

Meeting Minutes

Project: **Codington County Jail**

Subject: Owner Review Meeting

Date: Tuesday, November 19, 2024 | 1:00 PM – 2:00 PM

Location: Teams

Attendees:

- Lee Gabel, Codington County
- Brad Howell, Codington County Sheriff
- Matt Blackwelder, Codington County Jail
- Craig Beebe, Beckenhauer Construction
- Tyler Klatt, Tegra Group
- Andrew Eitreim, Architecture Incorporated
- Jon Young, HDR
- David Bostwick, HDR

1. Review of Concept Plan Diagram

- a. 108 total beds
 - i. 88 Male
 - ii. 20 Female
 - iii. One of the female housing units could be utilized by Juveniles.
 1. 4 male juvenile beds (two 2-bed units)
 2. Utilize medical cells for female juveniles
- b. 20-Bed Female Unit
 - i. Each of the (3) 4-bed cells would have its own dayroom.
 - ii. 4-bed units will be (2) 2-bed units.
 - iii. 4-bed shell
- c. Central Control has visual observation of the Female / Juvenile units, Medical Cells, and Holding Cells in booking.
- d. 88-Bed Male Housing Unit
 - i. (3) 16-bed units = 48
 - ii. (6) 4-bed units = 24
 - iii. (1) 16-bed dormitory
 - iv. 16-bed shell
- e. Separate exercise areas for male / female.
 - i. Movement is easier and can be unescorted.

- f. Public Lobby is shared between Jail / Sheriff's Office
 - i. Could be used for the 24-7 Program (Office and restroom)
- 2. Program Document Review - Jail**
 - a. 108-Bed Jail @ 33,238 GSF
 - b. Vehicle Sally Port
 - i. 2 Lane Drive Thru
 - ii. Decontamination Eyewash / Shower
 - c. Prebook Area
 - i. Free Access by Officers – extension of Vehicle Sally Port
 - ii. Officer Toilet
 - iii. (2) Workstations
 - iv. X-ray
 - v. Blood Alcohol Testing (Blood draw)
 - vi. Pass Through Cell
 - vii. Security Vestibule to Booking Area
 - d. Booking Area
 - i. Booking Desk with two processing stations
 - ii. Open waiting area
 - iii. Detainee Toilet
 - iv. Holding Cells
 - 1. (1) ADA
 - 2. (2) Singles
 - 3. (1) Group cell for 6
 - 4. (1) Restraint cell (Padded with flushing floor drain)
 - v. Photo/Fingerprint
 - vi. Janitor's Closet
 - vii. Release Lobby with transaction window
 - viii. Kitchenette
 - ix. Restraint Storage
 - e. Property Room
 - i. Property bags and shrink wrap machine
 - ii. Clothing Exchange with shower / dressing area
 - iii. Release Changing Area
 - f. Clinic
 - i. Waiting
 - ii. Shared office for 3
 - iii. Pharmacy
 - iv. Exam / Treatment Room
 - v. Inmate Toilet
 - vi. Medical Equipment / Supply Storage

- g. Medical Housing
 - i. (2) negative pressure cells
- h. Central Control
 - i. Single Control Station
 - ii. Security Vestibule
 - iii. Staff Toilet
 - iv. Kitchenette
 - v. Security Electronics
- i. Male Housing Units
 - i. To be revised based on feedback from the Concept Diagram
 - ii. Support Spaces
 - 1. (2) Classrooms
 - 2. (2) Counseling Rooms
- j. Female Housing Units
 - i. Add a Classrooms (375 SF) and Exercise Room (750 SF) adjacent the female housing units.
- k. Work Release Processing
 - i. Both Male and Female
 - ii. Weather Vestibule
 - iii. Washer / Dryer
 - iv. Locker Rooms
- l. Jail Administration
 - i. Operations Lieutenant
 - ii. Sergeant (shared office for 2)
 - iii. Break Area
 - iv. Briefing Room
- m. Staff Facilities
 - i. Shared locker area with private toilet / shower rooms
 - ii. Janitor's Closet
- n. Visitation
 - i. Video Visitation
 - ii. (2) Multipurpose Non-Contact and Video Visitation
 - iii. (2) Contact Visitation
- o. Food Service
- p. Laundry
 - i. (2) 35# Washers (2) 50# Dryers
- q. Miscellaneous
 - i. Dumpster / Recycle

- ii. Loading Dock (Semi Trailer for food deliveries)
- iii. Receiving
- iv. Trash / Recycle
- v. General Storage
- r. Need to add Video Courtroom to Program

3. Program Document Review – Sherrif’s Office

- a. Public Lobby
- b. Admin.
 - i. Deputy Work Area – 2 workstations
- c. Records
 - i. Reception / Civil Records Secretary – Increase to 3 workstations with 1 future
 - ii. Records Manager – workstation in lieu of office (located with other open office workstations)
 - iii. (2) Records Storage – Jail Records / LE Records
 - iv. Work Room / Mail Room
- d. Evidence
 - i. Evidence Lab
 - ii. Secure Evidence Storage
- e. Garage and Support
 - i. Vehicular Storage #2 – Can also be used for vehicle evidence.
- f. Facilities Maintenance
 - i. No changes
- g. Staff Facilities
 - i. Break Room
 - ii. Training Room for 30
 - 1. Table / Chair Storage
 - 2. Mat Storage
 - iii. Male and Female Restrooms / Showers

4. Upcoming Schedule

- a. December 3, 1:00 PM
- b. December 17, 1:00 PM