

Post Occupancy Evaluation Procedure:

Instruments & Instructions for Use

**PREPARED FOR THE ORANGE COUNTY, FLORIDA CORRECTIONS DIVISION
AND THE NATIONAL INSTITUTE OF CORRECTION JAIL CENTER**

submitted by

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NIC Post Occupancy Evaluation Procedure: Case Study Research Instruments & Instructions for Use

1. Introduction

The National Institute of Corrections provided two Technical Assistance grants¹ (to Orange County, Florida and Contra Costa County, California) for the purpose of developing and testing a package of instruments to be used in conducting Post Occupancy Evaluations (POE) of jails. The intent of these tandem TA grants was **to** build on past evaluation research and to make POEs more accessible (faster, less expensive) so that they would be more able to be used quickly **and often for feedback**.

This effort resulted in the development and use of several research instruments, the evaluation of two facilities and, as the final **part** of this process, the creation of this report - a description of the instruments with instructions on their use. It is important to note at the outset that this package of evaluation instruments is not yet intended for use by novices, independent of expert help and support. In the future, we hope to complete additional analysis of the data which has been collected to support modification and improvement of the instruments. We also hope to provide simple and standard procedures for data analysis and presentation (including graphics).

2. Development process

The development group included people with a variety of backgrounds and experiences in correctional facility design, including environment-behavior researchers, designers, facility administrators, and representatives of agencies concerned with correctional planning and operation.

Early in the process the team met to consider what the goals should be of this POE system: who it should serve, what kind of results it should provide, and how these could be accomplished within reasonable limits of time and cost. This resulted in a list of possible information users and some decisions on priorities:

Possible users of these POE results include:

- 1) facility administrators/managers
- 2) government service agencies (such as NIC and NIJ)
- 3) government correctional agencies:
 - Bureau of Prisons
 - State Correctional Departments
 - County/city Correctional Departments

¹ This project was conducted in cooperation with a related effort by the National Institute of Justice to provide greater access to POE information of correctional facilities.

- 4) designers/planners
 - correctional architects
 - legislators/regulators
 - staff representatives (unions)
 - inmate advocates (ACLU, etc.)
 - correctional researchers
 - ACA and local standards groups

The team decided that the 2 major **client groups** we will aim this package of instruments at are:

1) facility administrators, is the top priority client.

Why might they want this data?

- to justify the effort, cost, and political heat involved in making design/program decisions.
- to identify “missed opportunities” cheap fixes, things they can do but aren’t - and help them take maximum advantage of the facility design.
- to validate assumptions in programs (are we doing **as** we planned?), to identify and test hypotheses, questions, etc. about design and operation.
- to see “vital signs” - scores showing how the facility is doing, as a baseline for future assessments and comparisons.

2) the NIC Jail Center

The NIC wants to be able to share information about successes as well **as** and failures:

- this could serve to close the feedback loop from the PONI/HONI process - how did ideas developed in this planning process work?
- it could provide a means of sharing experiences about process & product to help those in planning.

The NIC’s focus here is on gathering qualitative information (“lessons learned”) to:

- develop vignettes and stories which could be used as a part of the PONI process. The results could create an information base of examples.
- help generate scenarios and support simulations for people in the planning process.

The NIC sees itself as a secondary user, after the facility administrator. It wants to “glean” data for its needs from the POE, not change the POE to suit NIC.

Therefore, the POE should not require administrators to be involved in any significant data collection efforts that won’t benefit them directly. The NIC needs should not be intrusive on the POE process.

Quantitative vs Qualitative Data

In the discussion about 'the form of the POE, it became clear that there was a fundamental tension in this kind of study between a focus on quantitative data (hard numbers generated by close-ended questionnaires, archival records, etc.) as opposed to qualitative data (comments from interviews, observations, etc.). The team felt that most or many of our primary "clients" (the facility administrators) see qualitative information as being more useful and understandable (lessons learned, scenarios, etc.). These kind of data are more likely to yield new insights, creative solutions, etc.

There are several difficulties in focussing this procedure solely on qualitative data, however. These kinds of data can be expensive to collect (interviews are time consuming), and difficult to put into a form that allows facility reports to be compared - across time or sites.

The team decided to use procedures to generate both kinds of data. Observations and interviews would be used, but only **after** surveys had been conducted, so that they could focus on key points and concerns, rather than deal with the whole range of environmental issues. The data collection process is described in detail in #5, below.

3. Pilot Tests

The instruments were developed and tested over a several month period, using the **Genesis Facility** at the Orange County Corrections Division as the test site. The complete description of the results of the data collection are contained in the companion report **Post Occupancy Evaluation of the Genesis Facility**, by R. Wener and J. Farbstein. Data was collected using the questionnaires from 142 inmates and 22 officers. Based on the experience **at** Genesis the forms were modified slightly, and tested again at the **West County Detention Facility**, in Contra Costa County, California. Questionnaire data was collected there from 152 inmates and 14 staff members. The results of that data collection **are in** the companion report **Post Occupancy Evaluation: West County Detention Facility**, by R. Wener and J. Farbstein.

4. Critique of the POE Instruments and Process

The lo-step process (described in detail below) seemed to work well and to be useful as a way to collect data which is both timely and thorough. Both staff and inmates seemed to have few problems completing the questionnaires, even when minimum help was available. Most were completed appropriately and provided useful information. Clearly there is a need, however, to provide a Spanish language version of the forms.

Discussions with staff and administrators, and review of the interviews, indicated that the data in the questionnaires, and the reports as a whole, seemed to have a degree of face validity. That is, people associated with the facilities felt that the results fairly indicated the state of the design and operation, and reflected strengths and problems. There were a few disagreements over interpretation, specifically concerning the West County POE, but even there the administrator felt that the report was reflective of the state of the facility at the time of the survey.

There were several problems we identified which need to be addressed in future efforts:

- further statistical analysis is needed to support the process of refining the questionnaires, especially in reducing redundancies in questions;
- a standard needs to be developed and identified for presenting data and graphics;
- there needs to be greater attention to providing a photographic survey of the site;
- several critical areas of the institutions were not given sufficient attention. The focus of data collection was largely on the living units. Identifying issues relating to maintenance, program areas, and service areas was more hit and miss, and depended on the on-site interviewing of only a few people,

All of the above problems are being addressed for future applications of these instruments. Several new forms, specifically for maintenance and program/service staff are included in this report.

5. POE Instruments and Process

The instruments in the POE package include:

- a. An **Administrative Survey** Form, in two parts. This form is quite lengthy, and has several purposes. First, it is designed to gather information about administrator perception of the facility and its operations, staffing, inmates, programs, incidents, vandalism, etc. It also asks questions about facility planning, including philosophies and goals. Second, because of its length, its completion is a demonstration that the institution is indeed interested in the process and is willing to cooperate with and support the research.
- b. Staff and **Inmate Survey** forms. These ask questions about perception of staff-inmate interaction, safety, level of assaults, satisfaction with facilities, privacy, crowding, light, noise, appearance, and impact of the facility on the inmate's life.

- c. **Maintenance Staff Survey** - This new form provides an opportunity for maintenance staff to identify what parts, materials, furniture or products work well or have problems, and where vandalism is a problem.
- d. **Program - Service Staff Survey** - This is an open-ended form design to elicit comments from teachers, social workers, food service staff, and others about the spaces in which they work.

A 10-STEP PROCESS FOR CONDUCTING A P.O.E.

All of these instruments are intended to be used within the context of a 10-Step **process**. This process was developed so that a great deal of information could be obtained and analyzed before the team goes on-site, so that time on-site could be used to focus attention quite specifically on issues and places of special concern, either in terms of particular successes or problems.

STEP 1 "BUY-IN"

The goal at this point is to elicit commitment to the study, by:

- asking institutions to go through the NIC or NIJ funding process;
- as part of that application, asking institutions to commit to -
 - availability of liaison (100+ hours) - must be person with knowledge and access
 - access to administrators, staff, inmates, records
 - establishment of a **Facility Evaluation Team (FAE)**, headed by liaison, and including representatives of administrators, line staff, program staff, union representatives, (and inmates?)

STEP 2 INSTITUTIONAL CONTACT

Speak with liaison and FAE - describe study and role of institutional team.

STEP 3 CONDUCT ADMINISTRATIVE SURVEY

- Encourage FAE to begin critical thinking about institutions goals, needs and operations.
- Identify sources of information, discuss data collection schedule, etc.
- Complete Administrator Forms.
- Provide quick feedback to FAE on results of administrative survey, fill in missing, correct misconceptions, etc.

STEP 4 ADMINISTRATION OF CLOSED-ENDED INMATE & STAFF SURVEYS.

- Modify instruments as needed based on data from Step 3, including
 - modifying wording for local usage

- deleting irrelevant questions
- add new items reflecting local issues
- Consult with FAE concerning administration schedule
- Administer surveys by FAE (possibly with help of local research assistant)

STEP 5 DATA ANALYSIS

- Enter, analyze and review data
- Discuss results with team and FAE
- Identify issues, questions, concern about the facility based on results

STEP 6 REVIEW RESULTS

Provide basic report on survey results. Conference (teleconference?) with team and FAE, reviewing results. Identify issues for follow-up during on-site assessment.

STEP 7 PLAN ON-SITE DATA **COLLECTION**

Using review in Step 6, design interview schedules and observation. plans to focus attention on key issues, concerns, problems, and/or successful features.

STEP 8 **CONDUCT ON-SITE DATA COLLECTION:**

- facility walk-through tour
- interviews
- observations

STEP 9 DATA ANALYSIS & **WRITING**

Analyze and review data, write report.

STEP 10 MAKE PRESENTATION OF RESULTS

ENCLOSED POE INSTRUMENTS:

- ADMINISTRATOR SURVEY (FORMS A & B)
- INMATE SURVEY
- STAFF SURVEY
- EVALUATION FORM - MAINTENANCE STAFF (new)
- EVALUATION FORM - PROGRAM/SERVICE STAFF (new)

ADMINISTRATOR SURVEY

This survey has been provided to obtain several kinds of information. First, it will ask administrators to think about how the facility functions - and how it was intended to function - on a number of issues, ranging from maintenance to safety. Second, they ask for a listing of what is available at the facility in terms of physical features and programs. Third, they ask for information from institution records which may be useful indicators of facility functioning.

Date:
Proj.
Facil

For convenience, this instrument has been divided into two forms. These forms can be completed by one person or separated and passed on to administrators with primary responsibilities for the areas covered by these questions.

SECTION A of our survey deals with policy, planning and attitudes concerning the correctional environment. It should be filled out by a high level administrator of your institution.

SECTION B of our survey should be filled out by someone with access to the facility, staffing, inmate and program information about the institution.

If the institution consists of more than one separately administered facility, please complete this form for that **one** facility within the institution which is closest to medium custody or general population. Indicate the name of the facility in the following space and please be sure that Section B of this survey is completed for the **same** facility.

Name of Institution/Facility:

Operating Agency

Address:

Street/PO Box

City, State, Zip

Name of Respondent:

Title of Respondent:

Phone #:

() _____

For the following questions, the term typical refers to the most frequently occurring or highest percentage of an item. For instance, if a question asks about the "typical cell", and your facility has more single occupancy cells than any other type, the answer should be based on the single occupancy cells.

SECTION A: OPERATIONS

PHYSICAL ENVIRONMENT AND DESIGN

Safety and Security

Please indicate the extent to which you agree or disagree with the following statements by circling the appropriate number.

	Strongly Agree [1]	Agree [2]	Neutral [3]	Disagree [4]	Strongly Disagree [5]
1. Most inmates in this facility feel that there is little danger of being assaulted by another inmate.	[1]	[2]	[3]	[4]	[5]
2. Most inmates in this facility feel that there is little danger of being sexually assaulted .	[1]	[2]	[3]	[4]	[5]
3. Most inmates in this facility feel that there is little danger of attack or harm from officers .	[1]	[2]	[3]	[4]	[5]
4. Most officers in this facility feel that chances of injury from inmate assault are low .	[1]	[2]	[3]	[4]	[5]
	[1]	[2]	[3]	[4]	[5]
6. Inmates are often verbally abusive to staff .	[1]	[2]	[3]	[4]	[5]
7. The design of this facility makes it difficult to control internal movement (e.g., to work, dining, or programs).	[1]	[2]	[3]	[4]	[5]
8. The design of this facility makes it difficult to separate inmates who should not be together (e.g., protective custody, gang members, or weak inmates from aggressive ones).	[1]	[2]	[3]	[4]	[5]
9. The design of this facility could make it difficult to get inmates to safety in case of serious fire.	[1]	[2]	[3]	[4]	[5]
10. The design of this facility makes it difficult to prevent suicide attempts .	[1]	[2]	[3]	[4]	[5]
11. The design of this facility makes it difficult for inmates to escape .	[1]	[2]	[3]	[4]	[5]

Surveillance

Please answer the following questions for “typical” living units within your facility.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
12. The design of this facility supports effective surveillance of inmates.	[1]	[2]	[3]	[4]	[5]
13. The design of living units support effective surveillance of inmates.	[1]	[2]	[3]	[4]	[5]
14. The design of the intake area supports effective surveillance of inmates.	[1]	[2]	[3]	[4]	[5]
15. The design of the visiting area supports effective surveillance of inmates.	[1]	[2]	[3]	[4]	[5]
16. The design of the recreation areas support effective surveillance of inmates.	[1]	[2]	[3]	[4]	[5]
17. The design of the Education areas support effective surveillance of inmates.	[1]	[2]	[3]	[4]	[5]
18. The design of the medical area supports effective surveillance of inmates.	[1]	[2]	[3]	[4]	[5]

Furnishings, Equipment, Etc.

Please rate the following materials in your facility:
For each of the following items please indicate:

How appropriate it is for your jail (1=VERY APPROPRIATE - 5= VERY INAPPROPRIATE)

How easy it is to maintain (1=VERY EASY TO MAINTENANCE - 5=VERY HARD TO MAINTAIN)

	DOES APPROPRIATENESS					MAINTENANCE					
	NOT APPLY	VERY APPROP		VERY INAPPROP		VERY EASY		VERY HARD			
19. Moveable furniture	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
20. Metal furniture	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
21. Plastic furniture	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
22. Wood furniture	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
23. Upholstered furn.	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
24. Floor surfaces	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
25. Wall surfaces	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
26. Room/cell doors	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
27. Hollow metal doors	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
28. Solid wood doors	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
29. Room/cell Windows	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]
30. Dayroom Windows	[]	[1]	[2]	[3]	[4]	[5]	[1]	[2]	[3]	[4]	[5]

Vandalism

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
31. There is much repair work done (or needed) in living units which is due to intentional inmate damage (such as vandalism or graffiti).	[1]	[2]	[3]	[4]	[5]
32. There is much repair work done (or needed) in the intake area which is due to intentional inmate damage (such as vandalism or graffiti).	[1]	[2]	[3]	[4]	[5]
33. There is much repair work done (or needed) in other areas of the jail which is due to intentional inmate damage (such as vandalism or graffiti).	[1]	[2]	[3]	[4]	[5]
34. Much of the breakage here is due to bad or inappropriate design or materials - not maliciousness.	[1]	[2]	[3]	[4]	[5]

DESIGN EVALUATION

How satisfied are you with the following spaces or features in your facility?

	VERY SATISF.	SATISF	NEUTRAL	UNSATISF	VERY UNSATISF
35. Overall facility design	[1]	[2]	[3]	[4]	[5]
36. Overall living unit design	[1]	[2]	[3]	[4]	[5]
37. Cell Design	[1]	[2]	[3]	[4]	[5]
38. Dayroom design	[1]	[2]	[3]	[4]	[5]
39. Staff work space design	[1]	[2]	[3]	[4]	[5]
40. Staff locker, break, etc. areas	[1]	[2]	[3]	[4]	[5]
41. Facility Central Control Room	[1]	[2]	[3]	[4]	[5]
42. Layout of educational spaces	[1]	[2]	[3]	[4]	[5]
43. Design of voc. training spaces	[1]	[2]	[3]	[4]	[5]
44. Design of Outdoor Recreation	[1]	[2]	[3]	[4]	[5]
45. Design of Indoor Recreation	[1]	[2]	[3]	[4]	[5]
46. Facility perimeter security	[1]	[2]	[3]	[4]	[5]
47. Design of Intake areas	[1]	[2]	[3]	[4]	[5]
48. Design of Medical areas	[1]	[2]	[3]	[4]	[5]

"We have had serious **problems** in our facility with the following":

	Agree	Agree	Neutral	Disagree	Strongly Disagree
49. Overcrowding	[1]	[2]	[3]	[4]	[5]
50. Conditions of confinement lawsuits	[1]	[2]	[3]	[4]	[5]
51. Personal injury lawsuits	[1]	[2]	[3]	[4]	[5]
52. Durability of materials	[1]	[2]	[3]	[4]	[5]
53. Visibility of inmates areas by public (or vice versa)	[1]	[2]	[3]	[4]	[5]
54. Fires	[1]	[2]	[3]	[4]	[5]
55. Sound levels (noise)	[1]	[2]	[3]	[4]	[5]

What do you consider to **be the three most successful design features Of your** facility (e.g., things that make the facility operate better)?

56. (1) _____

57. (2) _____

58. (3) _____

What are the three most bothersome design features of the facility?

59. (1) _____

60. (2) _____

61. (3) _____

PHILOSOPHY AND POLICIES

If **available**, please attach a copy of your institution's formal **mission statement**.

What are the primary goals of this facility? **Please** write-in letters from the list of goals below, and/or add your own.

62. Goal 1:

63. Goal 2

64. Goal 3:

65. Goal 4:

INSTIUTIONAL GOALS

A- Hold inmates **at the direction** of the courts (or other jurisdiction)

B- Keep **inmates away from the public** to prevent them from committing crimes

C- **Punish inmates**

D- **Train or rehabilitate inmates**

E- **Assist** those inmates **who wish to Improve themselves**

F- **Provide meaningful activities (job or education)** for most inmates

G **Protect inmates from harm while inside the facility**

H- **Provide a supportive environment for inmates**

I- **Provide the least harmful environment for inmates**

Discipline

How likely are the following (alleged) actions to lead to a disciplinary report being written (in practice, not just by the rules)?

	Very Likely	Somewhat Likely	Neutral	Somewhat Unlikely	Very Unlikely
66. Inmate does not clean cell	[]	[]	[]	[]	[]
67. Inmate damages something	[]	[]	[]	[]	[]
68. Inmate yells at inmate	[]	[]	[]	[]	[]
69. Inmate swears at officer	[]	[]	[]	[]	[]
70. Inmate touches officer	[]	[]	[]	[]	[]
71. Inmate swears at inmate	[]	[]	[]	[]	[]
72. Inmate threatens officer	[]	[]	[]	[]	[]
73. Inmate threatens inmate	[]	[]	[]	[]	[]
74. Inmate hits inmate	[]	[]	[]	[]	[]
75. Inmate hits officer	[]	[]	[]	[]	[]

If the population exceeds capacity, how is the overflow accommodated?

(check (✓) all that apply) [] DOES NOT APPLY

76. [] population never exceeds capacity
77. [] add beds in cells
78. [] add beds in corridors.
79. [] add beds in day spaces
80. [] other, please explain: _____

If the population exceeds capacity, how does the increase affect operations?

- has it made service delivery...

	Much More Difficult	More Diff.	Somewhat More Difficult	More Diff.	No Decline In Service
81. ● Medical /Health care Services.....	[1]	[2]	[3]	[4]	[0]
82. ● Educational Programs.....	[1]	[2]	[3]	[4]	[0]
83. ● Psychological Services.....	[1]	[2]	[3]	[4]	[0]
84. ● Vocational Training.....	[1]	[2]	[3]	[4]	[0]
● Other					
85. Recreational programs.....	[1]	[2]	[3]	[4]	[0]
86. Legal services.....	[1]	[2]	[3]	[4]	[0]
87. Visiting.....	[1]	[2]	[3]	[4]	[0]
88. Food services.....	[1]	[2]	[3]	[4]	[0]

89. Due to changing levels of crowding at this institution during the last 6 months, the level of safety at this institution has

Greatly Decreased	Moderately Decreased	Slightly Decreased	Not Changed	Slightly Increased	Moderately Increased	Greatly Increased
[1]	[2]	[3]	[4]	[5]	[6]	[7]

90. Due to the changes in inmate population level during the past 6 months, the frequency of my interaction with inmates has

Significantly Decreased	Not Significantly Changed	Significantly Increased
[1]	[2]	[3]

91. Due to the changes in inmate population level during the past 6 months, the quality of my interaction with inmates has:

Significantly Decreased	Not Significantly Changed	Significantly Increased
[1]	[2]	[3]

Staff and Inmate Interaction

92. Check (f) the **one** statement below which best reflects **policy** on the nature of **staff-inmate contact**:

- Officers should be apart from inmates, observing from a fixed, secure station.
- Officers should remain in a fixed, secure booth while one or more **tour outside inmate areas** to observe.
- At least one officer should remain in a fixed, secure booth** while other officers **observe, communicate, and interact** with inmates on an intermittent basis.
- In typical living units, corrections officers should be stationed within inmate areas** to observe and interact with inmates.
- Other; please explain: _____

	AGREE	AGREE	NEUTRAL	DISAGREE	DISAGREE
93. It is appropriate for officers to casually chat with inmates.	[1]	[2]	[3]	[4]	[5]
94. It is appropriate for an inmate to sometimes have a certain degree of privacy not requiring physical presence of an officer.	[1]	[2]	[3]	[4]	[5]
95. Officers should regularly help or counsel inmates with problems.	[1]	[2]	[3]	[4]	[5]

Health

96. Officers here experience fewer days lost to illness than might be expected	[1]	[2]	[3]	[4]	[5]
97. Compared to other facilities, officers here have more marital problems .	[1]	[2]	[3]	[4]	[5]
98. Officer here have fewer drug or alcohol problems than might be expected	[1]	[2]	[3]	[4]	[5]
99. Officers perceive working inside inmate living areas to be very stressful .	[1]	[2]	[3]	[4]	[5]
100. Officers perceive working in a secure control booth to be less stressful.	[1]	[2]	[3]	[4]	[5]

	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE
101. Inmates often leave here more healthy than when they arrived.	[1]	[2]	[3]	[4]	[5]
102. Compared to other facilities, inmates feel that doing time here is more stressful.	[1]	[2]	[3]	[4]	[5]
103. Compared to other facilities, inmates here make more use of sick call.	[1]	[2]	[3]	[4]	[5]
104. Compared to other facilities, there is a higher average number of inmates visiting the infirmary.	[1]	[2]	[3]	[4]	[5]

PLANNING

If the facility was **built less than 10 years ago**, please answer the following questions. If it was built **more than 10 years ago**, please skip to the section on "Follow-up Items" on page 9.

What were the **most important reasons** for planning a new facility, or major renovation? Put a "1" next to the single most important reason, "2" next to the second most important, and a "3" next to the third most important reason and so forth, for all items that apply. For items that were not important, check (J) the box under "NA."

	N/A		
105.	<input type="checkbox"/>	_____	overcrowding , need to increase capacity
106.	<input type="checkbox"/>	_____	health conditions
107.	<input type="checkbox"/>	_____	deterioration of physical plant
	<input type="checkbox"/>	_____	inmate safety
108.	<input type="checkbox"/>	_____	staff security
	<input type="checkbox"/>	_____	security
110.	<input type="checkbox"/>	_____	staff costs
112.	<input type="checkbox"/>	_____	maintenance costs
	<input type="checkbox"/>	_____	change in correctional philosophy (mission/goals)
114.	<input type="checkbox"/>	_____	court order (or threat thereof)
115.	<input type="checkbox"/>	_____	inmate education programs
116.	<input type="checkbox"/>	_____	inmate vocational training programs
117.	<input type="checkbox"/>	_____	inmate rehabilitation programs
118.	<input type="checkbox"/>	_____	other , please explain: _____

Which of the below were important issues to the planning **teams** when this facility **was** being planned?

		Important	
119.	<input type="checkbox"/>	<input type="checkbox"/>	Indirect versus direct supervision
120.	<input type="checkbox"/>	<input type="checkbox"/>	Centralized location of services and programs versus location at housing units.
121.	<input type="checkbox"/>	<input type="checkbox"/>	High/mid rise versus low rise
122.	<input type="checkbox"/>	<input type="checkbox"/>	Connection to other government building
123.	<input type="checkbox"/>	<input type="checkbox"/>	Mode of internal inmate movement
124.	<input type="checkbox"/>	<input type="checkbox"/>	Separation of inmate groups
125.	<input type="checkbox"/>	<input type="checkbox"/>	Staff-inmate ratio on living units
126.	<input type="checkbox"/>	<input type="checkbox"/>	"Wet" versus " dry " cells (plumbing provisions)

- | | | | |
|-------|--------------------------|--------------------------|--|
| | N/A | Important | |
| 127.. | <input type="checkbox"/> | <input type="checkbox"/> | Use of institutional versus security grade locks, doors or plumbing fixtures |
| 128. | <input type="checkbox"/> | <input type="checkbox"/> | Inmate programs |

What **sources of planning information** were used to make decisions about the design and operation of the facility?:

- don't know
- 129.. 1. _____
- 130.. 2. _____
131. 3. _____
132. 4. _____

133. Local **public and media response** to our new facility has been **very supportive**.

STRONGLY				STRONGLY
AGREE	AGREE	NEUTRAL	DISAGREE	DISAGREE
[1]	[2]	[3]	[4]	[5]

134. Were there any technological, programmatic or architectural innovations you worked for in the planning of this facility? (attach additional sheets if necessary)

135. if "yes" to "134", how successful has the implementation of the innovations been?

FOLLOW-UP ITEMS

Have you included a copy of your **mission statement**?

yes no

If **you have** any **further comments** please add them to the space provided below (use additional sheets, if necessary).

Thank you very much for your assistance.

SECTION B: FACILITY AND PROGRAM INFORMATION

Indicate the name of the facility in the following space and please be sure that Section A of this survey is completed for the **same** facility.

NAME OF INSTITUTION/FACILITY: _____

PHYSICAL ENVIRONMENT AND DESIGN

Overall size and Space Provision

1. How old is the facility? Operational since (date) _____
2. This **date** represents:
 Completion of new (or original) construction
 Completion of most recent major renovation (representing 20% or more of the value of the original facility)
3. What **was** the **rated capacity** of the facility at the date indicated in item 136 above?
_____ inmates
4. What is the **current rated capacity** for the facility?
_____ inmates

Check all of the following statements that describe the physical arrangement of **configuration** of the facility (ies) (count each tier or mezzanine as a story).

5. **one** or two story building(s) or **three or more** story building(s)
6. a **group of interconnected** buildings a **group of separate** buildings
7. **part** of a building that houses other justice or governmental facilities
8. **other**, please explain _____

How **are the housing units supervised**? If the method of supervision **varies among** your housing units, indicate the percentage of the population housed in each type.

9. _____ % inmates housed in **Direct supervision**
If done this **way**, does policy require that officer to spend time in the following:
 10. _____ % of **time** at a **fixed desk/station**, and/or
 11. _____ % of **time circulating** within the unit?
12. _____ % inmates housed in **Indirect supervision**
If done this way, can **inmates approach** the booth directly (up to a door, window or communicator)? yes no

13. ___% inmates housed in **Intermittent supervision**
14. If done this way, **how many times** in an 8 hour shift does the officer visit each housing unit?
___times per shift.
15. ___% **Combination of indirect and intermittent supervision**, i.e., an officer in an enclosed control booth with another officer plus a floor officer who directly supervises housing units on an intermittent basis.
16. ___% **CCTV or audio supervision**, i.e., a staff person who supervises exclusively by scanning closed circuit television (CCTV) screens or monitoring audio equipment and does not usually go into the housing units.

Cell Size, Furnishings, Equipment, Etc.

17. Single Occupancy Cells:

of inmates in these kind of cells' _____

How satisfactory is this kind of housing?

VERY	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment:

18. Double occupancy

of inmates in these kind of cells _____

How satisfactory is this kind of housing?

VERY	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment:

19. Three-person cells

of inmates in these kind of cells _____

How satisfactory is this kind of housing?

VERY	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment:

20. Four person cells

of inmates in these kind of cells

How satisfactory is this kind of housing?

VERY	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment:

21. Five or more person dorms
 # of inmates in these kind of cells _____

How satisfactory is this kind of housing?

VERY	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment:

Check [J] the type and materials typically found in **the living units** (check each category only once) and rate your satisfaction with that material.

22. **Doors**

Material Type

- solid wood
- hollow metal
- steel bars

Locking

- swinging
- sliding
- motor driven and remote only
- remote locking only
- manual locking

23. How satisfactory is this system?

VERY	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment:

24. **Floors:**

- raw concrete
- sealed (painted) concrete
- linoleum/vinyl tile
- carpet
- other (please explain _____)

25. How satisfactory is this system?

V E R Y	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment

26. **Plumbing**

Fixtures:

- stainless steel/aluminum
- porcelain/vitroius china

27. How satisfactory is this system?

VERY	SOMEWHAT	NEUTRAL	SOMEWHAT	VERY
SATISIF	SATISIF		UNSATISIF	UNSATISIF
[1]	[2]	[3]	[4]	[5]

Comment:

Security

Which of the following systems are used to **secure the perimeter** of your facility? (check all that apply)

- 28. walls of the buildings
- 29. opaque perimeter wall
- 30. fence(s) with barbed wire or razor ribbon/tape
- 31. electronic surveillance (CCTV, etc.)
- 32. towers
- 33. other, describe _____

34. How satisfactory is this system?

VERY SATISIF [1]	SOMEWHAT SATISIF [2]	NEUTRAL [3]	SOMEWHAT UNSATISIF [4]	VERY UNSATISIF [5]
-------------------------------	--------------------------------	-----------------------	----------------------------------	------------------------------

Comment

35. Which of the following **cell locking** systems is employed in your typical housing unit? (check [J] only one)

- manual at each cell door or manual for a row of cells
remote from housing officer's control station
- remote from central control room
both manual and remote
- other, describe _____

36. How satisfactory is this system?

VERY SATISIF [1]	SOMEWHAT SATISIF [2]	NEUTRAL [3]	SOMEWHAT UNSATISIF [4]	VERY UNSATISIF [5]
-------------------------------	--------------------------------	-----------------------	----------------------------------	------------------------------

Comment:

37. **How** is security provided for **exterior windows** in cells and dayrooms? Check the one response for each which best describes your typical housing unit.

	Plain glass windows (non-secure)	Large security glass windows	High or narrow security windows	Not Applicable Barred (no windows)
Cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dayrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

38. How **satisfactory** is this system?

VERY SATISIF [1]	SOMEWHAT SATISIF [2]	NEUTRAL [3]	SOMEWHAT UNSATISIF [4]	VERY UNSATISIF [5]
-------------------------------	--------------------------------	-----------------------	----------------------------------	------------------------------

Comment:

OPERATIONS

Staff

39. What is the **total number** of full time equivalent (FTE) staff assigned to operate the facility (or part of facility relating to detention/corrections if combined with other uses)? _____

40. Of the total, how many (**FTE**) are custody **or correctional officers**? _____

41. Of the total, how **many** FTE are **contracted** from outside sources? _____

42. **How** many **full time** staff are assigned only to classification duties? _____

How many of the following kind of staff do you employ? (**FTE**)

43. **Classroom Teachers** _____

44. **Librarians** _____

45. **Medical Staff** _____

46. **Counselors** _____

47. What percentage of inmates are involved in education, vocational or counseling programs?
_____ %

In a **typical living unit**, on the daytime shift, what are the numbers of.

48. Custody or correctional officers _____

49. Other staff _____

50. Inmates _____

51. What other **types of paid** staff are present in the housing unit? _____

52. **How** much **training** is provided for new officers before they are assigned to duty?

_____ none

_____ 1 - 20 hours

_____ **21 - 40** hours

_____ 41 - 80 hours

_____ 81 or more

Vandalism and Repairs

How frequently are the following items **damaged**? Indicate the number of occurrences per year, using the latest year's figures (or best estimate available)

	Number of Occurrences	# Known to be Intentional	Percent replaced in the past 12 months
53. Beds	_____	_____	_____
54. Mattresses	_____	_____	_____
55. Toilets	_____	_____	_____
56. Chairs	_____	_____	_____
57. Tables	_____	_____	_____
58. Televisions	_____	_____	_____
59. Telephones	_____	_____	_____
60. Floor Coverings	_____	_____	_____
61. Walls	_____	_____	_____
62. Windows	_____	_____	_____
63. Lights	_____	_____	_____
64. Holding rooms	_____	_____	_____
65. Clothes	_____	_____	_____
66. Sinks	_____	_____	_____
67. Plumbing	_____	_____	_____

Inmates

68. what was the **average daily inmate population** in this facility over the past 12 months?

_____ inmates

69. What percentage of the inmate population is housed in the following **security levels** or housing types? When added together, all responses should total 100%.

- **Maximum** (most secure construction and highest level of staff supervision in the system): _____ %
- **Medium** (not as restricted as maximum, but requires a locked unit and secure perimeter): _____ %
- **Minimum** (greatest freedom of movement for inmates; may have dormitories; living areas may not be locked; perimeter security is limited): _____ %
- **Administrative segregation** (or disciplinary unit): _____ %
- **Protective custody** (separation for inmates needing protection or for witnesses): _____ %
- **Health/mental health:** _____ %
- Other please explain _____ %
- Total:** _____ 100%

At the present time, approximately what percentage of **inmates** in the facility are in each of the following categories?

- Sex**
- 70. male _____ %
 - 71. female _____ %
 - Total 100 %

- status**
- 72. pre-sentenced _____ %
 - 73. sentenced _____ %
 - Total 100 %

Safety and Security

In the past 12 months, **how many times have each of the following incidents** been reported? (count one "reporting" for each inmate involved).

- 74 . _____ **Physical assaults** by inmates on other inmates without weapons
- 75 . _____ **Physical assaults** by inmates on other inmates with weapons
- 76 . _____ **Sexual assaults** by inmates on other inmates
- 77 . _____ **Assaults without weapons** by inmates **on staff**
- 78 . _____ **Assaults with weapons by inmates on staff**
- 79 . _____ Charged (or alleged) **assaults with weapons** by staff on inmate
- 80 . _____ Charged (or alleged) assaults without **weapons** (or "unnecessary use of force") by staff on inmates
- 81. Inmate **weapons** discovered by staff
- 82. _____ **Attempted suicides** (unsuccessful)
- 83. _____ Inmate **deaths by suicide**
- 84. _____ Inmate **deaths** by other causes
- 85. _____ **Escape attempts** (unsuccessful)

86. _____ Successful **escapes** (inmate breached perimeter)

Programs & Facility Design

How well does the facility design support the programs you are trying to run. Is the space for the program:

	VERY GOOD	GOOD	FAIR	POOR	VERY POOR	DOES - NOT APPLY
87. Inmate orientation	[1]	[2]	[3]	[4]	[5]	[]
88. Psychological counsel	[1]	[2]	[3]	[4]	[5]	[]
89. Alcohol abuse counsel	[1]	[2]	[3]	[4]	[5]	[]
90. Drug abuse counseling	[1]	[2]	[3]	[4]	[5]	[]
91. Vocational training	[1]	[2]	[3]	[4]	[5]	[]
92. Library	[1]	[2]	[3]	[4]	[5]	[]
93. Law library	[1]	[2]	[3]	[4]	[5]	[]
94. School	[1]	[2]	[3]	[4]	[5]	[]
95. Religious services	[1]	[2]	[3]	[4]	[5]	[]
96. Indoor recreation	[1]	[2]	[3]	[4]	[5]	[]
97. Outdoor recreation	[1]	[2]	[3]	[4]	[5]	[]
98. Other - describe:	[1]	[2]	[3]	[4]	[5]	[]
99. Other - describe:	[1]	[2]	[3]	[4]	[5]	[]

Classification Program

100. Does your facility have an inmate **orientation/classification unit**?

yes no

101. If "yes" how well does the design of this unit suit its purpose? Is the design...

VERY GOOD **GOOD** **FAIR** **POOR** **VERY POOR**
 [1] [2] [3] [4] [5]

What are your criteria for classification? (check all that apply)

102. current offense or criminal history

103. length of stay

104. behavioral history

105. behavioral expectation

106. assessment of program needs

107. **results of tests**

108. **Are housing assignments** made based upon an inmate's classification?

Yes No

109. If your system **has** direct supervision facilities, are inmates **assigned to a direct supervision** housing unit based upon prior classification?

Yes No

FOLLOW-UP ITEM

Please send us a **site plan** of the facility and a **floor plan** showing the layout of the housing areas. Are these plans enclosed or sent separately? enclosed sent separately not available

If you have any further comments please indicate them in the space below (use additional sheets as necessary).

Thank you very much for your assistance.

INMATE SURVEY

For Office Use Only

Date
Ins\$ ACJ
SU#:
UN#:

Introduction

We are doing a study of the design of this jail - how it affects you, other inmates and staff. We are interested in how you feel about the building: its rooms, lighting, sound, and so forth. This study is sponsored by the **National Institute of Corrections**, which is an agency of the federal government.

You ***do not have*** to fill out ***this survey***. If you don't want to, please let us know and return the blank form to us. If you do fill it out, all your answers will be kept ***completely confidential***. Your personal answers will not be shared with anyone in this correctional facility or anywhere else. Don't even put your name on the form - we don't need to know it. This survey will be completed by many inmates and staff in this facility. When the answers are combined, they will help us understand which features of this facility are more and less successful.

Please answer all of the questions, even if they seem to repeat the same subject. Please do all of the questions by yourself, without talking to other people about them. There are no right or wrong answers; we are interested in what you think.

ANSWERING THESE QUESTIONS

You will notice that many of the questions use a numbered scale. Each end of the scale is labeled (such as 1 being "strongly agree" at one end and 5 being "strongly disagree" at the other). Select the number which best reflects how you feel and FILL IN ***THE*** CIRCLE that indicates your choice. ***Please mark only one number per question & fill in the circle completely (as in the example below)***.

EXAMPLE: Fill in circle completely. Do not use X or J, or circle answer.

- . **CORRECT RESPONSE** What is your sex? ● male 0 female
- **INCORRECT RESPONSE** What is your sex? ⊖ male or 0 female

Take your time. You have as much time as you need to answer the questions. When you finish, please give the form back to the person who gave it to you. ***Please read the questions carefully. Sometimes STRONGLY AGREE indicates something positive about this jail, but other times it indicates something negative. We appreciate your help. Thank you.***

Information About Your Housing Area

1. What is the name or number of your living unit? _____
2. How many **beds are** in the area (room, cell or dorm) where you steep? (If more people sleep there man me number of beds (with mattresses on floors, tables or cots), indicate the number of sleepers.)
 - 1 one (single room or cell)
 - 2 2 (double room or cell)
 - 3 3 to 4 (multiple cell)
 - 4 5 to 8 (multiple cell)
 - 5 9 to 16 (multiple cell or dorm)
 - 6 17 to 49 (dorm)
 - 7 50 or more (dorm)

		Strongly Agree		Neutral		Strongly Disagree	
		1	2	3	4	5	
CONTACT WITH STAFF	3. Inmates often talk with officers.	0	0	0	0	0	
	4. Officers rarely help or counsel inmates with their problems.	0	0	0	0	0	
	5. It is easy to contact an officer when I want or need to.	0	0	0	0	0	
	6. Many contacts between officers and inmates are pleasant and friendly .	0	0	0	0	0	
	7. Many contacts between officers and inmates are businesslike and formal .	0	0	0	0	0	
	8. Many contacts between officers and inmates are hostile and abusive .	0	0	0	0	0	
	9. Most officers seem to feel comfortable in inmate living areas, even with no other officers present	0	0	0	0	0	
	10. The people in charge of this institution really care about the welfare of the inmates	0	0	0	0	0	
	11. Inmates of different races or ethnic groups do not get along with one another very well.	0	0	0	0	0	
	12. In general, inmates will act reasonably when they are treated fairly.	0	0	0	0	0	
	Safety	13. There is very little danger of inmates being assaulted by other inmates here.	0	0	0	0	0
		14. There is very little danger of officers attacking or harming inmates here.	0	0	0	0	0
15. There is very little chance of an inmate being pressured for sex.		0	0	0	0	0	
16. If an inmate wanted to commit suicide , it would be very difficult in this jail.		0	0	0	0	0	
17. In this facility, officers do a poor job of protecting inmate safety .		0	0	0	0	0	
18. There are very few weapons kept by inmates.		0	0	0	0	0	
19. In general, inmates feel very safe here.		0	0	0	0	0	

How often do the following things happen in this jail?	Almost Never		Occasionally		Very Often
	1	2	3	4	5
20. How often are there threats of violence ?	0	0	0	0	0
21. How often are there fights between inmates <u>not involving weapons?</u>	0	0	0	0	0
22. How often are there fights between inmates <u>involving weapons?</u>	0	0	0	0	0
23. How often are there fights between inmates and staff?	0	0	0	0	0
24. How often are there sexual assaults by inmates against other inmates?	0	0	0	0	0
25. How often do things get broken on purpose in this facility.	0	0	0	0	0
26. Where do most fights happen? (check only one)					
1 0 sleeping areas (cells, dorms)	2 0 T.V. area or dayroom	3 0 recreation area(s)			
4 0 showers or toilets	5 0 don't know	6 0 other _____			
27. Where do most sexual assaults happen? (check only one)					
1 0 sleeping areas (cells, dorms)	2 0 T.V. area or dayroom	3 0 recreation area(s)			
4 0 showers or toilets	5 0 don't know	6 0 other _____			
28. If a fight happened in a living unit, about how long would it take for staff to arrive to break it up? (mark only one answer)					
1 0 less than 30 seconds	2 0 30-60 seconds	3 0 1 - 2 minutes			
4 0 2 - 3 minutes	5 0 3 - 5 minutes	6 0 > 5 mins			
29. Do you think that this is quick enough?	1 0 yes	2 0 no			

Satisfaction with Jail Design

	Very Satisfied 1	2	Neutral 3	Dissatisfied 4	Very Dissatisfied 5
30. How <i>satisfied</i> are you with the design of your living unit ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. How <i>satisfied</i> are you with the design of your sleeping area ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. How satisfied are you with the design of your living or dayroom area ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. How <i>satisfied</i> are you with the design of the area where you eat ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. How <i>satisfied</i> are you with the design of the jail's recreation areas ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. How <i>satisfied</i> are you with the design of the jail's classroom space(s) ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. How satisfied are you with the design of the jail's job training space(s) ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. How <i>satisfied</i> are you with the design of the the jail's counseling space(s) ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. How <i>satisfied</i> are you with the space available to store your things ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. How satisfied are you with the seating in the living area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. How <i>satisfied</i> are you with the telephone(s) available for inmates to use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. How <i>satisfied</i> are you with the television(s) in the living area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crowding					
42. How crowded is this facility?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43. How crowded is the area where you sleep ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44. How crowded are the recreation areas ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. How crowded are program areas off of the living unit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		Plenty of Privacy		Neutral		Too Little Privacy		
		1	2	3	4	5		
Privacy	46 .	How much <i>privacy</i> do you have in the area where you sleep?		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	47.	How much <i>privacy</i> do you have in showers and toilets?		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	48.	How much <i>privacy</i> do you have where you use the telephone?		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	49.	How much <i>privacy</i> can you find when you want to talk with another person?		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Strongly Agree	2	Neutral	4	Strongly Disagree		
		1		3		5		
Lighting	50.	There is usually <i>plenty of light</i> in my living area (dayroom) for reading.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	51.	It is often <i>too dim</i> in my sleeping area for reading.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	52.	At night, it is often <i>too</i> bright for sleeping in my sleeping area.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	53.	<i>Plenty</i> of sunlight comes into this facility.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	54.	I <i>can't</i> look <i>outside</i> as often as I would like to.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sound	55 .	Often, the <i>noise level</i> makes it difficult to hear what someone is saying.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	56.	It is <i>quiet enough</i> so that I don't usually have problems hearing the television.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	57.	Often the <i>noise level</i> keeps me awake or wakes me up at night		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Control	58 .	Inmates can go where they need to go or do what they need to do <i>without the aid of an officer</i> .		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	59.	The <i>officers</i> keep things <i>under control</i> and running smoothly here.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	60.	Things are <i>pretty disorganized</i> here - you never know what is going to happen next.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		Strongly Agree		Neutral		Strongly Disagree		
		1	2	3	4	5		
Appearance	61.	This place looks better than most people expect a jail or prison to look.		0	0	0	0	0
	62.	The colors are unpleasant in this facility.		0	0	0	0	0
	63.	Materials in this jail are softer than you would expect (carpets, cushions, etc.).		0	0	0	0	0
Health	64.	Compared to other facilities, doing time here is more stressful.		0	0	0	0	0
	65.	Compared to other facilities, inmates get sick more often here.		0	0	0	0	0
	66.	It is easy to see a nurse or doctor when you need one		0	0	0	0	0
		Very Clean		Neutral		Very Dirty		
		1	2	3	4	5		
Upkeep & Cleanliness	67.	How clean is your sleeping area usually kept?		0	0	0	0	0
	68.	How clean is the area where you eat usually kept?		0	0	0	0	0
	69.	How clean are the toilet and shower you usually use?		0	0	0	0	0

IMPACT OF THE JAIL ENVIRONMENT

70.	My experience here has had a positive effect on my life.		0	0	0	0	0
71.	My experience here has made it more likely that I will be able to get and keep a job.		0	0	0	0	0
72.	My experience here has made it more likely that I will return to school.		0	0	0	0	0
73.	My experience here has made it more likely that I will return to jail again.		0	0	0	0	0
74.	My experience here has made me less hopeful about the future.		0	0	0	0	0

Activities

This section asks about how you spend your daytime hours, during a typical day (that is, not including time during "lights out"). Approximately how much time do you spend on the following activities during a typical day:

	LESS THAN 1 HR. 4	1-2 HRS. 2	2-3 HRS. 3	3-4 HRS. 4	MORE THAN 4 HRS. 5
75. Watching television.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
76. Talking with other inmates.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
77. Talking with staff members.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
78. Sleeping (other than at night).	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
79. Reading.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
80. Vocational training.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
81. Classroom study.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
82. Counseling.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
83. Exercise & Recreation.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
84. Self-Improvement activities.	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
85. Other _____	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Background Information

86. What is your sex? 1 male 2 female

87. How **old** are you?

- 1 under 18 years 2 **18 - 21 years** 3 22 - 30years 4 31 -40 years
5 **41 - 50 years** 6 **51 - 60 years** 7 over 60 years

88. **Mark the last grade in school** that you completed?

Elementary School:

- | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

High School:

- | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|
| 9 | 10 | 11 | 12 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

College:

- | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|
| 13 | 14 | 15 | 16 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Graduate School:

- | | |
|-----------------------|-----------------------|
| 17 | 18 or more |
| <input type="radio"/> | <input type="radio"/> |

89. **How long have** you been in this correctional facility (this time)?

- | | | | | | | | |
|-------------------------|-------------------------|----------------------------|----------------------------|-------------------------|-------------------------|---------------------------|-------------------------|
| 1-2
days | 3-7
days | 1-2
weeks | 2-4
weeks | 1-2
months | 3-6
months | 6 mo.-
to 1 yr. | more than
1 year |
| 1 <input type="radio"/> | 2 <input type="radio"/> | 3 <input type="radio"/> | 4 <input type="radio"/> | 5 <input type="radio"/> | 6 <input type="radio"/> | 7 <input type="radio"/> | 8 <input type="radio"/> |

Please share any **additional comments** you have which could help us to understand this facility. **Thank you for** your cooperation.

STAFF SURVEY

Introduction

We are doing a study of the design of this jail - how it affects you, inmates and other staff. We are interested in how you feel about the building: its rooms, lighting, sound, and so forth. This study is sponsored by the **National Institute of Corrections**, which is an agency of the federal government.

For Office Use Only

D a t e

Ins\$ A C J

SU#:

UN#:

You do not have to fill out this survey. If you don't want to, please let us know and return the blank **form to** us. If you do fill it out, all your answers will be kept **completely confidential**. Your personal answers will not be shared with anyone in this correctional facility or anywhere else. Don't even put your name on the form — we don't **need** to know it. This survey will be completed by many staff in this facility. When the answers are combined, they will help us understand which features of this facility are more and less successful.

Please answer all of the questions, even if they **seem** to repeat the same subject. Please do all of the questions by yourself, without talking to other people about them. There are no right or wrong answers; we are interested in what **you** think.

ANSWERING THESE QUESTIONS

You will notice that many of the questions use a numbered scale. Each end of the scale is labeled (such as 1 being "strongly agree" at one end and 5 being "strongly disagree" at the other). Select the number which best reflects how you **feel** and **FILL IN THE CIRCLE** that indicates your choice. **Please mark Only one 'number per question & fill in the circle completely (as in the example below).**

EXAMPLE: Fill in circle completely. Do not use X or $\sqrt{\quad}$, or circle answer.

- . **CORRECT RESPONSE** → What is your sex? ● male 0 female
- **INCORRECT RESPONSE** → What is your sex? ⊖ male 0 female

Take your time. You have as much time as you need to answer the questions. When you finish, please give the form back to the person who gave it to you. We appreciate your help. Thank you.

Please read the questions carefully. Sometimes STRONGLY AGREE indicates something positive about this jail, but other times it indicates something negative.

information About Your Housing Area

1. What is the name or number of your living unit? _____
2. How many **beds are** in the area (room, cell or dorm) you supervise? (If more people sleep there than the number of beds (with mattresses on floors, tables or cots), indicate the number of sleepers.)

1	<input type="radio"/>	one (single room or cell)	5	<input type="radio"/>	9 to 16 (multiple cell or dorm)
2	<input type="radio"/>	2 (double room or cell)	6	<input type="radio"/>	17 to 49 (dorm)
3	<input type="radio"/>	3 to 4 (multiple cell)	7	<input type="radio"/>	50 or more (dorm)
4	<input type="radio"/>	5 to 8 (multiple cell)			

3. Which of the following statements describe where the officers are located who are responsible for the housing area? (please check [✓] the one that is most common)

- 1 0 Inside the unit, with **no** physical barrier (like a glass or barred wall) separating us from the inmates.
- 2 0 Next to the unit in a booth or control room, able to see inmates, but separated from them by glass or bars.
- 3 0 Away from the unit, but make regular rounds when they look into the unit from outside of it.
- 4 0 Away from the unit, but make regular rounds when they go inside the unit.

	Strongly Agree		Neutral		Strongly Disagree
	1	2	3	4	5
Contact With inmates and Other Staff					
4. Officers often talk with inmates.	0	0	0	0	0
5. Officers rarely help or counsel inmates with their problems.	0	0	0	0	0
6. It is difficult to contact an officer when an inmate wants or needs to.	0	0	0	0	0
7. Most contacts between officers and inmates are pleasant and friendly .	0	0	0	0	0
8. The people in charge of this institution really care about the welfare of the inmates	0	0	0	0	0
9. inmates of different races or ethnic groups do not get along with one another very well.	0	0	0	0	0
10. The training staff get in how to communicate with inmates is very effective .	0	0	0	0	0
Safety					
11. In this facility, officers do a good job of protecting inmate safety.	0	0	0	0	0
12. Most officers feel comfortable in inmate living areas, even with no other officers present.	0	0	0	0	0
13. Things get broken on' purpose by inmates very often in this facility.	0	0	0	0	0

Please indicate which **one** response **best answers** the following questions.

14. If a **fight** happened in a living unit, **how long** would it typically take for staff to arrive to break it up?

less than 30-60 1-2 2 - 3 3 - 5 more than
30seconds seconds minutes minutes minutes 5 minutes

1 2 3 4 5 6

15. Do you think that this is **quick enough**? 1 **yes** 2 **no**

16. How many instances do you know of in the last 6 months where there have been **heated arguments** among inmates **not** involving **physical force** or weapons?

No Information None 1 2 3-5 6-10 11-20 more than 20

0 1 2 3 4 5 6 7

17. How likely do you think it is that an inmate would be **assaulted** in this institution?

Not at all **Somewhat** **Likely** **Very**
Likely **Likely** **Likely** **Likely**

1 2 3 4

18. Does the **number of assaults** bother you? **Not at all** **A little** **A Great Deal**

1 2 3

19. In what area do you think it is most likely that **an assault would take place**?

Housing Units Work Areas Recreation Areas Program Area

1 2 3 4

5 Other: _____

20. **How many instances** do you know of in the last 6 months **where** an inmate has **been physically injured** in a **assault without a weapon (not including sexual assault)** by 1 or more inmates?

No Information None 1 2 3-5 6-10 11-20 **more** than 20

0 1 2 3 4 5 6 7

21. How many instances do you know of in the last 6 months where assaults among inmates have involved the **use of weapons**?

No Information None 1 2 3-5 6-10 11-20 more than 20
 0 0 1 0 2 0 3 0 4 0 5 0 6 0 7 0

22. How many instances do you know of in the last 6 months where an inmate has been **sexually assaulted**?

No Information None 1 2 3-5 6-10 11-20 more than 20
 0 0 1 0 2 0 3 0 4 0 5 0 6 0 7 0

23. How many instances do you know of in the last 6 months where an inmate has been **pressured for sex**?

No Information None 1 2 3-5 6-10 11-20 more than 20
 0 0 1 0 2 0 3 0 4 0 5 0 6 0 7 0

24. Do you feel there are **unobserved** (and therefore **unreported**) instances of inmate-on-inmate violence? No Yes
 0 20

25. If yes, how many instances of **unobserved** violence do you think there have been during the past 6 months?

No Information None 1 2 3-5 6-10 11-20 more than 20
 0 0 1 0 2 0 3 0 4 0 5 0 6 0 7 0

26. How often do you think the inmates have had weapons on them or in their quarters in the past 6 months?

No Knowledge	Never	Very Rarely	Rarely	Now & Then	Often	Very Often
00	1 0	20	30	40	0	0

27. Has there been **gang activity** in this facility in the past 6 months? No knowledge No Yes
 1 0 2 0 3 0

28. How **safe or dangerous** do think it has been in this facility for staff members who have a lot of **contact with inmates**

Very Safe Somewhat Safe Somewhat Dangerous Very Dangerous

1 0 2 0 3 0 4 0 5 0 6 0

29. Does the **level of safety** bother you? **Not at all** **Somewhat** **A Great Deal**

1 0 2 0 3 0

30. How **likely** do you think it is that a staff member would be **physically assaulted** in this institution?

Not at all **Somewhat** **Likely** **Very**

1 0 2 0 3 0 4 0

31. Have **you** been **physically assaulted** in any way by an inmate in the past 6 months?

No Yes

10 20

32. In the past 6 months **how often** have staff members had to **use physical force** on inmates?

No Information None 1 2 3-5 6-10 11-20 more than 20

0 0 10 2 0 3 0 4 0 5 0 6 0 7 0

[please note the kind of force used: _____

Surveillance		Helps		Neutral		Hinders
		Very Much	2	3	4	Very Much
		1				5
33.	How does the building design or layout affect your ability to keep an eye on inmates in the living areas ?	0	0	0	0	0
34.	How does the building design or layout affect your ability to keep an eye on inmates in the areas outside of the living unit?	0	0	0	0	0

Satisfaction with Jail Design		Very Satisfied		Neutral		Very Dissatisfied
		1	2	3	4	5
35.	How satisfied are you with inmate living areas ?	0	0	0	0	0
36.	How satisfied are you with inmate cells/rooms ?	0	0	0	0	0
37.	How satisfied are you with the design of the jail's inmate recreation areas?	0	0	0	0	0
38.	How satisfied are you with the design of the intake and receiving areas?	0	0	0	0	0
	How satisfied are you with officers' stations (in control rooms or within inmate living areas)?	0	0	0	0	0
39.	How satisfied are you with officers' lockers, showers and restrooms	0	0	0	0	0
40.	How satisfied are you with the amount and availability of storage?	0	0	0	0	0

Crowding		Not at All	Slightly	Moderately	More Than	Very
		Crowded	Crowded	Crowded	Moderately Crowded	Crowded
41.	How crowded do you think it has been in the inmate housing units?	0	0	0	0	0
42.	How crowded do you think it has been outside the inmate housing units (eg, where is eat their meals, go to school, exercise, work, etc)?	0	0	0	0	0

43 How crowded do you think it has been in the areas where officers do papemork? 0 0 0 0 0

CROWDING

The following list identifies services and programs which may be provided to inmates at your institution. For each item listed, please indicate how the size of the inmate population during the past 6 months has impacted the delivery of these services.

		- has it made service delivery				
		Much More Difficult	Somewhat More Difficult	More Difficult	Decline	No Not Applicable
		1	2	3	4	5
44.	• Medical/Health care Services	0	0	0	0	0
45.	• Educational Programs	0	0	0	0	0
46.	• Psychological Services	0	0	0	0	0
47.	• Vocational Training	0	0	0	0	0
48.	• Recreational programs	0	0	0	0	0
49.	• Legal services	0	0	0	0	0
50.	• Visiting	0	0	0	0	0
51.	• Food services	0	0	0	0	0

52. Due to changing levels of crowding at this institution during the last 6 months, the level of safety at this institution has

Greatly Decreased	Moderately Decreased	Slightly Decreased	Not Changed	Slightly increased	Moderately Increased	Greatly increased
1 0	2 0	3 0	4 0	5 0	6 0	7 0

53. Due to the changes in inmate population levels during the past 6 months, the frequency of my interaction with inmates has:

Significantly Decreased	Not Significantly Changed	Significantly increased	Significantly Increased
1 0	2 0	3 0	

40

54. Due to the changes in inmate population level during the past 6 mos, the quality of my interaction with inmates has

Significantly Decreased	Not Significantly Changed	Significantly Increased	Significantly Increased
1 0	2 0	3 0	4 0

Privacy

55. How much privacy do inmate sleeping areas have?

Plenty of Privacy	Neutral	Much Too Little Privacy
1	2	3
4	5	
0	0	0
0	0	0

		0	0	0	0	0
		Strongly Agree		Neutral		Strongly Disagree
	57. How much privacy do you have when you want to talk with an inmate?	0	0	0	0	0
Lighting	58. Lighting levels in inmate living areas are good for reading and writing.	0	0	0	0	0
	59. Lighting levels in other areas of the jail are good for reading and writing.	0	0	0	0	0
	60. Plenty of sunlight comes into this facility.	0	0	0	0	0
	61. When working in this facility, I can't look outside as often as I would like to.	0	0	0	0	0
Sound	62. The noise level here often makes it difficult to hear what someone is saying?	0	0	0	0	0
	63. The noise level here often gives me headaches or adds to my level of stress.	0	0	0	0	0
	64. The noise level here often makes it difficult for inmates to sleep .	0	0	0	0	0
Control	65. Inmates can go where they need to go or do what they need to do without the aid of an officer.	0	0	0	0	0
	66. The officers keep things under control and running smoothly.	0	0	0	0	0
	67. Things are pretty chaotic here - you never know what is going to happen next	0	0	0	0	0
Appearance	68. This place looks better than most people expect a jail or prison to look.	0	0	0	0	0
	69. The colors are unpleasant in this facility.	0	0	0	0	0
	70. Materials in this jail are softer than you would expect (carpet, cushions, etc.).	0	0	0	0	- 0
	71. The design and use of materials makes this place difficult to maintain .	0	0	0	0	0
	72. Much of the breakage around here is accidental .	0	0	0	0	0
	73. In general, the facility is usually kept very clean .	0	0	0	0	0

	Strongly		Neutral		Strongly
	Agree 1	2	3	4	Disagree 5
Design and Construction					
74.	The materials and furnishings used here are <i>not appropriate</i> for the types of inmates in this jail.				
	0	0	0	0	0
75.	The doors and locks in this jail work <i>well</i> .				
	0	0	0	0	0
76.	The landscaping around this facility is very attractive.				
	0	0	0	0	0
77.	The external appearance of this building projects an image <i>appropriate for a jail</i> .				
	0	0	0	0	0
78.	For a newcomer, it is <i>very confusing to find your way around</i> in this building.				
	0	0	0	0	0
79.	The communications systems here (intercoms, phones, radios) work <i>poorly</i> .				
	0	0	0	0	0
80.	This jail's perimeter (fences, walls, towers alarms) is very <i>secure</i> .				
	0	0	0	0	0
81.	There is <i>not sufficient parking</i> here for staff and visitors.				
	0	0	0	0	0
82.	Compared to other facilities, working here is <i>more stressful</i> .				
	0	0	0	0	0
83.	Inmates are under much less <i>stress</i> here than in other jails.				
	0	0	0	0	0
Intake & Receiving					
84.	The Intake and Receiving area is <i>well designed to efficiently process</i> inmates.				
	0	0	0	0	0
85.	The design of the Intake and Receiving area makes supervision of inmates <i>very difficult</i> .				
	0	0	0	0	0
Medical Areas					
86.	The Medical Area area is <i>well designed</i> for effective and efficient health care.				
	0	0	0	0	0
87.	The design of the Medical Area makes supervision of inmates <i>very difficult</i> .				
	0	0	0	0	0

		Strongly Agree		Neutral		Strongly Disagree
		1	2	3	4	5
Visiting	88. The Viiting area is well designed to efficiently handle inmates and visitors.	0	<input type="radio"/>	0	0	0
	89. The design of the Viiting area makes supervision of visits very difficult .	0	<input type="radio"/>	0	0	0
	90. The design of the Viiting area is well suited to provide for comfortable inmate visits.	0	<input type="radio"/>	0	0	0
Program Spaces						
91.	Educational/classroom spaces are well designed for effective teaching .	0	<input type="radio"/>	0	0	0
92.	The design of the Educational/classroom spaces makes supervision of inmates very difficult .	<input type="radio"/>	<input type="radio"/>	0	0	0
93.	Vocational Training areas are well designed for effective training .	<input type="radio"/>	<input type="radio"/>	0	0	0
94.	The design of the Vocational Training areas makes supervision of inmates very difficult .	<input type="radio"/>	<input type="radio"/>	0	0	0
95.	Counseling/therapy spaces are well designed for individual or group counseling .	<input type="radio"/>	<input type="radio"/>	0	0	0
96.	The design of the Counseling/therapy spaces makes supenrision of inmates very difficult .	<input type="radio"/>	<input type="radio"/>	0	<input type="radio"/>	0

IMPACT OF JAIL ENVIRONMENT

97.	In general, inmates act reasonably when they are treated fairly.	<input type="radio"/>	<input type="radio"/>	0	0	0
98	The environment and programs here make it less likely released inmates will commit new crimes and return here.	<input type="radio"/>	<input type="radio"/>	0	0	0
99.	I feel that what I do has no real impact on inmates' lives.	<input type="radio"/>	<input type="radio"/>	0	0	0
100.	The mission and philosophy of this jail are clear and have been communicated to the staff here.	<input type="radio"/>	<input type="radio"/>	0	0	0
101.	I do not agree with the general approach to security and they way inmates are treated here.	<input type="radio"/>	<input type="radio"/>	0	0	0

Background Information

102. What is your sex? 1 male 2 female
103. How **old** are you?
- 1 under 18 years 2 18-21 years 3 22 - 30years 4 31 -40 years
- 5 41 - 50 years 6 51 - 60 years 7 over 60 years
104. Mark the **last grade in school** that you completed?
- Elementary School:
- 1 2 3 4 5 6 7 8
-
- High School:
- 9 10 11 12
-
- College: Graduate School:
- 13 14 15 16 17 18 or more
-
105. **How long** have you been working in this correctional facility?
- 1-2 3-7 1-2 2-4 1-2 3-6 6 mo. - more than
days days weeks weeks months months to 1 yr. 1 year
- 1 20 3 40 5 60 70 8
106. What is your **position** at this facility?
- 1 correctional officer 6 health care provider
- 2 senior correctional officer 6 maintenance staff
- 3 program staff member 7 other _____
- 4 administrator

Please share **any additional comments** you have which could help us to understand this facility. Feel free to attach additional sheets **with** comments **if** necessary. **Thank you** for your cooperation.

FACILITY EVALUATION FORM

[FOR PROGRAM & SERVICE STAFF]

INTRODUCTION This survey is one part of an ongoing evaluation of the suitability architecture and design of this facility for organizational and programmatic needs. Information is being collected at this time from administration, staff and inmates. Later, a research team will visit this facility to interview people directly. Your help on this survey will be very valuable in helping us to understand the facility and its impact. Please be assured that all data is anonymous and kept completely *confidential*. Individual comments are only seen by the outside research team.

This form asks questions which are mostly open-ended, meaning that you can fill in answers in your own words. We are interested in *your* insights into what works and what doesn't.

Feel free to attach additional sheets if necessary.

JOB INFORMATION

Department Name:
Job Title:
Job Description: (brief)

DESIGN EVALUATION

[Where possible, note **specific** facility features that influence your opinion]
How well does the design of this facility serve needs for:
- *safety & security* of stuff in your department

- *safety & security* of inmates while they are in your department

- *efficiency* of operation in your department

FACILITY EVALUATION FORM

- your ability to deliver *programs and/or services*

What do you think are the best features of this design? [Which features *would you like* to see repeated in other facilities?]

-
-
-

What do think are the Zeast good features of this facility? [Which *would you* suggest others facilities avoid?]

-
-
-

FACILITY EVALUATION FORM

[FOR MAINTENANCE STAFF ONLY-J

Rate each of the items listed below for how *Appropriate* are the Materials, Design or Installation for its- need; how *reliable* is the Operation of the item, and what is its *Frequency* of Repair:

	APPROPRIATE MATERIALS/ DESIGN/INSTALL					RELIABILITY OF ITEM					FREQUENCY OF REPAIR				
	APPROP		INAPPROP			RELIABLE			UNRELI		RARE			OFTEN	
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
a. room/cd doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. doors - special cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. other doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. room/cell locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. locks for special cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. . other locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. room/cell plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. . other plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. HVAC systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. flooring in living units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. . flooring - other areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. room/cell windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. . windows-other areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. . room/cell furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. . dayroom furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. . other furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. . personal communication devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. other communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. [*] other?????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ [add any other comments below or on **ttached** additional **sheets**]

• Please put a **check mark (✓)** next to any item which seems to suffer **significant** amounts of **VANDALISM**