

Lincoln County Sheriff's Jail PREA Staffing Plan January 1, 2014

The Lincoln County Sheriff's Office Jail has developed the following plan to ensure adequate staffing levels and video monitoring to protect inmates from sexual abuse:

The Lincoln County Sheriff's Jail is a small 40-bed jail and staffing is based on the number of staff available. We are authorized 14 staff members which include 1 Captain (Jail Administrator), 2 Corporals (one is the primary Jail Supervisor and the second Corporal is the Communications Supervisor), and 11 Jail Deputies.

The Control Room has visibility of all the housing areas, the library, recreation yard, and visiting by both physical view of these areas and by video. Visibility of all other areas is by video from the Control Room. The Booking Area is a high traffic area for staff conducting bookings and releases, inmate property issues, and escorting inmates to the Medical Unit, the Kitchen, and the Laundry. In addition to the security staff, two nurses and the Food Service Director are in these areas. The presence of custody and non-custody staff in this area allows for continual visual supervision of inmates.

The Control Center doubles as Control Room for the jail and as the Department telephone operator, 911 call taker and dispatcher to three Law enforcement agencies, and five fire departments/ambulance services. Minimum staffing for a typical day shift is three deputies and two on the night shift. The deputies currently work 8-hour shifts. The first full week and the third week of the month are scheduled District Courts weeks with the heaviest day of the week being Friday. The current schedule does very well for supervision of inmates. The schedule was recently changed from a 12-hour shift to the 8 hour shift to reduce Fair Labor Standards Act (FLSA) overtime costs and improving supervision of inmates.

Staffing ratio is 40 inmates to one or two deputies on a normal day. Night shift deputies (6 pm to 6 am) are required to conduct rounds every hour. Suicide watch rounds occur every 15 minutes.

The Lincoln County Jail is equipped with video monitoring and recording. There is a camera in every housing area covering the common areas, hallways to the different areas of the jail, the recreation yard, library, visiting area, booking, Sallyport, kitchen, and laundry. Because the jail is in same building complex as the Lincoln County Sheriff's Office, the Lincoln County Courts, and other Lincoln County offices, there are also cameras in the Sheriff's administrative side and the shared lobby. There are also cameras in the two courtrooms, the secured hallway behind the courtrooms and the secured hallway between the jail and the court hallway. Cameras are in place in the main entry of the Lincoln County Courthouse building and around the entire perimeter of the complex.

The Lincoln County Jail and Lincoln County Sheriff's Office also have an intercom system, with intercoms at the various secured doors throughout and in each housing area, and in individual cells. The intercom system allows inmates to communicate with the Control Room and the Control Room is able to initiate communication with all the intercoms throughout the facility.

In developing the above staffing plan, the Lincoln County Sheriff's Jail considered the following factors:

- 1) *Generally accepted detention and correctional practices:* The Lincoln County Sheriff's Office continually looks at National Institute of Corrections updates and other organizations updates. Lincoln County is a member of the American Jail Association, and the Colorado Jail Association. We constantly network with other jails in the State of Colorado and some jails out of state to keep up to date, and seek better ways to ensure safety and security of the facility.
- 2) *Any judicial findings of inadequacy:* The Lincoln County Jail has not had any judicial findings of inadequacy.
- 3) *Any findings of inadequacy from Federal investigative agencies:* The Lincoln County Jail has not had any Federal investigative findings of inadequacy.
- 4) *Any findings of inadequacy from internal or external oversight bodies:* The Lincoln County Jail has not had any findings of inadequacy by internal or external oversight bodies.
- 5) *All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated):* There were numerous areas within the jail with "blind spots". With the addition of several more cameras, the "blind spots" have been virtually eliminated.
- 6) *The composition of the inmate population:* The composition of Lincoln County's inmate population varies. Most of the inmate population that Lincoln County sees is either: local residents of the County that violate various state laws; warrants from other jurisdictions from the substantial amount of highway traffic through the County; and some prison discharges on parole from the local State Prison with local charges pending. The jail does not have a high number of sex offenders.
- 7) *The number and placement of supervisory staff:* The Jail Supervisor and Communications Supervisor share each other's duties. The Jail Supervisor has the additional responsibility of coordinating Transports, coordinating Court Security on Court days, and conducting concealed weapons permit background investigations. The Communications Supervisor has the added duty of being responsible for the Sheriff's Office information technology. The Jail Administrator, besides overall responsibility of Jail Operations and Administration, conducts some transports, coordinates extraditions transports from out of state, and some Sheriff's Office administration and patrol duties. The two supervisors, along with the Jail Administrator are placed to assure adequate supervision to prevent and detect sexual abuse within the Lincoln County Jail.
- 8) *Institution programs occurring on a particular shift:* Programs in the Lincoln County Jail include group therapy sessions with Centennial Mental Health on substance abuse

issues, and religious programs with a local pastor. Both of these programs are conducted in the jail library, and are overseen by the Control deputy and general floor deputy.

- 9) *Any applicable State or local laws, regulations, or standards:* There are no applicable State or local laws, regulations or standards that apply to staffing in a county jail.
- 10) *The prevalence of substantiated and unsubstantiated incidents of sexual abuse:* To date, the Lincoln County Jail has not had any substantiated incidents of sexual abuse. The jail has had one unsubstantiated incident of sexual abuse to date. Given the low reporting rates of sexual abuse in the jail, it was determined that additional staff supervision was unnecessary.
- 11) *Any other relevant factors:* The biggest factor related to shortage of staffing is a staff member calling in sick. When that happens, an employee on his or her day off has to be called in to cover the shift. When a vacation is scheduled, the Jail Corporal who does the scheduling will adjust the employee schedule to assure that there is coverage. Transports are scheduled normally with on-duty personnel, but at times, overtime is used to conduct transports. At times, the Jail Captain/Administrator also conducts transports. We also utilize TAC (Transports Across Colorado) which is a group consisting of the various transport units of the various Colorado jails transport units to assist with transports as well as lend our services in transports to other agencies. The Jail Administrator and supervisors are careful to ensure sufficient staff coverage at all times, even during employee leave or sick time.