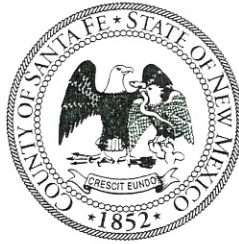


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

To: Board of County Commissioners
From: Gregory S. Shaffer, County Attorney
Via: Katherine Miller, County Manager
Date: March 21, 2017

Re: Report of February 9, 2016, Inspection of Santa Fe County Adult Detention Facility and Youth Development Program

In accordance with NMSA 1978, § 33-3-4, I submit this report of the February 9, 2016, inspection by the Board of County Commissioners (Board) of the Adult Detention Facility (ADF) and Youth Development Program (YDP).

People Present During Inspections

Commissioners Present. Commissioners Robert A. Anaya, Miguel M. Chavez, Kathy Holian, Henry P. Roybal, and Elizabeth "Liz" Stefanics were present for the inspections.

Staff Present for Entire Inspections. County Manager Katherine Miller, Deputy County Manager Tony T. Flores, Public Safety Department Director Pablo Sedillo, III, County Attorney Gregory S. Shaffer, and Paralegal Kathleen Ortiz were present for all of the inspections.

ADF Inspection

Operational Overview. During the operational and challenges overview, the following were noted as challenges facing the ADF:

- ***Mental illness.*** It was explained that, nationwide, detention facilities have become the de facto treatment facilities for mental illness. Various staff noted the following:
 - The percentage of mentally ill inmates was great, with approximately 67% of inmates taking psychotropic medications;
 - ADF is fortunate to have mental health treatment professionals;
 - Increased use of treatment guardians for those mentally ill inmates incapable of giving informed consent was allowing those inmates to be treated by having a guardian make medical decisions for them;
 - Treatment options for mental illness outside of detention facilities is limited since there is only one state hospital with limited capacity and the re-entry programs in the community are limited;
 - Santa Fe County cannot provide the community services and support necessary to successfully divert mentally ill inmates from ADF or successfully re-enter inmates into the community;
 - Indigent inmates for whom competency has been raised in their criminal trials can stay in jail longer than they should, since (i) they lack money or property to post bail and (ii) capacity constraints at the Las Vegas mental hospital are limited;
 - ADF was using interdisciplinary teams to try and meet the needs of mentally ill inmates;
 - ADF had one inside and one outside re-entry specialist and was trying to hire another inside re-entry specialist, to help inmates successfully re-enter the community by enrolling them in Medicaid and other measures; and

- Being incarcerated increases the risk of suicide; specifically, the risk of suicide increases four times for individuals with the same diagnosis who are in jail versus those who are not.
- *Booking area.* It was explained that the booking area presents unique challenges and potential dangers, since you do not know the individuals who are being incarcerated, you must manage inmates with different classification levels, mental illness, and intoxication, the number of intakes, releases, and arraignments processed in a day, and the potential presence of contraband and special efforts used to combat it (e.g., dry cell).
- *Medical treatment for a generally unhealthy population.* Medical staff explained that the inmate population has a large percentage of unhealthy individuals who:
 - generally do not take care of themselves outside of ADF;
 - began taking drugs at an early age, thereby severely damaging their bodies;
 - take a combination of drugs, thereby amplifying the damage caused by chronic drug use and making detoxification more difficult;
 - ingest large amounts of drugs at the time of arrest, to avoid being arrested in possession of the drugs; and/or
 - do not provide accurate or complete medical histories.

As a result, medical treatment for the ADF inmate population is a challenge.

Specific medical challenges noted included:

- Infections and abscesses;
 - Rare forms of infections, such as infections of the clavicle bone caused by the injection of drugs; and
 - Pregnant women who are addicted to methadone and heroine.
- *Staffing.* Recruitment of nurses and Correction Officers were noted as particular problems. With regard to nurses, it was noted that:
 - Turnover is a constant problem; and
 - Nurse vacancies are covered with agency nurses as a short-term solution.

With regard to staffing issues generally, it was noted that providing opportunities for advancement and progression were key retention issues and for helping people think of ADF jobs as careers. In this regard, it was noted that currently there are no tiers within the various job titles.

- *Electronic Monitoring Program Costs.* It was explained that:
 - Participation in the Electronic Monitoring program had increases by approximately 74%; and
 - Judges appear to be overusing the most expensive forms of monitoring devices.

Inspection. During the inspection of various parts of ADF, the following were observed and discussed:

- *Full body scanner.* This device is used to scan for contraband and weapons. All inmates are scanned upon intake and upon returning from arraignments or other trips outside the facility, except for pregnant women and impaired individuals who cannot stand. Highlighting the challenges of an ever-changing population, it was noted that there were approximately 10,000 intakes or releases per year.
- *Medical unit.* It was explained that various medical units could hold, one, two, four, or six inmates. Various signs were noted providing instructions for various types of special

watches, such as constant suicide watches, 15 minute suicide watches, and 15 minute health watches. It was explained that multiple inmates on suicide watch are sometimes housed in a single cell to decrease the likelihood that they will commit suicide.

- *Electronic Monitoring Program.* Various types of monitoring devices were explained, including global positioning system units, used to constantly monitor participants' exact whereabouts and ensure they stay away from victims and other areas of concerns (e.g., bars), and sober link units, used to ensure that someone is not using alcohol. In addition, it was explained that the program has standby warrants for all program participants. This allows someone who violates the terms of program participation to immediately be arrested after consultation with a judge.

The fee structure was explained, as well as the sliding scale used to determine how much (if any) money program participants would be charged.

- *Facility Constraints.* It was noted that the design of ADF presented various challenges that staff hoped to address through future capital planning. With regard to recent improvements, the new server area was inspected. This would provide more and better space for storing ADF's servers and other electronic devices.
- *Control Unit within Housing Unit.* It was noted that access into and out of the pods was controlled from the Control Unit, with all movements recorded. In the event of a power outage, it was noted that ADF has a backup, gas powered generator, which is inspected and tested each week.

YDP Inspection

Operational Overview. It was explained that the YDP is largely underutilized. In particular, the Day Reporting Program had no participants. Explaining the general operations of the facility, it was noted that incarcerated youth enter through a sally port in the back of the facility. Youth are only housed at YDP until their delinquency hearing. After the delinquency hearing, the Children, Youth, and Families Department handles a youth.

Inspection. During the inspection of various parts of YDP, the following were observed and discussed:

- *Day Reporting.* It was explained that this program allowed non-incarcerated youth to maintain a structure and continue with their studies. Challenges to the program include a low number of participants – only three youth had been referred to the program by CYFD or the Courts since August, 2015 – and a lack of a teacher. With respect to the teacher, it was noted that the Santa Fe Public Schools District has not been willing to provide a teacher for some time. In addition, a grant with the City was expiring.
- *Medical.* It was explained that nurses staffed YDP 24 hours a day, 7 days a week, and that all youth go through a head to toe nursing assessment upon arrival. The medical questionnaire is extensive, covering medical and mental health. In addition, urine pregnancy tests are used for all female youth admitted to YDP. It was noted that YDP was a NCCHC Accredited facility, a designation that took several years to obtain. A RN on duty noted that staffing was inadequate to provide any relief factor. Nurses were able to take vacation because others were willing to cover their shifts and through use of agency nurses.
- *Behavioral health.* It was noted that all youth are provided with a behavioral health assessment. Common conditions include:

- Depression;
- Anxiety;
- Suicidal ideations; and
- Self-medicating.

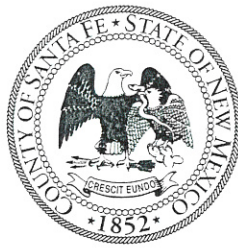
It was noted that group therapy was provided.

- *Pod Inspection.* A pod was inspected, including individual cells. It was noted that each youth is housed in a single occupancy cell. It was explained that pod windows had been tinted, to avoid gang related and other unhealthy communications between youth. In addition, it was noted that youth earn privileges through good behavior.
- *Programming.* It was explained that youth are offered a variety of programming, including opportunities to participate in a GED program and be taught in a classroom, poetry workshops, and library services.
- *Kitchen and Laundry Areas.* It was noted that youth do not work in these facilities or anywhere else in YDP.

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

To: Board of County Commissioners
From: Gregory S. Shaffer, County Attorney
Via: Katherine Miller, County Manager
Date: March 21, 2017

Re: Report of February 28, 2017, Inspection of Santa Fe County Adult Detention Facility

In accordance with NMSA 1978, § 33-3-4, I submit this report of the February 28, 2017, inspection by the Board of County Commissioners (Board) of the Adult Detention Facility (ADF). Present for the inspection were Commissioners Anna Hansen, Anna T. Hamilton, and Ed Moreno.

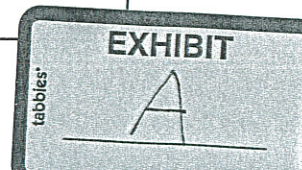
The report consists of the NM County Adult Detention Center Commissioners' Annual Operation Review Checklist attached hereto as Exhibit A, which records the areas of ADF inspected, operational issues observed, notes, and comments.

In addition, Commissioners were given an information booklet entitled, Santa Fe County Board of County Commissioners Annual Inspection Tour, 2017, a copy of which is attached hereto as Exhibit B.

**NM County Adult Detention Center
Commissioners' Annual Operation Review Checklist**

Updated: 2/16/2017

OBSERVED	Operational Issue	Question/Concern	Comments
V	SALLYPORT OUTDOOR		
X	Incident weather:	Is the area Clean and Organized?	Yes. Guns are secured in vehicles or locked outside in gun box.
V	SALLYPORT PORT INDOOR		
N/A		Is the area Clean and Organized? Are gun boxes in good working order?	
OBSERVED	Operational Issue	Question/Concern	Comments
V	BOOKING		Yes. Cameras record property intake.
X		Officer Posts are clean and organized All documentation is properly maintained: - Room/Cell & Unit Checks properly completed - Daily Shift Log - Inmate movement properly logged - Officer has necessary equipment	Property forms are later compared to individual property boxes. Any discrepancies are resolved using the video footage. Virtually all inmates, except for pregnant inmates, are scanned for contraband upon entering the facility. Common contraband found includes drugs and syringes.
V	PROPERTY STORAGE		Inmates are medically screened at intake.
X		Is the area Clean and Organized? All property clearly labeled in designated property bin	Yes. Inmate property is stored in individual, locked and numbered box specific to the inmate. Property boxes are locked in secure area within a locked room
V	FILE STORAGE		
X		Is the area Clean and Organized? All property clearly labeled in designated property bin	Yes. Files of federal inmates are maintained in a locked cabinet separate from the files of other inmates. Inmate files are kept readily accessible until the person has not been in ADF for two (2) consecutive years.



**NM County Adult Detention Center
Commissioners' Annual Operation Review Checklist**

OBSERVED	Operational Issue	Question/Concern	Comments
V	MASTER CONTROL		
X		<p>Officer Posts are clean and organized All documentation is properly maintained:</p> <ul style="list-style-type: none"> - Room/Cell & Unit Checks properly completed - Daily Shift Log - Inmate movement properly logged - Officer has necessary equipment 	<p>Yes. Facility has an onsite generator to provide electricity in the event of a power outage. Generator is tested every Friday and can run for three days on one tank of gas. Inmate headcounts are conducted seven times a day, with two formal and five informal counts.</p>
X		<p>All Security Monitoring Equipment is operational:</p> <ul style="list-style-type: none"> - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External) - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems 	<p>Every person entering or exiting the facility/ is logged. Master Control has built in redundancy for logging inmate movement and counts.</p>
OBSERVED	Operational Issue	Question/Concern	Comments
V	MEDICAL DEPT.		
X		<p>Medical area is clean and organized Is the equipment properly maintained and secure? Are medications properly secured and accounted for?</p> <p>Is there a daily sick-call for Inmates? Medical staff dispenses & distribute medications Inmates are provided Medical & Mental Health care based on their respective needs Inmate Medical and Mental Health records are properly maintained and secured</p>	<p>Yes. It was noted that medical needs could be identified through the booking process, which includes a medical screening by a nurse.</p> <p>Inmates have the opportunity to request medical treatment daily through written sick call requests.</p> <p>Facility has 24/7 nurse coverage. Filling and keeping nursing positions filled is a continuous challenge.</p> <p>Inmates are given medicine and water. Their mouths are checked to ensure that the medication was swallowed. Compliance with taking prescribed medication is documented in real time using pharmacy software.</p>

**NM County Adult Detention Center
Commissioners' Annual Operation Review Checklist**

Updated: 2/16/2017

OBSERVED	Operational Issue	Question/Concern	Comments
✓	HOUSING CONTROL		
X		<p>Officer Posts are clean and organized</p> <p>All documentation is properly maintained:</p> <ul style="list-style-type: none"> - Room/Cell & Unit Checks properly completed - Daily Shift Log - Inmate movement properly logged - Officer has necessary equipment 	<p>Yes.</p> <p>It was noted that all persons entering a housing unit are logged in and out.</p>
X		<p>All Security Monitoring Equipment is operational:</p> <ul style="list-style-type: none"> - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External) - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems 	<p>Yes.</p>
✓	UNIT/CELLS		
X		<p>Staff are assigned to each housing unit</p> <p>If not, how often do staff complete unit/room checks?</p> <p>Is there documentation for all checks?</p> <p>Are all Inmates in HU the same classification?</p> <p>Are all areas of the HU functioning properly:</p> <ul style="list-style-type: none"> - Showers, lighting, cell doors, fire alarm? <p>Can Inmates contact staff at all times?</p> <p>Is the HU and Cells clean and free of vermin and pests?</p> <p>Recreation area is clean?</p>	<p>Each housing unit has assigned staff.</p> <p>All checks are documented.</p> <p>Housing units were generally clean and free of vermin and pests.</p> <p>Inmates are appropriately classified.</p> <p>Inmates can contact staff.</p> <p>It was noted that the ADF library provided inmates with many reading opportunities and had benefited greatly from the donation of books. Books are screened by K-9 Unit and Correctional Officers prior to placement in the ADF Library.</p> <p>Art programs are offered and inmates have opportunities to display art. Art supplies are offered to inmates through the commissary.</p>

**NM County Adult Detention Center
Commissioners' Annual Operation Review Checklist**

OBSERVED	Operational Issue	Question/Concern	Comments
V	FOOD SERVICE DEPT.		
X		Culinary tools and equipment are properly secured and accounted for at all times All annual inspections completed and up-to-date Licensed Dietician reviews and approves menu at least Annually Meals are served per meal schedule	Yes, except as noted. It was noted that many inmates have special dietary needs. Menus are prepared in advance and are reviewed and approved by licensed dietician quarterly. Inmates working in the kitchen have to be medically cleared to handle food.
V	LAUNDRY		
X		Laundry equipment working properly Laundry area is clean and organized Inmate Clothing cleaned and issued twice weekly Inmate Bedding cleaned and issued weekly	It was noted that colors are washed twice per week and whites are washed 3 times per week.

Other Notes and Comments:

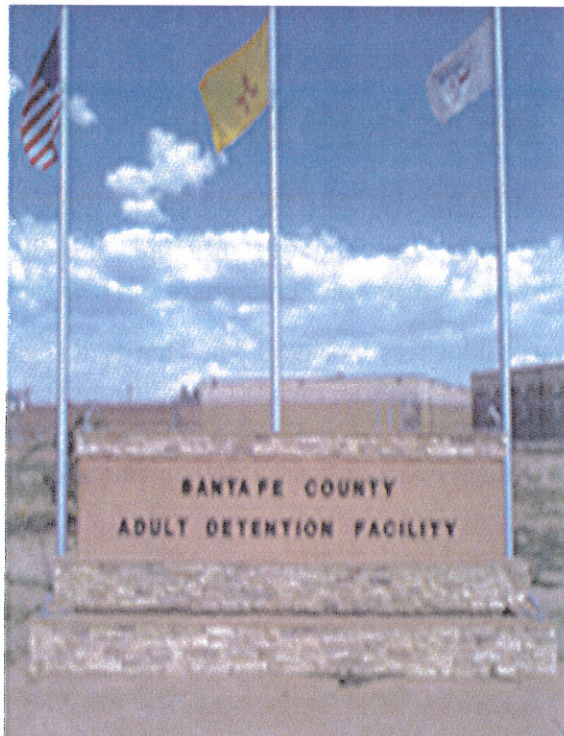
Before the inspection, the Warden provided an operational overview of the facility, including which housing units house which type and classification of inmates. The challenges of housing a population with high incidents of mental illness and drug addiction were discussed. It was explained that a mental health team meets weekly to assess and discuss the most severe mental health cases in the ADF. The Electronic Monitoring Program area was also inspected. It was explained that participants were given the rules and regulations of the program as well as orders and restrictions on their activity when they are enrolled. Participants are required to report weekly to the program area. Some participants are required by the Court to submit supervised drug tests. The different types of monitoring devised were explained as well as the average case load of case managers.

The visitation area was also inspected. It was explained that visitation is allowed Wednesday through Sunday from 8:00 a.m. to 4:00 p.m. Visitation is monitored via video as well as random officer walkthroughs. No contact visits are allowed at the ADF, except for meetings between inmates and their attorneys.

After the inspection, Commissioners ate the same lunch served to inmates that day in the conference room, before departing for the County Administrative Building.

2017

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS
ANNUAL INSPECTION TOUR**



Pablo Sedillo, III
Public Safety Director

Derek J. Williams
Warden

Keryl Work
Deputy Warden

EXHIBIT

B

Welcome

MISSION STATEMENT

It is the Mission of the Santa Fe County Correctional Facility to Protect the Public and Provide a Safe and Secure Environment for both, Inmates and Staff under the Principles of Unit Management and in Accordance with the Santa Fe County Department of Public Safety Values of Integrity, Professionalism, Service, Knowledge and Teamwork.

FACILITY DESCRIPTION

Santa Fe County Correctional Facility is a multi-level security facility located eleven miles south of Santa Fe, NM on State Highway 14. The facility consists of a single, self-contained structure. It is directly adjacent to the Santa Fe County Sheriff's Office and across Highway 14 from the Penitentiary of New Mexico.

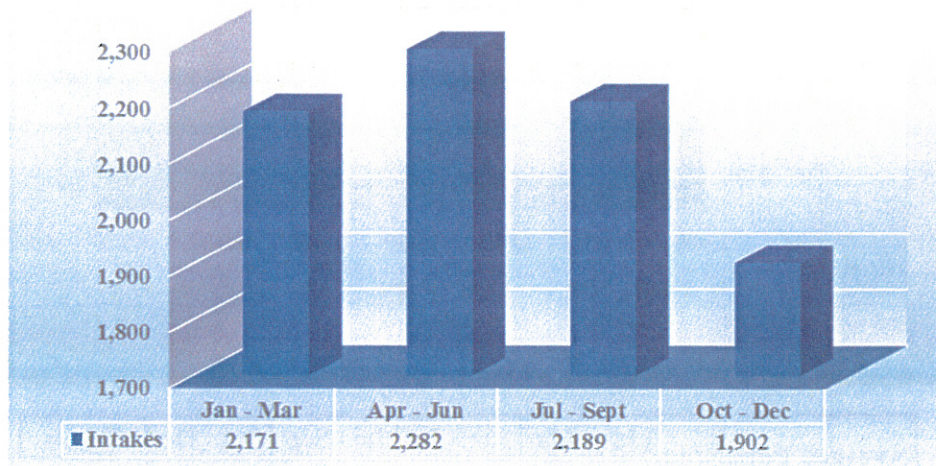
The SFC Correctional Facility was built by Landmark Industries in 1998. The facility was designed by Custer Basarich, Ltd Architectural Firm of Albuquerque, NM. The first inmates were brought into the facility in September 1998, at which time the jail was operated by Cornell Corrections. On October 1, 2001, Management & Training Corporation [MTC] took over operations. Santa Fe County assumed operation of the facility October 11, 2005.

All staff and guests must enter the facility through the Main Entrance. A Correctional Officer is posted at the Main Entrance to greet and screen all persons who enter the facility. Security screening includes the ability to successfully pass through a metal detector and if necessary, undergo magnetic wand or individual search of person and/or their possessions.

Following is an overview of quarterly information regarding daily activities which occur in the SFC Adult Detention Facility. A more detailed report is available, per your request.

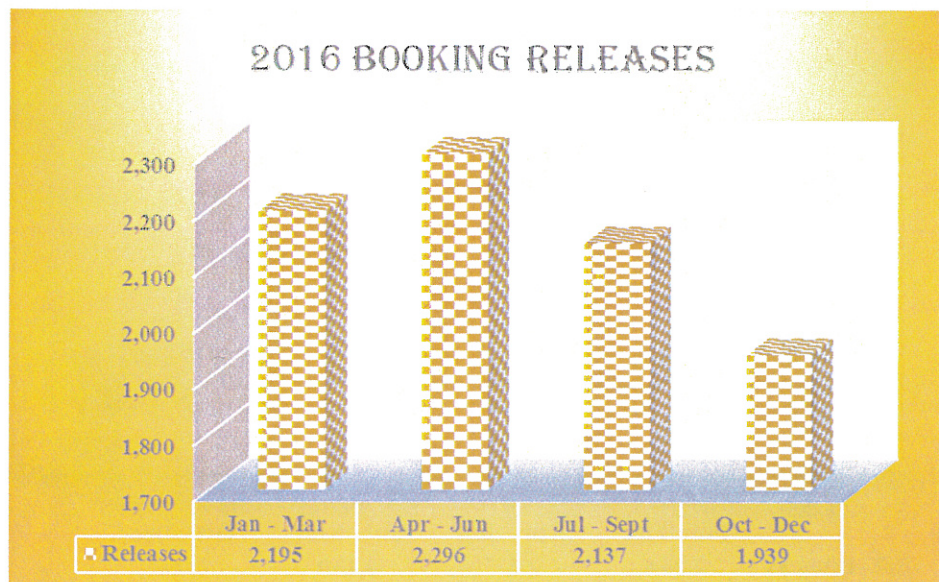
Intakes	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	2,171	2,282	2,189	1,902	8,544

2016 BOOKING INTAKES

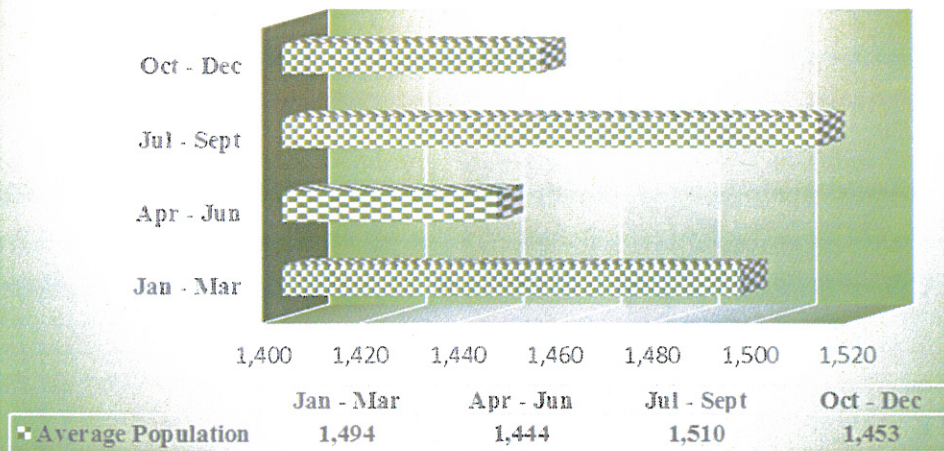


Releases	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	2,195	2,296	2,137	1,939	8,567

2016 BOOKING RELEASES

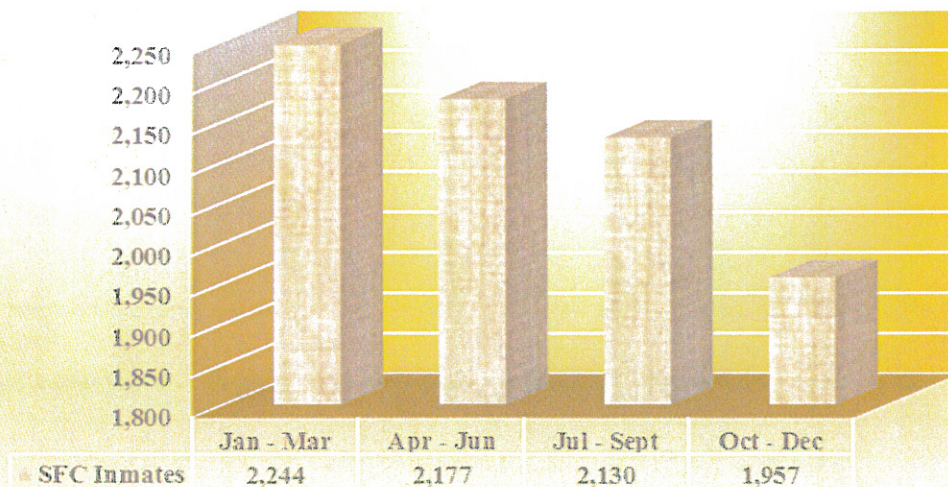


AVERAGE QUARTERLY POPULATION



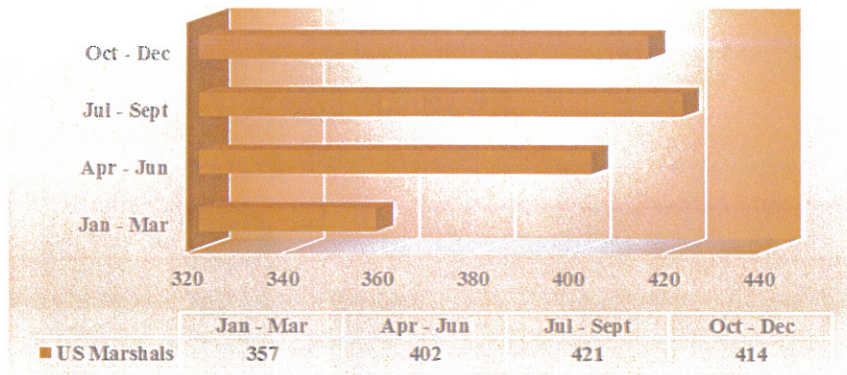
Average Population	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	1,494	1,444	1,510	1,453	5,901

2016 SFC [ONLY] INMATES

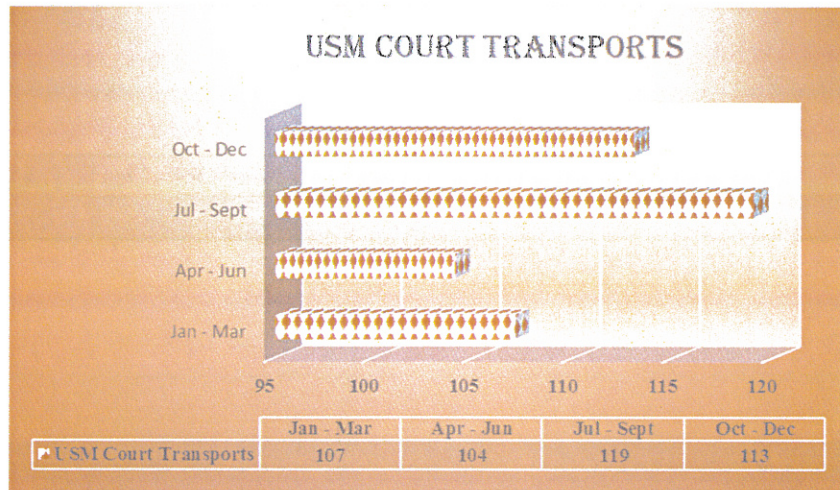


SFC Inmates	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	2,244	2,177	2,130	1,957	8,508

2016 US MARSHALS Quarterly Census

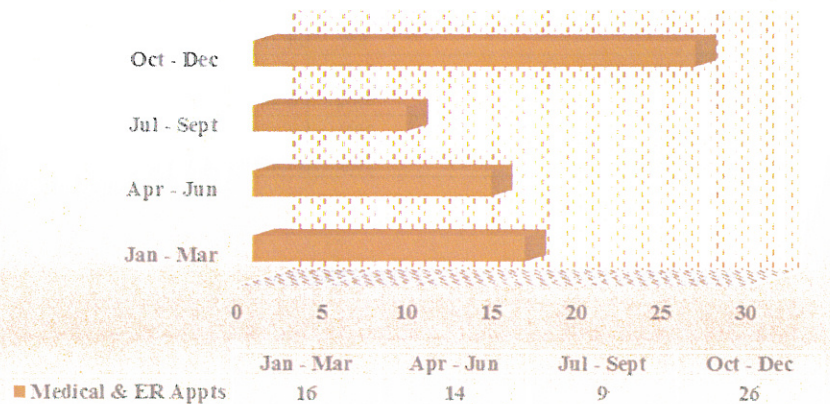


US Marshals	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	357	402	421	414	1,594



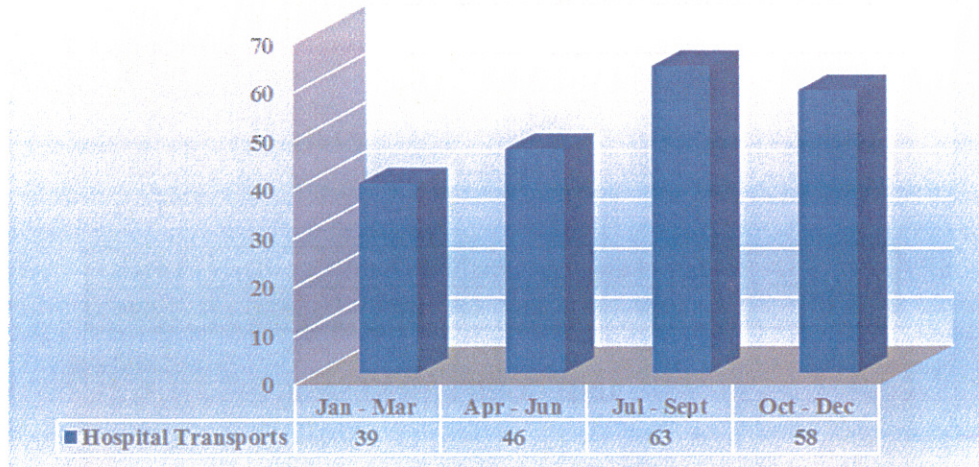
USM Court Transport	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	107	104	119	113	443

USM MEDICAL & ER APPTS



2016 US Marshals	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
Medical Appointments	14	13	9	24	60
Emergency Room Transports	2	1	0	2	5
Totals	16	14	9	26	65

2016 ER TRANSPORTS



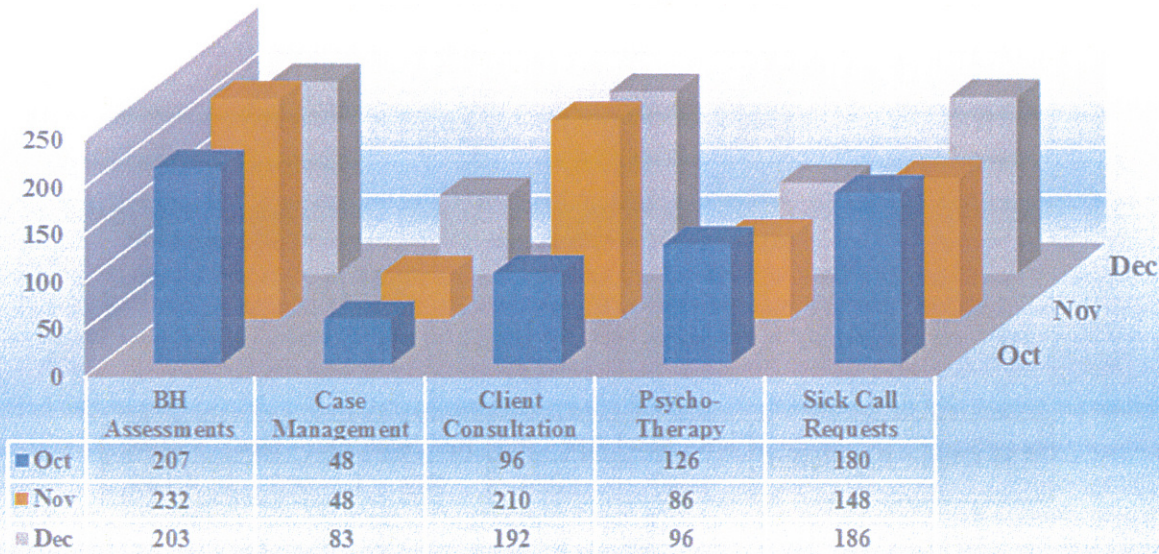
Hospital Transports	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	39	46	63	58	206

Substance Use / Abuse Reported

The following statistics refer to the 8544 Intakes for 2016

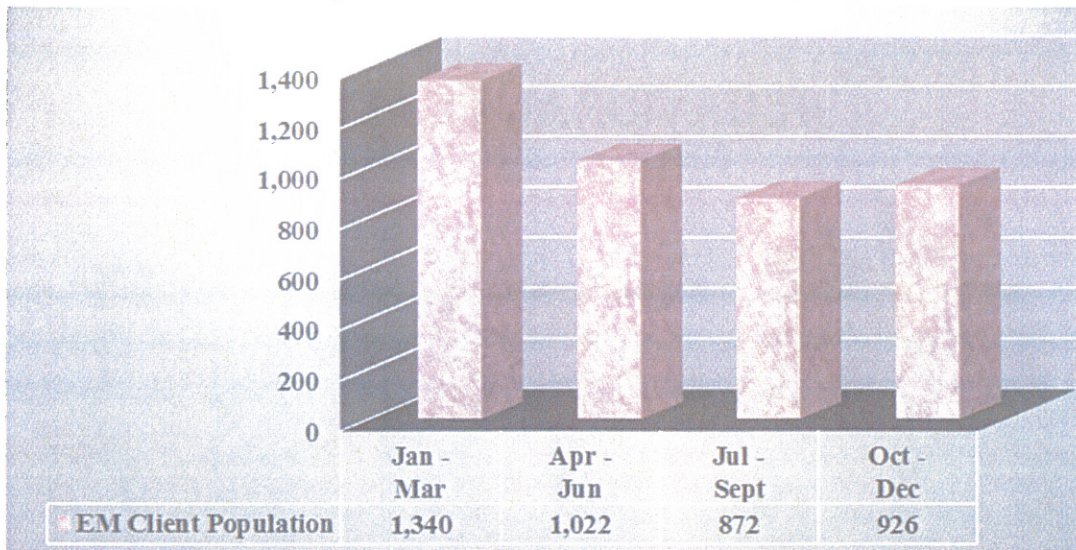
Total people admitting to use or abuse of high risk substances; including alcohol	95%	Are using or abusing high risk substances	
Percentages of inmates using opioids (heroin, methadone, buprenorphine, PO?)	32%		
Heroin	61%	of all the inmates using prescription opioids	
Methadone	7%	of all the inmates using prescription opioids	
Buprenorphine	22%	of all the inmates using prescription opioids	
Prescription Opioids	10%	of all the inmates using prescription opioids	
How many people were ordered an opiate withdrawal protocol?	74%	of all the inmates using prescription opioids	
People using Benzodiazepines	6%	of all the inmates using high risk substances	
People requiring supervised withdrawal from benzodiazepines	31%	of all the inmates reporting benzodiazepine use	
People drinking alcohol (socially to alcoholic)	40%	of all the inmates using high risk substances	
People requiring supervised withdrawal from alcohol	18%	of all the inmates reporting alcohol use	
Total number of people requiring supervised withdrawal	20%	of all the inmates reporting benzodiazepine or alcohol use	

BEHAVIORAL HEALTH



Behavioral Health	Oct	Nov	Dec	Totals
BH Assessments	207	232	203	642
Case Management	48	48	83	179
Client Consultation	96	210	192	498
Psycho-Therapy	126	86	96	308
Sick Call Requests	180	148	186	514
Totals	657	724	760	2,141

EM CLIENT POPULATION 2016



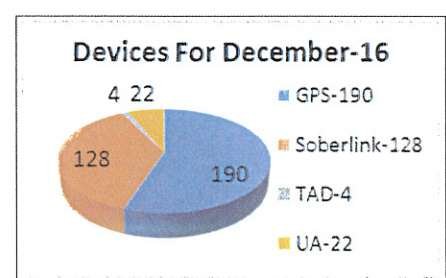
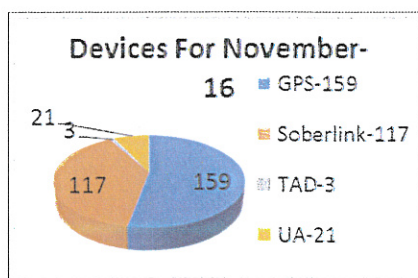
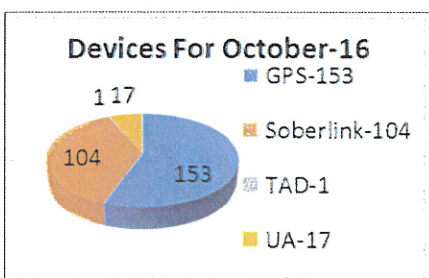
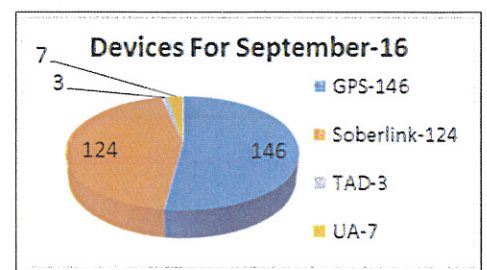
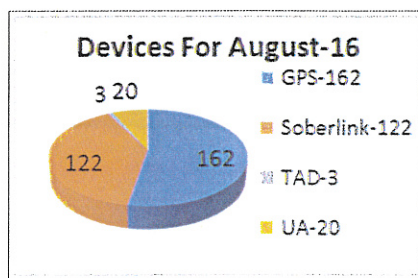
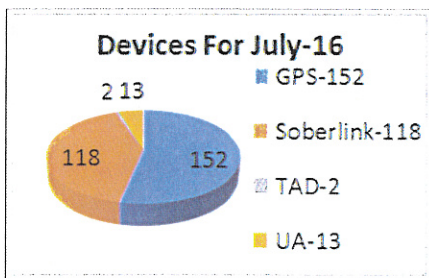
EM Client Population	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Totals
	1,340	1,022	872	926	4,160

- GPS (Global Position System)
- SOBERLINK (Mobile Alcohol Testing Device)
- TAD (Transdermal Alcohol Detection)
- DRUG TESTING CUP (Device to Test Urine)

Cost of Each Device

- GPS- \$6.00 per day
- Soberlink- \$6.00 per day
- TAD- \$8.25
- Urine Analysis Cup- \$5.00

Revenue generated from Electronic Monitoring clients was approximately \$188,785 for 2016.



Case Managers Average Monthly Contacts				
<i>Demographic Information</i>	Oct	Nov	Dec	Totals
Males	396	381	298	1,075
Females	80	76	57	213
<i>Custody Classification Level</i>	Oct	Nov	Dec	Totals
Minimum	153	140	102	395
Medium	83	76	74	233
Maximum	225	221	171	617
Unassigned: Booking	10	20	10	40
Total	471	457	357	1,285
<i>Sentenced w/J&S</i>	53	47	34	134
<i>Classifications' Inmate Contact</i>	Oct	Nov	Dec	Totals
Alpha Unit	69	80	65	214
Bravo Unit	67	70	53	190
Charlie Unit	56	63	59	178
Delta Unit	83	88	72	243
Booking	129	123	109	361
Totals	404	424	358	1,186

The average case load for a Classification Officer are eighty [80] per day. Currently we have five Case Managers.

Essentially we have two levels of custody; Minimum and Maximum, anything outside of that will be Special Management (PHD, Disciplinary, Voluntary and Involuntary), or discretionary placements which would be used if an offender scores high but his behavior/history and or charges (criminal complaint) shows different or vice versa and will require documentation and approvals. Initial classification will take place in Booking as offenders come in within the initial 24 hours, the Classification Officer will determine any type of discretionary override based on scoring, history review and assessment of criminal complaint, discretionary override will then be reviewed and or approved or denied prior to offender being moved from Booking.

Public Safety / Corrections Division

FTE Status Report Oct - Dec 2016

Facility \ Program	Authorized FTE	Oct Vacant Positions	Nov Vacant Positions	Dec Vacant Positions	Vacancy Rate
Administration	6	0	0	0	0
Adult Facility	155	34	33	35	20
Electronic Monitoring	10	3	3	3	30
Maintenance	7	2	3	3	29
Medical	32	11	13	12	34
Totals	238	56	59	57	22

Adult Detention Facility/Security

Specific Vacancy Rates by Classification as of Oct - Dec 2016

Position Classification	Authorized FTE	Oct Vacant Positions	Nov Vacant Positions	Dec Vacant Positions	Vacancy Rate
Detention Officer	79	22	23	26	25
Corporal	15	1	0	1	7
Sergeant	14	6	6	6	43
Lieutenant	6	0	0	0	0
Captains	2	0	0	0	0
Major	1	0	0	0	0

Nursing Positions as of Oct - Dec 2016

POSITION	Authorized FTE	Oct Vacant Positions	Nov Vacant Positions	Dec Vacant Positions	Vacancy Rate
RN's	9	4	3	3	44
LPN's	6	2	3	3	33
Totals	15	6	6	6	77

