MEMORANDUM

To: Board of County Commissioners

From: R. Bruce Frederick, County Attorney Cristella E. Valdez, Assistant County Attorney

Via: Katherine Miller, County Manager

Date: April 24, 2018

Re: Inspection Reports for: (1) March 28, 2017, Inspection of Santa Fe County ("County") Juvenile Detention Facility; (2) February 27, 2018, Inspection of County Juvenile Detention Facility; and (3) March 13, 2018 Inspection of County Adult Detention Facility.

The purpose of this memorandum is to present three Inspection Reports, attached and referenced above, pursuant to NMSA 1978, Section 33-3-4, which provides:

Each governing body of a county or municipality shall conduct an annual site visit to the jail or detention center under its jurisdiction to inspect the overall conditions at the facility. Following a site visit, an inspection report shall be presented at a regular meeting of the governing body.

For each site visit, a quorum of the Board of County Commissioners (BCC) convened a special meeting at the County Administration Building in accordance with the New Mexico Open Meeting Act. The meetings were then recessed to conduct the site visits as provided in the respective notices published in advance of each special meeting. Following the site visits, the BCC reconvened at the administration building and adjourned the special meeting. No other County business was conducted. The purpose of the special meetings was solely to conduct the site visits required under Section 33-3-4.

Commissioners Anna T. Hamilton, Anna Hansen, and Ed Moreno were present at the March 28, 2017, site visit at the Juvenile Detention Facility; Commissioners Henry Roybal, Robert Anaya, Anna T. Hamilton, Anna Hansen, and Ed Moreno were present at the February 27, 2018, site visit at the Juvenile Detention Facility; and Commissioners Anna T. Hamilton, Anna Hansen, and Ed Moreno were present at the Adult Detention Facility.

The attached Inspection Reports are adapted from a checklist provided by the New Mexico Association of Counties.

Attachments: Three Inspection Reports

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Santa Fe County Juv Detention Facility 2017 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
۷	SALLYPORT OUTDOOR		
N/A		Is the area Clean and Organized?	
V	SALLYPORT POR INDOOR		
Х		Is the area Clean and Organized? Are gun boxes in good working order?	Yes. Guns are secured in vehicles or locked in gun box.
OBSERVED	Operational Issue	Question/Concern	Comments
V	BOOKING		
X		Officer Posts are clean and organized All documentation is properly maintained: - Room/Cell & Unit Checks properly completed - Daily Shift Log - Resident movement properly logged - Officer has necessary equipment	Logs are kept of all agencies and residents entering the facility. Resident transport is also logged. Private medical rooms are provided for initial screening during intake. This screening allows staff to determine whether residents need immediate medical care. During intake, residents are also given an orientation on the facility and rules. All areas are clean.

V	PROPERTY STORAGE	
Х	Is the area Clean and Organized? All property clearly labeled in designated property bin	Yes. Property is placed in an individual box for each resident. During admittance, resident property is logged and residents receive and sign a list of their items to verify accuracy of log. Residents verify and sign the list again when property is returned upon release.
V	FILE STORAGE	
Х	Is the area Clean and Organized? All property clearly labeled in designated property bin	Yes. Files are kept readily accessible until residents have reached 18 years of age. Archived files are stored in a locked room.

Santa Fe County Juv Detention Facility 2017 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
٧	MASTER CONTRO	DL	
Х		Officer Posts are clean and organized All documentation is properly maintained: - Room/Cell & Unit Checks properly completed - Daily Shift Log - Resident movement properly logged - Officer has necessary equipment	Yes. Formal head counts are completed 5 to 6 times a day. All resident movement is logged. Logs are kept of all agencies entering the facility. Doors to units are manually keyed. However, locking mechanisms for hallways are controlled by Master Control.
X	Camera system needs upgrading.	All Security Monitoring Equipment is operational: - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems	Some video surveillance cameras are non- operational. The camera system is being upgraded. To address concerns about blind spots in units, handheld cameras are used by Officers in units to record incidents.

Santa Fe County Juvenile Detention Facility 2017 Commissioners' Annual Operation Review Checklist

OBSERVED	用的是認識認識的。	Question/Concern	Comments
V	MEDICAL DEPT.		
X		Medical area is clean and organized Is the equipment properly maintained and secure? Are medications properly secured and accounted for? 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	Yes. Medical assessments are completed during intake to determine if residents require immediate medical care. Residents can request Medical and Mental Health care in writing through the use of sick call forms and locked drop boxes located in each unit. Officer's are located in the units with residents at all times and residents can also inform such Officers that they need to see a Registered Nurse at any time. In addition, Registered Nurses make rounds in units at least twice a day. The medical area is staffed 24/7. It was noted that medical staff is making efforts to ensure that the medical area is less institutionalized and more therapeutic for residents. All onsite medication is locked and administered by nursing staff. Files are kept under lock and key. Files are kept in storage within the medical department until residents age out of the juvenile system. At that time, records are moved to seperate locked storage. Medical and Mental Health records are kept separate from intake files. Medical and Mental Health records are regularly audited.

Santa Fe County Juv 2017 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
V	HOUSING CONTR	ROL	
X		Officer Posts are clean and organized All documentation is properly maintained: - Room/Cell & Unit Checks properly completed - Daily Shift Log - Resident movement properly logged - Officer has necessary equipment	Control centers in housing are unmanned. Instead, officers are present with residents at all times in units. Resident movement logs are maintained in each unit. Doors are manually keyed.
N/A		All Security Monitoring Equipment is operational: - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems	

Santa Fe County Juvenile Detention Facility 2017 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
V	UNIT/CELLS		
X		Staff are assigned to each housing unit If not, how often do staff complete unit/room checks? Is there documentation for all checks? Are all Residents in HU the same classification? Are all areas of the HU functioning properly: - Showers, lighting, cell doors, fire alarm? Can Residents contact staff at all times? Is the HU and Cells clean and free of vermin and pests? Recreation area is clean?	Staff is assigned to each unit. Officers are present with residents in the unit at all times and residents can contact staff at all times. Unit checks are conducted approximately every 15 minutes and logged. Each resident is assigned to a single occupancy cell. All residents are classified by phases. In the first phase, all residents are initially assigned to orientation pods. As they earn privileges, residents are classified into second and third phases. Resident uniforms correspond to classification status. Phase one residents wear white, phase two residents wear maroon, and phase three residents wear green. Housing units and recreation areas were generally clean and free of vermin and pests. Commissioners noted that they were pleased with the facility library.

Santa Fe County Juv .e Detention Facility 2017 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	
V	FOOD SERVICE	DEPT.	
Х		Food Service equipment working properly Food Service area clean and organized 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	Equipment has recently been upgraded and works properly. The kitchen area is clean and organized. It was noted that residents do not work in kitchen. The kitchen is locked and secure from other areas. Menus are approved at least annually and each time the menu is updated.
V	LAUNDRY		
х		Laundry equipment working properly Laundry area is clean and organized Resident Clothing cleaned and issued twice weekly Resident Bedding cleaned and issued weekly	Yes. Residents receive three changes of clothing. Clothing is washed three times per week. Bedding is washed weekly.

Other notes and Comments:

Prior to the inspection, the Commissioners were given an operational overview of the facility. The facility houses only pre-adjudication residents. The average age of residents is 16 years old and the average legnth of stay is two weeks. After adjudication, youth offenders are committed to a state facility.

The education area was also inspected. Santa Fe Public Schools (SFPS) currently funds two part time certified teachers for the facility. Female residents have class in the afternoon and male residents have class in the morning. In previous years, two full time teachers were funded, allowing female and male residents to receive a full day of class time. It was noted that the residents

enjoy class time and benefit from the program. However, future funding for teachers by SFPS is a concern.

The multi-purpose area was inspected. In this area, residents can participate in art class, wildlife presentations, and dancing. In addition, the Therapy area was inspected. This area also serves as a visitation area. Immediate family can have contact visits with residents in this area.

Santa Fe County Juve J Detention Facility 2018 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
٧	SALLYPORT OUTDOOR		
N/A		Is the area Clean and Organized?	
v	SALLYPORT POF	T Contraction of the second	
х		Is the area Clean and Organized? Are gun boxes in good working order?	The area is clean and organized. No weapons are allowed in the facility. Gun boxes in the sallyport are in good working order.
OBSERVED	Operational Issue	Question/Concern	Comments
V	BOOKING		
		Officer Posts are clean and organized All documentation is properly maintained: - Room/Cell & Unit Checks properly completed - Daily Shift Log - Resident movement properly logged - Officer has necessary equipment	Officer posts are clean and organized and a documentation is properly maintained. Agencies come into booking through the sallyport. Agency movements are logged. Residents entering the facility are also logged. During intake, residents are given a head to toe medical assessment. If immediate medical care is necessary, residents are referred to St. Vincent's Hospital. Once residents are medically cleared, they are moved to housing. Residents are not house in booking.

Santa Fe County Juvenile Detention Facility 2018 Commissioners' Annual Operation Review Checklist

x		Is the area Clean and Organized? All property clearly labeled in designated property bin	The area is clean and organized. All resident property is stored in a locked property box and tagged with the inmate's name. A hand written inventory is kept of all resident property is maintained. The inventory is also logged into a computer database.
V	FILE STORAGE		
x		Is the area Clean and Organized? All property clearly labeled in designated property bin	The area is clean and organized. Current resident files are located in file cabinets in housing control. Resident files are kept for 5 years after they reach 18 years of age. Released resident files are kept in a locked room in booking.

Santa Fe County Juv 2018 Commissioners' Annual Operation Review Checklist

V MASTER CONT X	ue Question/Concern	Comments
Some facility cameras are non- operational.	TROL	
cameras are non- operational.	Officer Posts are clean and organized All documentation is properly maintained: - Room/Cell & Unit Checks properly completed - Daily Shift Log - Resident movement properly logged - Officer has necessary equipment	All officer posts are clean and organized and all documentation is properly maintained. Resident movement is managed by master control. All resident movement is logged. Agencies vehicles entering the facility are also logged. Master control answers phones and monitors cameras.
	All Security Monitoring Equipment is operational: - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems	The main fire alarm system in master control is operational. Locking mechanisms between hallways are operated by master control and are operational. Cameras allow master control to monitor agency vehicles entering the facility. Some facility cameras are non-operational. However, all main area cameras are functional.
OBSERVED √ MEDICAL DEP	Question/Concern	Comments

Santa Fe County Juvenile Detention Facility 2018 Commissioners' Annual Operation Review Checklist

	Medical area is clean and organized	The medical are is clean and organized.
	Is the equipment properly maintained and secure?	Residents are not housed in medical.
	Are medications properly secured and accounted	The medical department provides psychiatric,
	for?	dental, and general medical care. The
	Is there a daily sick-call for Inmates?	dentist, psychiatrist, and physician are each
	Medical staff dispenses & distribute medications	at the facility once a week and are also
	Inmates are provided Medical & Mental Health care	available on-call.
	based on their respective needs	Nursing staff is at the facility 24/7. Nurses
	Inmate Medical and Mental Health records are	make rounds to housing units throughout the
	properly maintained and secured	day.
		Residents can request health care during
		nurse rounds, by using sick call slips that are
		available in all housing units, and by asking
		other staff in the housing unit.
x		Medication is dispensed by nursing staff in
		the housing units by the use of a locked
		medical cart. Medications are secured in
		double locked cabinets located in a locked
		room in the medical department. Medications
		are counted daily.
		Medical and mental health records are kept in
		locked cabinets located in a locked room.
		Only staff can enter the locked room. Files
		are kept in the medical department until the
		residents age out. At that time, files are
		archived in seperate storage. Medical and
		Mental health records each resident are kept
		for 10 years after the last contact with that
		resident.

Santa Fe County Juve Detention Facility 2018 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
V	HOUSING CONTR	OL	
X		Officer Posts are clean and organized All documentation is properly maintained: - Room/Cell & Unit Checks properly completed - Daily Shift Log - Resident movement properly logged - Officer has necessary equipment	Housing Control is not a manned post.Staff is in units with residents at all times. Resident files are stored in locked cabinets in Housing Control. Logs of all resident movements are kept.
N/A		All Security Monitoring Equipment is operational: - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems	Housing Control is not a manned post. Master control operates locking mechanisms, all other locks in housing units are manually keyed.

Santa Fe County Juvenile Detention Facility 2018 Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
V	UNIT/CELLS		
x		Staff are assigned to each housing unit If not, how often do staff complete unit/room checks? Is there documentation for all checks? Are all Residents in HU the same classification? Are all areas of the HU functioning properly: - Showers, lighting, cell doors, fire alarm? Can Residents contact staff at all times? Is the HU and Cells clean and free of vermin and pests? Recreation area is clean?	Staff is in each housing unit and available to residents at all times. Staff monitors resident activity and participates in direct programming, such as playing cards with residents. Medical slips and grievace slips are available in the housing unit. Logs are kept in housing units with resident visitors, programs, housing changes, and movements. Headcounts are completed every 1/2 hour during the day and every 15 minutes at night. Housing units and cells are clean and free of pests. Residents are housed based on phases. Residents are in Phase 1 during orientation. Residents are granted more privileges in Phases 2 and 3. Recreation areas are clean. Residents get 1 hour of recreation everyday and can recreate outside depending on weather and security conditions.

OBSERVED	Operational Issue	Question/Concern	
V	FOOD SERVICE D	EPT.	
X		Food Service equipment working properly Food Service area clean and organized 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	Food service equipment works properly and the area is clean and organized. Culinary tools and equipment are kept in locked storage. Health inspections are conducted once per year. A licensed dietician reviews and approves the menu at least annually. Meals are served daily in housing units at 7 a.m., 11:30 a.m., and 5 p.m. Residents are not allowed to work in the kitchen. Commissioners asked whether residents could receive vocational training in the kitchen. It was noted that if resources were allocated to pay residents in accordance with state law, then perhaps residents could work in the kitchen.
٧	LAUNDRY		
x		Laundry equipment working properly Laundry area is clean and organized Resident Clothing cleaned and issued twice weekly Resident Bedding cleaned and issued weekly	Resident clothing is laundered each week on Monday, Wednesday and Friday. Each resident receives two changes of clothes. Bedding is laundered each week on Saturday.

NM Association of Counties

Santa Fe County Juvenile Detention Facility 2018 Commissioners' Annual Operation Review Checklist

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Director Sedillo gave an overview of the Youth Development Program (YDP) before the inspection. The facility houses youth from several jurisdications, including Santa Fe County, Laguna Pueblo, Ohkay Owingeh Pueblo, Santa Clara Pueblo, San Ildefonso Pueblo, Santa Ana Pueblo, Santo Domingo Pueblo, and Rio Arriba County. There are juvenile facilities closing across the state and there are approximately 9 remaining facilities. YDP is the 4th largest youth facility in New Mexico and has a maximum capacity of 63 residents.

During the overview, educational opportunities for residents were discussed. Director Sedillo and staff identified the lack of adequate educational programs as a gap in services for YDP residents. The Santa Fe Public School District has an obligation to provide education for students while at YDP. Currently, each resident only receives 4 hours of schooling per day and this is not enough to help residents keep up with thier peers. Futher, day reporting programs at YDP have been eliminated. Day reporting programs are useful for giving kids who aren't in school a place to go to during the day. The positive impacts of educational programs on rates of recidivism were discussed. The Commissioners also indicated that vocational training would be useful for residents.

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NM County Adul tention Center Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
v	SALLYPORT OUTDOOR		
x		Is the area Clean and Organized?	The area is clean and organized. Gun boxes are in good working order.
v	SALLYPORT POR	RT	
N/A		Is the area Clean and Organized? Are gun boxes in good working order?	
OBSERVED	Operational Issue	Question/Concern	Comments
V	BOOKING	经资源通知资产经济管理网络通信 经增加支付	
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	Officer Posts are clean and organized and all documentation is properly maintained. Daily shift logs are kept in booking. Unit checks are completed every 15 minutes and logged. Typically inmates stay in booking an average of 24 hours. There is a non-evasive body scanner in booking that scans for contraband.
v	PROPERTY STOP	RAGE	
x		Is the area Clean and Organized? All property clearly labeled in designated property bin	The area is clean and organized. Inmate property is stored in locked boxes that are kept in a locked room. Each inmate has their own box. A property inventory is completed for each inmate upon booking.
V	FILE STORAGE		

NM County Adult Detention Center Commissioners' Annual Operation Review Checklist

		The area is clean and organized.	
x	Is the area Clean and Organized? All property clearly labeled in designated property bin	Files are clearly labeled. Files are kept in separate areas, depending on the age of the file. Files for recent inmates are kept in booking for at least 6 months, they are then moved to locked file storage in the property room. Archived files are stored at the County's offsite storage facility.	

NM County Adul tention Center Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
٧	MASTER CONTRO	DL	
х		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	Officer Posts are clean and organized and all documentation is properly maintained. A physical board is used as a quick reference to keep track of inmate counts and movements. This information is also kept in a computer log.
Х		All Security Monitoring Equipment is operational: - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems	All security monitoring equipment is operational.
OBSERVED	Operational Issue	Question/Concern	Comments
V	MEDICAL DEPT.		
Х		Medical area is clean and organized Is the equipment properly maintained and secure? Are medications properly secured and accounted for? 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	The medical area is clean and organized. Inmates are housed in medical when the physician or psychiatrist determine that they need continuous care. The psychiatrist and physician carefully assess the medical and mental health needs of each inmate. The physician and psychiatrist are full time employees. There are currently 8 RNs working in the facility and they cover the facility 24/7.

NM County Adult Detention Center Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
V	HOUSING CONTROL		
х		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	Officer Posts are clean and organized and all documentation is properly maintained. A log of all activity in the unit is kept in housing control, including inmate and employee movement. Each individual special management unit cell has a log on the door that details meals, showers, and movement.
x		All Security Monitoring Equipment is operational: - Locking Mechanisms - Fire Alarm Systems - Lighting (Internal & External - Video Surveillance (Internal & External) - Control Center(s) Electronic Systems	All security monitoring equipment is operational.
OBSERVED	Operational Issue	Question/Concern	Comments
V	UNIT/CELLS		

NM County Adult Lention Center Commissioners' Annual Operation Review Checklist

X	Staff are assigned to each housing unit If not, how often do staff complete unit/room checks? Is there documentation for all checks? Are all Inmates in HU the same classification? Are all areas of the HU functioning properly: - Showers, lighting, cell doors, fire alarm? Can Inmates contact staff at all times? Is the HU and Cells clean and free of vermin and pests? Recreation area is clean?	In the general population units, checks are completed every hour. Special management unit checks are completed approximately every 15 minutes during the first 24 hours an inmate is in the unit and every 30 minutes thereafter. Housing units and cells were clean and free of vermin and pests. The recreation area is clean. Every inmate gets an hour of recreation. Inmates are classified into general population and high custody status. High custody inmates are housed in the special management units.
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NM County Adult Detention Center Commissioners' Annual Operation Review Checklist

OBSERVED	Operational Issue	Question/Concern	Comments
V	FOOD SERVICE DEPT.		
		Food Service equipment working properly Food Service area clean and organized 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	The food service area is clean and organized and equipment is working properly. Culinary tools are kept in a locked cage that is located in a locked room. Tools are kept on a shadow board, which allows staff to quickly determine if a tool is missing. All inspections are complete and up to date. The licensed dietician reviews and approves the menu at least annually.
V	LAUNDRY		
		Laundry equipment working properly Laundry area is clean and organized Inmate Clothing cleaned and issued twice weekly Inmate Bedding cleaned and issued weekly	The laundry area is clean and organized and all equipment is working properly. Inmate bedding is washed every Monday, Wednesday, and Friday. Inmate clothing is cleaned on each Tuesday and Thursday. Inmates are issued three changes of clothing.

Other notes and Comments:

Prior to the inspection, Warden Derek Williams and his staff gave an overview of the Adult Detention Facility (ADF). The facility houses approximately 500-600 inmates per day, including state, tribal, and federal inmates. Both adjudicated and preadjudication inmates are housed at ADF. Generally, there are two custody types at ADF: 1) general population and 2) special management unit inmates (SMU). Inmates in SMU receive the same treatment as general population inmates, including recreation, medical, visitation, etc. However, SMU inmates are not allowed direct physical contact with other inmates. ADF was voluntarily accredited by the New Mexico Association of Counties (NMAC) in 2014 and has received a voluntary reaccreditation in 2017. Many correctional facilities in New Mexico have unsuccessfully attempted to obtain accreditation from the NMAC. ADF Staff's ultimate goal is to obtain voluntary accreditation from the American Correctional Association (ACA). The

NM County Adul. atention Center Commissioners' Annual Operation Review Checklist

ACA accreation is very difficult to receive because it has even more numerous and ngorous standards than the NNIAC. After the tour, ADF staff and the Commissioners discussed inmate re-entry into the community. Currently, housing is the biggest obstacle that former inmates face in transitioning from jail back into the community. There is only one transitional living residence in Santa Fe County and the waitlist for admission to that residence is very long. Commissioners expressed that they would like to explore options for addressing the availability of transitional housing in Santa Fe County.