

Pitkin County Jail

Staffing Plan

September 25, 2013

Updated 02/14/14

As mandated by Sheriff Joe DiSalvo in January 2011, the Pitkin County Jail has a daily shift minimum staff of 3 jail officers for each shift. These shifts are the day shift (0745 to 1545) and swing shift (1530 to 2330). This minimum is in keeping with our philosophy of direct supervision, the reality of custody staff that perform a multitude of security and operational functions, and our desire to accommodate the public as well as our law enforcement constituents.

During day and swing shifts, the detention officers will make every effort to: have one officer in the inmate multipurpose room when inmates are present; ensure that all female inmates stay within direct line of sight when in the multipurpose room; provide in-person-direct supervision during gym time; and enforce all jail rules pertaining to inmate conduct in the multipurpose room and in their individual dayrooms.

The graveyard shift (2230 to 0800) is staffed by a single detention officer. This minimum is based: on the lockdown status of the inmate population in single cells, the use of video backup by the communications staff, and the use of patrol staff to assist with arrests when necessary. Lockdown for all inmates occurs during the overlap period when swing shift is ending and the graveyard shift is commencing. The graveyard officer will: call for patrol backup whenever it is necessary to open an inmate's door after lockdown, request patrol back up for incidents involving combative or disruptive arrests, notify communications of their own movement inside the jail, and respond to routine communications status checks. Additionally, the jail officer will do irregular and timely room checks on all inmates, verifying that the inmate is in an acceptable condition in their room throughout the night. The booking room, multipurpose room, maximum custody dayroom, work release section, women's dayroom, and the gym are all equipped with motion-sensitive 24 hour camera surveillance.

The following factors have been taken into consideration in formulating this staffing plan:

- 1) *Generally accepted detention and correctional practices:* The accepted inmate to staff ratio is 55 inmates to one staff member, according to the American Jail Association. Our average daily population for the past 10 years has been less than 16 inmates which gives us a ratio of approximately five inmates to one staff member. Also, as per ACA Core Jail standards our

officer posts are located adjacent to inmate living areas to permit officers to see or hear and respond promptly to emergency situations.

- 2) *Any judicial findings of inadequacy:* There are no judicial findings of inadequacy associated with the operation of this facility.
- 3) *Any findings of inadequacy from Federal investigative agencies:* There are no findings of inadequacy from any federal investigative agency associated with this facility.
- 4) *Any findings of inadequacy from internal or external oversight bodies:* There are no findings of inadequacy from any internal or external oversight body.
- 5) *All components of the facility's physical plant (including "blind spots or areas where staff or inmates may be isolated"):* There is no direct line of sight from the booking room or the multipurpose room officer work station to the gym. Jail procedure provides that inmate use of the gym make take place only when there is an officer present at all times during scheduled or unscheduled gym time. Additionally, there are two motion sensitive cameras that cover the entire area of the gym.
- 6) *The composition of the inmate population:* The Pitkin County Jail houses both male and female adult offenders. Since the space provided for the female inmates' dayroom lacks the size and access to the multipurpose room, the Pitkin County Jail allows for female inmates to access the multipurpose room at the same time as male inmates. Officers must be in a post that allows for observation of female inmates at all times while they are in the multipurpose room. Female inmates are required to wear striped uniform tops to distinguish them from male inmates at a glance. Standard inmate interaction rules apply (no touching, etc.). Females must close (thus securing) their dayroom door whenever they enter or exit their dayroom.

All inmates are classified using the North Pointe Objective Classification System decision tree. Unless there is previous in-custody behavioral history, all new inmates are confined to the maximum custody section of the jail until classification and behavior observation has been completed. Inmates who cannot comply with the jail rules or are in need of administrative segregation or max status due to their classification, or as a result of disciplinary proceedings may be confined to the jail "supermax" section and the adjoining dayroom.

Inmates that are classified as general population and have demonstrated appropriate behavior and demeanor while in general population and are deemed to be socially compatible may be housed together in the two double bunk bed dormitory rooms during periods of high population.

The Pitkin County Jail does not regard race when housing inmates except where lack of a common language may cause tension in the dayroom with regard to TV viewing, etc. Similarly, the Pitkin County Jail does not regard an inmate's mental illness or intellectual disabilities as a housing factor except in such cases where the inmate may be at a disadvantage in their ability to

access commonly shared dayroom amenities (shower, TV, etc) or be victimized or bullied by other dayroom occupants.

- 7) *The number and placement of supervisory staff:* The Pitkin County Jail has two mid-level managers which gives the staff a one manager to five FTEs span of authority. These mid-level managers divide ten weekly shifts between them for supervisory coverage. These mid-level managers work alongside line staff and frequently account for one of the three officers required for minimum staffing. They are continually monitoring staff as well as the inmate population.
- 8) *Institution programs occurring on a particular shift:* All programs involving outside volunteers are conducted in the multipurpose room within sight of any officer in the booking room. Gymtime requires an officer's presence. Yoga class is held in the gym and is monitored remotely from the two cameras that have a full view of the area. Yoga instructors are given instruction on how to use a jail radio handset to communicate with staff.
- 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:* The Pitkin County Jail has not experienced an in-custody sexual assault in over 25 years. The women's dayroom was the scene of the last allegation 25 years ago and has since been equipped with a 24 hour motion sensitive camera.
- 11) *Any other relevant factors:* Transporting officers are assigned from the detention and/or patrol staff based on the nature of the transport, the gender of the inmate, and the inmate's classification. Female inmates require either a same-gender escort or two officers. Mileage/time is noted through dispatch from the beginning of the transport to its destination and back.

Jail supervisors (including D IVs and D IIIs) shall note the disposition of all officers on any shift on an irregular basis. This accounting will also be unannounced. The officers will sign off on the daily inspection sheet that this accounting was accomplished. A patrol director will account for the disposition of the graveyard officer by visiting the jail unannounced and irregularly after the jail graveyard shift begins and prior to the end of their shift. The patrol director shall note such accounting on the patrol blog.

At the conclusion of each schedule period, a jail supervisor will review the immediate past schedule and document the days where the established staffing plan was modified and the reasons why and how this modification occurred. This documentation shall be kept with the schedules in the Operations Officer's files.