

Montgomery County Jail Staffing Plan- 115.13 Supervision and Monitoring

Montgomery County Sheriff's Office PREA staffing Plan: January 10, 2020

In pursuant to PREA Standard 115.13, the Montgomery County Jail Staffing Plan is reviewed every 12 months in search of any inadequacies and to verify compliance of the staffing plan itself. The Jail's staffing plan is reviewed by the PREA coordinator and the Chief of Corrections of the Montgomery County Jail.

The Montgomery County Sheriff's office has developed the following plan to ensure adequate staffing levels to protect inmates from sexual abuse.

Introduction:

In determining appropriate staffing level, initial consideration is given to maximum housing capacity and current headcount for the date listed above. The Montgomery County Jail has an operational capacity of 104. As of the date above, the total number of inmates at this facility is 86. This includes 6 Home Electric Monitoring inmates that are booked in. There is not a mandatory minimum ratio of officers to inmates designated by the Prison Rape Elimination Act (PREA) for adult facilities. The Department of Corrections also has no designation for a mandatory ratio of officers to inmates. As the most basic and essential of staff positions (Floor officers) have no mandatory ratio requirement, it along with staffing requirements for other areas concern in this report, are left to determination of the facilities administrators and supervisors to determine the amount of staff needed to complete daily functions of the facility. The main goal is to provide a secure safe, and clean facility that maintains cost effectiveness when adult males and females are committed to Jail. Female inmates are housed temporally.

Montgomery County Jail only houses adult male inmates. Female inmates are temporarily housed and are sent to the Western Virginia Regional Jail after arraignment hearing. On average, the male to female ratio is 80:6. 2 females in house and 4 on Home Electronic Monitoring (HEM). There have been no known cases of transgender or intersex inmates in our facility in the past 12 months other than court appearances. Other considerations involve individuals that identify as gay, lesbian, gender nonconforming as well as other inmates incarcerated at the Montgomery County Jail. Any requests for Protective Custody or staff members who determine the need for protective custody is equally evaluated. If the inmate decides of a staff member decides protective custody is needed, the inmate is kept separate from other inmates for his or her safety until classification can place the inmate in the proper housing situation. It is up to the classification officer and PREA coordinator and Chief or Assistant Chief of corrections if any inmate that is considered lesbian, gay, bisexual, transgender, intersex, or gender nonconforming stay at Montgomery County Jail. If the determination that the inmate is not considered safe any all options to keep the inmate safe has been unfounded then the inmate is transferred to the Western Virginia Regional Jail due to the lack of proper housing space at Montgomery County Jail. All inmates are screened by booking staff when entering the facility due to nature of charges and gender. If the inmate needs protective custody, it is determined by the staff and proper paperwork is filed and the inmate is housed by the floor deputies. Further PREA screening is done during the classification process and if the classification officer considers a PREA concern the inmate is transferred to the Western Virginia Regional Jail.

The next portion of this plan will discuss the areas of the facility and the number of floor staff and supervisors as well as daylight staff and administration as well as all areas of the Montgomery County Jail. All program coverage and availability will be considered as well as video monitoring

capabilities. Following all aspects of this plan will help improve all levels of staffing and monitoring at the facility. A list will be provided to display the average staffing plan of the Montgomery County Jail.

Montgomery County Jail Staffing Plan-115.13 Supervision and Monitoring

Basic Shift Staff requirements

The Montgomery County Jail serves as an in- direct supervision facility. There are a total of 10 housing units, 6 special purpose cells. One main control room (requiring one staff member to always be present), a booking area with 2 holding cells, a visitation room, an attorney conference room, administration offices, finger print room, a deputy work area that has video magistrate abilities on the first floor. Four of the 10 housing units are on the 1st floor. Second floor has 6 of the 10 housing units and all special purpose cells (segregation cells) medical office and exam room, and Home Electronic Monitoring (HEM) office. The Third floor is the programs area with classroom/weight room, programs director's office, laundry room, library, and outside basketball court and walking deck fully enclosed. The jail shall be manned by a minimum of three staff members at any time. This is the minimum requirement in order to properly provide safety and security of both the inmates and staff within the facility. If there are any deviations from the jail staffing plan that allows for an inadequacy in the safety, security and monitoring of the facility the shift supervisor and assistant chief or Chief of corrections issue a "call out for coverage" to the staff to fill the void. This allows the staff to remain in compliance of the staffing plan. Each shift has a shift lieutenant, shift sergeant, and 2 deputies. These positions are the primary staff for 24 hour operation. There are four rotating shifts that have 4 positions on each shift. A supervisor is present at all times night and day. These shifts work from 6am to 6pm or 6pm to 6am. Shifts rotate every two weeks from days to nights. Along with the shifts , MCJ has 15 daylight positions including Chief of Corrections (Captain), Assistant Chief of Corrections(Lieutenant), 1 Medical Sergeant, 1 Medical Deputy, 2 Home Electric Monitoring deputies, 1 Control Room operator, 1 Maintenance deputy, 1 Classification officer, 1 Records deputy, 1 Lids Technician deputy, 2 Transportation deputies 1 is vacant at this time. 1 Programs Director/PREA coordinator. These positions work 8am to 4pm Monday thru Friday.

In order to clarify the staffing requirements and explanations of the housing units are provided. Included are basic levels of custody, block/dorm designs and current headcounts. The quality and quantity of inmates are the driving factor in staffing requirements, when considering the number of staff needed to maintain the security and safety of the facility.

NAME	SHIFT	UNIT #	TITLE
HALL,RHONDA	A	106	SHIFT LT
WEBER,CHARLES	A	111	SHIFT SGT
KUZMA,JONATHAN	A	121	DEPUTY
CREGGER,JAMES	A	129	DEPUTY
ALLEY,ROBERT	B	104	SHIFT LT
TIBBS,NIKKI	B	108	DEPUTY
MISHOE,JACOB	B	127	DEPUTY
ROTELLA,JOSEPH	B	125	DEPUTY
WHITAKER,MAC	C	107	SHIFT LT
WEBBER,DONNA	C	110	SHIFT SGT
SMITH,KENDALL	C	126	DEPUTY
VERDI,JEREMY	C	128	DEPUTY
HARRIS,BILL	D	105	SHIFT LT
ALLS,RANDY	D	109	SHIFT SGT
THOMPSON,SYDNEY	D	112	DEPUTY
JENNINGS,JOSHUA	D	116	DEPUTY
HAUG,KIMBERLY	DAYLIGHT	101	CHIEF OF CORRECTIONS
SMITH,BUDDY J	DAYLIGHT	102	ASSISTANT CHIEF OF CORRECTIONS
SCOTT,BRADLEY	DAYLIGHT	103	MEDICAL SGT
BREWBAKER,NATHAN	DAYLIGHT	119	MEDICAL DEPUTY
STEPHENS,TRACY	DAYLIGHT	113	HEM DEPUTY
POWELL,JORDAN	DAYLIGHT	120	HEM/RECORDS
AKERS,LARRY	DAYLIGHT	114	CONTROL ROOM DEPUTY
DAVIS,LARRY	DAYLIGHT	122	MAINTENANCE DEPUTY
	DAYLIGHT	124	TRANSPORTATION DEPUTY
ADKINS,MICHAEL	DAYLIGHT	116	CLASSIFICATION DEPUTY
WHITAKER,KANDICE	DAYLIGHT	117	RECORDS DEPUTY
ANGLE,CINDY	DAYLIGHT	118	LIDS TECHNICIAN DEPUTY
WARDEN,GREG	DAYLIGHT	115	PROGRAMS/PREA CORD. DEPUTY
PADGETT,MARK	DAYLIGHT	123	EXTRA SHIFT HELP/TRANSPORT DEPUTY

Montgomery County Jail Staffing Plan-115.13 Supervision and Monitoring

Booking Area

The booking area is the first place that all inmates are received when they get committed to jail. This area has a booking counter as you walk in the facility. It has 2 booking computers and 2 holding cells. Behind the counter is the SGT's office and video magistrate. To the side of the booking counter is a finger print room where inmates get processed. The two holding cells are used to observe new intakes for medical and mental health purposes. Inmates are only in these cells temporarily unless staff needs them to remain in the cell due to suicide watch, medical concerns, detoxing, etc. These cells are monitored at all times by cameras and jail and control room staff. Male and Female inmates are kept separate at all times. This area is used also for court appearance inmates who come from other facilities for court. They are constantly used and the number of inmates in each cell varies day to day. Through the first gate are the attorney conference room and to the left of the 1st gate is the visitation room and male clean up room. The male clean up room is used to change over male inmates when they have no bond or have not bonded out within 24 hours of being in the facility. These rooms are branched off the main control room and other than the male clean up room, the control room operator can monitor the visitation room and attorney conference room.

Control Room

The control room monitors all movement, alarms, radio traffic and activities throughout the facility. It regulates who comes in and out of the facility and monitors the staff and trustees that work throughout the facility. This area is manned at all times by at least one officer/deputy. All officers/ deputies work out of the control room while performing their daily duties.

1st floor housing units/ Temporary Housing Cells

The first floor housing units, A, B, C, D blocks are located just past the attorney conference room. A-block is our pre classification block. All Inmates who have not bonded out, are housed in this block until they are classified by the classifications officer. This block and all blocks on this floor have 5 cells that are double bunked. 10 inmates at a time can be housed in each of these blocks. Each Cell has a toilet and sink. There is a shower and another sink in the dayroom area along with 2 phones on the back wall. B-block and D-block are used for our Weekend inmates. C-block is a general population block. Inmates in A-block are classified and taken to the second floor once they are classified. There are no video monitoring within these blocks. Rounds are made by an officer 2 times per hour, per the Department of Corrections minimum standards. Cameras and video monitoring are used inside the hall ways but not directly pointed inside the cell block since we cannot have cameras in the housing unit itself.

Montgomery County Jail Staffing Plan-115.13 Supervision and Monitoring

2ND Floor and housing units/ General Population Areas

The second floor has 4 blocks, E, G, F, and H. Each block is similar to the first floor blocks. All have 5 cells that are double bunked and can house up to 10 inmates in each block. All of these blocks are classified inmates. These are general population housing units. Each cell has 2 bunks, toilet and sink. They dayroom has shower, toilet and sink. All areas are checked by officers doing rounds twice per hour, per the Department of Corrections minimum standards. Extra rounds are made in these areas while moving inmates to and from court and programs and medical services that are provided or needed.

Special Purpose cells/ Segregation Cells

Special purpose cells 01, 02, 201, 202, 203, and 204 are Segregation Cells. These are used also at times to house female weekenders, Medical quarantine inmates, or inmates who get into trouble and must be housed here due to discipline issues. Special purpose cell 01 is double bunked and has toilet and sink. Special purpose cell 02 is single bunked and has toilet and sink. Special purpose cell 201 has 1 bunk and has toilet and sink as well as a shower. Special purpose cells 202,203,204 all have toilet and sink and are single bunked. Special purpose has a dayroom with a phone. There are 2 cameras inside this day room to monitor the doors of each cell. Rounds are conducted 2 times per hour, per the Department of Corrections minimum standards. Extra rounds are conducted in these areas while bring inmates to and from court appearances as well as medical services and programs if provided and needed.

Dorms 1 and Dorm 2 General Population Areas

Dorms 1 and 2 are also general population classified inmates. Dorm 2 is a trustee dorm that houses all trustees that do daily functions and cleaning to help the jail staff. Both dorms have 14 beds in each and they are bunk beds. They have dayroom with 2 tables in the common area. They have 2 toilets and 2 showers separated as well as multiple sinks in the bathroom area. 1 camera watches the door of each dorm. There are no cameras inside the living space inside the dorm. Currently there are 14 inmates in dorm 1 and 14 inmates in dorm 2. Rounds are conducted by officers/deputies 2 times per hour, per the Department of Corrections minimum standards. Each deputy goes inside each dorm to observe the inmates behavior and safety and security. Extra rounds are conducted in these areas while bringing inmates to and from court appearances as well as medical services and programs if provided and needed.

Montgomery County Jail Staffing Plan-115.13 Supervision and Monitoring

Medical and mental health

The Montgomery County Jail have 2 medical deputies on call 24 hours a day. Medical deputies screen inmates as they get classified within 5 days. Inmates who need extra medical attention are usually sent to the Western Virginia Regional Jail due to best fit their medical needs. Medical also set up and distributes medications to inmates who are incarcerated here at the jail.

Laundry

Montgomery County Jail's laundry is located on the third floor. Inmates are given jail issued clothing which is inventoried by a deputy and logged with numbered items and condition of that item. Laundry is done 6 days a week with each block getting laundry services 2 times a week. Each day one trustee gathers the laundry from each block on the specific day and takes it to the Laundry room washes and dries the laundry and returns it to the block or dorm it came from. There is a camera inside the laundry room and multiple cameras throughout the blocks to monitor the laundry trustee when they are returning the laundry back to the block. The laundry trustee is supervised by the programs director during the time they are doing laundry. They are also monitored by the control room operator during this time.

Programs

Programs are given to the inmates of Montgomery County Jail. Recreation is given on Monday's Wednesday's and Friday's. They are given 30 mins a day for recreation. They have access to free weight dumbbells. A weight machine. They also have access to a stair climber and ping pong table. They can ride a stationary bike and they have outside access on the roof of the Montgomery County Jail. The Recreation deck has a basketball court and inmates can have access to horseshoes or volley ball or be able to walk laps if they wish. The third floor has 2 cameras outside on the deck. The inside has 1 camera in the rec room that is panoramic and can be zoomed in or out and can be rotated to see views of the room including the doors and hallway. The hallway has 3 cameras seeing the whole floor and doors heading out through the rec deck door. Inmates can go to Library on Tuesday mornings and check out books and magazines the library has a camera inside the room that can see the whole room. All of these rooms are monitored by the programs director and the control room while the program is going on. Church services are provided on Wednesday nights and Sunday afternoons. A chaplain is taken around each block and gives a small sermon to inmates. They are escorted by a deputy and monitored at all times by the control room operator. Substance abuse is on Tuesday mornings. GED classes are on Thursday mornings and Alcohol anonymous class is on Thursday afternoons. We have reentry council meeting the 1st Wednesday of each month. They help with the transition from incarcerated life back to civilian world. It co exists with Virginia Cares. We have other ministers that come and see inmates by appointment on Sunday or Monday nights. All volunteers are thoroughly screened have background checks ran and PREA training before they are allowed to visit any inmate. They are pictured and fingerprinted and made aware and must follow the rules and sign a volunteer agreement saying that they will obeying all of these rules. Programs director also doubles as the PREA coordinator and along with classification screens inmates and trains them on the Prison Rape

Elimination Act. A video is showed to the inmates and a pamphlet is given to each inmate at this time. They sign a form stating that they have saw the video and received training on the PREA act.

Montgomery County Jail Staffing Plan-115.13 Supervision and Monitoring

Kitchen Staff

The Montgomery County Jail kitchen is ran by an outside agency. The food is prepared at the Western Virginia Regional Jail, and transported to the jail each day. Breakfast is served at 6:30 am each morning. Lunch is served at 11:30 each day and dinner is served at 4:30 pm. The kitchen has a camera on the outside showing the door and 1 one the inside showing they whole room. Outside trustees assist the kitchen to get juice/milk and do light cleaning and trash duties. The outside trustees are monitored by the maintenance Deputy. The kitchen follows all food regulations and Department of corrections minimum standards.

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Minimal Recommendations

Based on the information included in this report, minimal recommendations are as follows:

- 1) Continue PREA training with shifts as new hires have been added.
- 2) Continue to keep males and females separate when transporting to court both to and from the court house and court rooms to cut down on possible future PREA violations.

These recommendations have been a topic and discussed by The Montgomery County Jail staff and the Administration and the Administration of the Montgomery County Sheriff's office. Staffing is done by the comp board and is based off of the daily population of the jail. At this time, the Montgomery County Jail feels sufficient in staffing regarding PREA concerns and will continue to maintain a secure and safe environment for all inmates and staff.

Montgomery County Jail Staffing Plan-115.13 Supervision and Monitoring

Annual Assessment of the Jail Staffing Plan

Date of review: _____

Number of Current Jail Staff: _____ Shift _____ Daylight

Number of Current Inmates: _____ Males _____ Females

In the past 12 months, notate the number of incidents of sexual abuse:

_____ Substantiated _____ Unsubstantiated

In the last 12 months, notate any circumstances that the staffing plan was not complied with along with any documentation and justification of such a plan deviation:

Notate any PREA concerns that need to be addressed:

Notate any concerns for need of extra video monitoring within the facility:

PREA Coordinator

Date

PREA Compliance Manager

Date