

# **CODINGTON COUNTY SHERIFF'S OFFICE**



## **FACILITY ASSESSMENT**

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## Codington County Sheriff's Office

### Facility Assessment

In 1974 the Codington County Law Enforcement/Detention Center was erected using grant funds. The building is located at 119 South Maple Street, Watertown. The building was built as a regional detention center and Law enforcement/Emergency Management facility. At the time the building was a state-of-the-art design, being self-sustaining with its own generator, water system and air filtration system. The building housed the Sheriff's Office, the Watertown Police Department, Civil Defense/Emergency Management and a Parole Officer. The cost of construction of this facility was \$725,000.00. The final construction constituted 7,194 square feet of work space. The detention center was designed to be a regional center with 38 beds. When the building was first opened, the Detention Center was managed by the Watertown Police Department in exchange for the County allowing the Police Department Office space. At that time, the Sheriff's Office employed two sworn officers and one civilian employee. In 1981, a third deputy was added to the Sheriff's Office. In 1996, a fourth deputy was added to the office. In 1998, a 5,500 square foot addition was made to the Sheriff's Office/Detention Center. The addition cost was \$1.9 million. The addition made the Law Enforcement Center a total of 12,694 square feet. The new construction incorporated a lobby area for public access directly to Sheriff's staff. This made more room for office space and Filing. A conference room was added as well as a small filing room. A new evidence room and evidence lab was added in the basement, as well as an interview/observation room and file room. Emergency Management and the Highway Patrol Squad Office were moved into the basement. The Highway Patrol Office consists of a patrol sergeant, motor carrier sergeant, two motor carrier officers and eleven troopers. The addition to the Detention Center added 14 additional beds. As a result of this addition the Detention Center was able to house juveniles in a secured location according to changing federal standards. This addition also became the home of Emergency Management and the Highway Patrol. When constructed the building was projected to meet public safety needs for approximately 10 to 15 years.

From 1981 to present the Sheriff's Office staff has grown from three deputies and one civilian personnel to six deputies, one part time deputy, two transport officers, a records manager with two records personnel, a civil process deputy and the Sheriff. There are currently 14 employees of the Sheriff's Office.

In 1974, the detention center was constructed with 38 beds. In 1984 the Sheriff's Office took over management of the detention center. This added one chief jailer and four full-time jailers to the Sheriff's Office staff. With modifications and additions, the detention center at present has 70 beds. The Codington County Detention Center has met state and federal standards to be used as a co-located facility for the housing of juvenile offenders. As the Detention Center is a regional facility we currently contract with the counties of Deuel, Hamlin, Clark and Kingsbury for the housing of prisoners. At present there are nine full-time jailers, two part-time jailers, a full-time cook and Chief Jailer to total 13 personnel. Prisoner populations have grown. In 1985 there was daily average population of 20.85 prisoners per day. In 2005, the average daily population was 52.29 prisoners per day. At the time of this report, September 21, 2006, the population of the jail is at 68. During the summer of 2006, the inmate population had spiked as high as 82 inmates. The "linear" design of the jail, along with the increased population, is not conducive for security, monitoring and/or movement of prisoners within the facility. Along with the age of the facility and the rising inmate population, the building is suffering from insufficient plumbing, electrical and security issues. The kitchen area was redesigned to make room for additional equipment and more space to meet demands of the detention center. Due to over population, several areas of the detention center have been used as bedding areas, utilizing portable cots for additional inmates. The booking room of the detention center to date processes an average of 200 persons a month. With present out-of-county contracts and the work release program, the Detention Center brings in \$200,000.00 to \$240,000.00 in revenue a year.

Currently, the Codington County Sheriff's Office jurisdiction covers 720 square miles. The county has five incorporated municipalities: Henry, Wallace, Florence, South Shore, Kranzburg, and one unincorporated municipality of Waverly, all of which are provided with Law Enforcement services. Four of the municipalities have both grade school and high school, with one having just a grade school. Sheriff's deputies currently

respond to an average of 256 calls for service, per month. The Sheriff's Office is responsible for inmate transport to and from other facilities. Currently the Sheriff's Office travels an average of 2,900 miles monthly transporting prisoners. The Sheriff's Office is responsible for obtaining medical attention for prisoners in its custody. Deputies must transport and guard an inmate while taking them to the clinic/emergency room. The Sheriff is responsible for Courtroom Security. Court hearings are currently held three to four days a week taking at least two deputies to properly conduct security and move inmates to and from the courtroom to the Detention Center.

The records division of the Sheriff's Office has numerous responsibilities. So far in 2006 (9-21-06) there have been 2,857 Civil Papers served by the Sheriff's Office and 295 concealed weapon permits issued. 633 warrants have been served so far this year. 712 new warrants have been received so far this year. The Sheriff's Office bills and collects money for service of civil process, mortgage foreclosure sales, bail bonds, executions, distress warrants, pistol permits and copy fees. The office records and enters computer data on all calls for service, incidents, crimes, warrants, arrests, traffic tickets, department inventory and accidents. The records division also answers and dispatches calls, records caller data, greets walk-in traffic and does reception duty for the Sheriff's Office, Highway Patrol, Emergency Management, county maintenance and detention center deliveries. The records staff prepares reports and correspondence as needed.

The Sheriff's Office responsibilities continue to grow as do the needs of the Office. With this continued growth the office has recognized the need for improvement of the day to day operations from a community service perspective as well as a security perspective. Operations of the Office of the Sheriff will continue to expand as does the city of Watertown. The rising population of Watertown is directly related to the population of the Detention Center, the number of bookings completed, the amount of civil papers served, the number of warrants processed, etc. The current Sheriff's Office administration is anticipating these needs and outlines them accordingly.

#### Sheriff's Assessment of New Facility Concerns

With the multiple agencies utilizing the law enforcement facility, parking is an issue. The area around the current facility is utilized by the Codington County

Courthouse, as well as neighboring businesses and a Church. Parking for the general public who need to access the Police Department, Emergency Management, Highway Patrol or the Sheriff's Office is a problem. Often, persons walk long distances to access the building. There currently is no secure parking area for law enforcement vehicles. There is no secure parking garage for the process of vehicles seized as evidence for processing.

The lobby area could be made more conducive to public needs. There should be several small rooms off the reception area for officers to privately talk to people who are making reports/complaints. It is difficult for most people to talk about personal problems or complaints in the presence of other people who happen to be conducting business in the lobby area. The secluded rooms would also be more conducive for conducting Sex Offender Registrations. There is a need for two or three desktop areas for persons to complete statement/complaint forms and fill out concealed weapons permit applications.

Records filing is also an issue. Since the Sheriff's Office addition in 1998, all available file space has been used. The basement file room is currently double stacked with file cabinets. The active warrants worked and filed by the Sheriff's Office need to be kept in one centrally located room where the paperwork can be filled out and the warrant can be filed. The records department needs more separation of work areas. It would be more efficient if there was less traffic through this area. A separate room for copy machine, fax machine and paper shredder, with adequate counter space would be efficient.

Training and meeting areas are increasingly important. The Sheriff's Office needs a sizeable conference room to conduct meetings. There is need to also have a large training room equipped with multiple computer access, projector, television and any other equipment necessary for presentations and classes. A room is needed for officer briefings and meetings where officers can discuss law enforcement operations. Break rooms with kitchenette. The deputies need offices with computer access for report writing purposes. Officers need access to an interview room. Along with the interview room, there needs to be a large storage area for recording equipment, as well as other surveillance equipment, telephone monitoring equipment, and the Sheriff's Office Print

Quest AFIS equipment. A large evidence room, as well as a temporary evidence storage room, is necessary.

The Office should have a library containing SDCL Law books, Law Enforcement publications, crime bulletins, probation/DOC information and any other pertinent materials.

A separate work area for the Civil Process Server is necessary. This area should be large enough to adequately sort and organize the incoming and pending service of the papers that come into the office. This area would need computer access and telephone service.

The rising need for physical fitness is an issue. The county currently does not provide any health/fitness/training area for employees. A fitness/training area would be an asset, along with a shower/locker room area.

There are times when crime victims, their families and friends spend lengthy periods of time in the lobby area or other areas of the Sheriff's Office during ongoing investigations. There is a need for public restrooms near the lobby area of the Sheriff's Office. In turn there needs to be separate employee restrooms.

## ***New Facility Concerns:***

### **1. Reception/Lobby Area**

- a. This should be a large shared lobby with several rooms directly off the reception area where Officer can privately take complaints and fill out Sex Offender Registration forms.
- b. Two to three desktop areas where people can complete statements and pistol permit applications.

### **2. Security**

- a. Secure perimeter around building with controlled access by the public.
- b. Separate employee entrance.
- c. Separate prisoner transport pickup and drop off area

### **3. Conference/Training/Meeting/Break Rooms**

- a. One room able to support possible multi-agency trainings, equipped with multiple computers, projectors, television and any other media necessary to conduct presentations and classes.
- b. Room for Officer briefings and meetings.
- c. Conference rooms (small and large) for meetings and teamwork planning.
- d. Male and female break rooms with kitchenette.

### **4. Parking**

- a. Secure patrol car parking.
- b. Employee parking.
- c. Visitor parking.

### **5. Records File Space**

- a. Large area on main floor near Records Department for short term records storage.

b. Large area in separate location for permanent records storage.

**6. Warrants**

a. Need a central room where all incoming warrant paperwork can be completed and warrants would be filed.

**7. Deputies**

a. Briefing area where Sheriff and Deputies can meet to discuss Law Enforcement issues.

b. Ample office space with computer access and report writing. Additional room for possibility of additional personnel.

c. Interview rooms.

**8. Evidence**

a. Temporary storage for incoming evidence.

b. Large permanent evidence storage.

c. Separate weapons storage.

d. Large drying area for incoming wet evidence.

**9. Records**

a. Separation of work areas using adjustable cubicles and individual storage.

b. Records office space separate from other work space.

c. Separate room to house copy machine, fax machine and shredder with adequate counter work space.

c. Office supply storage.

**10. Civil Process**

a. Larger room for process server with phone and computer access. Space should be large enough for possibility of additional process personnel.

**11. Library**

- a. Law books (SDCL, etc.).
- b. Law Enforcement sensitive publications/Crime Bulletins.
- c. Probationer Information.

**12. Equipment room**

- a. Room for Printquest AFIS System.
- b. Detention Center Phone Monitoring Equipment.
- c. Surveillance equipment storage.
- d. Surplus/Seasonal equipment.

**13. Health/Physical Fitness**

- a. Training/ Work out area.
- b. Showers/ Locker room area.

**14. Employees**

- a. Personal storage closets or lockers.
- b. Public Restrooms (off lobby area).
- c. Employee Restrooms.

***Detention Center***

**1. Employees**

- a. Personal storage closets or lockers.
- b. Employee restrooms, locker area, changing area
- c. Secure/Private entrance.
- d. Secure/Private parking

**2. Facility**

- a. Construct a round, pod design, with centralized control room, maximizing visibility/inmate activity.
- b. Update locks and cells to maximize safety and security.
- c. Update camera and recording equipment.
- d. Larger booking area to accommodate more than one booking at a time.
- e. Separate storage area for inmate property.
- f. Separate dorm style area for male/female work release inmates.
- g. Separate changing area for male/female work release inmates.
- h. Two separate outdoor recreation areas.
- i. Ample cell space to meet the needs of the rising prisoner population well into the future.
- j. Two confinement cells, male/female.
- k. Two intoxication cells, male/female.
- l. Juvenile cells, male/female, sight and sound separate from adults
- m. Multiple computer work stations for bookings, logging and reports.
- n. Secured area for storage of inmate medications.
- o. Kitchen area large enough to expand for future needs.
- p. Ample food storage with Freezer and Refrigerator units.
- q. Large secure garage area for transporting of prisoners.
- r. Large storage area for Detention Center Supplies, Surplus equipment.
- s. Large storage area for Detention Center records.
- t. Library area for inmate use (AA, NA meetings, etc.).
- u. Closed circuit TV (public access, in cell inmate access) with multiple stations for inmate visitation.

This is only an assessment of the most important issues as seen by the administration of the Sheriff's Office to date. The Sheriff's Office feels it is vital that Codrington County's law enforcement agencies work in close proximity to optimize resources and networking to achieve a common goal: Public Safety.