

OAKLAND COUNTY

LAW ENFORCEMENT – JAIL COMPLEX



BUILDING PROGRAM

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BUILDING PROGRAM
FOR THE
OAKLAND COUNTY
LAW ENFORCEMENT-JAIL COMPLEX

Prepared for
Oakland County Board of Auditors
And
Oakland County Board of Supervisors
By

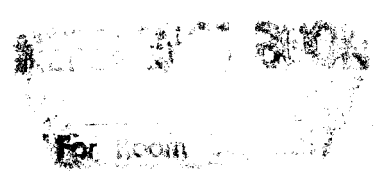
Oakland County
Department of Facilities and Operations
Facilities Engineering Division

From Data and Information Furnished By:

Oakland County Sheriff's Department
Oakland County Health Department
Oakland County Civil Defense

June 1967

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PREFACE

It is the purpose of this Building Program to, first, furnish justification for the construction of the Law Enforcement-Jail Complex and secondly, to provide a means by which the needs of the County may be conveyed to the Architects and Engineers in order that these planners may design a better and more functional facility.

Modern buildings are much more complicated than were their counterparts of a few years ago. The addition of air conditioning alone would make this so if for no other reason. In addition, consideration must be given to the use of new sophisticated material and equipment which are constantly in a state of revision or improvement. Special equipment, such as automatic fire detecting devices, central control panels, data processing facilities, built-in communications and many other mechanical and electrical devices that were unheard of in buildings not too many years ago must be considered in detail. Light intensities which would have been considered entirely adequate a short time back are now considered entirely inadequate. All of this, coupled with the ever-increasing cost of construction materials and labor, not only is making planning of buildings more complicated and difficult but is making the cost of construction something to cause concern.

PREFACE

(Continued)

Literally hundreds and thousands of messages must pass from the County staff to the Architect and Engineers, conveying the County's needs, wishes, likes and dislikes, interest, theories, problems and a multitude of other items, in such a manner that these may eventually be transformed satisfactorily into concrete and steel. In practically all cases where a building fails to perform the function for which it is intended, the fault usually is not the client's or the Architect's knowledge but the lack of communication between one another.

It is for these purposes that this detailed written Building Program has been assembled.

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ESTIMATED COST

The estimated costs shown on the next page are based on square footage and cost figures that are preliminary and should only be used as an approximate indication of the final cost and area of this project. The construction cost per square foot for the Law Enforcement section is based on the historical cost for office type facilities constructed by the County in recent years, updated to reflect current construction costs. The cost for constructing the jail section was based on an educated estimate of cost for that type of structure. There are no comparison figures available that can be used to check the projected jail section cost, and thus this cost figure may be in error.

The total square footage calculated for this Complex was based on two assumptions. The first was that the general area for the jail section should be 25 percent of the total area. This percentage is valid for an office type facility but may be too low for a jail facility. The other assumption was that the State requirement of a minimum of 52 square feet per inmate is net area and not gross area. If this requirement is gross area then a substantial area can be deducted from the space requirements. Thus, until actual plans are drawn, and the building materials selected, the cost and areas listed can only be used as approximate indications of the final results.

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ESTIMATED COST

CONSTRUCTION

LAW ENFORCEMENT SECTION

Sheriff's Department			
27,050 sq. ft. @ \$33	=	\$892,650	
Civil Defense			
865 sq. ft. @ \$33	=	\$ 28,545	
Emergency Operating Center			
9,400 sq. ft. @ \$20 *	=	\$188,000	
County Morgue			
3,880 sq. ft. @ \$40	=	\$155,200	
Law Enforcement Total			\$1,264,395

JAIL SECTION

65,960 sq. ft. @ \$30	-----	\$1,978,800
<u>SITE DEVELOPMENT</u>	-----	\$ 200,000
(Parking Lots, Utilities & Landscaping)		
<u>CONSTRUCTION CONTINGENCY</u>	-----	\$ 345,805
Total Construction Cost		\$3,789,000

ARCHITECT-ENGINEER

Architectural Fees		\$200,000
Survey & Soil Tests		\$ 2,500
Construction Supervision		\$ 15,000
TOTAL ARCHITECT-ENGINEER	-----	\$ 217,500
EQUIPMENT AND FURNISHINGS **	-----	\$ 600,000
ADMINISTRATIVE EXPENSES	-----	\$ 5,000
TOTAL ESTIMATED COST		\$4,611,500

* Estimated construction cost to County assuming Federal matching funds for Emergency Operating Center

** Pending Federal legislation could provide funds for some equipment which could reduce this figure.

SPACE REQUIREMENTS SUMMARY

LAW ENFORCEMENT SECTION

	Net Area		
Sheriff's Department	20,275 sq. ft.		
Civil Defense Offices	650 sq. ft.		
Emergency Operating Center	7,050 sq. ft.		
County Morgue	2,920 sq. ft.		
Total Net Area		30,895 sq. ft.	
General Use Area (25%)		<u>10,300 sq. ft.</u>	
TOTAL LAW ENFORCEMENT AREA			41,195 sq. ft.

JAIL SECTION

Service Units	22,470 sq. ft.		
Inmate Housing *	27,000 sq. ft.		
Total Net Area		49,470 sq. ft.	
General Use Area (25%)		<u>16,490 sq. ft.</u>	
TOTAL JAIL AREA			65,960 sq. ft.

TOTAL AREA

Law Enforcement Section		41,195 sq. ft.	
Jail Section		<u>65,960 sq. ft.</u>	
GRAND TOTAL			107,155 sq. ft.

* Inmate Housing Area calculated on the basis of 60 sq. ft. per inmate, using an estimated 450 inmate capacity. Actual area to be determined with completion of schematic drawings.

INTRODUCTION

In this Building Program the effort of six months of investigation and study into the future of the County Sheriff's Department and the needs of a Law Enforcement Jail Complex in Oakland County is summarized. The planning of the Law Enforcement-Jail Complex that is proposed in this report was the most difficult project ever conducted by the Facilities Engineering Division of the County Board of Auditors. It was difficult because first, certain basic assumptions had to be formulated in regard to the role of the County Sheriff's Department in the total law enforcement needs of Oakland County; secondly a good education for the members of the Facilities Engineering Staff into the operation and needs of the County Jail had to be completed; and lastly, it was found that there basically had not been any advancements in the design or operation of county jail facilities in this County since the present Oakland County Jail was constructed back in the early twenties. The time and effort spent in obtaining the necessary data and background to finally start to plan a Law Enforcement-Jail Complex that we hope will be the best County facility of this type in the country, designed to serve the County needs for many years in the future, and yet at a cost that is minimum for the services that this Complex will provide, is an achievement that was well worth the expenditure.

Even though much time and effort has been expended there is at least twice as much required in the future by County departments, the architect, and the citizens of Oakland County to finally complete this project.

The basic problem that had to be solved in the planning of this Complex was the determination of the future role in law enforcement activities that the County will be expected to carry out. The County function in maintaining and operating a jail is a legal requirement and can be expected to continue into the future, but the road patrol and other police type functions now furnished to many unincorporated local units of government is a permissive type activity that could cease as the population grows and more and more areas incorporate into cities. If this is the trend, the Sheriff's Department will eventually return to a role of being only the custodian of the County Jail. Another trend is the formation of metropolitan governments in many areas, and the establishment of home-rule counties to allow for the solution of area-wide problems and needs with a single area-wide governmental unit either acting independently or selling specialized services to the smaller local governmental units. In the Detroit metropolitan area we have possibly the start of metropolitan government in the new Council of Governments now being formed by all units of government in this area. The new Michigan State

Constitution allows for the establishment of home-rule counties, and last year the State Legislature passed the initial bill enabling legislation of this process. One of the resulting effects of metropolitan or county-wide government could be a County-wide police agency. Such an agency would be more efficient and economical and yet be able to provide more specialized services than the majority of the small police agencies now operating in the County. Already, as a survey conducted as part of this project indicated, many local police agencies would like the County to provide the specialized services that they cannot afford to provide on a local basis. After reviewing both aspects of this complex problem, it was decided that the Law Enforcement section of this building should be designed on the basis that it will be used for providing various specialized services that will be needed by the local police agencies, and yet have the flexibility in design that it can also serve as the central police structure for a county-wide police department if such an agency ever becomes a reality in this area. This resulted in a plan that will have more design problems than would be expected if only the present Sheriff's Department's activities were planned, but it should also result in a facility that will be unique and more technically advanced than any other comparable institution in the County.

The proper operation of law enforcement activities and

jail facilities is a specialized and complex field that requires many years of academic and practical education in order to become proficient. The proper planning of the daily operation and activities of the human organization that will live in the structure is a very important part of the total solution to architectural design. This proper planning requires the planner to have a good, if not excellent, knowledge of the functions, needs, and operation of the organization being sheltered in the structure. A summary of the literature, inspection trips, and consultation used to learn and study the County Sheriff's Department, Coroner, and Civil Defense Department is listed in the Appendix. (One of the important lessons learned in this "crash" educational program was that a county jail is unique in function and operation and cannot be compared or planned similar to a state or Federal prison. Little is known of the background and emotional problems of the majority of persons brought into county jails, while the persons entering a state or Federal prison have been classified and the proper precautions can be taken for their's and the public safety/ All persons entering a county jail have to be considered as a maximum security problem and the proper safeguards have to be built into the structure to assure the security required in such operations. Rehabilitation programs which should be a part of any prison operation are almost

useless in county jails because of the transit type inmates and limited staff available for such specialized programs. Attempts to fit the design of a county jail into the standards for a prison are doomed to failure because of these basic differences.

One of the most surprising aspects of this project was the realization that there have not been any major advancements in design and operation of county jails during the last forty years. The modern county jail today is very similar to the old county jail except that newer and more modern building material has been used. Indications are that this status quo situation is about to change, however, because of the growing demands of the citizen of this County for better law enforcement and correctional institutions. The President of the United States has recently received the reports of his Commission on Law Enforcement and Administration of Justice, which recommended Federal assistance for research and improvement of existing law enforcement and correctional activities. There are pending bills in the United States Senate and House of Representative at the present time to implement these recommendations. The final results of these initial steps of Federal assistance will probably be major changes and advancements in police, court, and correctional activities resulting from the first major application of science and technology to the criminal justice system.

It is impossible to plan for all the possible changes that will have effects on the proposed Law Enforcement-Jail Complex, but the possible advancements in communication, data processing, and closed circuit television have already been considered in the plan proposed in this report. It is planned that more studies will be conducted during the design phase to further investigate the possible impact of major changes on existing activities.

NEED FOR LAW ENFORCEMENT-JAIL COMPLEX

One of the purposes of building programs is to furnish justification for the proposed new building. This section will discuss the existing conditions that have resulted in this Building Program being prepared, but it is not an engineering or economical feasibility study of this proposed institution or a recommendation for the construction of this facility. There are too many unknowns in the operation proposed for this structure in regard to costs or estimated costs which are not known by the persons preparing this report to allow any type of feasibility study. Also, some operations proposed for this Complex have value which cannot be measured by dollars; and the final decision to incorporate these operations into this Complex will have to be made by the County Board of Auditors and/or Supervisors.

The present County Jail was constructed during the early twenties. Its present capacity is approximately 259

inmates, but this capacity has been accomplished by allowing two-man cells which are considered to be bad practice today because of possible homosexual activities. Even with the use of two-man cells, the actual daily inmate count is fast approaching the maximum capacity, which can only result eventually in persons who normally would have been put in the County Jail being released because of the lack of room. Another problem with the use of the 259 capacity figure is that there are women's detention facilities included in this figure, which normally are not full, while the men's detention facilities have reached the maximum capacity several times. Thus, the question in regard to new Jail facilities for Oakland County is not so much if they are needed, but when and how to construct them.

When the present Jail was built the Sheriff's Department had approximately 40 employees, while in 1967, there were 110 budgeted and 11 non-budgeted positions in the Department. Space is also used in the Jail for the teletype operation which involves six employees. This large increase in employees has resulted in offices being constructed in locations which cause inefficiencies in operation, and allow public contact with inmates which is a serious security problem. Also, many offices designed for one person are being shared by two to three people, resulting in distractions and inefficiencies for all the employees

sharing the office area. The Road Patrol operation is located in the old wooden County garage behind the Jail, which lacks the decor and services needed today to maintain and recruit qualified men for the Sheriff's Road Patrol. Finally, parking facilities at the present Jail are totally inadequate, and police officers bringing in prisoners either have to double park on the street outside the Jail, or park some distance from the Jail and walk the prisoner through the streets of Pontiac. Needless to say, this is a serious security risk for the police and the general public.

The need for an Oakland County Morgue is a question that has been debated for some time. In the last two years, various controversies have arisen in Oakland County resulting from possible limitations in the legal status of the County's coroner operation. A bill, which revised qualifications and increased the investigative power of County's coroner activities, was signed into law just recently. A County Morgue and the use of a trained full-time staff would no doubt be an excellent service to the citizens of Oakland County; but, as in everything else in life, there are cost factors which must be considered. Estimated costs for the operation of a Morgue have been compiled for the County Board of Auditors, who presently are evaluating this data. Another item that has to be considered in evaluating the proposed County Morgue is a recent proposal

by the State Medical and Bar Associations for the State to establish regional morgues and to coordinate the coroner investigative activities at the State level. The question of constructing a County Morgue as part of the proposed Law Enforcement-Jail Complex is one that will have to be decided by County leaders in the very near future.

The County Civil Defense Agency's offices are presently housed at #1 Lafayette Street in Pontiac, along with their training facilities. The County Emergency Operating Center is located at the Children's School on the Service Center. The County will be vacating the #1 Lafayette Building as soon as the East Wing, being constructed on the Courthouse, is completed in early 1968. This means new office and training quarters will be required by the Civil Defense Agency. The future of the Children's School is presently being evaluated by the County, and the Operating Center located there will most likely require relocation too. The placement of the Civil Defense Operation in the Law Enforcement-Jail Complex would allow daily use of many facilities required by the Sheriff's Department, while still allowing these same facilities to be constantly prepared for the use of the Civil Defense organization during times of disaster. The Federal Government will participate with local units of government on a matching fund basis for planning, designing, constructing, and equipping facilities for Civil Defense operations. Priority for

these matching funds is given to Emergency Operating Centers that can be designated as multiuse areas. The Federal matching funds are for the costs beyond what would normally be required if the areas were not going to be used as Emergency Operating Centers. In other words, the cost of the extra features required for approved Emergency Operating Centers will be shared on a 50 - 50 basis by the Federal government.

PROPOSED ALTERNATE FACILITIES

In this Building Program various areas and facilities have been listed that require review and a decision by the County Board of Auditors and/or Supervisors as to the inclusion of these areas into the design of this Complex. The cost of these items is either listed in the Estimated Cost section of this Program or below in the discussion of the proposed facility. It would be beneficial to the County if these decision could be made before design drawings were started, because of the extra cost which will be involved in designing areas into the Complex which later will be deleted from the Program. The areas needing review and approval are:

- (1) The inclusion of a County Morgue as part of this Complex.
- (2) The approval for including the Civil Defense Emergency Operating Center in this Complex, and the submitting of an application for Federal funds for this Operating Center.

- (3) The type of living quarters that should be provided for the County Sheriff. Traditionally the counties in this State have provided living quarters for the Sheriff which ranged from small apartments to large residences. A small apartment has been proposed in this Program, but if larger or more elaborate quarters are deemed necessary, the resulting revisions and added cost will have to be included in this Program.
- (4) Recently, most local governmental agencies have discontinued their driver license issuance operation because of the cost, and allowed the Secretary of State to assume the responsibility for this operation in its area. The Oakland County Sheriff presently is operating a Driver License Bureau which has been included in this Program, but if this operation is to be discontinued in the near future, this facility can be deleted from the Program.

CONCLUSION

This Building Program has been planned with the objective of providing a Complex that can be an example of what good law enforcement and detention facilities can be. This Complex will be unique in the State and probably in the Country for a County facility, which will combine law enforcement, Civil Defense, morgue and detention facilities in one well-planned structure. It is hoped that this proposed building can serve as well and as long as the present County Jail in this age of great changes resulting from advancing scientific and technical knowledge and techniques.

INSTRUCTIONS TO ARCHITECTS AND ENGINEERS

SITE LOCATION

The proposed Jail will be located on the Oakland County Service Center on Telegraph Road in Pontiac, Michigan.

There are a number of prospective sites on the Service Center which may be suitable for the Jail location. The first consideration is in the area of the Court House where the Architect will be expected to develop a study of feasibility for the connection of the Jail to the Court Tower by an underground tunnel or other means. This connection would eliminate the security risk and high cost of transporting prisoners to the Courts.

In addition, because of the variations in the characteristics of the soil in the available areas surrounding the Court House the final selection of the site there will be contingent upon the ability to support the foundations.

If the above conditions preclude the construction in the Court House area, other sites on the Service Center will be considered by the County, Architect, and consultant Landscape Architect.

ARCHITECTURAL CONCEPT

It is the intention of the County that the Architect have complete freedom of architectural expression; except, that since the proposed building is located upon the existing Service Center, the building must be identifiable as a member-

of-the-family of newest contemporary facilities on the Center. This may be accomplished by colors, materials, shape, details, or masses as the architect deems applicable.

DESIGN PROCEDURES

After the Architect has been selected and he has received the County's written program requirements, the following procedures will be followed:

Initial Site Survey and Report

1. Inspect the various possible sites with the County's Facilities and Operations representative to become familiar with all governing site conditions.
2. Determine the need for the soil boring studies. If found advisable, obtain all essential data on the subsoil by borings or test pits and chemical and mechanical analysis as may be required. The cost of the soil survey will be paid by the County in addition to the Architect's regular fee.
3. Submit a written report to the County recommending a specific site that will meet the County's needs.
4. After review of the Architect's report, the County will notify the Architect of approval of the recommendation or will request additional studies on the site location.
5. Upon approval of a specific site, the Architect will obtain an accurate site survey (unless this has been previously obtained by the County), giving grades, contours, property lines, vegetation, streets, pavements, easements and restrictions and full information relative to sewer, water, electric and gas service lines. The cost of the site survey shall be paid by the County in addition to the Architect's regular fee. All surveys made at the Oakland County Service Center shall be set up on the Service Center Coordinate System. This information is available at the Facilities Engineering Office.

Schematic Drawings

1. The Architect will prepare and submit schematic drawings in accordance with the County's written program requirements. During preparation of the schematics, the Architect is encouraged to make several studies of the problem in an effort to arrive at the most functional solution. Frequent consultation with the County's Facilities Engineering Staff and the staff which will use the building during this important phase of the work is essential.
2. A master plan of the proposed site will be prepared by the Architect showing the proposed Law Enforcement-Jail Complex relationship with other buildings in the area and the proposed initial construction relationship with the final total complex. A simple model of the building masses shall also be prepared by the Architect showing these relationships of the building components and surrounding site.
3. Drawings may be single line if desired. Floor layouts and building elevations are required. The Architect is encouraged to make a thorough study of the arrangements of building masses in order to achieve the general architectural concept of the project. In addition, the Architect may use written descriptions or simple sketches to convey his concept of the project.
4. It is recommended that drawings be prepared on sheets not larger than 24" x 36". Sheets smaller than this size should be in multiples of the standard letter size 8-1/2" x 11".
5. Include on the schematic floor plans a tabulation of space areas as compared with those shown in the County's written program requirements.
6. Each sheet should be titled with the project name and the Architect's name, sheet number and the date submitted.
7. Furnish to the County five copies of the schematic drawings and descriptions accompanied by a letter of transmittal. If the schematic drawings are to be presented to a special committee or the Buildings and Grounds Committee of the Board of Supervisors, the Architect will be notified. He will then be

required to attend such meetings to present the schematics and answer questions from the members. In addition, the Architect will furnish one framed colored perspective without glass. The specific method of rendering is left to the choice of the Architect but it should be suitable for easy viewing at a distance of at least 20 feet.

8. One copy of the schematic drawings will be returned to the Architect showing the required revisions and the official County approval. Until this written approval is received by the Architect, he is not authorized to proceed with the preparation of preliminary drawings. Additional special instructions regarding the preparation of the preliminary drawings will also be issued at this time.

Preliminary Drawings

1. The Architect will prepare a preliminary design schedule showing the required time for preliminary drawings, approvals, working drawings, advertising for bids and an approximate bid due date. This schedule, although tentative, is necessary to coordinate the scheduling of the County committee meetings with the Architect's schedule.
2. Prepare floor plans, elevations, sections and a perspective which further develops the approved schematic drawings. The preliminary drawings should be in sufficient detail to clearly show the nature, size and architectural concept of the project. If a detail model has been authorized it will be prepared at this time.
3. Prepare outline specifications in which the general type of materials and equipment for each trade classification is shown. The Construction Specification Institute Format for Building Specifications, March 1963, shall be used for this specification format.
4. Prepare a cost estimate and include as the last page in the outline specifications.

5. A landscape Architect will normally be retained by the County or through the Architect for the study of the site layout and landscaping. A preliminary plot plan will be prepared to include the site data obtained from the survey showing contours and preliminary layout of walks, drives, parking and planted areas.
6. The preliminary drawings will be prepared on 24" x 36" sheets.
7. The Architect will include on the main floor plans a tabulation of space areas as compared with those on the schematic drawings.
8. Each sheet shall be titled with the project name and the Architect's name, the sheet number and the date submitted.
9. The Architect will submit to the County five bound copies of all drawings. In addition, the Architect will have the preliminary drawings photographed and reproduced to a multiple of standard paper size (17" x 11") for inclusion with the outline specifications.
10. The Architect will present the preliminary drawings and specifications to the Building Committee, Buildings and Grounds Committee or Ways and Means Committee, as required for their approval.
11. The Architect will be advised in writing by the County of approval and required revisions.

Working Drawings

1. Upon receipt of the County's approval of the preliminary drawings, the Architect will revise his design schedule as can be anticipated at this time and submit this schedule to the County for their review.
2. The working drawings are to be prepared on 24" x 36" sheets unless otherwise approved by the County.
3. The working drawings shall include a title sheet showing the project name, Architect's name, index of drawings and other information which may be furnished by the County.
4. The drawings shall be divided into divisions such as Architectural, Structural, Site, Mechanical and

Electrical. Each division is to be numbered in sequence with a prefix to denote the division.

5. The scale of the plans, details and the lettering shall be of sufficient size to provide a reasonably clear reproduction on a sheet one-half the scale of the original drawing.
6. Drawings should be made with pencil on linen or plastic for long-term preservation.
7. The specifications are to be prepared in accordance with the Construction Specifications Institute Format for Building Specifications, March 1963. Each division and section of the specifications is to be started on a new sheet.
8. At some time during the preparation of the working drawings and specifications, a determination will be made as to the type of construction contract to be let. Such as, one general contract, or separate contracts to be assigned to the General Contractor.
9. Allowances are to be used for testing laboratories and landscaping. The Architect will consult with the County regarding the amount of allowance to be included in the specifications.
10. The Architect will consult with the Facilities Engineering Division for standard details and special specification requirements and their application to the current project.
11. When the drawings and specifications are completed, the Architect will submit five sets to the County for checking purposes. The final plans and specifications will be presented to the Special Building Committee, the Buildings and Grounds Committee and the Ways and Means Committee of the Board of Supervisors for their approval.
12. One set of approved plans and specifications will be returned to the Architect with the necessary revisions.

Bids and Award of Contracts

1. Upon receipt of the County's approval of the working drawings and specifications, the Architect shall advertise for bids in accordance with the approved advertisement contained in the specifications. The cost of the advertising shall be paid for by the County.

Bids will be advertised at a minimum of two times within two consecutive weeks in at least two legal publications. At the time the advertisement is placed, the publisher is to be instructed that three (3) certified copies of proof of advertisement are to be sent to the County immediately after the publication of the last advertisement.

2. The Architect will make arrangements with the County for the date of bid opening.
3. The printing costs for the bid documents will be paid for by the County.
4. The Architect will furnish bid tabulation sheets in the number required by the County and will be present at the bid opening for review and tabulation of bids.
5. If review, evaluation and recommendations by the Architect cannot be made at the time of the bid opening, then a date will be set to convene the committees at a later time.
6. Upon approval of the bids by the Committees, their recommendation will be presented to the Oakland County Board of Supervisors for award of contract.
7. Upon award of contract, a notice of award will be sent to the successful bidder by the Oakland County Board of Auditors or their agent.

Construction Period

1. A pre-construction meeting will be held as soon as possible after the award of contract. The number and distribution of copies, drawings, bulletins, change orders, payment requests, project schedules, and reports shall be determined at the pre-construction meeting.
2. It is the County's policy that shop drawings, without the Architect's stamp of approval, are not to be allowed on the site.
3. If the Architect's Agreement includes full-time construction supervision, the County will furnish the name of its construction representative for coordination during this current project. The Architect will furnish a daily report of all construction activities on the project to include

the weather, the names of the contractors on the job and the number of men employed and a brief description of the work performed on that day. Also remarks regarding delays, strikes, and etc., shall be included on that report.

4. If the Architect's Agreement includes general supervision, the Architect will coordinate with the Construction Representative of the County who is to be in charge of construction.
5. Construction Progress Meetings will be held at least monthly upon call by the Architect. Representatives of the Architect, Owners and Contractors are to be notified in writing at least three days prior to the construction meeting, except in emergency.
6. Requests for Payment by the Contractor and Architect shall be sent to the Board of Auditors Facilities Engineering Division, in accordance with the Contract Documents.
7. All contracts by the Architect or Contractors with the County departments or agencies shall be made through the Board of Auditors Facilities Engineering Division.
8. Upon completion of the project, the Architect shall revise the original drawings to the "as-built" condition and will loan to the Board of Auditors Facilities Engineering Division the original drawings for micro-filming and reproduction. Original tracings will be returned to the Architect upon completion of this work. If, at a future date, the Architect does not intend to maintain the original drawings, they shall be turned over to the County for long-term preservation.

GENERAL REQUIREMENTS

The following program requirements are used to form a brief outline of the basic needs for developing and planning an adequate building for law enforcement activities in Oakland County -- an adequate building not only for the present, but for many years in the future.

General Comments

1. The areas noted for the functions set forth in this program are net square foot areas. There is no attempt to estimate gross areas, circulation space and miscellaneous service and storage areas. Toilets and janitor's closets are called for in all areas with an adequate number of fixtures in each. The architectural solution to this program may permit double use of some of these facilities or may require additional facilities as the case may be.
2. Thought should be given to the aesthetic quality of all space, including the use of color, acoustical control, and both natural and artificial lighting.
3. Flexibility will be a prime concern in the design of this complex. Programs, concepts, staff complements will all change and the building must be designed to change with them, or the value of the institution in terms of service will be seriously impaired. Flexibility in some areas means the use of movable partitions (which must be of high sound reduction type), while in other areas it means the ability to remove the entire interior of a building to accommodate a complete rearrangement. It is essential that the architectural solution reflect these requirements. Potential expansion of certain portions of the complex is another aspect of flexibility. The Architect has

the responsibility of providing planned expansion of certain functions which will permit the institution to serve more effectively in the future.

4. The many specialized areas in this complex may require the retaining of consultants to provide technical assistance (i.e., food service, communication equipment, jail equipment and operation, etc.). The County will discuss with the Architect, when the need arises, the desirability of retaining a consultant for these specialized areas and the financial arrangements for their services.
5. Some inspection trips will be required in the design phases of this project to review various jails throughout the County, and the manufacturing facilities of various potential major suppliers for this project. It is hoped that the information obtained on these trips will assist all parties in planning and designing the functional operation of this complex.
6. The Critical Path Method (C.P.M.) of project control will be used on the construction phase of this project.
7. Adequate time should be allowed by the Architect during the preliminary and final design stages of this project to meet with the County Facilities Engineering and Maintenance Divisions to review finished material selection and other details to

assure a structure that is easy to maintain and mechanically operate.

8. The furniture requirements will be determined in detail at a later date by the County Facilities Engineering Division. Various classes of furniture are listed in this Program in the Facilities Section, which generally indicate the amount and type of furniture required in the individual areas. The classes and furniture involved are:

(a) Executive Class I

- (1) Single Pedestal Desk (70" x 36") with attached Side Unit (38" x 20") and attached Credenza (78" x 20"). (A Double Pedestal Desk (78" x 38"), with a free standing Credenza (78" x 20") may be substituted).

(2) Executive Swivel Desk Chair

(3) 4 Matching Side Chairs with Arms

(b) Executive Class II

(1) Double Pedestal Desk (70" x 36")

(2) Free Standing Credenza (62" x 20")

(3) Executive Swivel Desk Chair

(4) 2 Matching Side Chairs with Arms

(c) Supervisory Class I

(1) Double Pedestal Desk (60" x 36")

(2) Swivel Desk Chair

(3) 2 Armless Side Chairs

(d) Professional Class I

Same as Executive Class I

(e) Professional Class II

(1) Double Pedestal Desk (60" x 30")

(2) Swivel Desk Chair

(3) 1 Armless Side Chair

(f) Clerical Class I

(1) Single Pedestal Desk (60" x 30")
with attached Typing Unit (38" x 20")

(2) Swivel Stenographer Chair

(g) Clerical Class II

(1) Single Pedestal Desk (60" x 30")
with attached Typing Unit (32" x 20")

(2) Swivel Stenographer Chair

Other furniture required such as file cabinets, conference tables, work tables, etc., will be determined with the detail furniture layouts. All new furniture for this complex will generally be contemporary in styling. The selection and purchasing of furniture will be handled by the County.

 SPACE REQUIREMENTS

<u>ADMINISTRATIVE</u> <u>(1050 Sq. Ft.)</u>	<u>Facility</u> <u>Number</u>	<u>See</u> <u>Pages</u>	<u>Total</u> <u>Sq. Ft.</u>
Sheriff's Office	1	35	200
Under Sheriff's Office	2	37	175
Captain's Office	3	37	175
Secretarial Area	4	37	225
Conference Room	5	38	275
<u>DETECTIVE</u> <u>(2485 Sq. Ft.)</u>			
Supervisor's Office	6	40	150
Detectives' Office	7	40	850
Juvenile Office	8	41	120
Vice Squad Office	9	41	200
Warrent Office	10	41	120
Clerical-Reception Area	11	42	250
Interrogation Rooms (4)	12	42	260
Polygraph Room	13	42	150
Examiner's Office	14	44	120
Observation Room	15	44	65
Property Storage	16	44	200
<u>CIVIL</u> <u>(900 Sq. Ft.)</u>			
Supervisor's Office	17	45	150
Court Service Office	18	45	500
Clerical Office	19	45	250
<u>WATER SAFETY</u> <u>(920 Sq. Ft.)</u>			
Supervisor's Office	20	47	150
General Office	21	47	120
Clerical Office	22	47	250
Equipment Storage	23	48	400
<u>IDENTIFICATION AND RECORDS</u> <u>(5510 Sq. Ft.)</u>			
Supervisor's Office	24	50	150
File Room	25	50	1000
Dead File Room	26	50	1500
Property Room	27	51	1500
Technician's Office (2)	28	51	240
Crime Laboratory	29	51	500

 SPACE REQUIREMENTS

<u>IDENTIFICATION AND RECORDS (Cont'd)</u>	<u>Facility Number</u>	<u>See Pages</u>	<u>Total Sq. Ft.</u>
Storage Room	30	52	150
Darkrooms (2)	31	52	200
Printing Room	32	52	150
Traffic Office	33	52	120
 <u>ROAD PATROL</u> <u>(6690 Sq. Ft.)</u>			
Lieutenants' Office	34	56	200
Squad Assembly Area	35	56	1000
Storage Room	36	57	120
Communication Center	37	57	250
Training Room	38	57	1000
Firing Range	39	58	2500
Firing Range Storage	40	58	120
Locker Room	41	58	1500
 <u>TELETYPE</u> <u>(450 Sq. Ft.)</u>			
Teletype Room	42	60	250
Supervisor's Office	43	60	100
Storage Room	44	61	100
 <u>CIVIL DEFENSE</u> <u>(650 Sq. Ft.)</u>			
Director's Office	45	64	175
Assist. Director's Office	46	64	150
Clerical Office	47	64	225
Storage Room	48	64	100
 <u>ALTERNATE FACILITIES</u> <u>(7050 Sq. Ft.)</u>			
Communication Room	A-1	65	1250
Operations Room	A-2	66	3000
Kitchen	A-3	66	500
General Office (2)	A-4	67	300
Storage Room	A-5	67	2000

 SPACE REQUIREMENTS

<u>COUNTY MORGUE</u> (2920 Sq. Ft.)	<u>Facility</u> <u>Number</u>	<u>See</u> <u>Pages</u>	<u>Total</u> <u>Sq. Ft.</u>
Medical Examiner's Office	49	70	200
General Offices (2)	50	70	300
Clerical Office	51	70	250
Secretarial Office	52	70	120
Refrigerated Storage	53	71	400
Autopsy Room	54	71	400
Laboratory	55	71	400
Storage Room	56	72	100
Loading Area	57	72	750
<u>MISCELLANEOUS</u> (2270 Sq. Ft.)			
Lobby Area	58	72	750
Arsenal	59	73	150
Sheriff's Apartment	60	73	500
Drivers' License Bureau	61	73	750
Switchboard	62	74	120
<u>RECEIVING & BOOKING</u> (5700 Sq. Ft.)			
Sallyport	63	79	2000
Uncuffing	64	79	180
Segregation Cells (2)	65	80	120
Holding Tank #1 (2)	66	80	400
Receiving, Booking & Identification	67	80	750
Holding Tank #2	68	81	400
Holding Tank #3	69	81	250
Bath and Undress	70	81	200
Dress (2)	71	82	250
Property Storage	72	82	150
Clothing Storage	73	82	1000
<u>VISITATION</u> (475 Sq. Ft.)			
Entry	74	83	175
Waiting Area	75	83	300

 SPACE REQUIREMENTS

<u>JAIL ADMINISTRATION AND CONTROL (3230 Sq. Ft.)</u>	<u>Facility Number</u>	<u>See Pages</u>	<u>Total Sq. Ft.</u>
Chief Turnkey Office	76	83	150
Contol Center	77	84	250
Show-Up Area	78	84	150
Interrogation Room (2)	79	84	130
Mail and File Room	80	85	200
Auditorium-Chapel	81	85	1500
General Office	82	85	150
Storage Room	83	86	100
Rehabilitation Room	84	86	600
 <u>FOOD SERVICE (7925 Sq. Ft.)</u>			
Main Kitchen	85	87	4000
Commissary	86	88	500
Vegetable Refrigeration	87	88	300
Meat Refrigeration	88	88	300
Dairy Refrigeration	89	88	300
Freezer	90	89	200
Daily Refrigeration	91	89	150
Dishwashing Room	92	89	500
Scullery	93	89	300
Cart Storage and Washer	94	90	500
Can Wash	95	90	100
Trash Room	96	90	100
Employees' Dining Room	97	90	500
Kitchen Office	98	90	175
 <u>INFIRMARY (1890 Sq. Ft.)</u>			
Medical Offices (2)	99	92	240
Examination-Treatment Rooms (2)	100	93	300
Dental Operatory	101	93	85
Sterilizing Alcove	102	93	50
X-Ray Room	103	93	170
Darkroom	104	94	50
General Office	105	94	175
Storage Room	106	94	100
Isolation Cells (12)	107	94	720

 SPACE REQUIREMENTS

<u>INMATE HOUSING</u>	<u>Facility Number</u>	<u>See Pages</u>	<u>Total Sq. Ft.</u>
Maximum Security	108	96	---
Guard Station	---	96	100
Visitation	---	97	200
Attorney Visitation	---	97	65
1 Man Cell	---	97	52
12 Men Cells	---	98	700
MEDIUM SECURITY	109	98	---
TRUSTY UNIT	110	99	---
WOMEN'S UNIT	111	100	---
Matron's Quarters	---	100	250
Shower-Dressing Area	---	100	200
Utility Room	---	100	200
Cellblock Requirements	---	101	---
DISCIPLINARY CELLBLOCK	112	101	---
<u>SERVICE AND MISCELLANEOUS</u> <u>(3250 Sq. Ft.)</u>			
Central Receiving	113	102	500
Maintenance Shop	114	102	300
Serving Kitchen	115	102	200
Floor Storage	116	103	200
General Storage	117	103	---
Capias Room	118	103	150
Garage Area	119	103	1800
Incinerator Room	120	104	500

FACILITIES

INTRODUCTION

Each type of room or area required in this proposed Law Enforcement - Jail Center, which would be used in determining a building's net area, has been described in this Building Program. An explanation of the meaning of the information listed for these rooms is given below:

Facility # -- Rooms are listed in sequential order using first the Law Enforcement Section and secondly the Jail Section of the Complex. These numbers will be used for identification purposes during the preliminary stages of designing this building. The Architect will contact the Oakland County Facilities Engineering Division for instruction on the Owner's system of room numbering when this information is needed.

Name -- Title of room described by person using the room, or use of room.

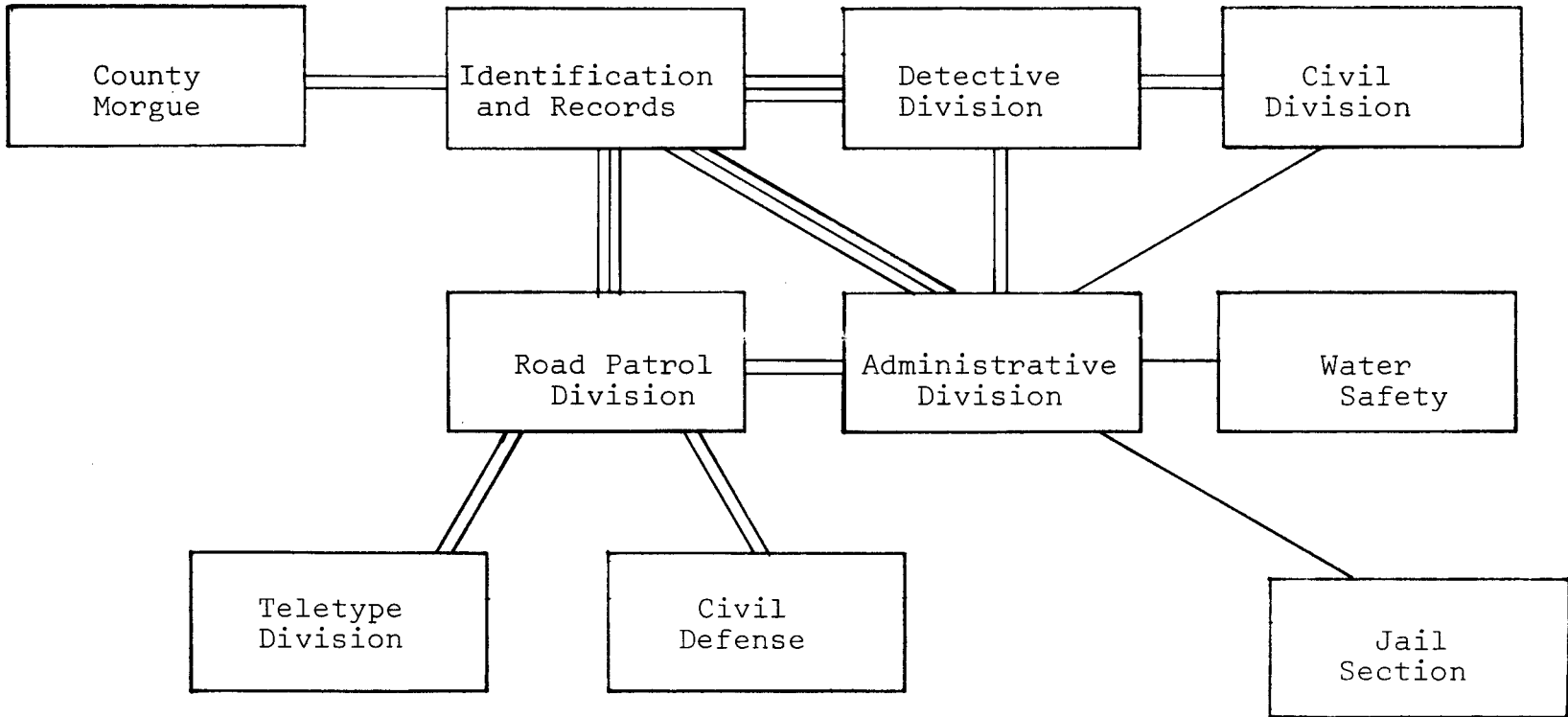
Number Required -- The number of rooms fitting this description, required in the proposed Law Enforcement - Jail Center.

Floor Area -- The approximate floor area of the proposed facility. The Architect can adjust these sizes to fit the module size of the final building design. However, any major changes in the floor area requested, must be

approved by the Oakland County Facilities Engineering Division.

Use -- Brief explanation for the need of this facility and the type of work to be done in this area. This information should help the Architect in understanding the purpose for this facility or groups of facilities and aid in designing the areas that will fit the purpose of the room. Also, any physical feature or requirement that is not normally expected in this type of facility or differs from the General Requirements of this proposed building will be listed. Finally a class of furniture or type of equipment that will be used in this facility will be listed, which can be used to check the size of the room, and to aid in preparing a list of the new equipment and furniture required.

*



LAW ENFORCEMENT
DIVISION RELATIONSHIPS

- LEGEND
- ≡ Especially Important
 - == Important
 - Ordinary Closeness

LAW ENFORCEMENT SECTION

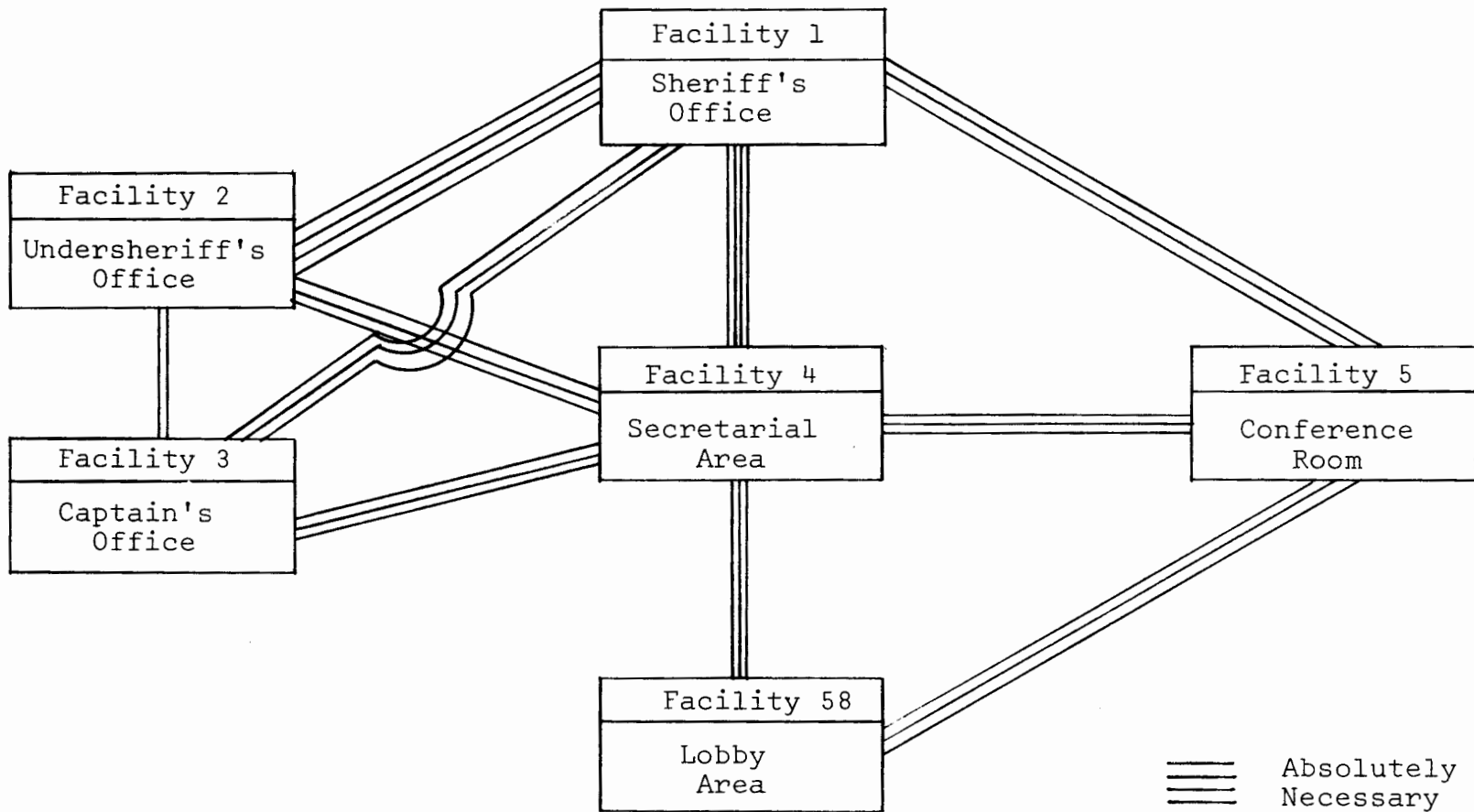
Administrative Division -- Non-Security Section

This division consists of the office space for the top management structure of the Sheriff's Department. The interdepartmental functions carried out in this area include planning, supervising, budgeting, reporting, and other general administrative functions. A large amount of public contact is also required for information, coordination, and other assistance to the general public and other local, State, and Federal law enforcement agencies. For this reason, the Administrative Division should be located near the main public entrance to this building, and should also be situated so as to be easily accessible from any of the other divisional areas of this Law Enforcement-Jail Complex. The attached diagram shows the relationship desired within this unit of the Sheriff's Department.

Facility 1 -- Sheriff's Office

1 @ 200 sq. ft. = 200 sq. ft.

Office for the chief law enforcement officer for Oakland County. This position is an elected post having a four year term. While the Sheriff's criminal and civil jurisdiction covers the entire County, the chief area of patrol and regulation is outside incorporated areas. The Sheriff also is responsible for the operation of the County Jail.



FACILITY RELATIONSHIPS
 ADMINISTRATIVE DIVISION

The decor of this room should be patterned along executive lines with carpeted floors, and vinyl wall coverings used either exclusively or as a decorative accent on various wall surfaces in the room. A private toilet facility should be located directly off this Office. Also, this facility should include a built-in clothes closet, small wall safe, and bookcases. The furniture for this facility will be Executive Class I.

Facility 2 -- Under Sheriff's Office

1 @ 175 sq. ft. = 175 sq. ft.

Office for the chief assistant of the County Sheriff. The Under Sheriff is appointed by the County Sheriff, and serves as the chief law enforcement officer in the Sheriff's absence. The furniture for this facility will be Executive Class II.

Facility 3 -- Captain's Office

1 @ 175 sq. ft. = 175 sq. ft.

Office space for the person holding the highest ranking permanent position in the Sheriff's Department. The functions performed by this person are essentially supervisory in nature, but various administrative functions will be handled also, as delegated by the Sheriff. The furniture for this facility will be Executive Class II.

Facility 4 -- Secretarial Area

1 @ 225 sq. ft. = 225 sq. ft.

Clerical space for the secretarial staff of the

Administrative Division. At present there will be only one person in this area, but space will be required for another secretary at some future time. This area will also serve as the reception and waiting area (6 persons) for this Division. The furniture for this facility will be Clerical Class I.

Facility 5 -- Conference Room

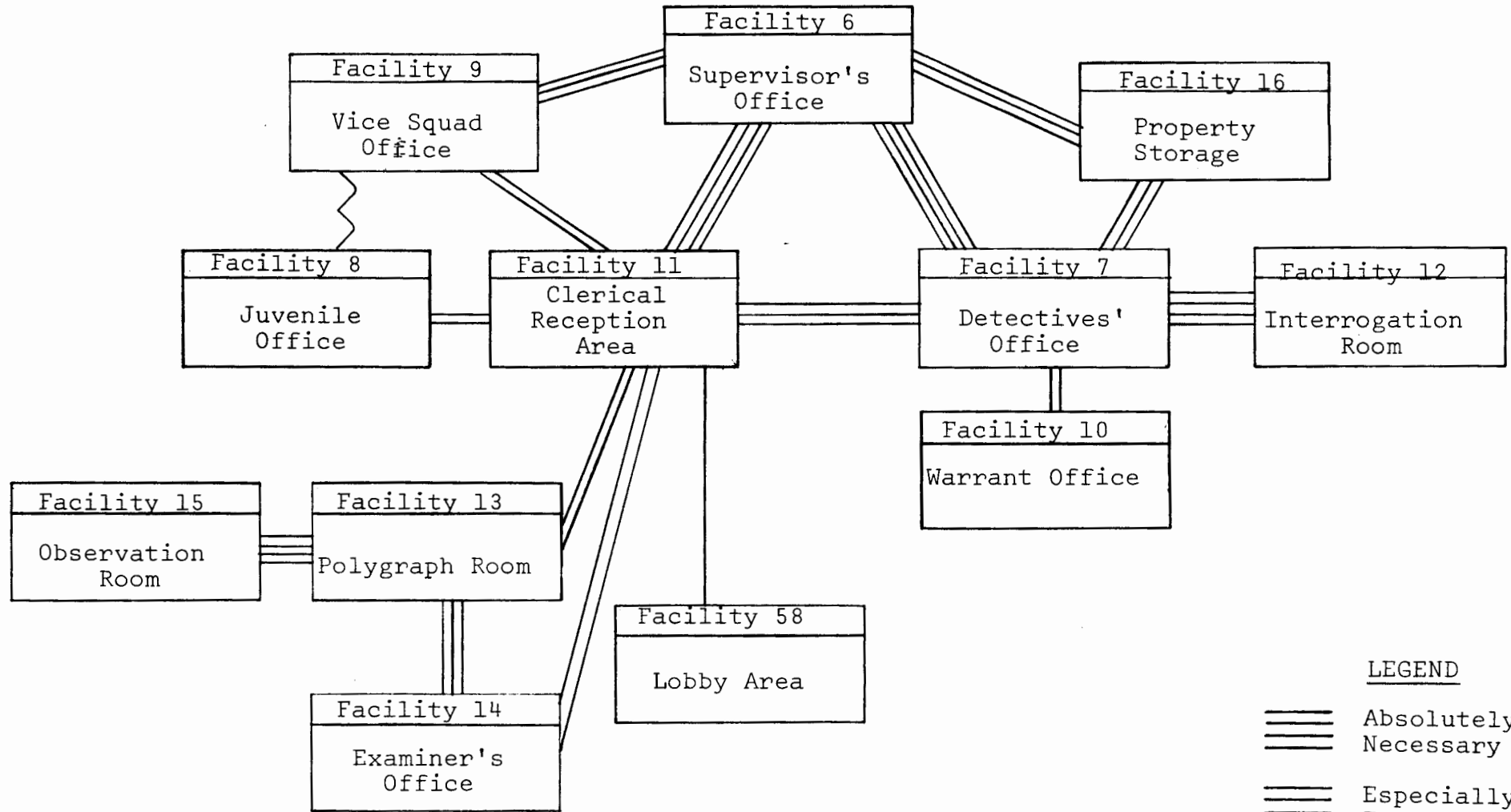
1 @ 275 sq. ft. = 275 sq. ft.

The room will provide conference space (15 persons) for the Sheriff's Department personnel, special meetings, and a meeting room for the Board of Supervisor's Law Enforcement Committee. The decor of this facility should blend with the Sheriff's Office, and be located directly adjacent. A clothes closet should be built into this room or in the Secretarial Area for joint use with that Facility. The furniture for this room will be Executive Class I.

Detective Division -- Non-Security Section

This Division's prime responsibilities are criminal investigation resulting in the final clearance of crimes by the arrest of the perpetrators, and the recovery of stolen property. They also handle the follow-up investigations initiated by the road patrolmen.

Two other units are also part of the Detective Division which in many larger law enforcement units would be separate entities. These are the Vice Control and Juvenile Sections.



FACILITY RELATIONSHIPS
DETECTIVE DIVISION

- LEGEND
- ==== Absolutely Necessary
 - ==== Especially Important
 - ==== Important
 - Ordinary Closeness
 - ~ Undesirable

Consideration should be given in design to provide flexibility in case these units are expanded.

Finally, this Division should be located to allow an easy and secure method of bringing in persons suspected of crimes for interrogation, and also a private means for witnesses and informers to enter this area. Also, many times various large bulky items are brought into this area for use as evidence and the building design should provide ease of transporting these items from a car to this Division's area and later to the Property Storage Area.

Facility 6 -- Supervisor's Office

1 @ 150 sq. ft. = 150 sq. ft.

Office space for the person in charge of this Division. This room will need to be equipped with the proper electronic devices to allow for listening to conversations in the Interrogation Rooms. Finally, this facility should be located where it is easily accessible for the public from Facility 10 and yet centrally located for all other facilities in this Division. The furniture for this room will be Supervisory Class I.

Facility 7 -- Detectives' Office

1 @ 850 sq. ft. = 850 sq. ft.

Space for the detectives to fill out reports, make phone calls, and review investigation information. Most of their actual investigation work is conducted outside of this office. This office is planned for the eventual use of 14 detectives;

there are 7 detectives now involved in this type of investigation function. The furniture for this area will be Professional Class II.

Facility 8 -- Juvenile Office

1 @ 120 sq. ft. = 120 sq. ft.

Office area for the person in charge of the investigation of crimes committed by juveniles. This facility should be directly accessible both from Facility 10 and a public corridor. The furniture for this area will be Professional Class II.

Facility 9 -- Vice Squad Office

1 @ 200 sq. ft. = 200 sq. ft.

Office space for the detectives whose prime responsibilities are the enforcement of laws relating to gambling, prostitution, narcotics, and liquor. Much of the investigation work in this unit is confidential and specialized and requires an office area aside from the general office for the other detectives. This area will be used eventually by 4 detectives. Furniture requirements are Professional Class II. This office should also be accessible from a public corridor.

Facility 10 -- Warrent Office

1 @ 120 sq. ft. = 120 sq. ft.

Office space for the detective whose prime responsibility is the serving and processing of criminal warrents. The furniture for this area will be Professional Class II.

Facility 11 -- Clerical-Reception Area

1 @ 250 sq. ft. = 250 sq. ft.

This area should be situated in such a manner that it can act as the point of initial contact for any person coming into this Division's area. A counter should be provided to separate the clerical-file area from a small public waiting area. Space should be provided for a maximum of two clerks and the current files for this Division. Furniture requirements are Clerical Class II.

Facility 12 -- Interrogation Rooms

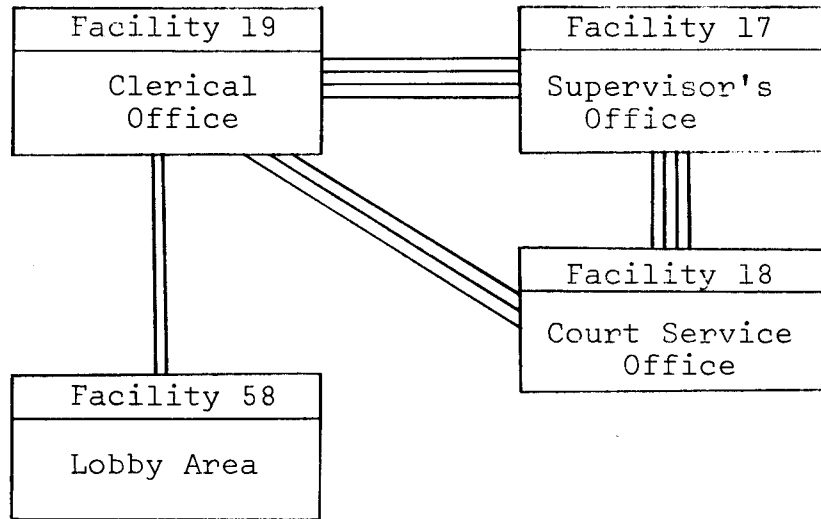
4 @ 65 sq. ft. = 260 sq. ft.

These rooms should be located along the perimeter of Facility 7 and will be used for private conferences and for the questioning of persons suspected of crimes. A small table and four chairs will be required in each of these rooms. The rooms will be wired to allow audio surveillance of these facilities from the Supervisor's Office (Facility 6).

Facility 13 -- Polygraph Room

1 @ 150 sq. ft. = 150 sq. ft.

This Facility will be used for the questioning of persons using a polygraph ("lie detector") unit. This room should be located in an interior location, with extreme care taken in the design to provide maximum sound proofing. The floor will be carpeted, and room decor generally of the executive office type. This area along with Facility 13 and 14 need not be an integral part of the Detectives'



FACILITY RELATIONSHIPS
CIVIL DIVISION

- ≡≡≡ Absolutely Necessary
- ≡≡ Especially Important
- ≡ Important

Division complex, because the main need for these areas is a quiet relaxed atmosphere.

Facility 14 -- Examiner's Office

1 @ 120 sq. ft. = 120 sq. ft.

Office space for the person in charge of the polygraph unit. This room should be located directly adjacent to Facility 12. The furniture will be Professional Class II.

Facility 15 -- Observation Room

1 @ 65 sq. ft. = 65 sq. ft.

A small room located adjacent to Facility 12, provided with one-way glass and listening devices to allow for audio and visual observation of polygraph tests.

Facility 16 -- Property Storage

1 @ 200 sq. ft. = 200 sq. ft.

An area in the Detective Division for storage of items which will be used as evidence in court. One wall will be provided with small compartment-type lockers, with another wall having open-type shelving. Minimum type finishes are required in this area.

Civil Division -- Non-Security

This Division handles various civil matters that have been delegated to County Sheriff by the Circuit Courts. These include mortgage foreclosure sales, real estate executions, personal and real property repossessions (i.e., Claim and Delivery, Writ of Assistance), and jury summons

for Circuit Courts. Even though much of their work is done outside the office, a location easily accessible to the public is also necessary for this Division.

Facility 17 -- Supervisor's Office

1 @ 150 sq. ft. = 150 sq. ft.

Private office area for the person responsible for this Division. The furniture required will be Supervisory Class I.

Facility 18 -- Court Service Office

1 @ 500 sq. ft. = 500 sq. ft.

Office area for the officers who conduct the functions delegated to this Division. At present there are 5 officers assigned to this Division, but space has been allowed for 8 to 10 officers. Furniture required is Professional Class II.

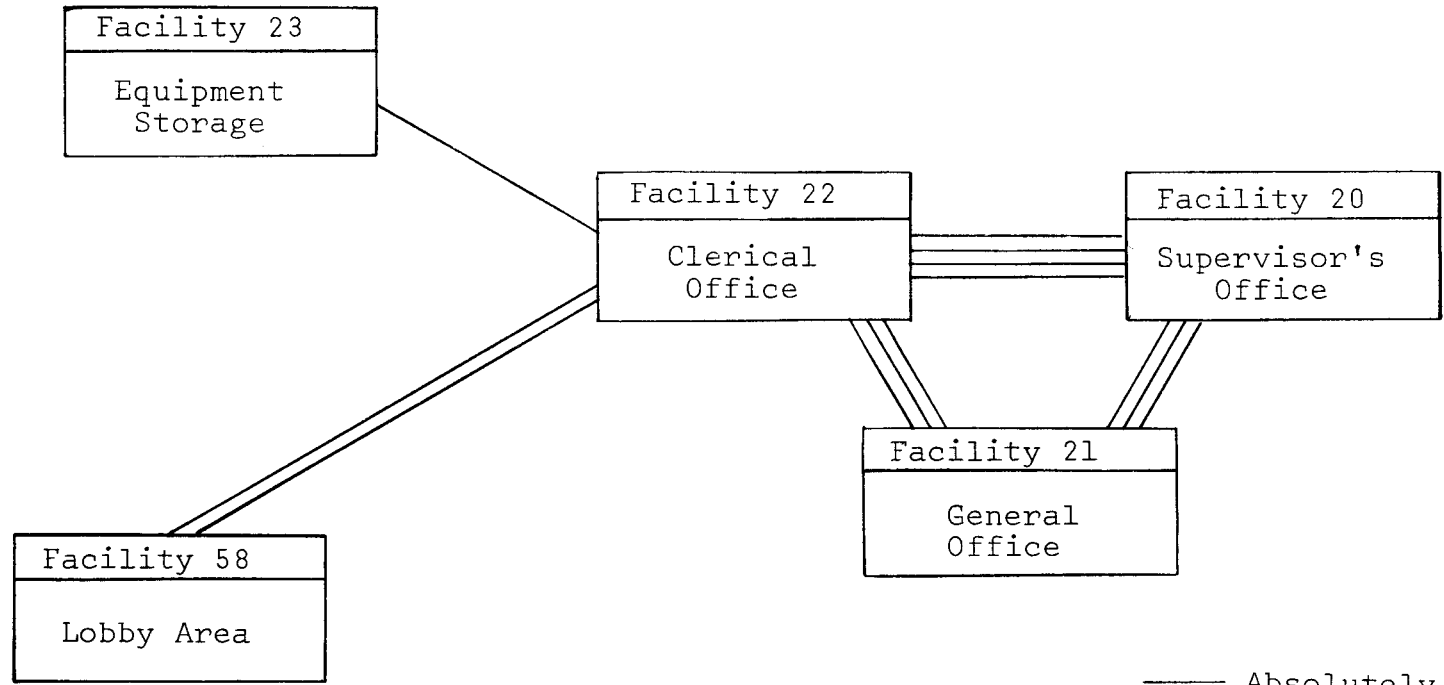
Facility 19 -- Clerical Office

1 @ 250 sq. ft. = 250 sq. ft.

The requirements of this area are similar to Facility 10, Clerical Office for the Detective Division, except that a small built-in storage closet (25 sq. ft.) is also needed.

Water Safety Division -- Non-Security Section

Established in 1958, this Division is responsible for the investigation of drownings and boat accidents in the County. Oakland County has 423 lakes with 3300 miles of



FACILITY RELATIONSHIPS
WATER SAFETY DIVISION

- ==== Absolutely Necessary
- ==== Especially Important
- ==== Important
- Ordinary Closeness

shoreline, making it the leading County in the country for the number of lakes within its boundaries. The Division also supervises the specially-appointed deputy sheriffs hired for the summer months to enforce state laws controlling operations of water craft on inland lakes in Oakland County. There is a large amount of public contact with this Division due to the fact that all boat registrations are made and kept on file in this area. Finally, the Division conducts demonstrations, shows, and talks to various public groups throughout the County on water safety and first-aid techniques.

Facility 20 -- Supervisor's Office

1 @ 150 sq. ft. = 150 sq. ft.

Office space for the person in charge of this Division. The furniture will be Supervisory Class I.

Facility 21 -- General Office

1 @ 120 sq. ft. = 120 sq. ft.

Office area for the permanent deputy sheriff or sheriffs assigned to this Division. Typical office and administrative functions will be carried out in this area. The furniture will be Professional Class II.

Facility 22 -- Clerical Office

1 @ 250 sq. ft. = 250 sq. ft.

Clerical space for the secretarial staff of this Division. This area should be the initial contact point for any person coming into this Division's area. A counter

should be provided to separate the clerical area from a small public reception area. Furniture requirements are Clerical Class II.

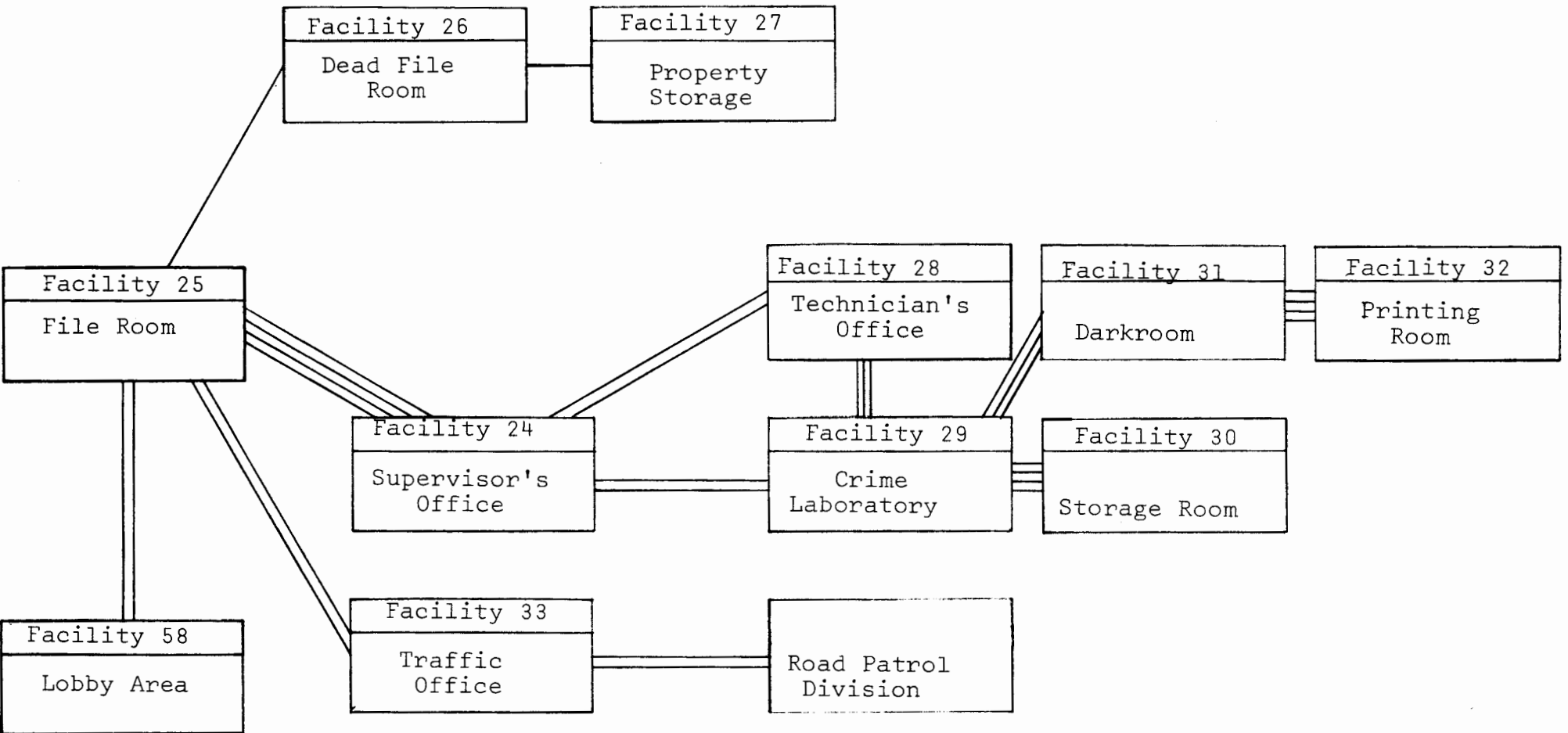
Facility 23 -- Equipment Storage

1 @ 400 sq. ft. = 400 sq. ft.

This area can be located separate from the other facilities in this Division. A basement location would be satisfactory if means were provided for transporting the equipment from the storage location to the outside. The room will be used for storing of equipment used by this Division such as scuba diving equipment, boat equipment, and radios. The area will also be used for replenishing oxygen tanks (used in scuba diving) and repairing equipment, thus requiring a work area equipped with a work bench, and an air compressor. Open-type shelving will be required throughout the remainder of the room. Minimum type finishes are required for the area.

Identification and Records Division -- Non-Security Section

This division is the coordinating unit that binds all other functional divisions of the Sheriff's Department together. It stores and maintains all the various records and reports generated by the other divisions, as well as providing centralized services in regard to basic scientific investigation and identification. These services include photography, fingerprint identification, and other basic



FACILITY RELATIONSHIPS
IDENTIFICATION AND RECORDS DIVISION

LEGEND

- ==== Absolutely Necessary
- ==== Especially Important
- ==== Important
- Ordinary Closeness

scientific analysis. The relationship desired for the facilities in this division are shown on the attached sheet.

Facility 24 -- Supervisor's Office

1 @ 150 sq. ft. = 150 sq. ft.

Office space for the person in charge of this Division. The furniture will be Supervisory Class I.

Facility 25 -- File Room

1 @ 1000 sq. ft. = 1000 sq. ft.

Area for the storage of all current files and records of the Sheriff's Department. A counter separating a small public area from the actual file area will be needed. A large copy machine will be located in this area, near the counter, to allow the making of copies of records for attorneys, insurance adjustors, and police personnel. There will be some clerical personnel stationed in this area and their furniture will be Clerical Class II. A small safe built into the counter is also required in this area for monies collected in this Office.

Facility 26 -- Dead File Room

1 @ 1500 sq. ft. = 1500 sq. ft.

An area for the storage of all records and reports that are no longer in use or demand. A basement location would be satisfactory and minimum type finishes are required. This facility should be located near an elevator to allow for the moving of records and files from Facility 25 to this facility.

Facility 27 -- Property Room

1 @ 1500 sq. ft. = 1500 sq. ft.

This area will be used for storing various items that are being held as evidence or unclaimed property, and as a general storage area for the Sheriff's Department. A basement area with minimum type finishes is desired. A location near an elevator is required to allow for the moving of these items. Open-type shelving will be used in this area.

Facility 28 -- Technician's Office

2 @ 120 sq. ft. = 240 sq. ft.

Office space for the technicians assigned to this division. Typical office and administrative functions will be conducted in this area. The furniture will be Professional Class II.

Facility 29 -- Crime Laboratory

1 @ 500 sq. ft. = 500 sq. ft.

The function of the laboratory in police work is the scientific examination of physical evidence. Usually the purpose of this examination is to determine the manner in which a crime was committed, to connect a suspect with the crime, or to aid in establishing the identity of the criminal.

The type of work that will be done in this area will include:

- (a) fingerprint work such as developing prints with powder, iodine, and silver nitrate; etching and casting equipment may also be used in this area.

(b) photographic work

(c) physical tests, comparisons, and examinations for such items as handwriting and weapon ballistics.

The room should be provided with laboratory counterwork, a work bench, and a drafting table and stool. A large refrigerator and storage cabinets will also be required.

Facility 30 -- Storage Room

1 @ 150 sq. ft. = 150 sq. ft.

In this area, articles that are brought in for laboratory investigation will be kept. The room should be provided with shelves for storage of this material. Also, laboratory records and stock will be kept in this area.

Facility 31 -- Darkrooms

2 @ 100 sq. ft. = 200 sq. ft.

Complete darkroom facilities should be provided. Large developing tanks with hot and cold water are also required. Counterwork and storage cabinets will also be needed. The room must be mechanically ventilated.

Facility 32 -- Printing Room

1 @ 150 sq. ft. = 150 sq. ft.

This area will be used to print the developed film, make enlargements, dry prints, etc. Absolute darkness as required in the Darkrooms, Facility 31, is not required in this area. Counterwork with a sink unit will be required.

Facility 33 - Traffic Office

1 @ 120 sq. ft. = 120 sq. ft.

Office area for the deputy responsible for investigating

traffic accident locations, probable causes and other related information. The furniture required will be Professional Class II.

Road Patrol Division -- Non-Security Section

The Road Patrol is the backbone of the Sheriff's Department. It is its largest unit. The work of the patrol force includes all police functions. These functions include:

- (a) patrol and observations
- (b) traffic control
- (c) answering calls
- (d) disposing of complaints
- (e) investigations on patrol
- (f) arrest of offenders
- (g) preparations of reports
- (h) testifying in court

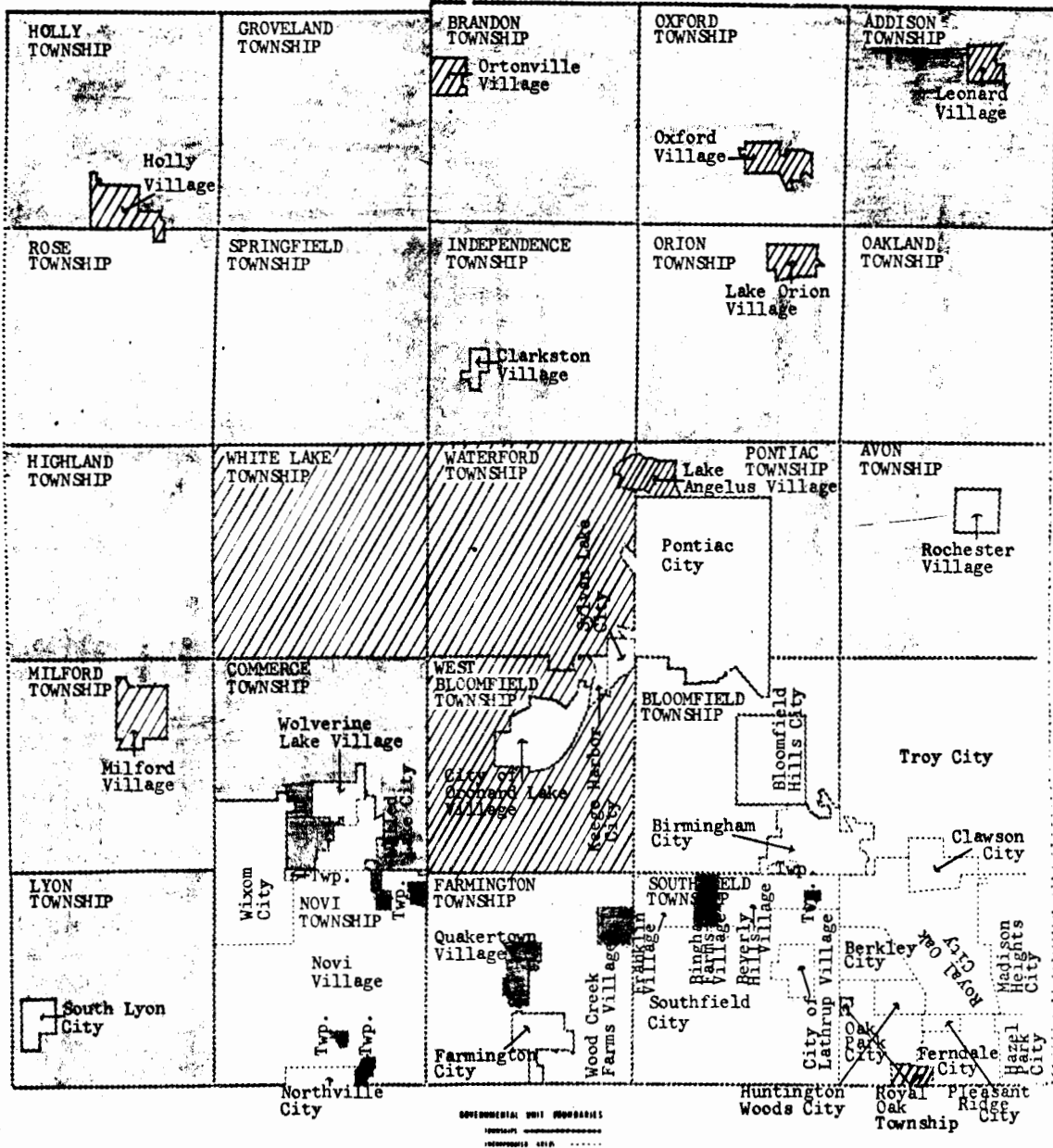
The map shown on the next page shows the area where the Road Patrol operates. This Division functions on a 24-hour basis, 365 days a year. The typical shift breakdown is listed below:

(a) Days

- 2 Sergeants - Supervision and Administration
- 1 Deputy ---- Radio Communication
- 1 Deputy ---- Driver License Bureau
- 1 Deputy ---- Stolen Automobiles
- 4 Deputies -- Circuit Court Cases
- 12 Deputies -- Road Patrol (1 to a car)

(b) Afternoons

- 1 Sergeant -- Supervision and Administration
- 1 Deputy ---- Radio Communication
- 12 Deputies -- Road Patrol (1 to a car)

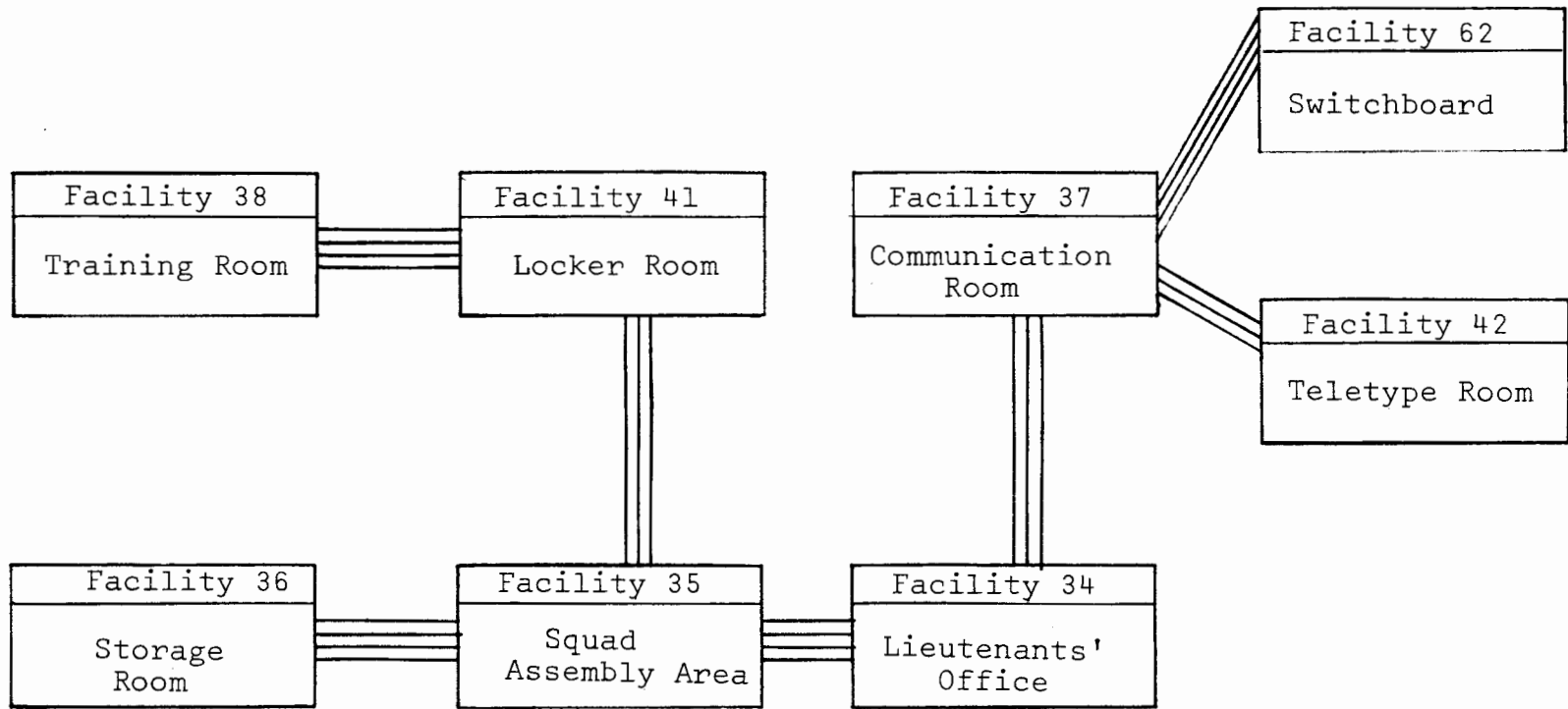


OAKLAND COUNTY SHERIFF ROAD PATROL LAW ENFORCMENT COVERAGE AREA

Legend:

- Road Patrol *
- Road Patrol & Local Police *
- Local Police *

***State Police Also Available For Assistance**



FACILITY RELATIONSHIPS
ROAD PATROL

- LEGEND
- ==== Absolutely Necessary
 - ==== Especially Important
 - ==== Important

(c) Nights

1 Sergeant -- Supervision and Administration
 1 Deputy ---- Radio Communication
 12 Deputies -- Road Patrol (2 to a car)

The relationships required for the facilities in this Division are shown on the following page.

Facility 34 -- Lieutenants' Office

1 @ 200 sq. ft. = 200 sq. ft.

Office area for the person in charge of each Road Patrol shift. This office will be shared by 3 to 4 lieutenants eventually. At present this area will be used by the sergeants who have the shift supervision responsibility for the Road Patrol. The furniture will be Supervisory Class I.

Facility 35 -- Squad Assembly Area

1 @ 1000 sq. ft. = 1000 sq. ft.

A large room that will be used to assemble each shift before going on duty. This area will also be used by the deputies returning from duty to fill out their reports and receive instructions. Desk height counters will also be required around the perimeter of the room, either as a work station for typing of reports and other records, or as a place for dictating these reports. The possible use of a central dictation system in this area will be investigated as part of the preliminary design phase of this project. Finally, this area will also be used for various police educational activities such as classes, movies, and training.

Stacking-type chairs will be the only furniture required in this area.

Facility 36 -- Storage Room

1 @ 120 sq. ft. = 120 sq. ft.

A storage area for the storing of chairs, audio-visual equipment, and other materials used in Facility 33 during the educational and training activities.

Facility 37 -- Communication Center

1 @ 250 sq. ft. = 250 sq. ft.

The central radio communication center for the Sheriff's Department. The details of the equipment and layout of this Facility will be developed during the schematic design phase of the project. This area is also one of the areas that will be evaluated for expansion and extra construction requirements to meet Federal requirements for an Emergency Operating Center.

Facility 38 -- Training Room

1 @ 1000 sq. ft. = 1000 sq. ft.

Area for the deputies to exercise and for physical training. Various types of gymnastic equipment will be required in this area. This Facility can be located in a basement location. This area will also be evaluated for possible expansion and more elaborate construction details to meet Federal requirements as a sleeping dormitory during emergency conditions.

Facility 39 -- Firing Range

1 @ 2500 sq. ft. = 2500 sq. ft.

A five position indoor pistol firing range for training and maintaining weapon firing skills. A basement location will be required for this Facility. The type and elaborateness of the firing range equipment that will be installed in this area will be developed during the preliminary design stages of this project.

Facility 40 -- Firing Range Storage

1 @ 120 sq. ft. = 120 sq. ft.

A storage and work area for storing and reloading ammunition and repairing weapons used by the Sheriff's Department. A work bench, weapon storage racks, and some open shelving will be required in this area.

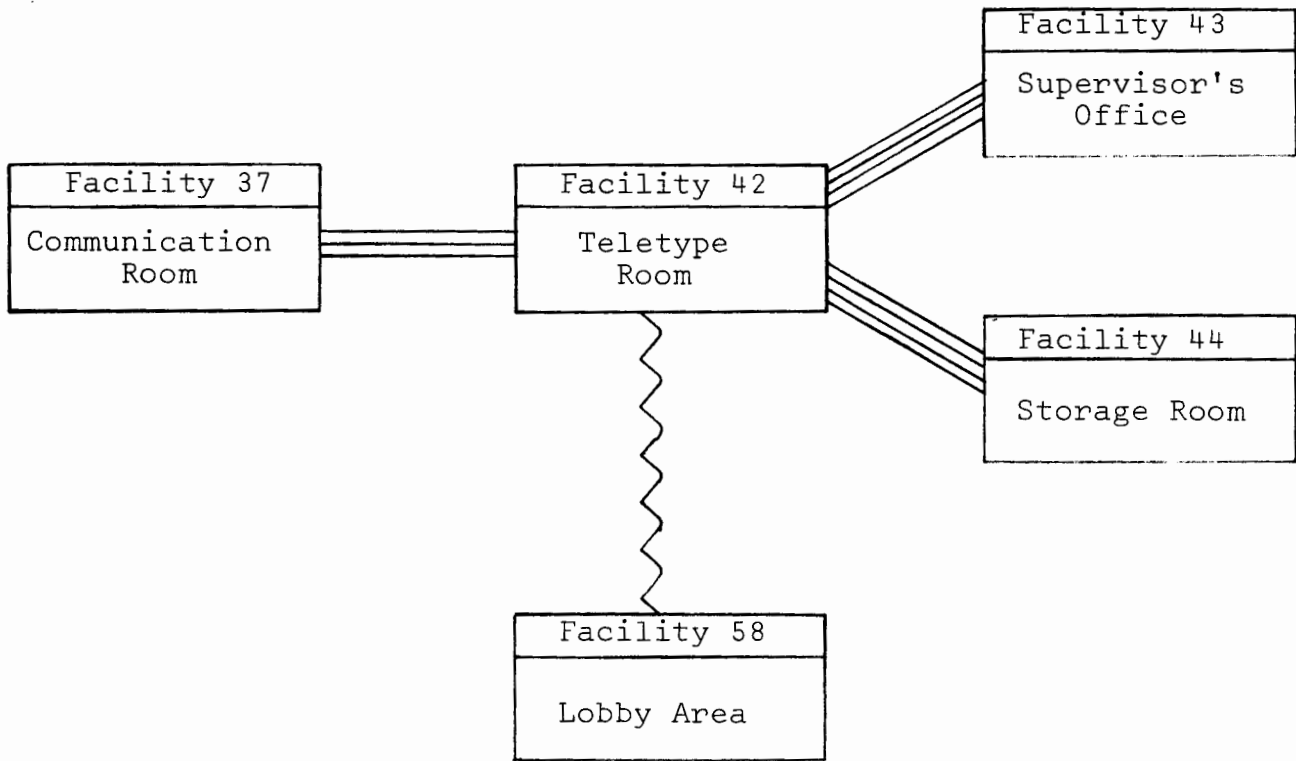
Facility 41 -- Locker Room

1 @ 1500 sq. ft. = 1500 sq. ft.

This area will contain lockers and dressing benches for approximately 200 people. Toilet and shower facilities should be located directly adjacent to this Facility. Even though the majority use of this Facility will be by the Road Patrol, it should also be easily accessible for use by the other male employees of the Sheriff's Department.

Teletype Division -- Non-Security Section

The teletype system provides communication between sixteen law enforcement agencies in the County. Messages



FACILITY RELATIONSHIPS
TELETYPE DIVISION

LEGEND

≡≡≡ Absolutely Necessary

≡≡≡ Especially Important

⚡ Undesirable

transmitted on the system are simultaneously received at all points connected to the system. Oakland County is the central receiver for the system in the county and is directly tied into the police department of the City of Detroit and with various police agencies in the counties of Wayne, Washtenaw, Macomb and Genesee. Also, a direct line is maintained with the Secretary of State's Office in Lansing, Michigan. This Division should be located very close to Facility 35, Communication Center, and in a location not easily accessible to the general public. It is very possible that within a few years, the nation and State wide police computer information system now going into operation will eliminate the need for this Division. This area, however, can then be used for the expansion of the data processing and computer facilities of the Sheriff's Department.

Facility 42 -- Teletype Room

1 @ 250 sq. ft. = 250 sq. ft.

Space for the teletype equipment and operations. The information on the equipment and the required electrical connections will be given to the Architect when needed.

Facility 43 -- Supervisors Office

1 @ 100 sq. ft. = 100 sq. ft.

A small office for the supervisor of this Division. The furniture required will be Professional Class II.

Facility 44 -- Storage Room

1 @ 100 sq. ft. = 100 sq. ft.

Storage for filing of teletype messages and supplies. Open-type shelving and file cabinets will be the furniture required.

Civil Defense Department -- Non-Security

This Department is not part of the Sheriff's Department or under his control. However, in emergency conditions law enforcement units are the first units of government that normally are involved in both rescue and control duties, so it seems logical to place the Civil Defense Department in the same building as the chief law enforcement agency of the County. As discussed previously in this Building Program, with the possibility of Federal matching funds for providing the extra equipment and space that will allow many of the Sheriff's required facilities to be used also in emergency conditions, this location is even more feasible.

The primary function of this Department is to provide for the protection of life and property in the event of a Nuclear war or natural disaster and to assure the orderly continuity of Government.

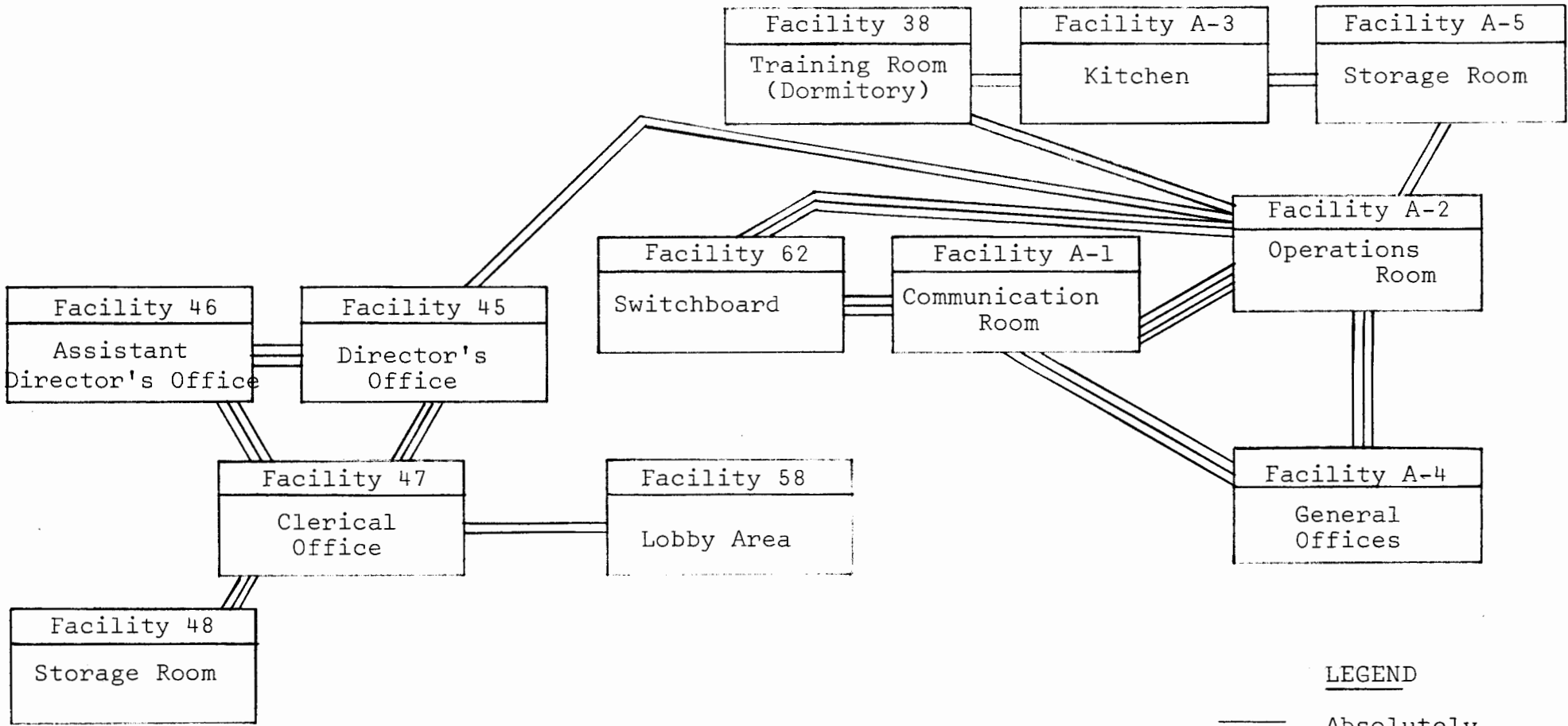
Oakland County has presently 41 various governmental units which depend upon the assistance rendered by the County Civil Defense Office. It is the statutory responsibility of the County Office to coordinate all these activities

and to assure the continuity of government as well as maintain the public safety.

It is also the responsibility of the Department to maintain all vital records in a safe place so that the continuity of government is assured during a disaster. The functions of all the County governmental units are coordinated during times of stress and all County Departments furnish assistance to Civil Defense during normal operating conditions.

During times of peace and serenity the Administrative office of Civil Defense is conducting and coordinating classes to train and educate the people so they are prepared in the event of disaster. In conjunction with these courses the Oakland County Office of Civil Defense has a 200 bed emergency Training Hospital set up in its training center located at No. 1 Lafayette Street in Pontiac. The purpose of these classes is to insure that the general population will have at least a basic fundamental knowledge of first aid and also to train personnel to aid in the operation of the three other 200 bed Emergency Hospitals located in Oakland County.

The Oakland County Office of Civil Defense also provides films for training and general information along with pamphlets and literature for the use of the individual who has not had the opportunity to avail himself of the regular training classes.



FACILITY RELATIONSHIPS
CIVIL DEFENSE DEPARTMENT

- LEGEND
- ==== Absolutely Necessary
 - ==== Especially Important
 - ==== Important

This Department should be located to provide easy accessibility to the public. The required relationships between various facilities of this unit are shown on the attached sheet.

Facility 45 -- Director's Office

1 @ 175 sq. ft. = 175 sq. ft.

This office will be used by the person responsible for the administration of the Civil Defense programs for the entire County. The furniture will be Executive Class II.

Facility 46 -- Assistant Director's Office

1 @ 150 sq. ft. = 150 sq. ft.

Office space for the Director's assistant to be used for general administrative functions. The furniture will be Professional Class II.

Facility 47 -- Clerical Office

1 @ 225 sq. ft. = 225 sq. ft.

Work area for the clerical staff of this Department. It will also be used for the reception center and filing area. The two clerical positions will require furniture of the Clerical Class II type.

Facility 48 -- Storage Room

1 @ 100 sq. ft. = 100 sq. ft.

Area for the storage of the many manuals and other pieces of literature used and distributed by this Department. Open-type shelving will be required in this area.

The facilities listed below are needed for the proper

total operation of this Department. They are in many cases, however, facilities that may never be used for the purpose they are intended, which makes them "luxury" items in comparison with the other facilities listed which will be used daily. They have been listed as alternate facilities depending on the outcome of the proposed application for matching Federal funds to construct these areas.

The Federal government stresses that matching funds priority will be given to facilities that have dual purposes and are actively used by the local government unit receiving aid for their construction. These other uses have been listed in the description of the use of these facilities.

The Architect should provide in his design for these facilities as alternate construction items. The actual design of the facilities, to allow for the proper "fallout" protection, will have to be approved by a person registered by the Federal government as a Fallout Shelter Analyst. The Architect will be given a manual describing the required construction details in these type of facilities when needed during the preliminary design phase of this project.

Facility A-1 -- Communication Room

1 @ 1250 sq. ft. = 1250 sq. ft.

This space is the additional space required for the Civil Defense operation over the space provided in Facility 37, which is required for the Sheriff's Department. If this facility is constructed, it should be part of the

Sheriff's Communication Center. It is planned for the use of 16 two-way radio operators, each requiring a small cubicle. Thought should be given in the design to provide the proper accoustical features required in this area to allow these 16 radio operators to operate without disturbing one another. This extra space could also be used as a repair area for communications equipment during normal periods.

Facility A-2 -- Operations Room

1 @ 3000 sq. ft. = 3000 sq. ft.

Area for those persons responsible to continue the ordinary functions of Government and the coordination of all services and facilities found within the County in time of disaster. A built-in horseshoe-shaped operations table providing seating for about 50 people is required in this area, along with a great number of telephones, chairs, maps, and a large bookcase. This area will be used as a training and conference room for County departments during normal times.

Facility A-3 -- Kitchen

1 @ 500 sq. ft. = 500 sq. ft.

Food-serving facilities are required in the proposed Emergency Operating Center for about 250 people. The ideal way to provide this capacity would be to use the Kitchen, Facility 85, that is required for the Jail operations. If that Kitchen can be located to allow its daily use by the

Sheriff's Department, and yet be designed in a location that is suitable for the Civil Defense Operating Center, this alternate facility can be eliminated.

Facility A-4 -- General Office

2 @ 150 sq. ft. = 300 sq. ft.

Office space for the Civil Defense Communication Officer, Radiological Defense Office, and various governmental leaders during emergency conditions. This space would be used as spare offices and training rooms in normal times.

Facility A-5 -- Storage Room

1 @ 2000 sq. ft. = 2000 sq. ft.

Storage space for maintaining supplies needed in times of emergency, i.e., food, water, civil defense equipment. This space will also be used for the 200 bed emergency Training Hospital which is used in training and in times of disaster.

County Morgue-- Non Security Section

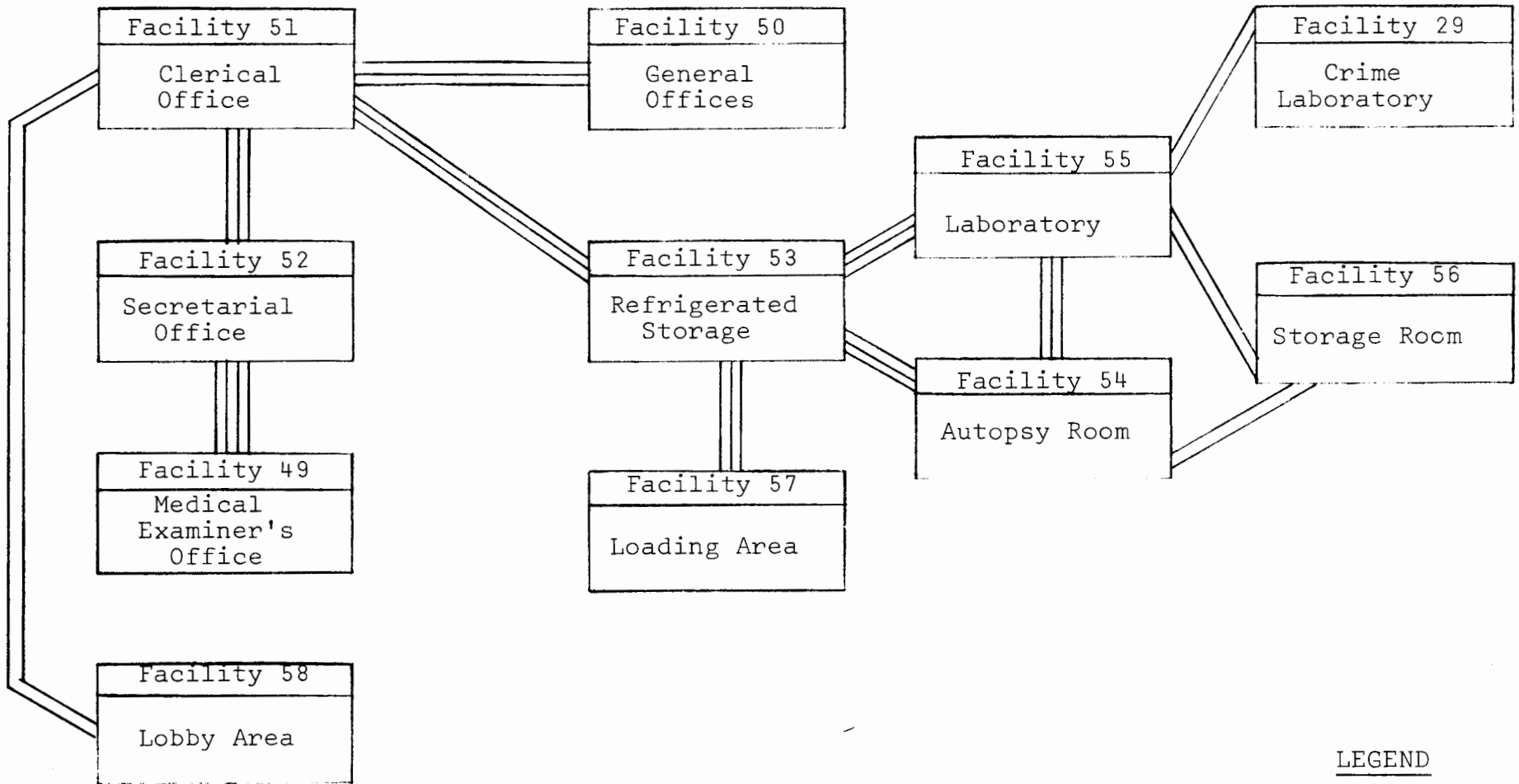
Michigan law provides that each County shall have a coroner or medical examiner who will be responsible for the investigation of the deaths of all persons which occur suddenly, accidentally, violently or as a result of any suspicious circumstance. The law also provides for the County to maintain an office open to the public 24 hours a day and to provide for morgue facilities. Morgue facilities in Oakland County have been provided in the

past by using the morgue facilities of various hospitals throughout the County.

In Oakland County, the County Health Director has been assigned the duties of coroner. He has appointed Deputy Medical Examiners to actually perform the duties described previously. These Deputy Medical Examiners are physicians who do this work part-time on a fee basis. The County also has a full-time investigator to coordinate the investigation procedures and provide liaison between various law enforcement agencies and officials.

The facilities listed for the proposed Oakland County Morgue have been based on the establishment of Medical Examiner Units similar to that of Wayne County. The facilities listed are the minimum number and areas required for present day operations and provisions will be required in the design for future expansion of the entire proposed Morgue operation. If it is decided that Oakland County does not require a County Morgue and the resulting full-time staff, this unit will be eliminated from this Law Enforcement-Jail Complex.

The proposed County Morgue has been planned to be part of this Law Enforcement-Jail Complex because of the overlapping responsibilities in the investigation of many cases, the assistance the Medical Examiner staff could provide the Sheriff's Department in laboratory analysis, and the fact that a 24-hour-a-day, 365-day-a-year operation is required



FACILITY RELATIONSHIPS
COUNTY MORGUE

- LEGEND
- ==== Absolutely Necessary
 - ==== Especially Important
 - ==== Important

in both agencies. The Morgue should be an integral part of the entire structure, but located in a place that allows the loading and unloading of cadavers directly into the Morgue unit without going through any part of this Complex. The desired relationships between the facilities in this unit are shown on the next page.

Facility 49 -- Medical Examiner's Office

1 @ 200 sq. ft. = 200 sq. ft.

Private office for the person responsible for the County Morgue operation. Carpeting, built-in bookcases, coat closet, and private toilet facilities will be required for this facility. The furniture will be Professional Class I.

Facility 50 -- General Offices

2 @ 150 sq. ft. = 300 sq. ft.

Office space for the Medical Examiner's Investigator and a future pathologist. The furniture required will be Professional Class II.

Facility 51 -- Clerical Office

1 @ 250 sq. ft. = 250 sq. ft.

Half of this space would serve as a waiting room for the public and the other half as an office for the clerical staff. A built-in counter should separate the two functional areas. The furniture required will be Clerical Class II.

Facility 52 -- Secretarial Office

1 @ 120 sq. ft. = 120 sq. ft.

Office space for the Medical Examiner's secretary. Furniture will be Clerical Class I.

Facility 53 -- Refrigerated Storage

1 @ 400 sq. ft. = 400 sq. ft.

This space will be used for the cart storage of cadavers before and after autopsies. A built-in mortuary refrigerator will be required for longer storage periods of four bodies. This entire room will need to be refrigerated. The floor should be terrazzo, with the walls of a glazed tile that is easy to clean.

Facility 54 -- Autoposy Room

1 @ 400 sq. ft. - 400 sq. ft.

This area will be used for the post mortem examination of persons whose death has occurred under suspicious circumstances. Terrazzo floor and glazed tile walls will be required in this facility, along with built-in stainless steel counters and cabinets along two walls. The ventilation system for this room must be carefully designed, because of the strong odor problems frequently encountered in autopsies. The equipment and other details of this facility will be worked out with the Architect during the preliminary design phase. A shower room is required adjacent to this facility.

Facility 55 -- Laboratory

1 @ 400 sq. ft. = 400 sq. ft.

Space for conducting various laboratory tests and examinations of specimens obtained from autopsies. This laboratory space could be located adjacent to the Crime

Laboratory, Facility 28, which would allow dual use of some of the equipment and technicians. Laboratory casework should be provided throughout this facility in a pattern allowing good functional work areas. The room finishes should provide easy cleaning and a sanitary atmosphere.

Facility 56 -- Storage Room

1 @ 100 sq. ft. = 100 sq. ft.

Storage area for supplies and other items required for the County Morgue operation. Open-type shelving should be provided in this area.

Facility 57 -- Loading Area

1 @ 750 sq. ft. = 750 sq. ft.

A garage area for two vehicles that will be used for loading and unloading cadavers brought into the Morgue. Space should be provided on the loading dock for the tagging and identification of bodies entering or leaving the County Morgue.

Miscellaneous -- Non-Security Section

The following facilities are either general function type units required for the proper operation of the entire building, or a specific facility that is not assignable to any one division or department.

Facility 58 -- Lobby Area

1 @ 750 sq. ft. = 750 sq. ft.

A medium sized public lobby area should be provided that will be located directly off the main entrance to the building. A small information center should be located in this area to provide assistance to persons coming into the building.

Facility 59 -- Arsenal

1 @ 150 sq. ft. = 150 sq. ft.

Storage area for the weapons of the Sheriff's Department. This facility should be located in an area that is closely supervised and that is away from the public. Various types of gun racks will be required along the walls as well as storage cabinets for ammunition.

Facility 60 -- Sheriff's Apartment

1 @ 500 sq. ft. = 500 sq. ft.

Living quarters for the Sheriff when he is required to spend the night at this Complex. The apartment should provide one bedroom, living-dining room and a small kitchen. If it is decided that a separate residence should be provided for the Sheriff on this Complex's site, this facility can be eliminated.

Facility 61 -- Drivers' License Bureau

1 @ 750 sq. ft. = 750 sq. ft.

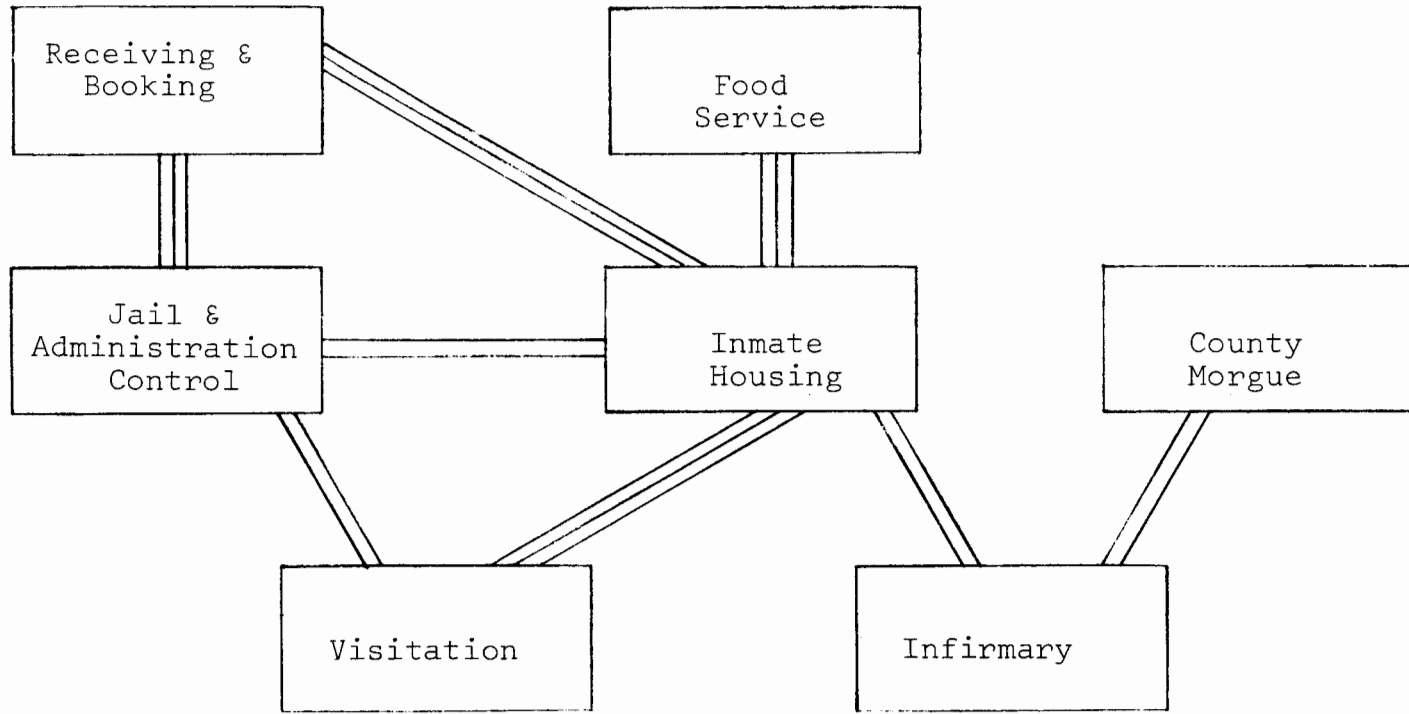
Space for the County's drivers' licence operation. A large counter should be provided for the use of applicants filling out forms, taking examinations, etc. A location near the main entrance lobby area would be required because of

the need for leaving the building to give many applicants road tests. The furniture required will be Clerical Class II, along with a number of stacking chairs for applicants waiting for service. If it is decided that the County should turn this operation over to the Secretary of State, this facility can also be eliminated from this Law Enforcement-Jail Complex.

Facility 62 -- Switchboard

1 @ 120 sq. ft. = 120 sq. ft.

This area is the nucleus of all telephone calls, incoming and outgoing, for the Sheriff's Department. The Facility should be located adjacent to the Communications Center, Facility 35, and meet the construction standards of the Civil Defense operation because of its use during times of disaster as the telephone communication center. The number of positions and equipment required will be established during the preliminary design phase with Michigan Bell Telephone Company.



JAIL SECTION
DIVISION RELATIONSHIPS

LEGEND
 ||||| Especially Important
 |||| Important

JAIL SECTION

Imagination and thought will be required by all parties involved in the design of this section of the Law Enforcement-Jail Center to assure an institution of maximum security requiring a minimum amount of employees to operate. A County Jail will have confined within it "during the course of a year every type of law violator, from the youthful, inexperienced first offender to the most incorrigible; from persons who are, or who will eventually be declared innocent of the crime for which they are held in jail, through every category of misdemeanor, to the most dangerous hardened and escape-minded criminal who is ever ready to commit murder if necessary to avoid conviction and long imprisonment." The design of a jail which is based on premises other than providing security and safety for the prisoners, employees and citizens of the County is an inexcusable act.

The Architect and his associates are encouraged to investigate new techniques and tools that could be incorporated into this project, to provide a structure that will allow the security and safety required with use of the limited manpower that the Sheriff's Department will be able to use. The use of closed circuit television for surveillance and control is proposed already in this section of the Program. Other equipment and tools are probably now available which

could help further accomplish the objective of the operational design of this Building, and should be investigated before the final design of this project is completed.

This section of the total Center will be separated from the non-security section by the use of maximum security type doors controlled by the Jail Control Center. Prisoners and other persons having business in the Jail section should not have to go through any part of the non-security section to reach the Jail. This portion of the entire Center though not physically separated from the Law Enforcement portion should be functionally separated.

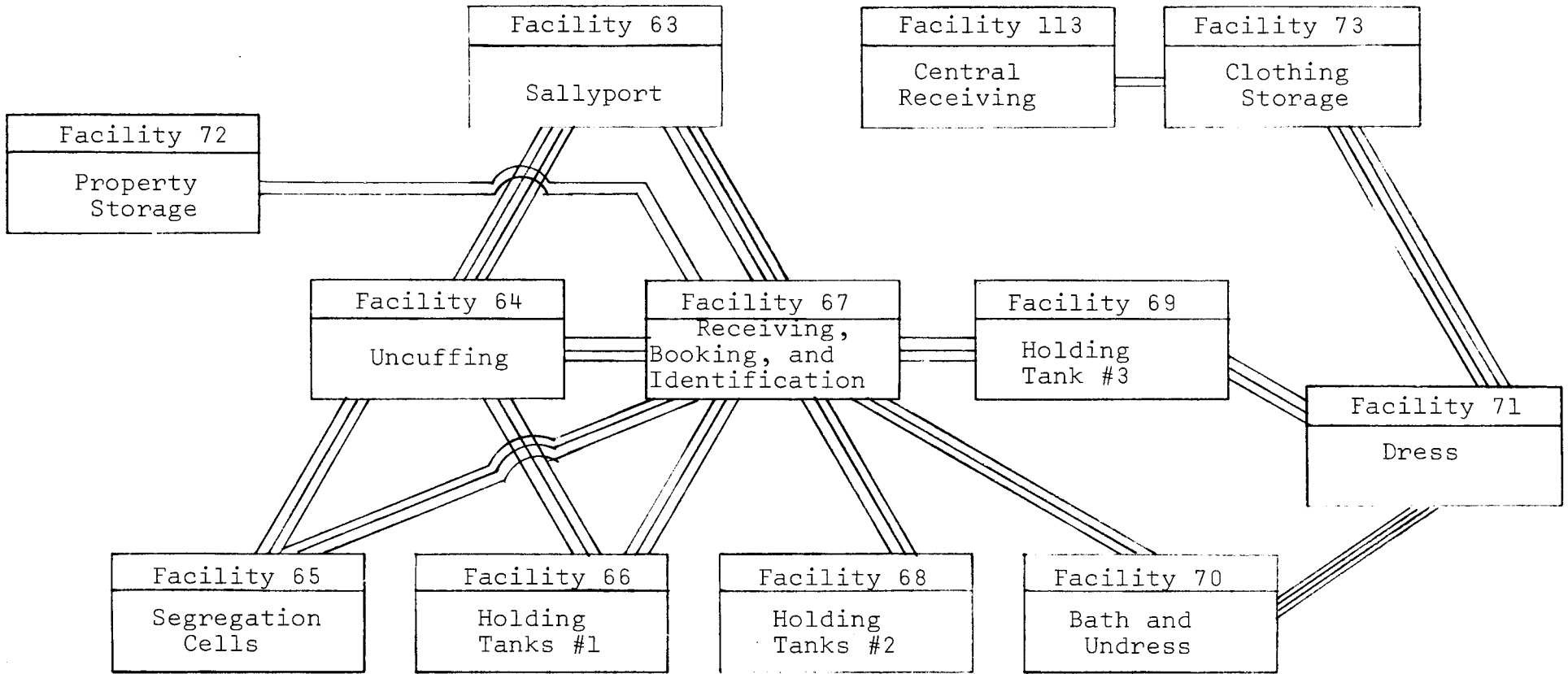
Receiving and Booking - Security Section

All prisoners will be received and booked in this unit. It is essential that a thorough analysis of prisoner flow be made in order to separate categories of inmates:

- (1) being received
- (2) being discharged
- (3) going to court
- (4) returning to jail

The basic procedure that will be followed in receiving prisoners is listed below:

- (1) Thorough frisk-search of the prisoner and the proper listing and securing of any and all property found on his person.
- (2) Prisoners will be weighed, measured, as to height, fingerprinted, and photographed, and the confinement form completed.



FACILITY RELATIONSHIPS
RECEIVING & BOOKING

- LEGEND
- ==== Absolutely Necessary
 - ==== Especially Important
 - Important

(3) Prisoners will then be stripped, searched, made to bathe and issued jail clothing.

(4) Prisoners will then be transferred to their cell.

The release procedure is essentially the same, but in reverse order.

Facility 63 -- Sallyport

1 @ 2000 sq. ft. = 2000 sq. ft.

This is the point of entry into the security area for all prisoners. It should be large enough for four automobiles, or two automobiles and a large security vehicle used to transport prisoners. Large garage type doors should be located at each end of the Sallyport to allow ease in entering and leaving this Facility. The vehicle entrance and exit for the Sallyport will be controlled by closed circuit television from the Jail Control Center. The entrance into the receiving area will be controlled by the deputy in charge of the Receiving and Booking Division. The Sallyport should be secure physically, visually, and psychologically. Good visual control is required from the receiving area. Provisions should be made for police officers to deposit any weapons, fire-arms or ammunition they may be carrying in a secure place before they enter the security section of the Jail.

Facility 64 -- Uncuffing

1 @ 180 sq. ft. = 180 sq. ft.

Provide a stand-up security tank for uncuffing prisoners and holding them for searching. Secondary access for

security control needed. The arresting office proceeds directly to the receiving area while the prisoners enter this Facility from the Sallyport.

Facility 65 -- Segregation Cells

2 @ 60 sq. ft. = 120 sq. ft.

Cells for recalcitrant prisoners, with oriental toilets, wall water spigots, approximately 6' x 10' each. Prisoners are taken from Facility 64, thoroughly searched, and then put into these Segregation Cells or Holding Tanks #1.

Facility 66 -- Holding Tanks #1

2 @ 200 sq. ft. = 400 sq. ft.

These tanks are the holding areas along the Booking line. They will hold a maximum of 25 each, and should contain a wall toilet, a urinal, a lavatory, and a water bubbler. Good supervision throughout the tanks is necessary. Secondary access for security control is needed. Provide seating for approximately 12 on low stationary backless benches. Non-hazardous construction as far as feasible.

Facility 67 -- Receiving, Booking and Identification

1 @ 750 sq. ft. = 750 sq. ft.

Prisoners will be taken from the Segregation Cells and Holding Tanks #1, or directly from Facility 64 (after a thorough search), into this area individually or in small groups. Personal property is listed and filed away, confinement forms filled out, fingerprinting and "mugging" of each prisoner will be done in this area. This area

should be located so that it is immediately available to the arresting officer as he enters the security section of the Jail. A counter will be used to separate the prisoners from the deputies working in this area. Space will be required for four deputies behind this counter, and two work stations in the space behind the counter (Clerical Class II furniture required), along with file cabinets and a storage cabinet.

Facility 68 -- Holding Tank #2

1 @ 400 sq. ft. = 400 sq. ft.

This tank will be used for holding prisoners who are brought in during the night and are scheduled for release in the morning. The capacity of the tank will be approximately 50 persons. The other requirements are similar to Facility 66, Holding Tank #1.

Facility 69 -- Holding Tank #3

1 @ 250 sq. ft. = 250 sq. ft.

This tank will be used for holding prisoners to be released and those going to court. It could also be used as an overload tank for prisoners being received. A toilet, lavatory, and water bubbler, along with seating, similar to Holding Tank #1 will be required in this area.

Facility 70 -- Bath and Undress

1 @ 200 sq. ft. = 200 sq. ft.

Provide benches for undressing 10 men at a time, gang showers (open battery), and a clothes counter for receiving civilian clothes. Deputy will conduct a clothing search in this area.

Facility 71 -- Dress

2 @ 125 sq. ft. = 250 sq. ft.

This area will contain a jail-clothing issue counter and dressing benches for 10 prisoners. One area will be used for prisoners entering the Jail; the other for those being released or going to court.

Facility 72 -- Property Storage

1 @ 150 sq. ft. = 150 sq. ft.

This area will be used for storing the prisoners' personal property. The area will normally be kept locked, unless personal property is being transferred from Facility 67 to this area, or back to Facility 67 for a released prisoner. Filing system for the storage of this personal property has not been determined yet by the Sheriff's Department.

Facility 73 -- Clothing Storage

1 @ 1000 sq. ft. = 1000 sq. ft.

Provide space for: 1000 clothes hangers on racks, free space adjacent to "issue-out" window for temporary storage of clothes for prisoners going to court; storage space for jail denims; clothing repair; circulation aisles for clothing carts; prisoners' bedding issuance; etc. Storage space may either be a part of issue area or conveniently connected to same. A fumigation treatment shall be provided for inmates' civilian clothing. Means should be provided for moving soiled jail denims and bedding out of this area to receiving.

for cleaning at County Central Laundry.

Visitation - Security Section

Persons authorized to visit with prisoners will enter the Jail at this location.

Facility 74 -- Entry

1 @ 175 sq. ft. = 175 sq. ft.

An entrance lobby with counter for information and pass issue with 2 pass-issue windows. Include control gate for passing visitors into Waiting Room. Provide public telephones in this area.

Facility 75 -- Waiting Area

1 @ 300 sq. ft. = 300 sq. ft.

Waiting area for visitors, attorneys, etc., before being allowed to proceed into cellblock area for visitation. Seating for about 25 to 30 people will be required. Space should also be available for package inspection during visiting hours.

Jail Administration and Control - Security Section

Under this heading will be listed various facilities required to allow the proper security control and administration of the Oakland County Jail.

Facility 76 -- Chief Turnkey Office

1 @ 150 sq. ft. = 150 sq. ft.

Office space for the deputy in charge of the Jail

operation. The furniture required will be Professional Class II.

Facility 77 -- Control Center

1 @ 250 sq. ft. = 250 sq. ft.

This area will be used for closed circuit television surveillance of various areas throughout the Jail and for the control of all entrances and exits from the Security Section of the Jail. This area will also control the inter-com system, public address system, and electronic listening devices installed in various areas of the Jail. This Facility should be secure from all aspects, and there should be no way of entering this area once it is locked from the inside. Toilet facilities will be required in this Facility.

Facility 78 -- Show-Up Area

1 @ 150 sq. ft. = 150 sq. ft.

An area for displaying prisoners for possible identification by witnesses and police officers. The prisoners should enter from the receiving area, and witnesses and police officers from the visitation section of the Jail. A barrier and proper lighting will be required to prevent prisoners from observing and having contact with the observers.

Facility 79 -- Interrogation Room

2 @ 65 sq. ft. = 130 sq. ft.

These rooms will be used for questioning of prisoners

by detectives and other authorized persons. A small table and four chairs will be required in each of these rooms. The areas will be equipped with audio surveillance devices controlled by Facility 77.

Facility 80 -- Mail and File Room

1 @ 200 sq. ft. = 200 sq. ft.

This area will be used for handling all mail entering and leaving the Jail. All prisoners' mail is censored as part of the Jail security operation. This space will also be available for future needs of the Jail in regard to clerical and file needs. Located outside of main security.

Facility 81 -- Auditorium-Chapel

1 @ 1500 sq. ft. = 1500 sq. ft.

Seating for approximately 125 in pews with folding kneeling blocks. Scheduling of church services at different times will permit use by several denominations. Provide three-station altar to accommodate Catholic, Protestant and Jewish requirements. Provide space for future organ and choir, and confessionals for Catholic faith. It is often desirable to hold meetings of 60 men or less in two simultaneous meetings, and provisions should be made for dividing this Facility into two smaller areas.

Facility 82 -- General Office

1 @ 150 sq. ft. = 150 sq. ft.

General purpose office for chaplains, social workers, and other authorized persons. Accessible from a corridor

and close to Auditorium-Chapel altar. Toilet facilities should be located adjacent to this Facility. The furniture will be Professional Class II.

Facility 83 -- Storage Room

1 @ 100 sq. ft. = 100 sq. ft.

Space for storing of religious articles and other material used in Facility 81. A lockable cabinet divided into three sections will be needed.

Facility 84 -- Rehabilitation Room

1 @ 600 sq. ft. = 600 sq. ft.

This area can be used for classrooms, a library, or hobby shop for prisoners serving jail sentences in the County Jail. This space will require provisions for subdividing it into three areas for smaller groups. Stacking-type chairs and small tables will be the furniture required in this Facility.

Food Service - Security Section

In this Division the food for all inmates and authorized employees will be prepared and stored. Next to custody, the feeding program of the Jail is the most important part of its operation if secure, humane and decent standards are to be maintained.

The equipment and food standards connected with a jail's culinary division are not greatly different from those of non-detention institutions which carry on a large feeding

program. In the matter of personnel, however, the elements of control, custody and security enter in and must be fully recognized and reckoned with by the Architect during the earliest designing stages. Inmates are employed in practically every activity of a jail's feeding program and, despite the fact that the prisoners assigned to kitchen work are carefully screened and selected, many risks involving safety and security and the control of contraband and escapes exist. The floor plan of the kitchen and the control of its utensils must be such as to keep all dangers and risks to the minimum. In addition, for the prevention of pilferage, particularly by inmates who are duly assigned to kitchen duty, all storerooms, pantries, refrigerators and cabinets in which food items are kept must be provided with adequate locking devices.

The facilities listed in this section should be used as guidelines until further study can be made into the type of food operation required for this building. To assure that the food service facilities are planned and designed for convenience, and efficiency and that the proper equipment is specified, it is recommended that a qualified consultant be retained for this phase of the project. Another area that will require further study is the receiving of food for this operation, and the security arrangements required.

Facility 85 -- Main Kitchen

1 @ 4000 sq. ft. = 4000 sq. ft.

Area for preparation of meals for the inmates and employees. Details of layout and equipment to be developed with the Architect and food service consultant. Room finishes to be of material that is easily cleaned and meets sanitation codes. Provide toilet facilities adjacent for inmates and small dining area for inmates working in Kitchen.

Facility 86 -- Commissary

1 @ 500 sq. ft. = 500 sq. ft.

Storage for dry food items used in this operation. Open-type shelving will be the equipment required in this area.

Facility 87 -- Vegetable Refrigeration

1 @ 300 sq. ft. = 300 sq. ft.

Refrigeration area for sack and crated vegetables. Unit should be provided with vermin-proof bases and racks. This facility should be located near the food receiving area.

Facility 88 -- Meat Refrigeration

1 @ 300 sq. ft. = 300 sq. ft.

Area for refrigerated storage of meats. Provide separate freezer and refrigeration compartments for storage at different temperatures. This facility should be located between the food receiving and meat preparation section of the Main Kitchen with meat track running between.

Facility 89 -- Dairy Refrigeration

1 @ 300 sq. ft. = 300 sq. ft.

Refrigerated storage for dairy products should be located near the food receiving area.

Facility 90 -- Freezer

1 @ 200 sq. ft. = 200 sq. ft.

Storing of various frozen food items and miscellaneous perishables.

Facility 91 -- Daily Refrigeration Unit

1 @ 150 sq. ft. = 150 sq. ft.

Storage area for prepared perishables should be located off the Main Kitchen

Facility 92 -- Dishwashing Room

1 @ 500 sq. ft. = 500 sq. ft.

Area for washing of trays, silverware, plates, cups, etc. It is tentatively planned that the food trays will be prepared in the Main Kitchen and taken to the various cellblocks by food carts. The soiled trays and silverware will be returned in the food carts and taken into this area for washing; thus, this area should be near the elevator used for transporting food carts.

Facility 93 -- Scullery

1 @ 300 sq. ft. = 300 sq. ft.

All cooking utensils will be washed in this Facility. This area should be located directly off the Main Kitchen. Finally, this facility could possible be combined with Facility 90 to conserve space.

Facility 94 -- Cart Storage and Washer

1 @ 500 sq. ft. = 500 sq. ft.

Area for storing and washing food carts. Space should be provided with floor drains and hot and cold running water.

Facility 95 -- Can Wash

1 @ 100 sq. ft. = 100 sq. ft.

Area for washing and drying of trash cans. Space should be provided with hot water, floor drains, and storage racks.

Facility 96 -- Trash Room

1 @ 100 sq. ft. = 100 sq. ft.

Storage area for trash, cans, etc. Area should be located near food receiving area and Facility 93.

Facility 97 -- Employees' Dining Room

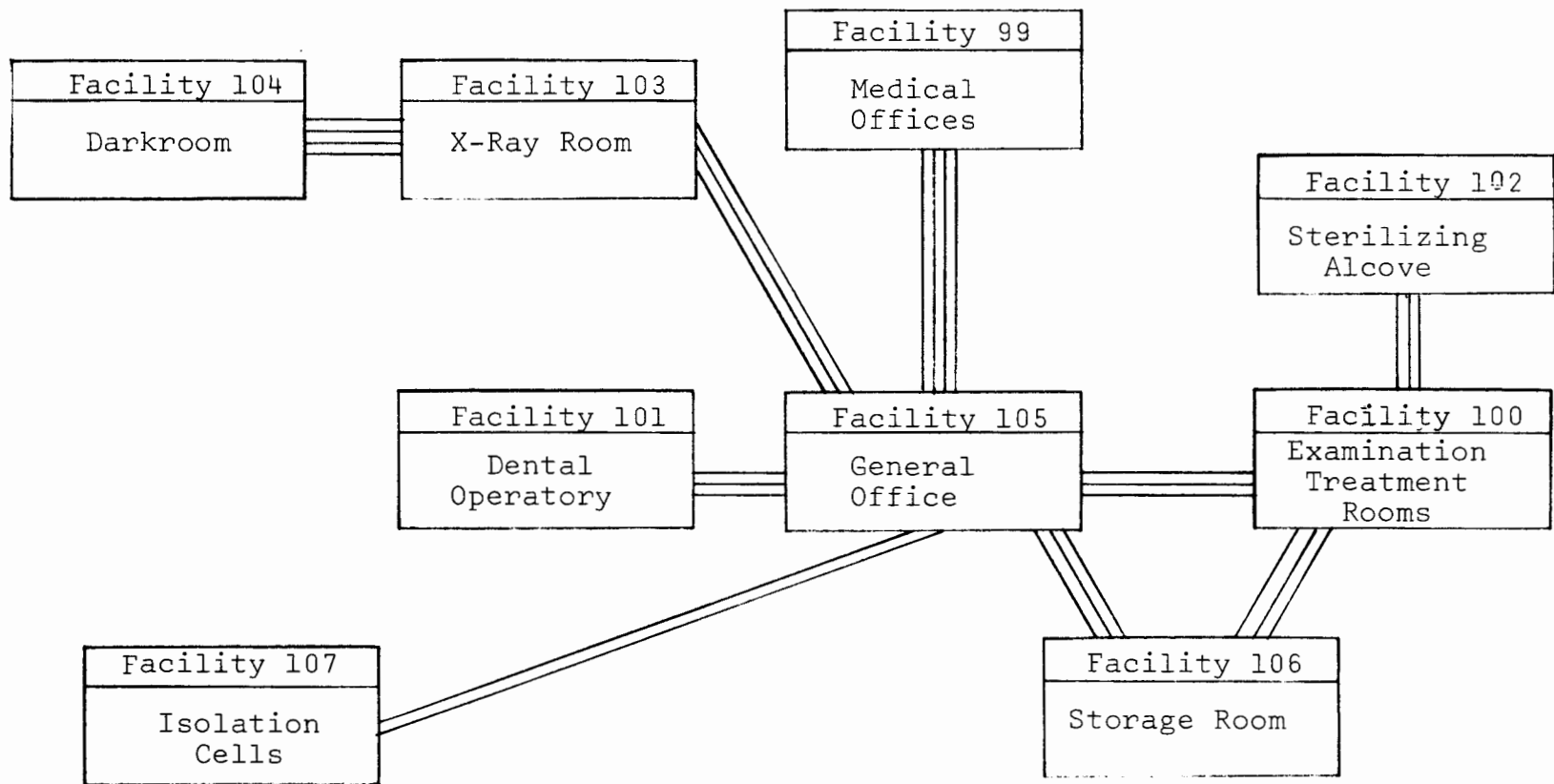
1 @ 500 sq. ft. = 500 sq. ft.

Small dining room for jail employees on duty. Tables and chairs for about 30 will be required. Waiter service will be provided by trustees; thus, this area should be located adjacent to the Main Kitchen and within the security section. Many employees will be working in non-security areas and they should be able to enter this Facility without mingling with inmates.

Facility 98 -- Kitchen Office

1 @ 175 sq. ft. = 175 sq. ft.

Office area for head cook and future head steward. Area should be centrally located in regard to the Main Kitchen,



FACILITY RELATIONSHIPS
INFIRMARY

- LEGEND
- ≡≡≡ Absolutely Necessary
 - ≡≡ Especially Important
 - ≡ Important

with raised floor and glass wall panels for visual control of entire kitchen area. Furniture will be Professional Class II, along with bulletin board for menus and Kitchen notices. A small lounge-locker room with toilet facilities should be located adjacent for the use of the non-prisoner kitchen employees.

Infirmary - Security Section

The heterogeneous classes of inmates which make up the population of the County Jail present health problems far different and more serious than those found in any other comparable size group of people. There are three main reasons for these health problems:

- (1) wide range of social, economic and health background of inmates
- (2) frequent, rapid and uncontrolled change of individuals comprising the jail population
- (3) co-mingling in close confinement of both well and diseased inmates.

The proposed new Oakland County Jail will be planned to provide a basic amount of medical treatment and services for inmates not requiring hospitalization. No provisions will be made for treating seriously ill inmates in the Jail; thus, they will have to be transferred to a local hospital for treatment.

Facility 99 -- Medical Offices

2 @ 120 sq. ft. = 240 sq. ft.

Office area for part-time physician, dentist, etc. One

office will eventually be used for a full-time nurse who will be in charge of this unit. Furniture required will be Professional Class II.

Facility 100 -- Examination-Treatment Room

2 @ 150 sq. ft. = 300 sq. ft.

Basic clinic unit, used for individual examinations and treatment. A sink unit built into a counter along one wall is required, along with various medical equipment to be determined at a later date.

Facility 101 -- Dental Operatory

1 @ 85 sq. ft. = 85 sq. ft.

Space for operative dental treatment of inmates. Utilities required are air, gas, hot and cold water, and electricity. In general, the equipment required will be a dental chair, dental unit, and portable dental X-ray unit. Cabinets built-in along the walls will also be required.

Facility 102 -- Sterilizing Alcove

1 @ 50 sq. ft. = 50 sq. ft.

This area will be used for cleaning and sterilizing instruments. A built-in counter with a sink unit along with storage cabinets are needed in this space.

Facility 103 -- X-Ray Room

1 @ 170 sq. ft. = 170 sq. ft.

Space for an X-ray unit and related equipment needed to provide X-ray service at the Jail. All walls properly insulated with lead to protect both operator and patient.

A space must be provided for the X-ray control panel, and this also must be protected with a lead-glass viewing window. Equipment requirements will be determined at a later date with the Architect and County Health Department.

Facility 104 -- Darkroom

1 @ 50 sq. ft. = 50 sq. ft.

Space for loading X-ray films used in this Infirmary unit. Some darkroom facilities will be required, along with built-in counter units.

Facility 105 -- General Office

1 @ 175 sq. ft. = 175 sq. ft.

This area will be used as the waiting area for inmates waiting for treatment; clerical area for maintaining records; and file area for active records. Space should be provided for 6 waiting inmates and 1 clerical personnel. Furniture required will be stacking chairs, and Clerical Class II.

Facility 106 -- Storage Room

1 @ 100 sq. ft. = 100 sq. ft.

Storage area for medical supplies required in this unit. Lockable storage cabinets will be needed in this area.

Facility 107 -- Isolation Cells

12 @ 60 sq. ft. = 720 sq. ft.

Twelve cells for inmates requiring isolation for medical reasons from other inmates in the Jail. Each cell shall be provided with toilet facilities and a built-in bunk. This cellblock should be planned so that it is part of the

Infirmary unit, but yet located so that it is isolated from the other activities of this division.

Inmate Housing - Security Section

In this section, the housing requirements for the prisoners will be described in general terms. The Survey Report by Mr. Roy Casey (which is included in the Appendix) indicates a projected jail population of 500 to 600 inmates within the next 35 years. The proposed Jail Complex should be master planned for this projected capacity and care taken in the design to assure that the space and location of all service units are adequate to handle the total future jail population. The initial design capacity of the Jail should probably be in the range of 450 prisoners, which would allow adequate capacity for at least twenty years and allow additional capacity to be added when required, using concepts and equipment that are not now feasible or available.

The main objective for the design of the Inmate Housing to achieve is the maximum control of the largest group of inmates that is feasible with the minimum amount of manpower. One way of achieving this objective is by the use of the central core with wings; having the guard and service facilities in the core, and the wings as the cellblocks. There are probably many arrangements in this basic concept and the Architect should investigate various possibilities to determine the most efficient from a security and

operation viewpoint. Finally, some other points to consider in designing the Inmate Housing Section are:

- (a) All cellblock units should be standardized to allow economies in construction and operation.
- (b) The number of inmates per floor should be sufficient to warrant a guard station.

Facility 108 -- Maximum Security Units

The capacity of the Maximum Security units of the proposed Jail should be approximately 45 percent of the total inmate capacity. In these units will be housed all persons that are being retained for trial on felonies, those awaiting transfer to State or Federal penitentiaries, and other persons who, for security reasons, cannot be housed in the medium security units. Prisoners housed in the Maximum Security units will not be allowed to leave their cellblocks except when they are required to leave the Jail for trial or transfer. Tool-resistant steel will be used exclusively in the Maximum Security units.

A. Guard Station 100 sq. ft. each

The number of these Guard Stations will depend on the design of the Maximum Security cellblock units. The Guard Stations will be located in the central core section of the Inmate Housing Unit. These stations will be the central point for each housing unit complex, where inmate movements will be coordinated, activities scheduled, and custody supervised. Provide Intercom system, status boards, and toilet facilities. Guards in this Facility shall be

separated from contact by persons outside the Station by wired glass panels. A raised floor is desirable for better supervision of entire central core section of housing complex. Desk height counter with storage beneath will be required around perimeter of this Facility.

B. Inmate Visitation 200 sq. ft. each

Provide stalls for seated visitation of approximately 10 percent of inmate capacity for each cellblock. Visitors and prisoners shall not have any physical contact; provide tempered glass view panels with sound-powered phones for communication. Visitors will be in central core section and prisoners in their cellblock.

C. Attorney Visitation 65 sq. ft. each

Small cubicles for private talks with inmates. Glazed partitions for supervision by Guard Station, and as soundproof as feasible. One cubicle for each cellblock is required.

D. Single Man Cell 52 sq. ft. each

Each cellblock will be provided with single man cells for approximately 15 percent of cellblock capacity. These cells will be used for segregating prisoners; for new prisoners until their background is checked, and for minor disciplinary action. All cells will be of the inside type, designed to preclude later doubling up of bunks. Prison-type equipment and accessories including bunk, built-in table and seat, shelf, towel bar, and toilet paper holder. Prison-type plumbing fixtures are also required with hot and cold

water at lavatory, with supply fitting adapted for drinking.

E. Twelve Man Cells 700 sq. ft.

Each cellblock will be provided with twelve man cell units for approximately 85 percent of cellblock capacity. Each twelve man cell unit should be provided with individual day room facilities either adjacent or in the same room. The dormitory portion shall be equipped with double bunks and lavatory-toilet facilities. The day room portion shall be provided with shower, lavatory, toilet, and table and benches to seat all occupants. Steel grille between portions of a unit; concrete walls between units will be required.

F. Miscellaneous Cellblock Facilities

- (1) Provide at least one shower head for each 15 inmates.
- (2) Provide a janitor's closet in each cellblock with service sink and storage of housekeeping supplies.
- (3) Provide a small storage area in each cellblock near shower compartment. Provide bins to hold approximately 2 turkish towels and 2 hand towels per man; jail denims consisting of shirts, pants, and jumpers -- approximately 1-1/4 each per man; miscellaneous supplies. Area will be locked when not used to distribute supplies and clothing.
- (4) Cell units will be provided with standard-type barred cell fronts with sliding doors. Keyless electric or electro-mechanical fully selective operation for all cell doors from outside cellblock is required. Entrance to cellblock from central core shall be through a safety vestibule with solid security exterior.

Facility 109 -- Medium Security Units

The capacity of the Medium Security units of the proposed Jail should be approximately 30 percent of the total inmate

capacity. In these units will be housed all persons that are retained for trial or sentenced to the Jail for misdemeanor-type crimes. Prisoners in these units will have more freedom than those in the Maximum Security units, and will be allowed to attend church services, to attend classes or work in the craft shop area. The central core and cellblock requirements are similar to the Maximum Security units except that tool-resistant steel is not required exclusively in these units. A combination of mild steel and tool-resistant steel will be required, the criteria to be determined at a later date.

Facility 110 -- Trusty Unit

The capacity of this unit will be approximately 17 percent of the Jail's total capacity. In this unit will be housed prisoners who, because of their behavior, have been granted trusty status, and will be allowed to work in the Food Service Division, and on other various maintenance and custodial tasks within the Jail. In this unit also will be housed persons who, because of their background, have been sentenced to the Jail, but are allowed to work at their regular jobs during the day. No contact should be allowed between trustees and work release prisoners. This unit could be part of the Medium Security units to allow joint use of a central core section of a housing unit complex. The requirements for this unit are similar to the Medium Security units except that no single cell units are required.

Facility 111 -- Women's Unit

The capacity of this unit should be approximately 8 percent of the total inmate capacity. All women prisoners, after being booked in the Receiving Area, will be sent directly to this unit for showering and clothing issuance. No male personnel or prisoners will be allowed in this unit unless accompanied by a matron.

A. Matron's Quarters - 250 sq. ft.

This area will be used both as the guard station and as the administrative area for the Women's Section. These quarters should consist of an office area (120 sq. ft.), a lounge-locker area (100 sq. ft.), and toilet facilities. The furniture required will be Professional Class II.

B. Shower-Dressing Area - 200 sq. ft.

This area will be used by the women prisoners entering this unit for the initial shower and issuance of jail clothing. Two cubicles (25 sq. ft. each) should be provided for use as combination dressing and shower booths. Lockers should be built-in along one wall for storage of the prisoners street clothing. Storage area is also required for jail clothing, towels, and mattresses for this unit.

C. Utility Room - 200 sq. ft.

This room will be provided with an automatic washing machine and dryer, sewing machine, ironing boards, and a hair dryer. A double wash tub will be required in this area along with toilet facilities. Prisoners in this unit will

use this area for washing their clothing, personal hygiene, and the repairing of jail clothing.

D. Cellblock Requirements

The housing and miscellaneous requirements of this unit are similar to the Medium Security unit.

Facility 112 -- Disciplinary Cellblock

The proposed Jail will require a minimum of 10 disciplinary cells, in a location which should be easily accessible for transferring prisoners from any housing unit except the Women's. These cells are not to be considered as housing in calculating the capacity of the Jail. Cells will be of minimum size, 3 of which shall be of oriental type and provided with a vestibule. Other cells shall have security type bunks and prisoner-type plumbing fixtures. Cell doors shall be hinged, individually locked, solid doors with shuttered view panels. The corridor in front of cells shall be at least 8 feet wide. Provide for a shower compartment, janitor's facilities, and storage in this cellblock. Construction to be of maximum security type and no visitation provisions will be required for this cellblock.

Service and Miscellaneous - Security Section

In this section will be described various required facilities that have not been described previously in this Program.

Facility 113 -- Central Receiving

1 @ 500 sq. ft. = 500 sq. ft.

All deliveries for the Jail will be received and checked at this location. Loading dock facilities are required for two truck stalls and with space for temporary storage of crates and containers to be returned. This Facility should be near the Food Service Division and Facility 96, Trash Room.

Facility 114 -- Maintenance Shop

1 @ 300 sq. ft. = 300 sq. ft.

A large area for use by all trades. Double bench in center with 110 v. and 220 v. outlets. Provide work benches at walls, and large lockable storage locker at one end of area. Storage area for paint and other flammables to be mechanically ventilated to conform to ordinances. This area should be located adjacent to this building's main mechanical room. Toilet and shower facilities will also be required.

Facility 115 -- Serving Kitchen

200 sq. ft. = 200 sq. ft.

On each floor housing prisoner, one Serving Kitchen will be required near elevator used to transport food carts. Adequate electrical power should be available for keeping food carts heated until meal time. This area will also be used as the prisoners' canteen unit for the floor. Lockable storage cabinets will be required in this area, along with

commercial kitchen type counters and cabinets, and a sink unit.

Facility 116 -- Floor Storage

200 sq. ft. = 200 sq. ft.

On each floor housing prisoners, provide an area for storing of mattresses and blankets. This area will also be used for the collection of dirty laundry, distribution of clean laundry and other miscellaneous storage. This Facility should be located near the prisoners' elevator.

Facility 117 -- General Storage

In the basement area of this building provide the maximum amount of storage that is feasible.

Facility 118 -- Capias Room

1 @ 150 sq. ft. = 150 sq. ft.

This room will be used by persons that are confined in County Jail because of failure to pay a debt. Minimum security construction required, with the room having the decor of a typical motel or hotel room. Toilet and shower facilities will be required in this area for the room's occupant. This room will also be used for deputies and police officers that are required to spend the night in the Jail.

Facility 119 -- Garage Area

1 @ 1800 sq. ft. = 1800 sq. ft.

Enclosed parking and storage area for six vehicles. The space allocated is the minimum required, assuming that

this Building will be located on the Service Center near the County's Central Garage.

Facility 120 -- Incinerator Room

1 @ 500 sq. ft. = 500 sq. ft.

Space for disposal of the combustable refuse generated in this Complex. An incinerator designed to consume 400 pounds per hour of Type I waste will be required in this Facility.

APPENDIX

SECTION IAUTHORIZATION, PURPOSE & SCOPE OF SURVEY

The services of Roy Casey, Certified Jail Consultant, P. O. Box 713, Keene, Texas, were contracted for under terms set out in a letter dated March 7, 1967, as authorized by the Oakland County Board of Auditors, to conduct a Survey of the County's present and projected jail requirements for several decades into the future.

The specific Purpose is to make a realistic evaluation of the adequacy of present jail facilities and to develop guidelines which will assist County Board of Auditors in developing plans for a new facility.

The overall Scope of the Survey, therefor, is:

- 1) To project jail capacity needs not only for the present and immediate future, but to anticipate requirements as far into the future as a statistical study might seem to justify.
- 2) To recommend the type and design of a detention facility which will best serve the county in good law-enforcement and protection of the community against its criminal element.
- 3) To suggest plans for facilities which will make possible rehabilitation and correctional programs that are realistic and practical and which are directed toward the reduction of crime and delinquency in Oakland County.

The initial step in the approach to this project was to make a study of the county's use of its detention facilities as far back as reliable data could be had. The results of the study proved to be somewhat disappointing due to the fact, prior to the date that the present Sheriff took office in 1955, no reliable, significant or complete set of jail records are available. Consequently, essential statistical data on which to make valid projections could be obtained from jail records over only an eleven year period. While this relatively short basic period was not fully desirable, the information did supply fairly adequate statistics on which to work out averages, ratios, percentages and trends.

On the other hand, it was not possible to establish even from records over eleven years by which to arrive at or to substantiate a correlation between the two main classifications of county jail

prisoners - misdemeanants and felons. Since the Sheriff's office has not seen the necessity heretofore of making tabulation of data that would furnish this desirable information, the only way to arrive at a valid ratio between the two categories would be to go over the 35,516 names of inmates in the jail ledger who have been booked into the institution during the past five year period and accurately tabulate each entry as to misdemeanor or felony charge. This would be an unjustifiable, tedious and time-consuming task of several days. In lieu of doing this a 3:2 ratio of felons to misdemeanants, as estimated by the Chief Turnkey, is perhaps acceptable as a working basis for this Survey. It was noted, however, on one day during the study that the ratio stood exactly 1:1.

At this point and in this connection it is recommended that the Sheriff's Department and Jail Administration make a study of its jail records system for the purpose of improving and enlarging statistical coverage, formulate more complete data on a monthly basis, and make an orderly permanent yearly record of statistical data. It also should be pointed out that a detention facility as large as Oakland County now needs for handling its current load of prisoners, and the much larger one to be recommended in this Report, should be designed for full and effective segregation of misdemeanants from felons. This matter will be further brought out more fully in subsequent sections that will deal with the proposed new physical plant and its floor layouts, housing areas, etc.

SECTION II

EVALUATION OF PRESENT JAIL FACILITIES

The Oakland County Jail now serving the community houses not only the Sheriff's prisoners but also those of about 35 other law-enforcement jurisdictions in the county. It was built nearly half a century ago - in 1922 - for a capacity of 259 inmates. An inspection of it during this Survey showed it to be properly operated, except for a few procedures, despite its badly overcrowded administrative office space, the insecure location of its booking counter, and other outmoded facilities and arrangements. The process of receiving and releasing prisoners is done in an open area and in full ^{view} of whoever happens to be in an open public corridor.

Jail population counts, as given in Section III, do not show any data on jail population since January 1, 1967, but so far this year

the high count has reached 245 - just 14 short of the jail's maximum capacity of 259. There are always a large number of unoccupied bunks in the women's quarters, which has a capacity of 29, consequently overcrowding and over-taxing of facilities in men's sections becomes serious if jail population reaches 225 and more.

It is clearly evident from the statistical data herein presented that by 1970, or before a new jail can possibly be built and occupied, the situation imposed by limitations of present facilities will be extremely serious. This situation will involve not only inmate housing areas but perhaps to a greater extent the administrative offices and particularly the jail's receiving facilities.

This matter presents an urgency for prompt development of plans for a new county jail and all the necessary adjuncts that are required by other divisions of the Sheriff's Department.

SECTION III STATISTICAL DATA

The statistics herein recorded, up to and including the year 1966, provides a reasonably sound basis on which to compute projections for the next 30 or 35 years. These projections have been checked on the basis of recorded data between the years 1955 and 1966 and are found to come within a Probable Error of plus or minus 5%. However, all projections are also predicated on several other assumptions of uncertain and unpredictable importance:

- 1) That the incidence of crime in the county will continue at about present day rate.
- 2) That the policies and effectiveness of law-enforcement will not materially change.
- 3) That the practices of judges and prosecuting attorneys concerning the use of bail bonds, the assessing of fines instead of jail sentences, the use of probation and parole, and perhaps other intangible factors prevalent in judicial procedures, all continue unchanged.

It might be observed in this connection that either good law-enforcement or a high rate of crime in Oakland County has resulted in an average of one out of every 107 of the county's population being confined each year in the county jail during the past eleven years. During the year 1966 the ratio was 1:96, which indicates a serious crime problem. However, a certain percent of those committed

were repeaters. If this percentage is significantly large, it points up another matter about which the community should concern itself.

Are effective correctional and rehabilitation efforts being made for county jail inmates? If large numbers of the same law-breakers keep returning to jail month after month, or year after year, it would indicate that both the State and County correctional systems are failing in one of their primary responsibilities. Or could it be the leniency so prevalent today on the part of many judges to give the criminal simply a "slap on the wrist" instead of "sock on the jaw" which so many of them have coming? The good citizens and taxpayers who support our jails and prisons have a right to know the answer.

In the projection of jail requirements for a county, as in the evaluation of its adequacy to house its current load of prisoners, the high count on any one day during the year, or the average of high counts if such can be computed from jail records, is the proper standard of measurement. The projected statistics tabulated below indicate the probable capacity needs of Oakland County, on a five year basis, for the next 33 years:

<u>Year</u>	<u>Commitment per year</u>	<u>Average High Counts</u>
1970	8,804	271
1975	10,084	301
1980	11,495	354
1985	12,990	401
1990	14,663	452
1995	15,887	490
2000	17,289	534

SECTION IV

DESIGN & EQUIPMENT OF NEW JAIL

Security - Safety - Convenience - Capacity - Economical Operation: are, in this order perhaps, the five cardinal factors in determining the location, design and equipment of a new jail.

The schematic drawings submitted as part of this Report present recommendations which, subject to such reasonable modifications that will not make fundamental changes in the functional layouts of the various areas, will meet all five requirements.

There are perhaps several potential sites at the County Service Center on Telegraph Road which will make possible the split-level design presented in these sketches. If at all possible as well as feasible, a site sufficiently near the Court House in order to connect

the two buildings by a pedestrian tunnel, should be selected. This would accomplish several important objectives:

1) Avoid the movement to and from court by vehicular transportation or pedestrian movement on public walkways.

2) Lessen the man-power required to guard and conduct prisoners to and from court. This would effect an economy in guard hire that should over the life of the building easily defray the cost of the tunnel.

3) Afford a more rapid, convenient and secure movement of prisoners, regardless of weather conditions, traffic hazards, and the dangers of a possible jail delivery by outside accomplices.

In the employment of an architect for a modern jail project at least two requirements, in addition to many others, should be met:

1) Has the architect had experience in planning a county jail of comparable size and is he fully cognizant of the many fundamental differences between programs and procedures in county jails and those in penal institutions designed specifically for sentence-serving criminals?

2) Does the architect know the fundamental principles underlying proper jail administration and custodial procedures? or will he be sufficiently open-minded to suggestions and advice from long-experienced jail operators in the matter of floor layouts, cell and cellblock structures, the relative proximity of various administrative offices, and the areas for processing prisoners in and out of jail, service departments, work shops, etc.?

Perhaps the most common and serious mistakes made in new jail planning occur when the architect permits his concept about the building itself and its outside appearance to determine its inside arrangements and thereby force the jail's custodial staff to adopt faulty operational procedures.

Jail owners and jail architects, if they want a detention facility that measures up to modern standards and a community asset instead of a liability, must first know the program the institution is to carry out, then design the floor plans and interior layouts to meet all requirements of the program - and then plan a building to fit these layouts.

The overall design, floor plans and security equipment indicated on the accompanying schematic drawings will, if carried out with few

or no substantial changes, provide Oakland County with one of the most secure and functional jails to be found anywhere in the country - and perhaps the Nation's Outstanding County Jail.

It will be noted from the schematic drawings that the jail's overall capacity is about 150 more than projected needs indicate for the next 35 years. This extended estimation is given in an endeavor to comply with the suggestion made in the letter of March 7 from the Board of Auditors for a 50 year projection. The indicated capacity of 688 can be cut down to a little more than 600 by using for many years the ground floor area of 60'x146' on the minimum security side to meet county requirements for purposes other than housing prisoners. Additional reductions in capacity, up to 90 or 100, perhaps more, by decreasing rear Wings "B", "D", "F" and "H" to 80' instead of 120'. This would not change the fundamental plan of the jail nor of its operational procedures in any way.

Regardless of the extent of decrease from the 688 capacity mentioned in the drawings, no decrease should be made in the size of service areas - Receiving and Release department, Kitchen, Dining Room for misdemeanants, Chapel, Hospital, Library, Classrooms, etc. should remain in size and location as indicated.

SECTION V

REHABILITATION & ACTIVITIES PROGRAMS

On the basis of information obtained during the course of this Survey Project, it appears that little if anything at all is being done in the county jails of Michigan in the matter of providing for correctional programs - neither in the way of quarters nor in providing instructional personnel.

It was stated by the State Jail Inspector that something along these lines, especially in the matter of extended use of the so-called "Day Parole" or "Work Release" programs will be developed in the future.

Any effective, practical and realistic steps taken in the direction of rehabilitation of jail inmates, any program or activity properly conducted and fully supervised, and constructive measures which tend to redirect the criminal's behavior pattern away from

lawlessness, are worth the time, effort and money put into them. While it may be too much to expect that every criminal committed to the new Oakland County Jail will come out an honest, upright and law-abiding member of his community, it is not too much to demand that a large percentage of them do so. Probably not one in fifty thousand persons committed to a county jail die in penal confinement - they all sooner or later return to free society - consequently our jails and prisons should develop and maintain care, treatment and correctional programs that will not make of them worse members of society, worse "cop-haters" nor worse criminals by the day of their final release than they were on the day of their arrest.

The recommendations resulting from this Survey will not cover the kinds and extent of correctional programs that are proving feasible elsewhere, but it is strongly recommended that the designing architect of the new Oakland County Jail make space provision for future development and adoption of rehabilitation programs.

SECTION VI

RECAPITULATION

In summary, the following recommendations are submitted to the Oakland County Board of Auditors. Justification for these recommendations is established by the statistics and analysis based on them as found in the body of this Report:

I

A new county jail should be constructed on a site in the County Service Center in as close proximity to the Court House as feasible.

II

The site to be selected should be one that will make possible the erection of a split-level and not over a three story building designed to house only the jail and Sheriff's department.

III

The architect selected for the Project should have a background in county jail designing and a wide knowledge of good jail operational procedures.

IV

The final design of the jail, so far as it relates to and determines essential operational procedures and security, should not vary substantially from the schematic drawings presented in this Report.

V

The employment of an adequate staff of competent and trained personnel should be authorized. When the jail is in full operation it will require at least 50% more employees than the present jail has, which is presently under-staffed.

VI

The design and overall concept of the new jail should be predicated on correctional and rehabilitation aspects rather than on primarily punitive ones.

Respectfully submitted -



ROY CASEY

Certified Jail Consultant

STATISTICAL DATACounty Population

1940 *254,068
 1950 *396,001
 1955 **544,000
 1960 *690,059
 1965 **792,000
 1966 **840,000
 1970 **942,000
 1975 **1,079,000
 1980 **1,230,000
 1985 **1,350,000
 1990 **1,569,000
 1995 **1,700,000
 2000 **1,850,000

* U. S. Census
 ** Estimations or
 Projections by
 the County Plan-
 ning Commission.

JAIL POPULATION

		<u>Commitments</u>		<u>Daily Counts</u>		
		<u>Yearly</u>	<u>Daily</u>	<u>High</u>	<u>Average</u>	<u>Low</u>
		<u>Totals</u>	<u>Average</u>			
	1953	5663	15	139	107	82
	1954	6196	17	187	144	110
	1955	7386	20	172	133	102
	1956	7630	21	195	145	106
	1957	6789	18	170	133	100
	1958	4226	11	200	165	101
	1959	5814	16	183	132	100
	1960	5959	16	186	138	114
	1961	6944	19	223	179	154
	1962	6400	17	197	167	140
	1963	5772	16	225	159	109
	1964	6896	19	193	159	135
	1965	7748	21	230	174	134
	1966	8710	24	230	184	142
		<u>PROJECTIONS</u>				
	1970	8804	24	271	209	161
	1975	10084	27	301	238	184
	1980	11495	31	354	273	211
	1985	12990	36	401	309	233
	1990	14663	40	452	348	268
	1995	15887	43	490	377	291
	2000	17289	47	534	411	317

Valid Jail Records were available only for the years from 1955 to the present - March 1967 - and all estimates and projections of averages and ratios had to be computed on them as a basis. The Probable Errors in all the above projected data should not exceed plus or minus 5 percent.

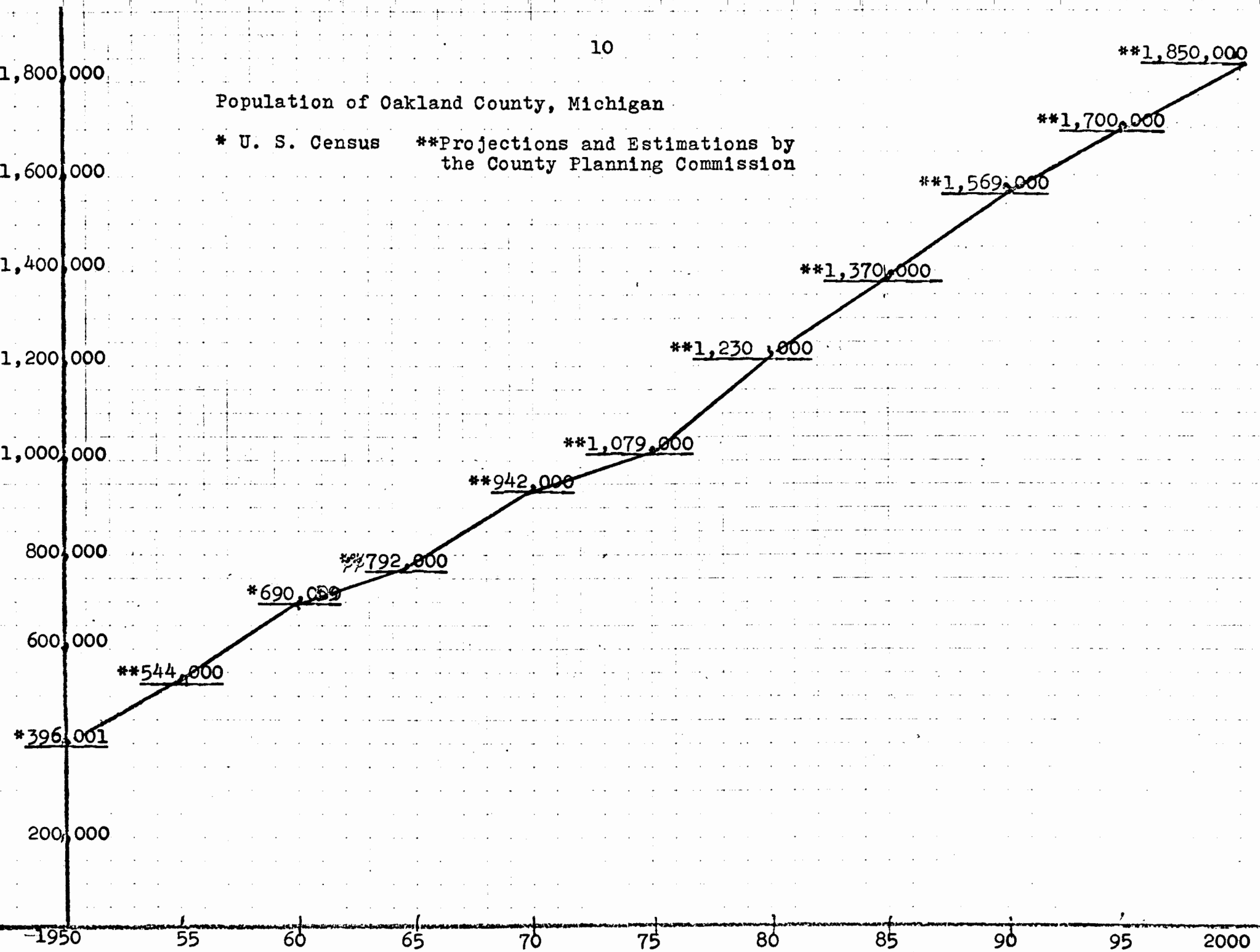
1955 to 1967

Average Daily Jail Population	157
Average County Population	711,500
Ratio of Average Commitments to County Population - per year	1:107
Ratio of Average Daily Jail Counts to County Population	1:4500
Percent of High Daily Counts over Average Daily Counts	30%
Percent of Average Daily Counts over Average Low Daily Counts	23%

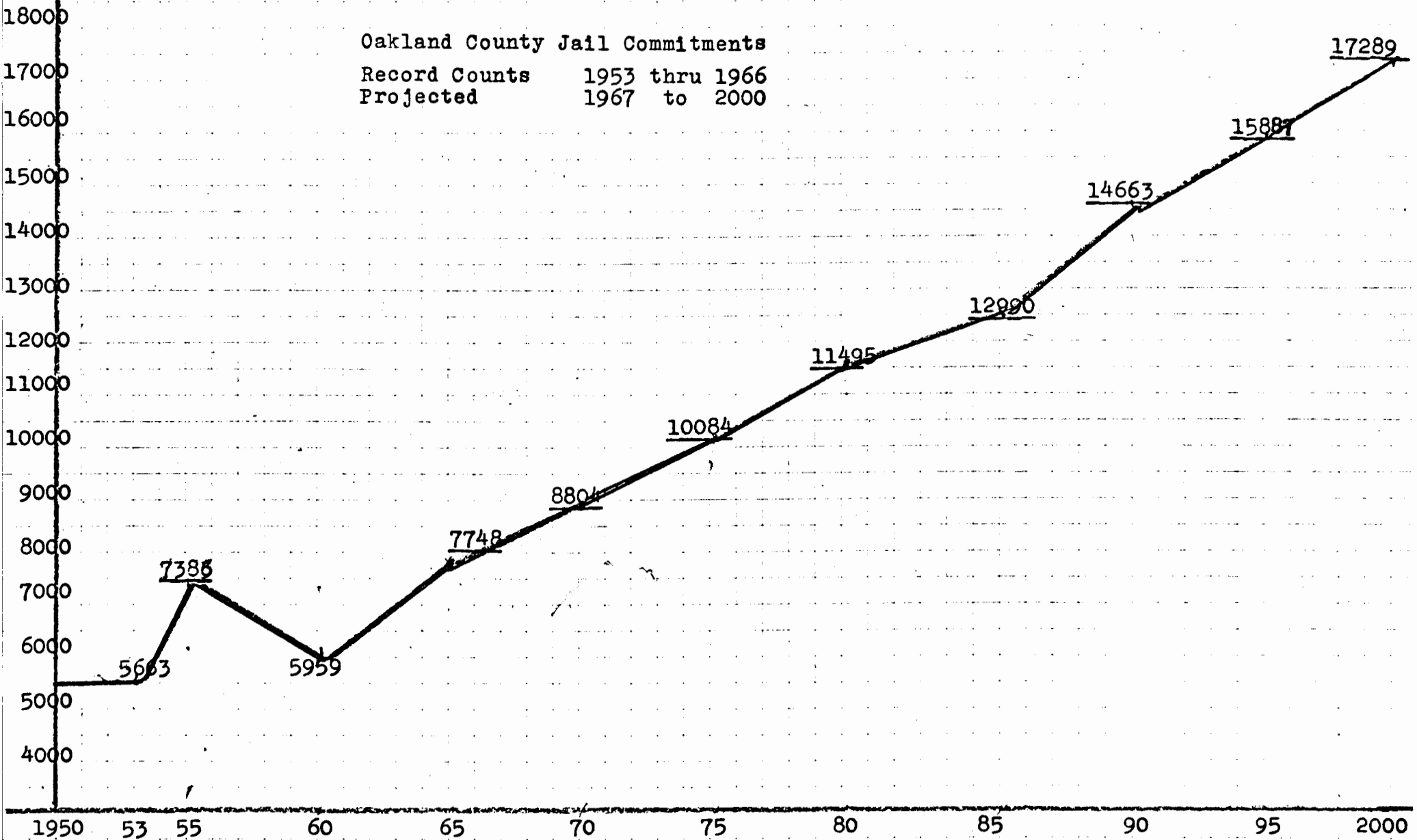
Population of Oakland County, Michigan

* U. S. Census

**Projections and Estimations by
the County Planning Commission

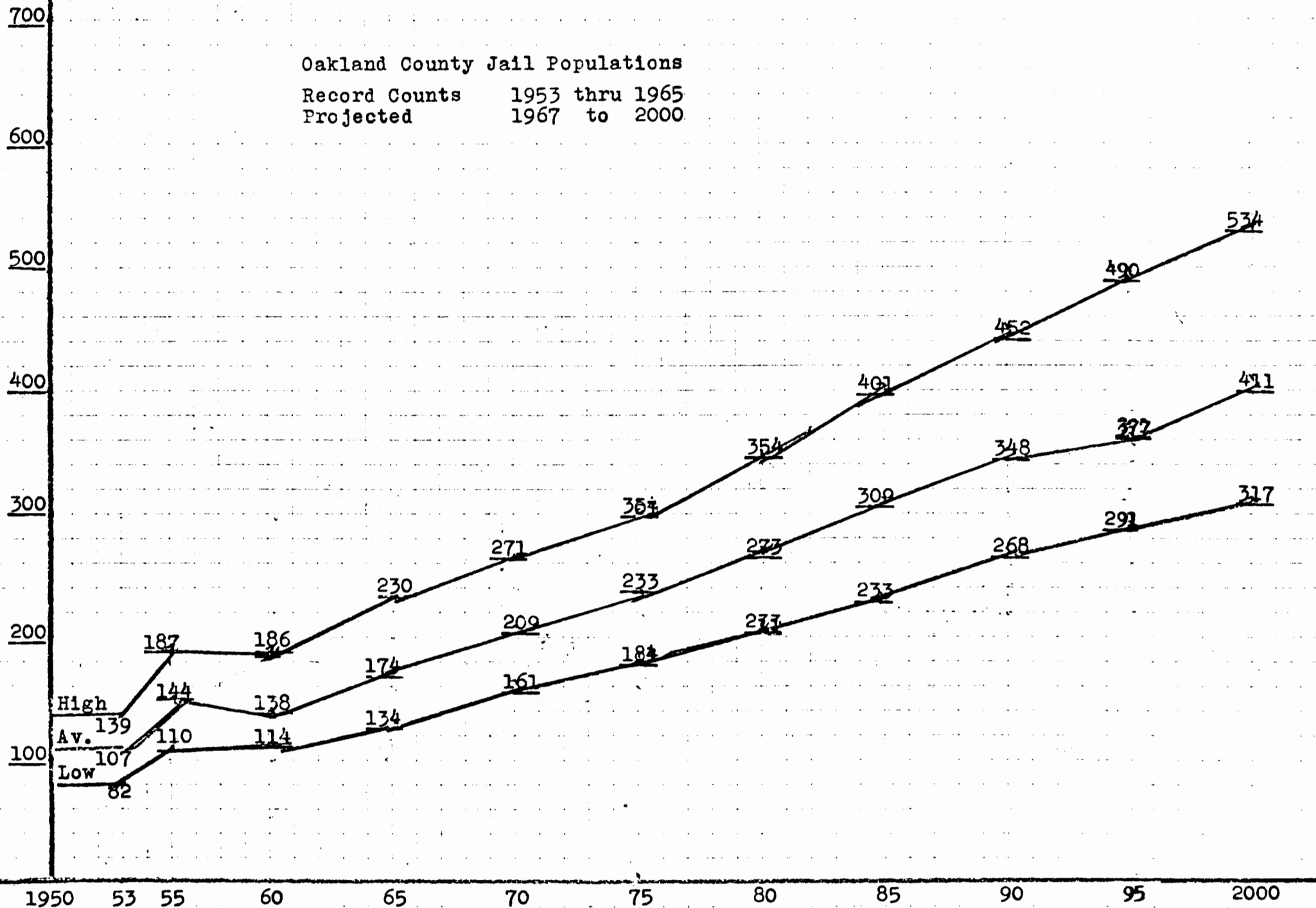


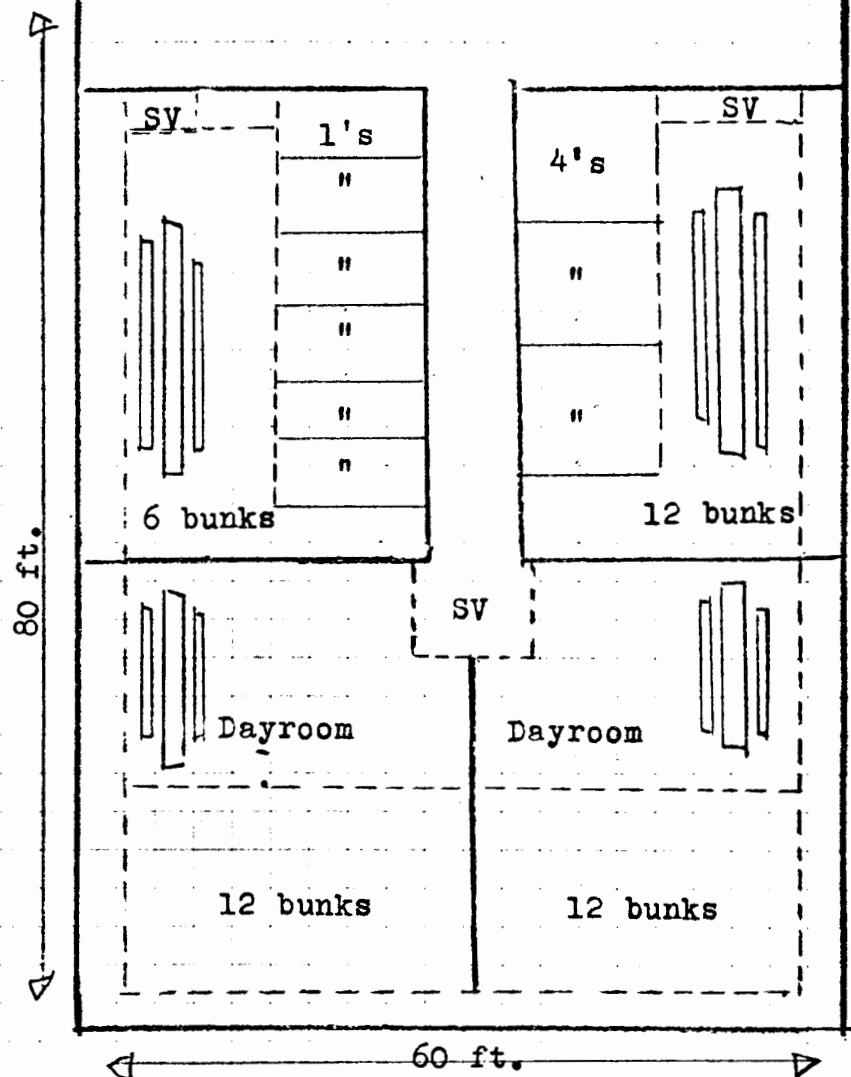
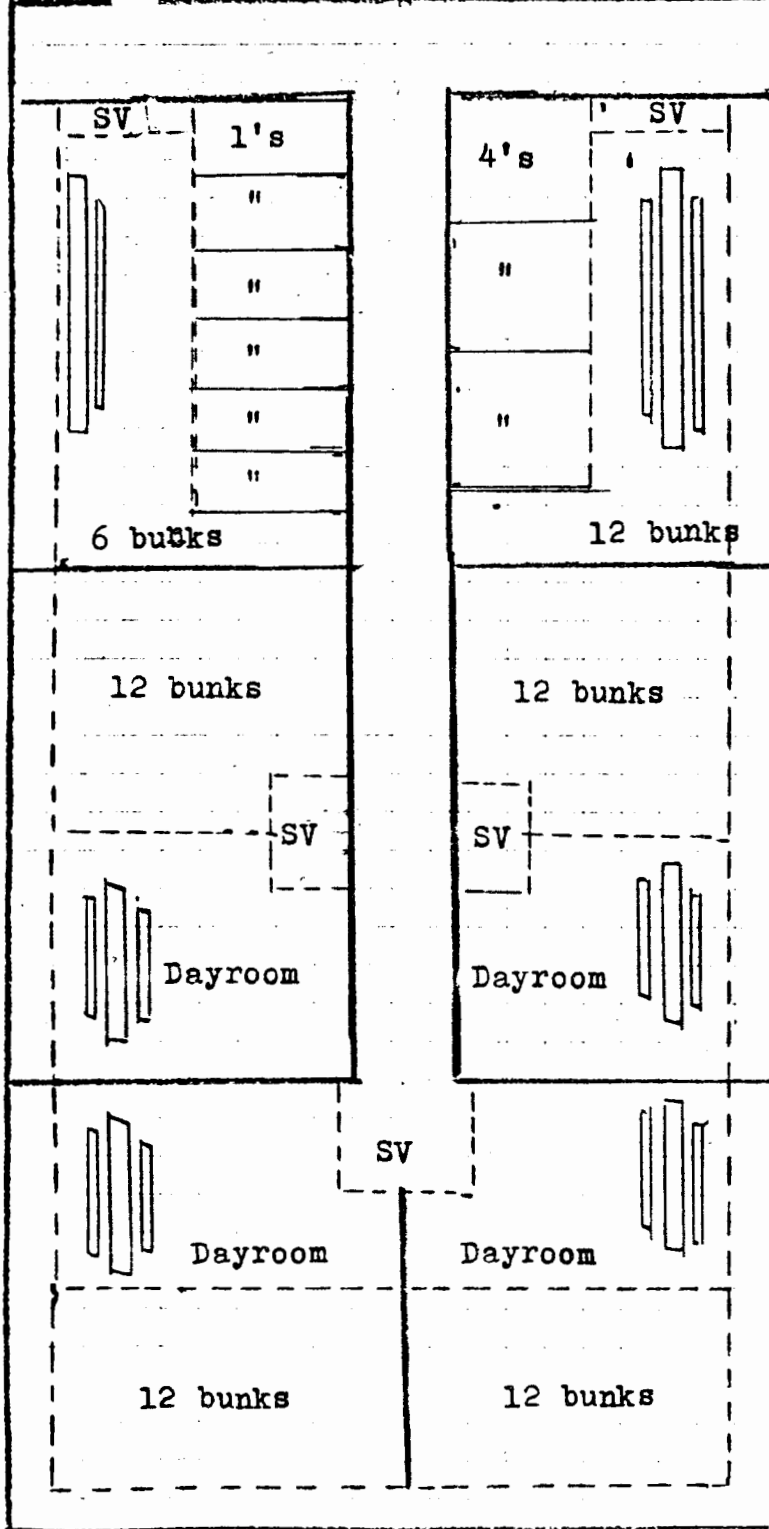
Oakland County Jail Commitments
Record Counts 1953 thru 1966
Projected 1967 to 2000



Oakland County Jail Populations

Record Counts 1953 thru 1965
 Projected 1967 to 2000





(SV = Safety Vestibule)

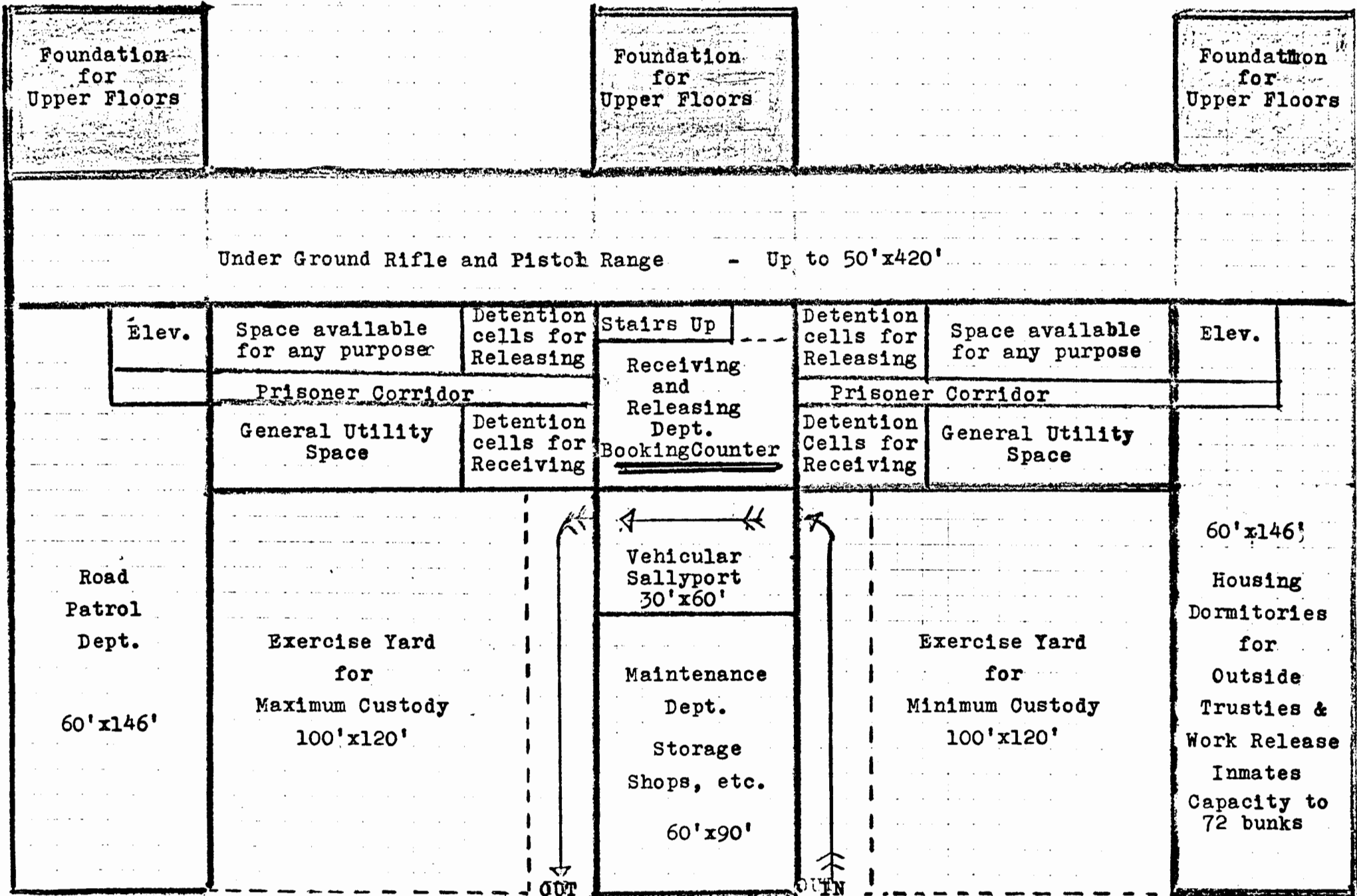
EXPLANATION

Recommended layouts of men's cell, cellblock and dormitory structures designed to meet requirements of the State Department of Corrections.

Doors, windows, locking devices and plumbing fixtures are not indicated on these schematic drawings. Plumbing installations in men's sections should consist of:

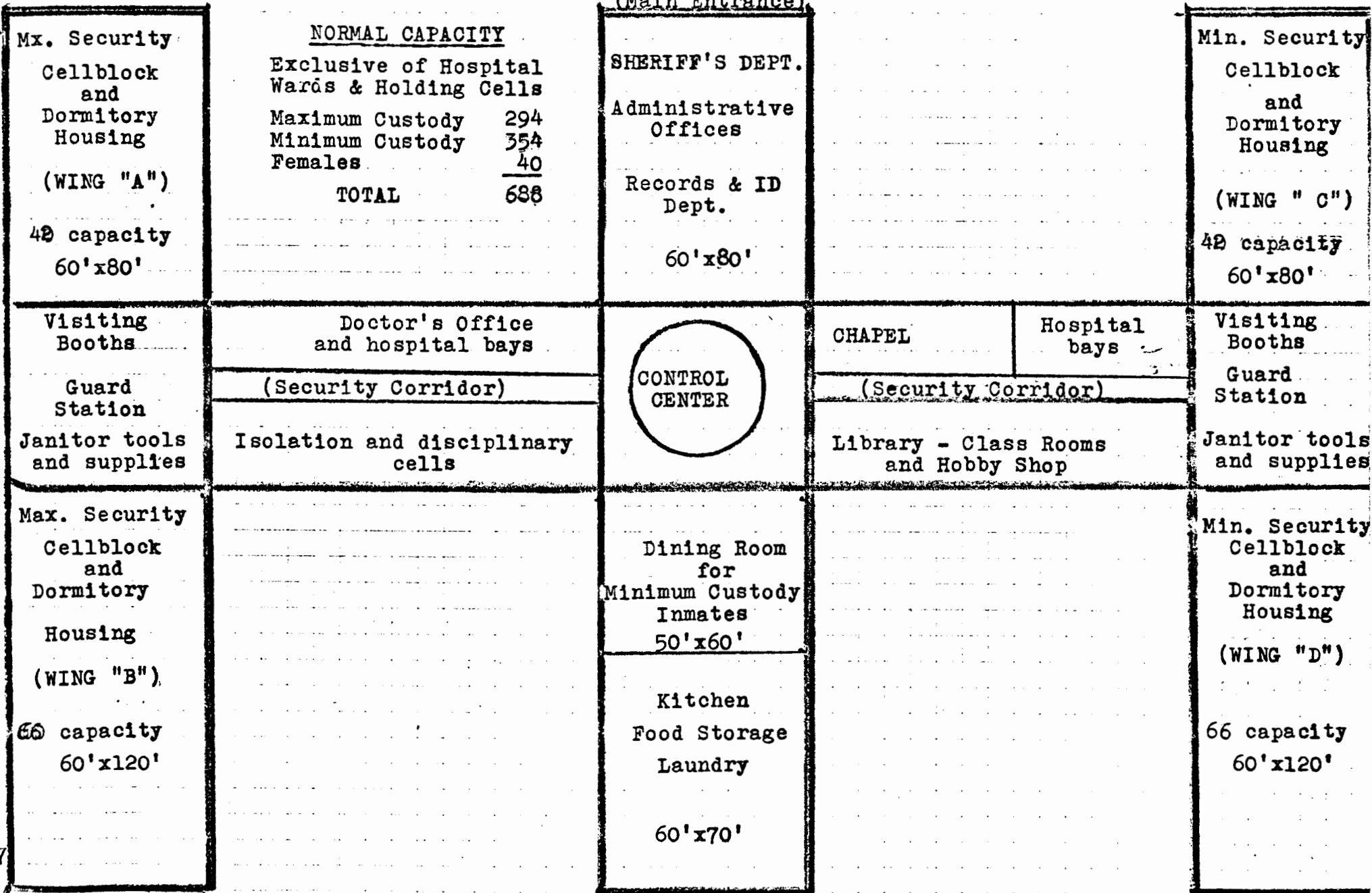
- (1) Combination unit of toilet, wash basin and drinking bubbler in all cell, dayrooms and bunk areas.
 - ▽ (2) Shower bath, sink and urinal in all dayroom areas.
- Layout of women's quarters should be on different basis.

Proposed Design - Oakland County Jail, Pontiac Michigan - Ground Floor
 (Front half fully under ground - Rear half on ground level)



Proposed Design - Oakland County Jail, Pontiac, Michigan - Main Floor
 (Front half on ground level - Rear half is second story)

(Main Entrance)



420 ft.

Proposed Design - Oakland County Jail, Pontiac, Michigan - Third Floor
 (Front half is two stories - Real half is three stories)

<p>Max. Security Cellblock and Dormitory Housing (WING "E") 42 capacity 60'x80'</p>		<p>SHERIFF'S Apartment 60'x100'</p>		<p>Min. Security Cellblock and Dormitory Housing (WING "G") 42 capacity 60'x80'</p>
<p>Visiting Booths Guard Station Janitor tools and supplies</p>	<p>Maximum Security Housing Cellblocks or dormitories 60'x120' 66 capacity</p>	<p>MATRON'S Apartment 40'x60'</p>	<p>Minimum Security Housing Dormitories 60'x120' 66 capacity</p>	<p>Visiting Booths Guard Station Janitor tool storage</p>
<p>Max. Security Cellblocks and Dormitory Housing (WING "F") 66 capacity 60'x120'</p>		<p>Women's Quarters Rooms and dormitories 60'x120' 40 Capacity</p>		<p>Min. Security Dormitories 60'x120' (WING "H") 66 capacity 60'x120'</p>

SUMMARY
LAW ENFORCEMENT SURVEY
OAKLAND COUNTY, MICHIGAN

MUNICIPALITY	1965 ESTIMATED POPULATION	POLICE DEPARTMENT PERSONNEL	DETENTION FACILITIES
Addison Township	1,870	--	--
Avon Township	25,470	--	--
City of Berkley	23,600	30	1-4 Man Cell
Beverly Hills	11,500	18	--
Bingham Farms	500	--	--
City of Birmingham	27,300	45	3-1 Man Cells
City of Bloomfield Hills	3,000	17	--
Bloomfield Township	33,150	37	--
Brandon Township	3,680	--	--
Clarkston	15,400	--	--
City of Clawson	16,900	25	1-4 Man Cell 2-1 Man Cells
Commerce Township	11,600	--	--
City of Farmington	8,690	23	2-2 Man Cells

Farmington Township	32,760	34	2-2 Man Cells
City of Ferndale	31,900	51	4-1 Man Cells 1-Bullpen
Franklin	2,780	21 (part-time)	--
Groveland Township	1,430	--	--
City of Hazel Park	26,000	38	6-1 Man Cells 2-4 Man Cells
Highland Township	5,740	--	--
Holly	3,790	8 (full-time) 14 (part-time)	--
Holly Township	2,510	--	--
City of Huntington Woods	9,050	15	1-1 Man Cell
Independence Township	13,260	--	--
City of Keego Harbor	2,650	4	--
Lake Angelus	270	5	--
Lake Orion	2,950	15	--
Lathrup Village	3,900	6	--
Leonard	430	2	--
Lyon Township	3,300	--	--
Madison Heights	35,000	39	2-2 Man Cells 1-5 Man Cell

Milford	4,900	7	--
Milford Township	1,430	--	--
Northville	1,250	No Data	No Data
Novi	8,700	No Data	No Data
Oakland Township	3,100	--	--
Oak Park	38,500	74	3-1 Man Cells 2-2 Man Cells
City of Orchard Lake Village	1,350	8	--
Orion Township	11,000	--	--
Ortonville	825	--	--
Oxford	2,550	16	1-2 Man Cell
Oxford Township	3,550	--	--
Pleasant Ridge	3,840	9	--
Pontiac	84,000	146	8-1 Man Cells 2-6 Man Dorm. 1-2 Man Cell 20-Temp. Detention Cells
Pontiac Township	11,000	--	--
Village of Quakertown	690	--	--
Rochester	5,900	15	2-1 Man Cells
Rose Township	1,800	--	--
Royal Oak	90,000	122	11-1 Man Cells 1-Bullpen

Royal Oak Township	8,300	26	2-1 Man Cells
Southfield	48,000	67	1-Bullpen
Southfield Township	No Data	--	--
South Lyon	2,000	No Data	No Data
Springfield Township	3,000	2	--
Sylvan Lake	2,200	4	--
Troy	49,500	35	4-1 Man Cells
Walled Lake	3,800	9	--
Waterford Township	52,700	29	--
West Bloomfield Township	19,780	12	--
White Lake Township	9,900	2 (full-time) 13 (part-time) 5 (volunteer)	--
Wixom	1,710	No Data	No Data
Wolverine Lake	2,830	10	--
Wood Creek Farms	800	--	--
Oakland County Sheriff	--	121	259 Inmate Capacity Jail
TOTAL	817,000	1,154	416 Persons

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- (3) Citizens Research Council of Michigan, Survey Of The Jail Needs of Kent County, Report 177, 1953
- (4) Citizens Research Council of Michigan, The Jail Needs Of Wayne County, Report 180, 1955
- (5) Citizens Research Council Of Michigan, City of Lathrup Village-An Administrative Survey, Report 220, 1965
- (6) Citizens Research Council of Michigan, A Survey of The Police Department-Sault Ste. Marie, Michigan, Report 221, 1965
- (7) Citizens Research Council of Michigan, City of Highland Park-A Study of City Finances, Administrative Organization and Operations, Report 224, 1966
- (8) International City Managers' Association, Municipal Police Administration, 1961
- (9) Michigan Department of Corrections, Rules For County Jails, 1965
- (10) National Rifle Association, Construction of Indoor Rifle and Pistol Ranges, United States Department of the Air Force, Small Arms Ranges, Manual 50-25, 1963
- (11) President's Commission on Law Enforcement and Administration of Justice, The Challenge of Crime In a Free Society, United States Government Printing Office, 1967
- (12) United States Bureau of Prisons, Correctional Institution Design and Construction, 1949
- (13) United States Bureau of Prisons, Recent Prison Construction 1950-1960, 1960

- (14) United States Department of the Army, Manual for Development of Emergency Operating Centers, No. 9800.2A, 1966
- (15) County of Los Angeles, California, Men's Central Jail Facility - Program of Space and Functional Requirements, Capital Project No. 8536, 1959
- (16) Hellmuth, Obata and Kassabaum, Inc., The Master Plan Report - Hawaii Adult Correctional Training Facility, 1966
- (17) Law and Order, "Design a police station but...Don't make it look like one."
- (18) Law and Order, "The Status System Console of Burbank (Calif.)"
- (19) Western City, "'Zero Zone', Civil Defense Headquarters Constructed Under Burbank City Hall Annex", September, 1960
- (20) FBI Law Enforcement Bulletin, "An Outline of the Rules for Handling Physical Evidence", July, 1954
- (21) FBI Law Enforcement Bulletin, "Establishment of Local Fingerprint Identification Bureau", December, 1958
- (22) FBI Law Enforcement Bulletin, "Latent Fingerprint Section of the FBI has many Functions", December, 1961
- (23) FBI Law Enforcement Bulletin, "Police Department Growth Keeps Pace With Community", September, 1963
- (24) FBI Law Enforcement Bulletin, "Long-Range Planning, a Strategic Weapon Against Crime, October, 1963
- (25) FBI Law Enforcement Bulletin, "Modern Police Facilities for Rome, N.Y.", April, 1964
- (26) FBI Law Enforcement Bulletin, "Modern Data Processing", April, 1966
- (27) National Crime Information Center", May, 1966.

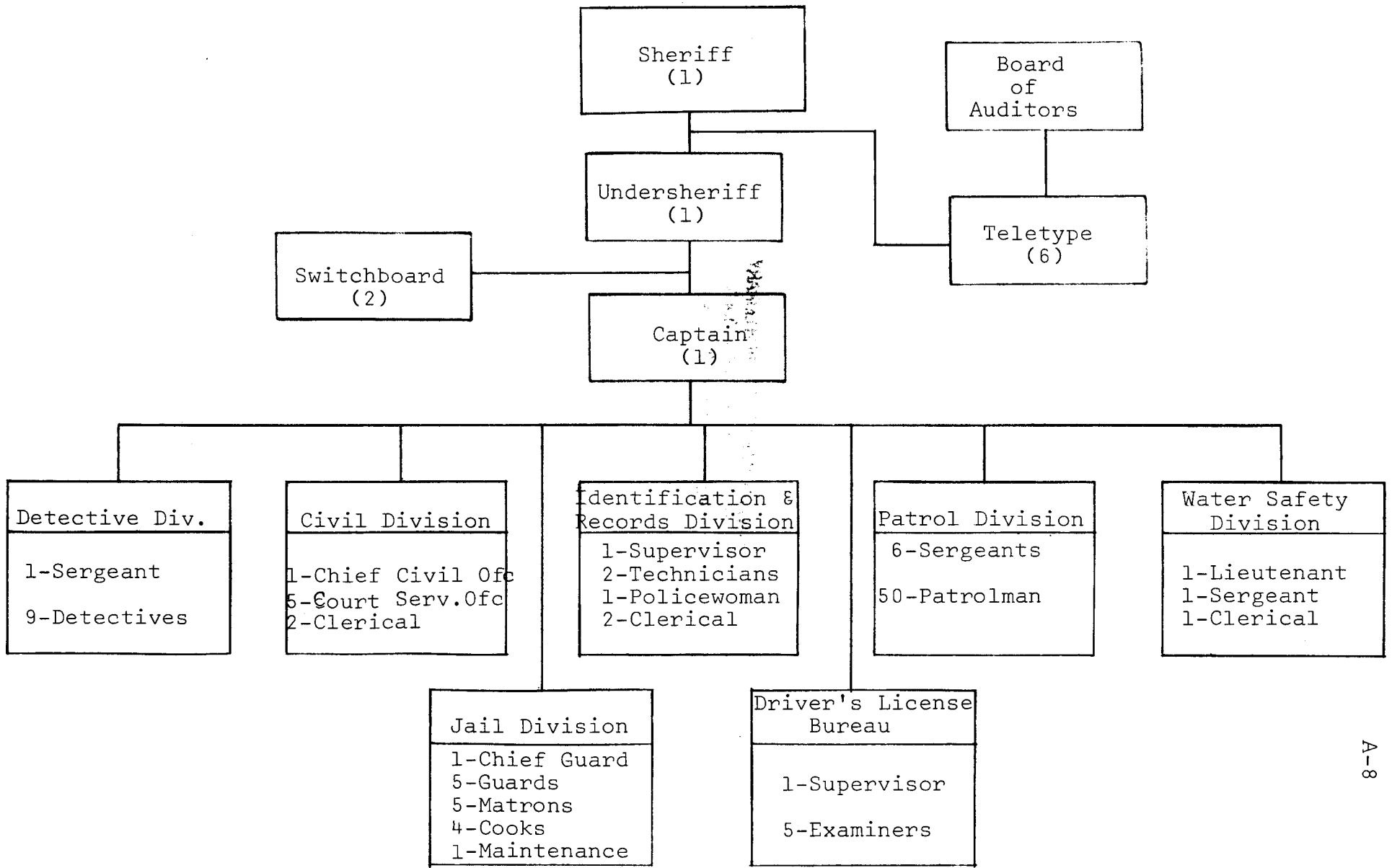
CONSULTATION

- (1) Roy Casey, Certified Jail Consultant

- (2) Robert J. Russell, Michigan State Jail Inspector
- (3) Decatur Iron and Steel Company, Inc., Decatur, Alabama
- (4) Southern Steel Company, San Antonio, Texas
- (5) Van Dorn Company, Cleveland, Ohio.

INSPECTION TRIPS

- (1) Bexar County Jail, San Antonio, Texas
- (2) Central Police Headquarters, Chicago, Illinois
- (3) City of Dearborn Police Headquarters, Dearborn, Michigan
- (4) Inghram County Jail, Mason, Michigan
- (5) Kent County Jail, Grand Rapids, Michigan
- (6) Redford State Police Post, Detroit, Michigan
- (7) Wayne County Jail, Detroit, Michigan
- (8) Wayne County Morgue, Detroit, Michigan
- (9) Wayne County Road Patrol Headquarters, Wayne, Michigan.



OAKLAND COUNTY SHERIFF DEPARTMENT
 ORGANIZATION CHART