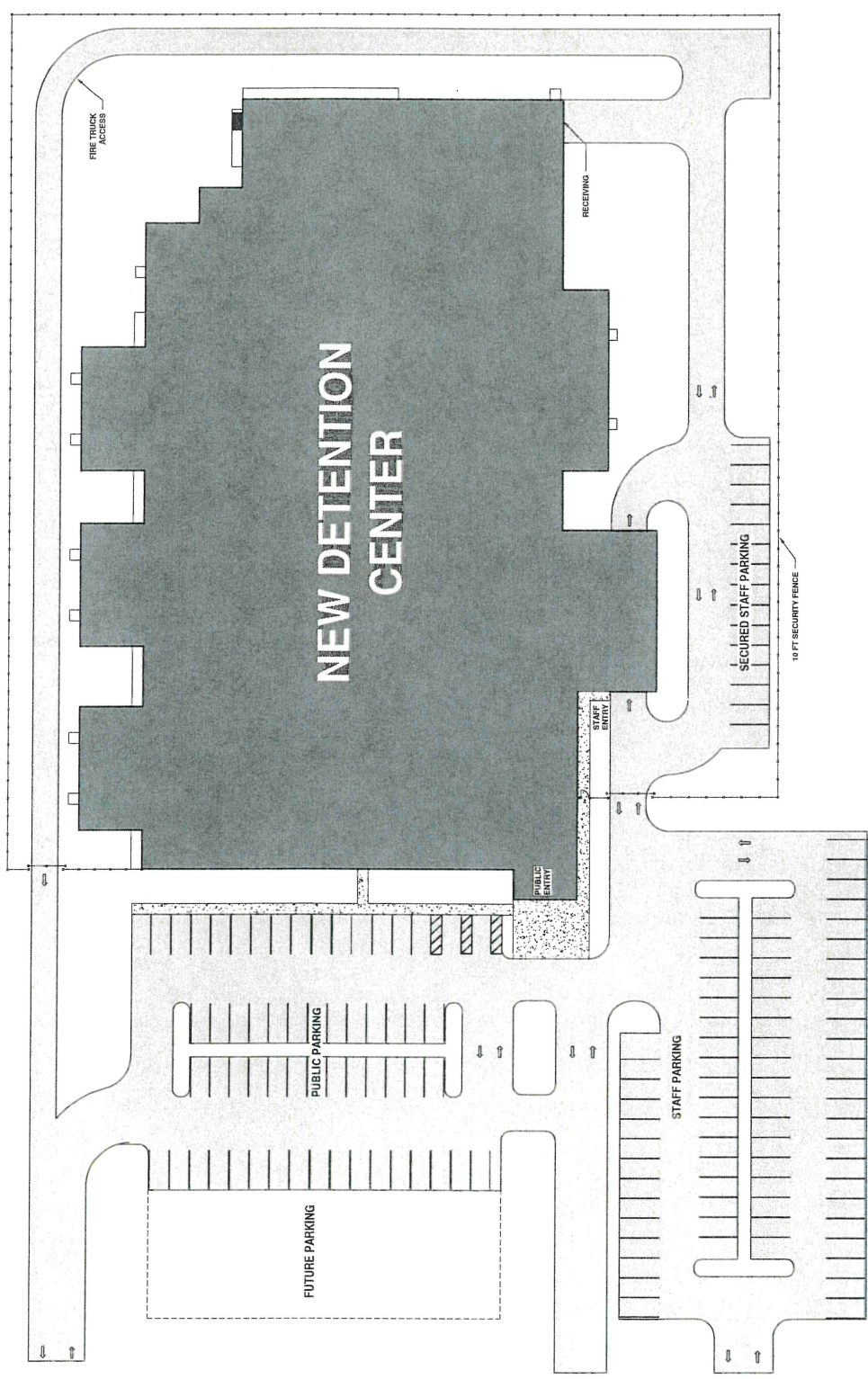
PROPOSED SITE PLAN

DATE	10/15/2018
BY	MOSELEY ARCHITECTS
PROJECT	LANCASTER COUNTY DETENTION CENTER
LOCATION	LANCASTER, SOUTH CAROLINA

LANCASTER COUNTY DETENTION CENTER
SOUTH CAROLINA DEPT. OF CORRECTIONS
LANCASTER, SOUTH CAROLINA

PROGRESS
PRINT NOT
FOR
CONSTRUCTION

MOSELEY ARCHITECTS
1400 NORTH COMMUNITY HOUSE ROAD, 2ND FLOOR, SUITE 205, CHARLOTTE, NC 28277
PHONE (704) 642-1575 FAX (704) 642-1574
WWW.MOSELEYARCHITECTS.COM



PROPOSED SITE PLAN
1" = 30'-0"

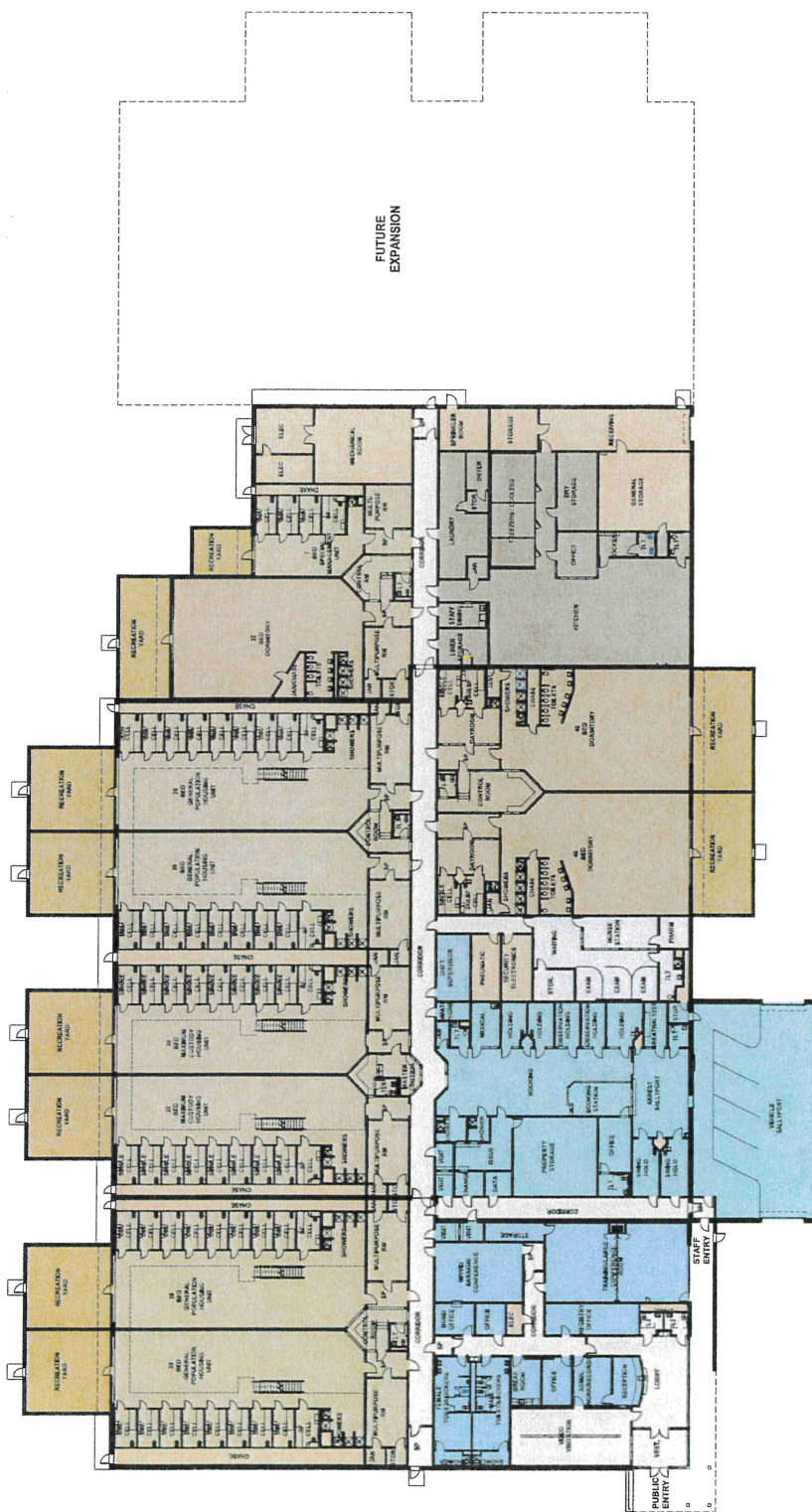
DEPARTMENT LEGEND

ADMIN SUPPORT	BUILDING SUPPORT	CIRCULATION	INMATE HOUSING - CELLED UNITS	INMATE HOUSING - COMMON AREAS	INTAKE/BOOKING	KITCHEN/LAUNDRY	MEDICAL	PUBLIC LOBBY	REC. YARD
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LANCASTER, SOUTH CAROLINA

MOSE

USE ROAD GIBSON BUILDING SUITE 225 CHARLOTTE NC 28227
(704) 540-3754



OPINION OF PROBABLE TOTAL PROJECT COST



Client: Lancaster County, SC
 Project Name: Lancaster County Detention Facility Additions
 Description: Detention Center Expansion / Renovation
 Project #571248 to Existing Jail - 180 new beds OPTION 1

Date: March 30, 2018
 Computed By: DRM
 Checked By: DRM
 Sheet Number: 1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	New Jail Construction - Housing	29,000	SF	\$325.00	\$9,425,000.00
2	New Construction - Support Facility (Booking, Kitchen, etc.)	16,000	SF	\$310.00	\$4,960,000.00
3	New Vehicular Sallyport	2,500	SF	\$200.00	\$500,000.00
4	Recreation Yards	12,000	SF	\$175.00	\$2,100,000.00
5	Interior Renovations to Existing Intake / Admin. Area	5,000	SF	\$150.00	\$750,000.00
6	Existing Jail - Security Integration / Misc. Renovs.	N/A	N/A	lump sum est.	\$2,000,000.00
7	Site Development	N/A	N/A	lump sum est.	\$500,000.00
8	Construction / Design Contingency	N/A	%	10.00%	\$1,823,500.00
9	Cost Escalation Contingency (12 months)	N/A	%	10.00%	\$2,005,850.00
	Subtotal				\$24,064,350.00
	Estimated Construction Cost - Building and Sitework	64,500	SF	\$373.09	\$24,064,350.00
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E of finished space)	N/A	N/A	1.50%	\$360,965.25
2	Site and Construction Testing	N/A	N/A	0.50%	\$120,321.75
3	Misc. Fees / Costs	N/A	N/A	10.00%	\$2,406,435.00
4	Property Acquisition	N/A	N/A	\$0.00	\$0.00
	Subtotal				\$2,887,722.00
	TOTAL ESTIMATED PROJECT BUDGET				\$26,952,072.00
Notes:					
New Jail core space - sized for 400 bed capacity					
New Intake and Booking Area					
New Kitchen, Medical, and Laundry Facilities					
New Housing - (4) 45 bed double-celled units					
Maintain existing beds in older section					
Total rated beds in facility = 301					

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard

OPINION OF PROBABLE TOTAL PROJECT COST



Client:	Lancaster County, SC	Date: March 30, 2018
Project Name:	Lancaster County Detention Facility Additions	Computed By: DRM
Description:	New Replacement Detention Center	Checked By: DRM
Project #571248	315 New Beds - 400 "Core" OPTION 2	Sheet Number: 1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	New Jail Construction	64,400	SF	\$315.00	\$20,286,000.00
2	New Vehicular Sallyport	3,000	SF	\$200.00	\$600,000.00
3	Recreation Yards	7,700	SF	\$175.00	\$1,347,500.00
4	Site Development	N/A	N/A	lump sum est.	\$1,500,000.00
5	Construction / Design Contingency	N/A	%	5.00%	\$1,186,675.00
6	Cost Escalation Contingency (12 months)	N/A	%	10.00%	\$2,492,017.50
	Subtotal				\$27,412,192.50
	Estimated Construction Cost - Building and Sitework	75,100	SF	\$365.01	\$27,412,192.50
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E of finished space)	N/A	N/A	1.50%	\$411,182.89
2	Site and Construction Testing	N/A	N/A	0.50%	\$137,060.96
3	Misc. Fees / Costs	N/A	N/A	10.00%	\$2,741,219.25
4	Property Acquisition	15	ACRES	\$0.00	\$0.00
	Subtotal				\$3,289,463.10
	TOTAL ESTIMATED PROJECT BUDGET				\$30,701,655.60
Notes:					
New Jail "core" space - sized for 400 bed capacity					
New housing: (4) - 39 bed medium security units					
(2) - 40 bed minimum security dormitory units					
(2) - 20 bed maximum security units					
(1) - 32 bed Minimum security dormitory unit					
(1) - 7 bed special management unit					
15-20 acres needed for site area to allow for future					

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard

Lancaster Security

Security Electronics were upgraded in 2009-2010 by Simplex. Simplex continues to service the system and does a good job as they have an office close by in Charlotte. The upgrade consisted mostly of adding touchscreen controls and providing additional cameras. Most of the original cameras and intercoms are still being used. A large portion of security devices is running with exposed conduit and surface mounted on the ceiling or wall. The current system consists of two touchscreens that can control doors, intercoms, paging, and cameras. One touchscreen is at the booking desk and controls both the old and newer building (it would be considered "Master" control). The second touchscreen is in a non-conditioned connector hall that joins the old and newer building. This touchscreen can only control the newer building and is rarely used due to its unsecured hallway location. There are also some additional monitors for viewing cameras and PTZ keyboard at both touchscreen locations. Both touchscreens are in easy access of inmates for a possible takeover.

CCTV

Consist of fixed analog cameras and four PTZ analog cameras being recorded on Vicon Servers with Viconet software. There is a camera in every single bed cell and a single camera in the dayroom portion of the multi-cell locations. Camera coverage is very poor throughout the entire facility. There is little to no coverage in the halls, intake, vehicle sallyport or 44 bed dorm. There are lots of blind spots in all other portions of the facility such as exterior perimeter, kitchen, laundry, and the multi cell housing units.

Audio

Consist of overhead bi-directional speakers with wall mounted push buttons that allow the speakers to be used as both intercoms and paging speakers. Audio is driven by TSK audio boards and PLC controlled relays. Audio appears to be working good and has good coverage.

PLC and Door Control

Consist of Omron CS1 PLC with relay interfacing to devices. The old building only has one controlled door. All other cell doors are manual key locks with no door status indication. Newer building has door control and monitoring for cell, sallyport and transition doors.

Guard Tour

Guard One Pipe system being used.

Duress

There is a standard push button mounted in the hall outside of visitation that is used as a duress button. There were no other duress buttons to be found. Areas such as Medical and Kitchen need to have duress buttons added for better security.

Additional Notes

Office space is shared with Intake/Booking. Vehicle sallyport is not a conditioned space, has poor lighting, and does not monitor the status of roll-up doors.

Mechanical Systems:

The facility consists of the original construction (completed in approximately 1980) and an addition that occurred in approximately 1997. Each facility is served by packaged rooftop heat pump units (approximately 20-25 units), primarily manufactured by Carrier and Trane. The units vary in age with many appear nearing end of life (estimated at 25+ years old) and some units being newer replacements (less than 10 years in age). The units serving the 1997 addition appear to have originally included a powered exhaust system (generally used as part of an economizer operation) that has been removed and abandoned in place. All unit disposal of condensate directly onto the roof surface.

The units are controlled by temperature sensors located within the units. The units are planned to be retrofitted with temperature sensors to allow staff to remotely monitor to help troubleshoot or be alerted to heating/cooling issues.

The ductwork serving the original construction side is run concealed above ceiling spaces. The ductwork serving the 1997 addition is installed exposed in some areas (such as in corridor) and concealed above ceilings or in soffits in others. The 1997 addition ductwork is internally lined with duct smoke detectors installed on return air ducts. According to staff, there are plans to replace four of the rooftop heat pumps serving the facility.

The facility has a manually controlled smoke purge system with four zones for the facility. Each zone is controlled by a manual push button (near intake/booking) that energizes rooftop smoke purge fans and stops operation of heat pump units serving the particular zone. The units and smoke purge switches are controlled through the fire alarm control panel and interlocked with various smoke detectors.



SMOKE PURGE BUTTONS

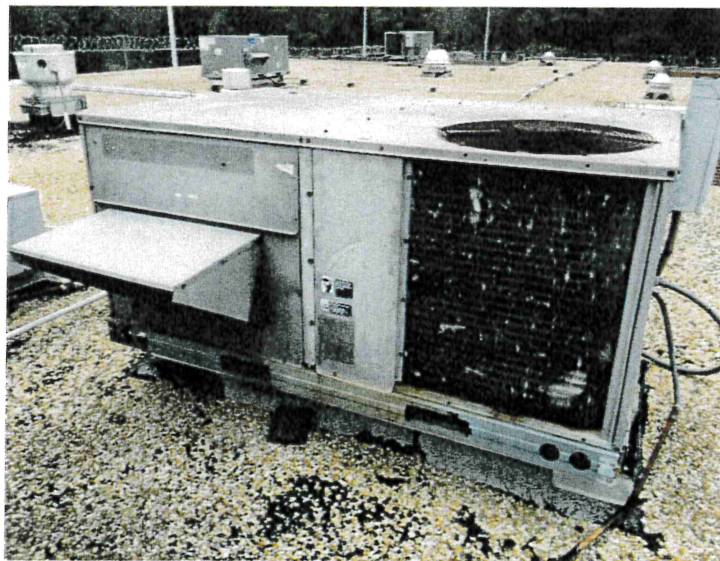
Several rooms, including an electrical/server and nurse's station, appear to have supplemental cooling/heating with portable type air conditioners. Some spaces (such as the 1997 addition control area) were not conditioned and had a noticeable temperature difference compared to surrounding areas.

Grilles are primarily surface mounted throughout and are medium or high-security models in secure locations. They appear to be original construction and are in fair condition.

Exhaust fans are generally rooftop downblast type with aluminum construction. The fans serving the 1997 addition appear to be original construction. The fans serving the 1980 construction appear to vary in age but in general are near the end of life (30+ years old).

The kitchen is located within the original construction (1980) area and is served by two separate kitchen hoods with makeup air fans. The makeup for these hoods is not heated but appears to be in fair to good condition otherwise. The kitchen exhaust fans are manufactured by Captive Aire and appear to be in good condition.

The vehicle sallyport does not have heating and/or ventilation. The area is served by a wet sprinkler system which has the potential to freeze in winter.



ROOFTOP HEAT PUMP UNIT

Plumbing Systems:

Plumbing systems typically consist of prison-grade stainless steel fixtures (manufactured by Acorn or similar) within the secure areas. The fixtures appear to be in fair condition and original construction for the 1997 addition. The age of fixtures is not known for the 1980 construction but appear to be older than the 1997 addition. The shower area adjacent to intake/booking was noted to have both a showerhead and knob that are not ligature resistant or tamper proof. The waste and vent piping for the original construction and 1997 addition is a combination of cast iron and PVC. Supply piping is copper with

fiberglass insulation having an all service jacket. Individual cells have gate valves located within plumbing chases to shut off domestic water lines.



BOOKING/INTAKE AREA SHOWER HEAD

Penal fixture controls are by I-con and per they staff it is difficult to obtain parts and expensive to repair. The controls are located in the many plumbing chases throughout the facility and do not tie into a central control system. The staff is therefore required to manually shut off fixtures that may be repeatedly flushed by inmates.

In the original construction (1980) many of the cells share a main waste line as well as supply lines. Staff stated that this would stop both flushing fixtures from working in the event of vandalism or would flood wastewater from one cell into an adjacent cell.



CELL WASTE PIPING

Kitchen plumbing fixtures consisted of stainless steel sinks and rinse areas. The fixtures are older but in good condition. A pedestal mount mop sink is located within the storage and prep room adjacent to the main kitchen and is in fair to good condition.

The original (1980) construction has two electric water heaters (one 50 gallon and one 120 gallon) located within a main electrical room. The smaller works as a supplement to the larger water heater due to the number of elements that have failed in the larger unit. A new water heater is on site to replace the large unit due to the leaks at the base of the existing unit. The unit being replaced will require plumbing pipe to be reworked in order to install the new water heater (i.e. piping was blocking removal and new installation). The system is served by a newer Bell and Gossett recirculating pump.

The 1997 addition has an electric water (120 gallon, 2013 date of manufacture) that is in good condition and located in the main laundry room. The unit does not appear to have a recirculating pump adjacent to the unit.

Plumbing chases were pointed out by staff to have poor access and be congested. Some chases were on exterior walls with no heat and no insulation on domestic water piping (potential freeze issue). Shower drains from adjacent shower rooms discharge wastewater indirectly or freely into the chase where floor drains capture wastewater.

Several natural gas services are located on the facility site. These services primarily serve as backup generators and some kitchen cooking equipment. Gas piping systems appear to be in overall good condition.

Fire Protection Systems:

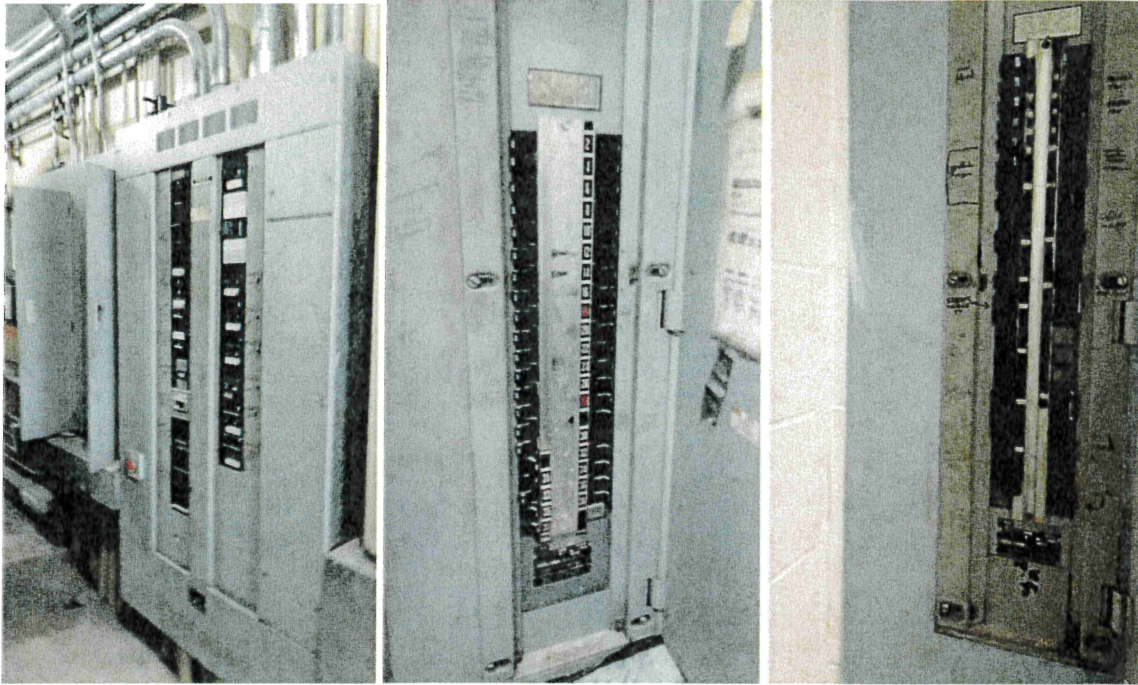
There are two separate fire protection risers installed within the facility. The existing building was retrofitted with a wet pipe sprinkler system, added when the 1997 addition occurred. The systems appear to be in overall good condition. In both the 1997 addition and original construction much of the piping is run exposed within corridors or hallways. Tamper proof or security grade sidewall heads are used primarily in cells and other inmate areas. It was noted that exposed sprinkler piping and upright heads were used in the large dorm area of the 1997 addition which is accessible to inmates.

During a walkthrough staff also pointed out that some of the sprinkler piping obstructed the view of some of the security cameras at various locations.



EXPOSED SPRINKLER PIPING WITH UPRIGHT HEAD

The building has two electrical services furnished from the utility owned pad mounted transformers. Service No. 1 is 208Y/120V and is original to the circa 1979 building construction. The electrical service equipment, as well as most of the distribution panels connected to this service, were manufactured by Federal Pacific which is no longer makes and replacement parts are hard to find. The equipment is in poor condition and at the end of its expected life and should be replaced.



Service No. 2 is 208Y/120V and was installed during the 1997 building addition. The electrical service equipment as well as most of the distribution panels connected to this service were manufactured by Cutler-Hammer, in good condition and should be retained.



The proposed renovation and expansion would require an additional electrical service. Depending on the level of renovation and the size of the addition, it is suggested to upgrade to a 480Y/277V service to reduce the wire sizes to HVAC units and provide more efficient branch wiring for lighting circuits. Equipment in the 1979 construction would be replaced and equipment in the 1997 addition to be retained as much as possible and fed from the new service via a step-down transformers.

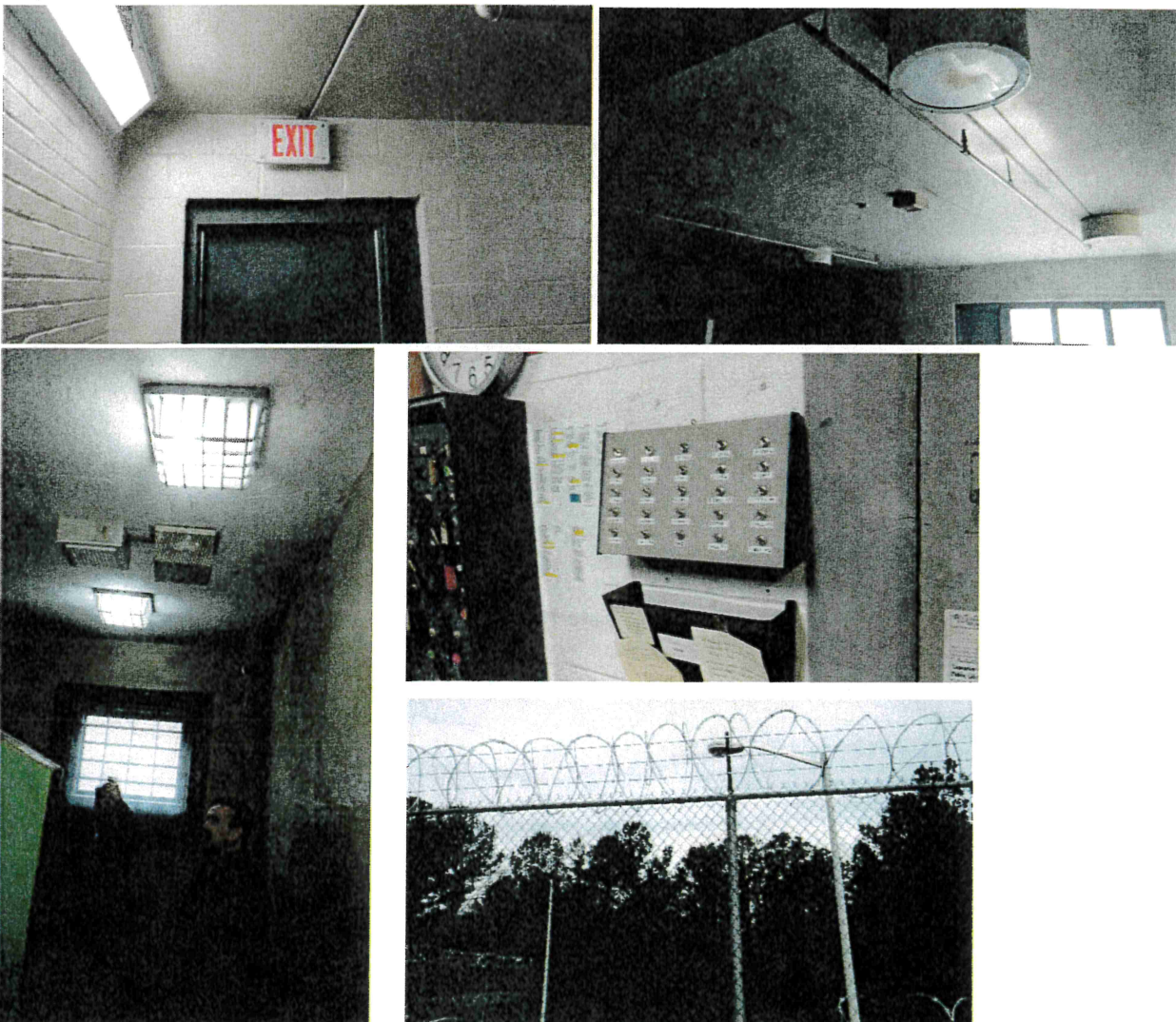
The building is equipped with two natural-gas generators located on the exterior of the building. Both units appear to be installed as part of the addition and in good condition. They are sized to supply the power to both electrical services, especially powering the entire detection portion, of the building in the event of a power failure. There are two additional generators that supply emergency communication equipment.

The current emergency service arrangement is not "code compliant". NEC requires the emergency power supply be separated into three categories each with a separate transfer switch. Category No. 1 is Life Safety which is primarily emergency lighting. Category No. 2 is Legally Required Standby which is typically smoke purge equipment, fire alarm, security, and communications. Category No. 3 is optional which is everything else. Additionally, smoke purge equipment must be in a separate room for normal service equipment. The existing generators are in good condition and could be reused after the corrective equipment is installed. Since correction officers could be endangered during the 10 second period of darkness in the event of power loss, batteries would be installed in select fixtures to eliminate this potential threat.



Lighting is a wide variety of fixtures and lamps types but for the most part, fixtures utilize T-12 and T-8 fluorescent tubes and some incandescent. Most are in fair condition but should be replaced with LED sourced fixtures in renovated areas. LED fixtures would be provided in the addition. Exterior lighting fixtures are primarily an older style pole mounted cobra heads with Metal Halide lamps. There are minimal building-mounted fixtures which may create dark spots near the building. Since the expansion will greatly impact the site layout, the existing light should be replaced with fixtures augmented by building-mounting fixtures both with LED light sources.

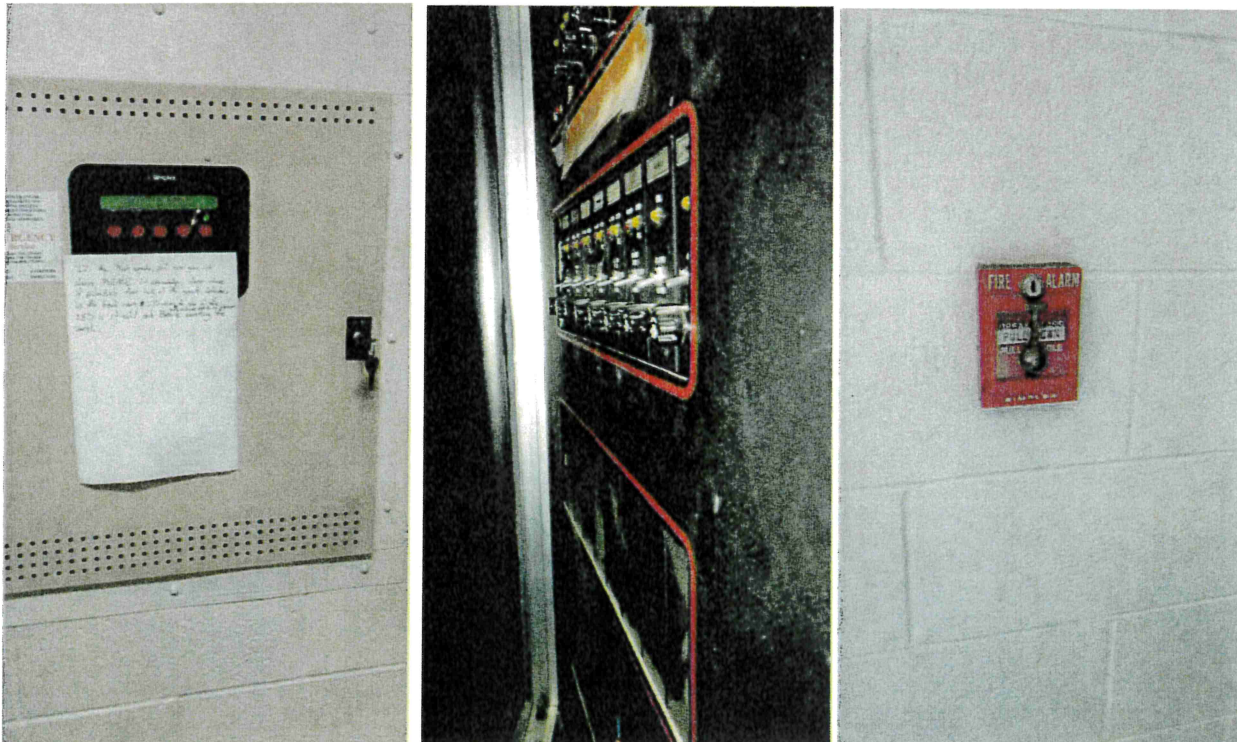
Cell and dormitory lighting are currently controlled by manual switches. It is suggested that the lighting in these areas be remotely controlled. Energy code requires areas that are considered non-secure (primarily administrative areas) have automatic controls which are occupancy based and provide a means to reduce the light level like a dimmer. Exterior lighting can be controlled by either timeclock, photocell or both.



The kitchen is undersized for the planned expansion. The equipment is in fair condition but consideration should be given to replacement of all the current equipment. Since the electrical service will be upgraded to 480V, equipment with higher power utilization should be provided at the higher voltage. The current kitchen equipment utilizes gas where possible and this practice should be implemented in the renovated kitchen.

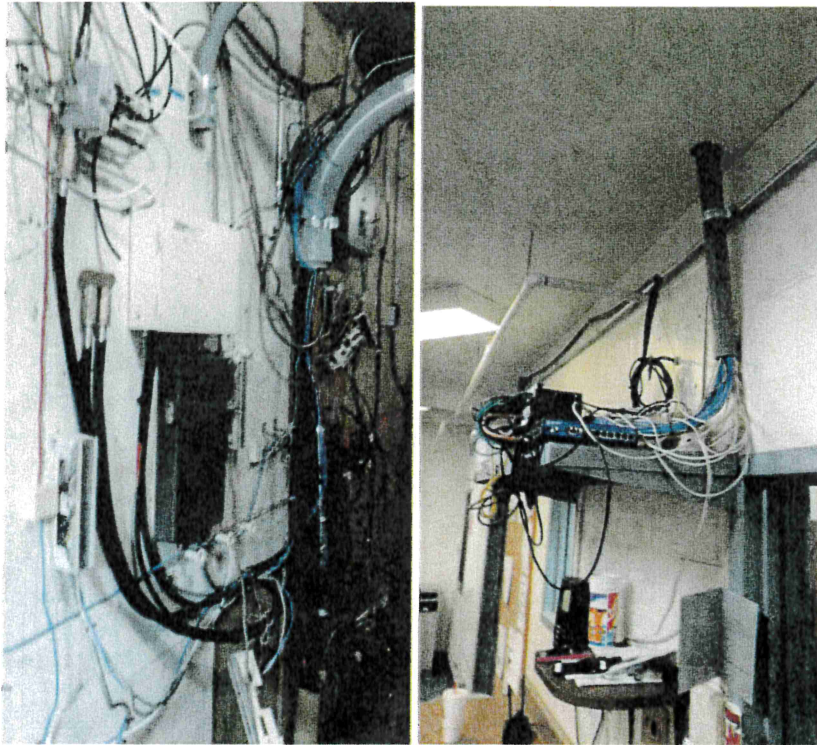


The fire alarm system for the building is manufactured by Simplex and was replaced in 1997. However, the panel is outdated and will not support a major expansion. A new system will be provided and all of the existing devices and wiring replaced. The existing conduit may be reused to help reduce the cost of the system.



The smoke purge system is currently a manual only system and is not code compliant. A new smoke purge control panel will be provided and interfaced to the replacement fire alarm system for automatic operation of the smoke purge system. The new control panel will also provide for manual operation of the smoke purge equipment plus give a graphic indication of the operation of the equipment.

The data system is a collection of data racks and server in various parts of the buildings. It is apparent the system has been piecemealed over the years but appears to be functional. It is suggested to either create dedicated spaces for this equipment that can have its own stand-alone HVAC system. It is also suggested to install cable tray to facilitate the routing of the cabling.



MOSELEYARCHITECTS

11430 N. Community House Road
Suite 225
Charlotte, NC 28277
P: (704) 540-3755

Project Launch – Lancaster County Planning Committee Agenda

Project: Lancaster County Detention Space Needs Assessment

Date: September 28th, 2017 (1:30pm)

Introductions and Project Overview

- County remarks
- Sign-In sheet

Project Team

- **Moseley Architects' study/design team:**
 - *Dan Mace – Principal in Charge, Project Architect*
 - *Todd Davis – Director, Criminal Justice Planning and Development*

What is the Mission of the Detention Facility?

- What purpose should it serve for this community?
- What does it lack to better serve its purpose?
- Concerns and issues related to this project?

Discussion of Assessment and Planning Process

- Define key tasks and priorities.
- Define communications and committee role.
- Discuss schedule.
- Data needs and sources.
- Establish a single point of contact for the county. This will be a representative of the county responsible for coordination and distribution of information throughout this phase of the project.

What is the Deliverable for this Phase?

- Project county and inmate population out to a 20-year planning period.
- Analyze types of beds (classification) and size of housing units.
- Study types of housing unit design and supervision preferences –tour of other facilities.
- Interview stakeholders and review space needs questionnaires.
- Develop detailed space needs program based on forecast and questionnaires.
- Prepare conceptual plans for options under consideration.
- Prepare estimates of probable construction costs.
- Develop operational staffing plan for chosen options.
- Submit a final report.
- Make necessary presentations to inform county and public of determinations/ recommendations

Plan Next Meeting Date

- Next Meeting Date

Adjourn

Existing Facility Tour

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR LANCASTER COUNTY JAIL PHASE ONE PROGRAMMING

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive. This document will assist the planning team to develop the necessary administrative and supporting "core" needs of the detention center going forward.

Please answer every applicable question, and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Deborah J. Horne_____

Your Department: Lancaster County Detention Center_____

Your Division within the Department (if applicable): Corrections

Your Telephone Number: (803) 313-2125

Your email address: dhorne@lacoso.net

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR LANCASTER COUNTY JAIL PHASE ONE PROGRAMMING

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Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Capt. Larry Deason

Your Department: Lancaster County Detention Center

Your Division within the Department (if applicable): Corrections

Your Telephone Number: 803-313-2168

Your email address: ldeason@lacoso.net

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR LANCASTER COUNTY JAIL PHASE ONE PROGRAMMING

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Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: LT. STACY R. HATFIELD

Your Department: LANCASTER COUNTY DETENTION CENTER

Your Division within the Department (if applicable): CORRECTIONS

Your Telephone Number: 803-313-2224

Your email address: SHATFIELD@LACOSO.NET

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

Services and functions: We are responsible for detaining Pre-Trial inmates, (those awaiting trial), Sentenced Inmates, (those serving 90 days or less on Magistrate and GS sentences, and Family Court inmates serving time, regardless of the amount of that sentence. We are governed by State guidelines, including complying with Minimum Standards, as set forth by the South Carolina Department of Corrections. We also have a Policy and Procedure Manual, and comply with these policies, that are derived from Minimum Standards of SCDC.

Operational goals and objectives: Complying with Minimum Standards as allowable, given the shortage of space. Having a safe and secure facility to house inmates, and an environment that is safe not only for officers to work in, but also a safe place to house inmates. Also, to make sure all inmates are treated with dignity and respect, while still maintaining order and control of the facility.

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

Changes anticipated: A new facility is desperately needed to be able to meet the requirements of Minimum Standards. While the officers and staff do a great job with complying with standards with the current facility, there are some that we cannot comply with due to lack of storage space, bed space, and staff shortage.

Why? Lack of space and staff shortage

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five years. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now?	How many in 10 years?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
			Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:						
Detention Administrator	1	1	1	0	0	0
Administrative Assistant (Staff)	2	6	2	2	0	0
YOUR RESPONSES:						
Shift Sergeant	4	4	0	2	0	0
Shift Corporal (Eliminate this position)	4	0	0	0	0	0
Shift Lieutenant	0	4	0	2	0	0
Correctional officers	24	36	0	2	0	0
Floater	2	2	0	0	0	0
Victim's Advocate	1	1	0	1	0	0
Administrative Assistant	0	1	0	1	0	0

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

We would need at least 2 different styles of visiting/conference areas. We would need one area for holding staff meetings, interviews, etc. We would also need another type of area to meet with inmates families, outside visitors, etc. This area should be accessible for both contact and non-contact visitation. It should be accessible by a window to speak with the visitors through, or another area to have contact visits. This does not include any type of visitation for inmates, this is strictly for staff interaction.

5. Does your department/department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 3-4

What is the maximum number? 8-10

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

☒ Daily ☐ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? _____

What is the maximum number? _____

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Staff meetings, meetings with families
Pass on info between shift change
In-House Training
Inmate Training/Meeting Room

Should be ADA compliant

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Phone and Internet access

Is your group responsible for staging public meetings?

☐ Yes

☐ No

If so, how often and for how many attendees?

7. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

☐ Yes

☐ No

If yes, please describe briefly.

Need at least 2 copiers, Currently we have 3.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

8. Does your department/division have centralized files?

☐ Yes

☒ No

If yes, do you expect the quantity of paper/hard copy files you must keep to increase over time?

☐ Yes

☒ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	0	6	0	0	0
Inactive files in your office area	0	0	0	0	0
Inactive files <u>not</u> in your office area	0	30	0	8	0

What percentage of your inactive files could be stored away from your department/division's office area?

100% if they are in the same building

0 % if they are not in the same building

Other than filing, for what items does your department/division require storage space?

Office Supplies
Cleaning Supplies
Inmate Property
Inmate Clothing and Supplies
Officers Personal Property (Such as Lockers to put it in)

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

10. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

Inmate Medical at Intake
Magistrate's Office

What types of spaces or building features would help your group to more effectively interact and collaborate with other departments?

Area for other Law Enforcement to Meet/Interview Inmates
Training Room for us and other Law Enforcement
Courtroom/Video Bond Hearings

11. Describe any special requirements or concerns your department/division may have regarding security.

Good cameras for entire facility(Both inside and outside)
Emergency Generators for entire facility
Large amount of video data storage

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Specialized Plumbing for Corrections/Jail
LED Lighting Sufficient to meet Minimum Standards
Sufficient Hot Water Heaters for entire facility(Including separate ones for Kitchen, Laundry, and Inmate use)
Tamper Proof lighting throughout
Sufficient water Pressure for all items that use water

13. How many copiers does your department/division have? 3

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

How many fax machines? 3

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

Energy Efficient Facility
Facility that will accommodate Growth
Compliant with all State, Local and Federal Governments

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.

MOSELEYARCHITECTS

LANCASTER COUNTY DETENTION CENTER SPACE PROGRAMMING QUESTIONNAIRE: MAGISTRATE NEEDS

This questionnaire will give the Moseley Architects team an initial understanding of some of the issues that are important in the planning and design of space for your department in the Lancaster County Detention Center. The design team will also meet with you in person to discuss these and other issues in more detail, but the time you spend responding to the questions below is extremely valuable in "jump starting" the face to face discussions, and in focusing everyone's thinking on some of the relevant issues prior to that meeting.

Please answer the questions as they apply to your specific department or division within the department. *Just click within the gray boxes to enter your response. For "Yes" and "No" or other check boxes, double click the appropriate box and select "Checked". Then click "OK".* Feel free to print the questionnaire and complete it by hand if you prefer.

Please answer every applicable question as accurately and thoughtfully as you can. The quality of information you provide has a direct impact on the success of the project. Please make an effort to realistically answer the questions about future staffing levels based on your staffing history and projected changes in population, case filings, or services, and other factors that may be relevant.

Feel free to attach additional sheets if needed. Your time and effort is appreciated, and we look forward to meeting with you!

Your Name: *Van K. Richardson*

Your Department/Division Within the Department: *Lancaster County Centralized Court*

Your Telephone Number: *803-416-9401*

Your Email Address: *vrichardson@lanastercountysc.net*

SPACE PROGRAMMING QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs, and indicate major operational goals and objectives.

Services and functions:

Dispose of traffic, criminal and civil cases in a timely manner as required by SC Court Administration.

Be accessible to law enforcement for the review and issuance of arrest and search warrants when needed.

Conduct bond hearings twice daily as required by SC Court Administration.

Conduct Preliminary Hearings once per month in conjunction with the Solicitor's office.

Conduct Jury trials one week each month.

Operational goals and objectives:

The Lancaster County Centralized Magistrate Court's goal is to provide the citizens of Lancaster County with a fair and impartial Summary Court.

SPACE PROGRAMMING QUESTIONNAIRE

2. What changes do you anticipate in your services or functions in the next ten years, and why?

Changes anticipated:

Increase in workload which will increase the need for more staff, building space, and parking.

Why?

The Northern part of Lancaster County is one of the fastest growing areas in South Carolina.

SPACE PROGRAMMING QUESTIONNAIRE

3. Please list the job title of each position currently budgeted and authorized for your department/division. Adjacent to each job title, indicate how many such positions are currently budgeted and authorized. This tells us what your current staff breakdown is. Then, to the best of your ability, indicate in each column the total number of budgeted and authorized positions you think there will be for each job title in future years 2022, 2027, and 2032. Base your estimate on how you believe the amount and nature of your department/division's services and workload will change. Add new job titles for the future if appropriate. Then indicate what type of workspace is required for each position. Examples of the intended response format are shown below.

Job Title	How many now?	How many in 5 years?	How many in 10 years?	How many in 20 years?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
					Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:								
Clerk of Court	1	1	1	1	x			
Deputy Clerk	5	6	6	7			x	
Administrative Assistant	3	4	5	5			x	
YOUR RESPONSES:								
<i>Legal Process Clerk</i>	6	7	8	10			x	
<i>Bond Court Clerk</i>	1	1	1	1			x	
<i>Expungement Clerk</i>	1	1	1	1			x	
<i>Magistrates</i>	4	4	5	5	x			
<i>Constables</i>	2	3	3	4		x		

4. What percentage of your staff is female? 65% male? 35%

SPACE PROGRAMMING QUESTIONNAIRE

5. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

Yes

If yes, please describe features that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

I Main window with 4 counter stations for taking payments and assisting customers with filings and questions. Behind the window will be cubicles to accommodate all clerks. Desk top computers, telephones and a central copier and fax machine will be necessary in this area.

6. Describe any special space or functional requirements that are important for the particular types of customers you interact with.

During traffic, criminal and civil court we experience a heavy flow of customers appearing for court and paying tickets and fines. We need a lobby to accommodate 30 customers and an area for a court security person who can monitor activity throughout the building using security cameras.

One large courtroom that seats 125 people, a jury room for 6-8 jurors, 2 additional small courtrooms that will accommodate 20 people each.

7. Does your department/division deal directly with visitors other than customers on a regular basis (for example, vendors, staff from other departments, etc.)?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

If yes, describe any special space or functional requirements that are important in dealing with these visitors. Feel free to suggest features that are different from your current space or method of doing business.

Law Enforcement including Sheriff's Office Deputies and Investigators, SC Highway Patrol Troopers, Department of Natural Resource officers, Animal Control Officers and Building and Zoning Officers, Solicitors, Defense Attorneys and Defendants will all be visiting on jury trial weeks, therefore several small offices would be of great use for these people to use in negotiating there cases in a private setting.

8. Does your department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 5

What is the maximum number? 30

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

9. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☐ 2 to 3 times a week ☒ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 14

What is the maximum number? 25

For what types of meetings will the space(s) be used?

Staff Meetings, Meetings with law Enforcement, Solicitors and clients.

SPACE PROGRAMMING QUESTIONNAIRE

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Video Conferencing equipment to Detention Center for bond court and to the Main Courthouse possibly for preliminary hearings and various other hearings and or meetings and presentations.

10. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter, microfiche reader/printer)?

☐ Yes

☒ No

If yes, please describe briefly.

11. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy centralized files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

SPACE PROGRAMMING QUESTIONNAIRE

12. Please indicate below the number of centralized file storage units of each type you have now. Include only centralized files used by multiple staff and/or customers. Do not include files that are (or should be) in a staff member's individual office or workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	12	6			
Inactive files in your office area	4	0			
Inactive files <u>not</u> in your office area	Not sure	In archive			

What percentage of your inactive files could be stored away from your department/division's office area?

100 % all files are sent to archives after retention period.

Could those inactive files be stored at a location other than your building?

☒ Yes

☐ No

13. Other than filing, for what items does your department/division require storage space?

Computer equipment, video and audio equipment and security equipment.

14. Describe any special requirements or concerns your department/division may have regarding security.

All areas inside and outside the building are equipped with surveillance cameras which are monitored by a court security officer. Judges and staff need private entry and exit and restrooms.

SPACE PROGRAMMING QUESTIONNAIRE

15. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Courtrooms need video/audio equipment with computer connections for judges, defense, and solicitor. Video Monitor so the jury can view from the jury box.

16. How many copiers does your department/division have? 3

How many fax machines? 2

18. Please describe any special parking needs or considerations your agency/department may have:

Parking for Judges and Staff need to be in a private secure area. 100- 125 parking spaces would need to be available due to the number of people required for court on jury trial weeks.

SPACE PROGRAMMING QUESTIONNAIRE

19. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

Current square footage of the Magistrates Office including courtrooms is approximately 10,500. This would be the minimum space required since there is no expansion of any type in the current facility.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you!