

RICCI GREENE ASSOCIATES

MEETING MINUTES

PROJECT NAME:	Functional Program Consultant to Belknap County Jail and Community Corrections Program	DATE:	September 24, 2012
PROJECT NUMBER:	91206.00	TIME:	4:45 p.m. – 6:00 p.m.
SUBJECT:	GoTo Meeting #2: Belknap County Jail Plan	LOCATION:	Webinar

Attendees:

Angela Bovill	Edward D. Philpot	Laura Maiello
Daniel P. Ward	Stephen H. Nedeau	Marayca Lopez
David Berry	John Thomas	
Brian Loanes	Debra Shackett	

1. Purpose:

The primary purpose of the *Go-To Meeting #2: Belknap County Jail Plan* was to review the Jail Capacity Forecasts contained in the Criminal Justice Master Plan (pp.148-165) and to select a Bedspace Projections Scenario based on the several Alternatives to Incarceration/Community Corrections initiatives the County is considering to achieve. The agenda for the Go-To Meeting included the following topics:

- o Master Plan Jail Capacity Forecasts Recap
- o Key Recommendations and Impact on Bedspace Scenarios
- o Inmate Classification Analysis

It is noted that the meeting concluded before the Inmate Classification Analysis topic was discussed. This preliminary Classification Analysis will be discussed with jail officials at a later date, with the goal of establishing future jail population distribution by major classification categories.

The PowerPoint presentation supporting the meeting is appended to these minutes.

2. Master Plan Jail Capacity Forecasts Recap:

Jail Capacity Forecasts form the foundation for establishing the number and type of beds required in the Belknap County Jail now and over the long term.

The Criminal Justice Master Plan study completed by David Bennett in January 2012 presented four different bedspace scenarios projecting the jail capacity needs by year 2035. Jail population forecasts, expressed as an Average

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Daily Population (ADP) were generated over a twenty-five year period based on varying assumptions about jail admissions rates (200 or 250 admissions per 10,000 population), and Average Length of Stay thresholds of 25, 30, 35, and 40 days.

Each ADP forecast was then converted to bedspace requirements by applying a standard 10% peaking factor to account for day-to-day variations in ADP levels and a classification factor to account for daily variance in classification requirements. The classification factor provides a total of 16 open beds available for new inmates within each major classification category.

3. Recommendations and Impact on Bedspace Scenarios:

The number of people in jail (ADP) is a consequence of who goes to jail (admissions) and how long they stay (length of stay). Pre and post-intermediate sanctions and alternatives, existing and proposed, could reduce the jail population by impacting either of these two variables *Jail Admissions* and *Average Length of Stay*.

3.1. Jail Admissions

A preliminary review of historical jail admissions, as illustrated in the Bennett report, shows that admission rates have been relatively flat, averaging **184** per 10,000 persons over the last 12-years, and **189** over the last five years. As such, of the two different admissions rates used for the forecasts (200 and 250 per 10,000 population), the consultants recommended using the **200 rate** as it is more indicative of what the County has experienced historically. Also noted was the weak historical relationship between county population trends (growth) and admissions rates (relatively flat).

Meeting participants had varying opinions about future admission trends. As noted by Superintendent Ward, some front end initiatives will reduce the number of jail admissions. However others noted that the number could increase if more individuals are sent to jail by the Courts *because* of the enhanced program offerings. It was generally agreed that jail officials have less control over admissions than they do over length of stay. There was consensus to use the smaller admission rate (200 per 10,000) for future planning purposes.

3.2. Length of Stay

The real driver of jail population is length of stay. As per the Master Plan, the ALOS averaged **26.7** days over the last 12-years and **29.7** days over the last 5-years. In 2011, although the jail experienced fewer admissions it also registered a longer ALOS of **37.4** days. As noted by County representatives,

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this ALOS increase seems to be driven by changes in the Court system (case processing times and flow), and longer pre-trial stays compounded with an increase in mental health cases sent to jail as a consequence of decreased funding for community mental health programs.

For jail capacity planning purposes, the array of alternatives to incarceration suggested in the Master Plan report was reviewed relative to the impact on admissions and/or length of stay. These included: Drug Court, Adult Diversion, Mental Health Court, Early Case Resolution, Misdemeanor Supervision, Pretrial Supervision, and a Work Crew Program.

Based on the collective judgment of the group it was determined that Belknap County should focus its resources on 1) developing a Pre-trial Release Program; 2) continue to enhance existing diversion programs (pilot Drug Court and Adult Diversion), and 3) develop a Community Corrections Center step-down model as a tool for managing LOS by transitioning inmates out of jail, to the CCC, and into community supervision - ultimately reducing jail bedspace demand.

3.3 Based on enhancement of existing programs, coupled with development of targeted new initiatives, the group agreed that Scenarios 2 and 3 were the most viable, reflecting 30 and 35 day Length of Stay, respectively. Scenario 1 (25 day Length of Stay) was assumed to be too ambitious, given the current LOS of 38 days; and Scenario 4 (40 day LOS) was deemed a reflection of current practices, implying that no additional initiatives and programs would be implemented in the future that could impact the jail population.

4. Selected Bedspace Scenario:

The discussion of the above mentioned factors resulted in the collective decision to select Scenario 3 as the basis for establishing the number of jail beds to plan for. And within Scenario 3, to use the lower band of 200 jail admissions rate per 10,000 population. According to the selected scenario, it is estimated that by 2035, Belknap County will require 177 beds to accommodate its inmate population, which includes the full universe.

This Scenario assumes a viable, achievable combination of enhanced programs and new initiatives to impact current criminal justice and correctional system trends and practices. This Scenario also demonstrates a commitment to the development of a community corrections plan and the enhancement of programs and services that will help offenders successively transition back to the community.

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Specific, agreed upon initiatives (existing and new) to meet these objectives include:

- Drug Court
- Adult Diversion
- A new Pre-trial Release Program
- A new Community Corrections Center with:
 - Residential intensive treatment programs (ADAPT, drug counseling)
 - Work Release
 - Electronic Monitoring (combined with Day Reporting).

Collectively, these selected initiatives give Belknap County the ability to manage future population growth rather than “build its way out of the jail problem”.

The importance of developing specific eligibility criteria and screening & assessment tools was noted to ensure proper assignment into the various initiatives (risk of reoffending) and to control net widening (adding supervision/sanctions not previously imposed on low risk offenders).

BY Marayca Lopez

DISTRIBUTION: Debra Shackett for distribution to meeting attendees.

The above constitutes my recollection and understanding of this meeting. Please notify me at once should there be any errors, omissions, or misunderstanding of these items discussed.

FUNCTIONAL PROGRAM CONSULTANT TO JAIL AND COMMUNITY CORRECTIONS PROGRAM

FPC - 2012

Go-To MEETING #2: BELKNAP COUNTY JAIL PLAN

AGENDA

- **Master Plan Forecasts Recap**
- **Key Recommendations and Impact on Bedspace Scenarios**
- **Classification Analysis**

MASTER PLAN FORECASTS RECAP

JAIL PROJECTIONS

Scenarios based on Admissions / ALOS

Average Length of Stay of 25 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	104	115	131
250	130	143	159

Average Length of Stay of 35 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	146	161	177
250	183	201	217

Average Length of Stay of 30 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	125	138	154
250	156	172	188

Average Length of Stay of 40 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	167	184	200
250	209	230	246

JAIL PROJECTIONS

Scenarios based on Admissions / ALOS

Average Length of Stay of 25 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	104	115	131
250	130	143	159

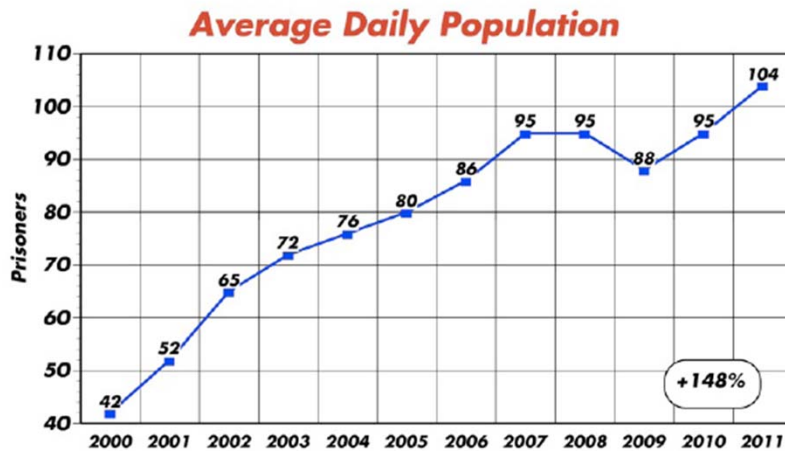
Average Length of Stay of 35 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	146	161	177
250	183	201	217

Average Length of Stay of 30 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
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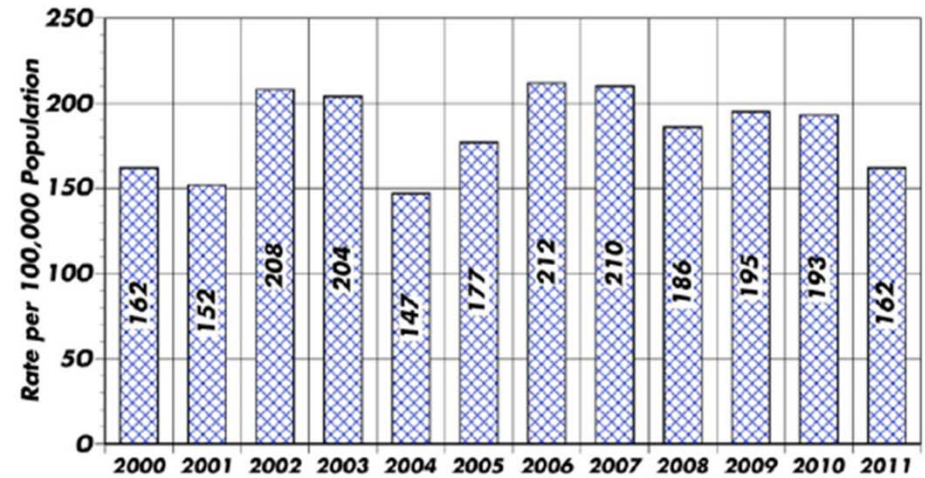
Average Length of Stay of 40 Days			
Admissions Rate per 10,000 Population	Average Daily Population	Total Beds Necessary for the Peak Populations	Total Beds Necessary for Classification
200	167	184	200
250	209	230	246

JAIL DATA TRENDS

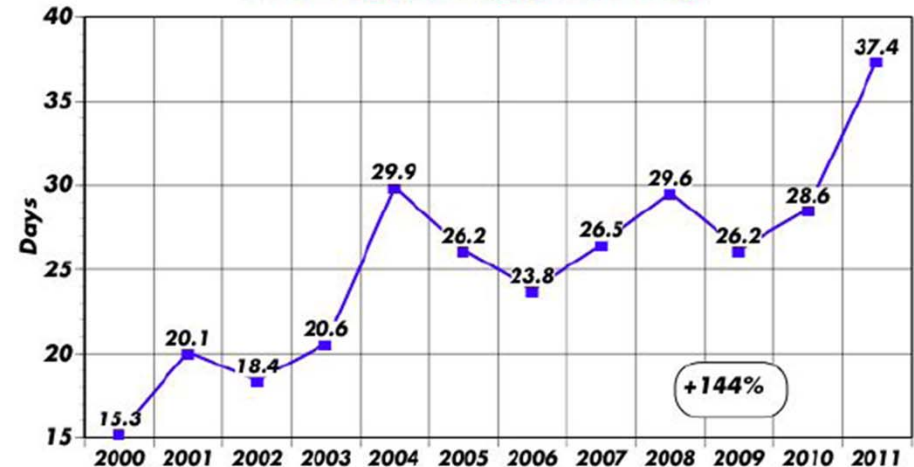
$$ADP = \text{Adm.} \times \text{LOS} / 365 \text{ days}$$



Admissions Rate

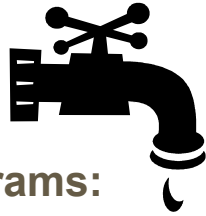


Average Length of Stay



MASTER PLAN KEY RECOMMENDATIONS

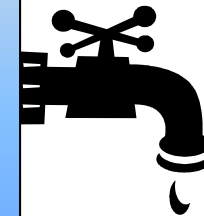
FRONT END



- **Diversion Programs:**
 - Drug Court
 - Mental health Court
 - Adult Diversion
 - Work Crew Program
- **Misdemeanor Supervision**
- **Pre-trial Supervision**



BACK END



- **Work Crew Program**
- **Electronic Monitoring**

IMPACT ON BEDSPACE SCENARIOS

ATI INITIATIVES

ADP = Adm. x LOS / 365 days

Impacts Rate
of Admissions

Impacts
LOS

	Impacts Rate of Admissions	Impacts LOS
■ Diversion Programs		
– Pilot Drug Court		X
– Adult Diversion		X
– Early Case Resolution		X
– Mental Health Court	X	X
– Work Crew	X	
■ Misdemeanor Supervision	X	
■ Pre-Trial Release	X	X
■ Step-Down Model		
– Work Release		X
– Electronic Monitoring		X

PRE-TRIAL SUPERVISION SERVICES

Develop a Pre-Trial Release Program:

- **Implement standardized assessment and consistent release criteria**
- **Expedite Pre-trial Process**
- **Initiate Routine Bail Reviews**
- **Have the Bail Commissioner perform the assessment and release functions in conjunction with Community Corrections Dept.**

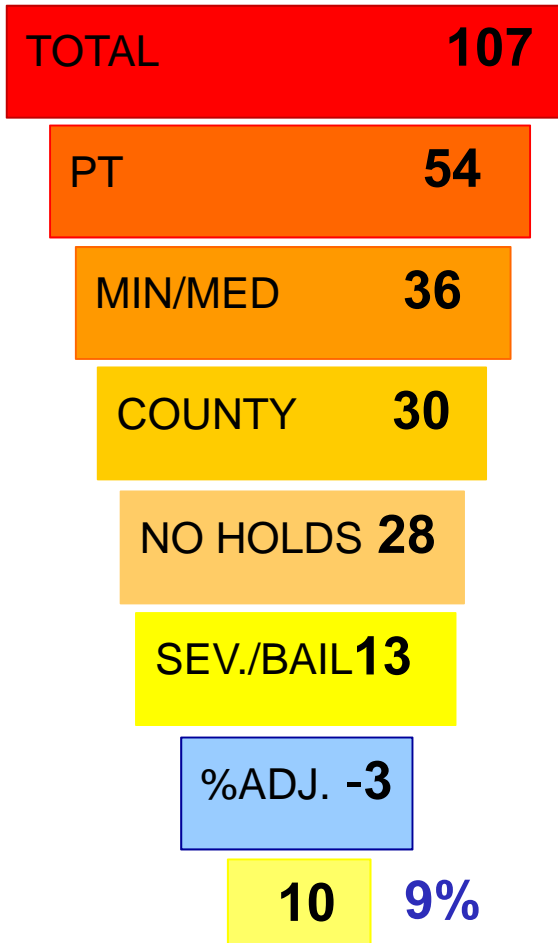
Criminal Justice Master Plan (pp. 32 – 36)

PRE-TRIAL SUPERVISION PROGRAM CANDIDATES

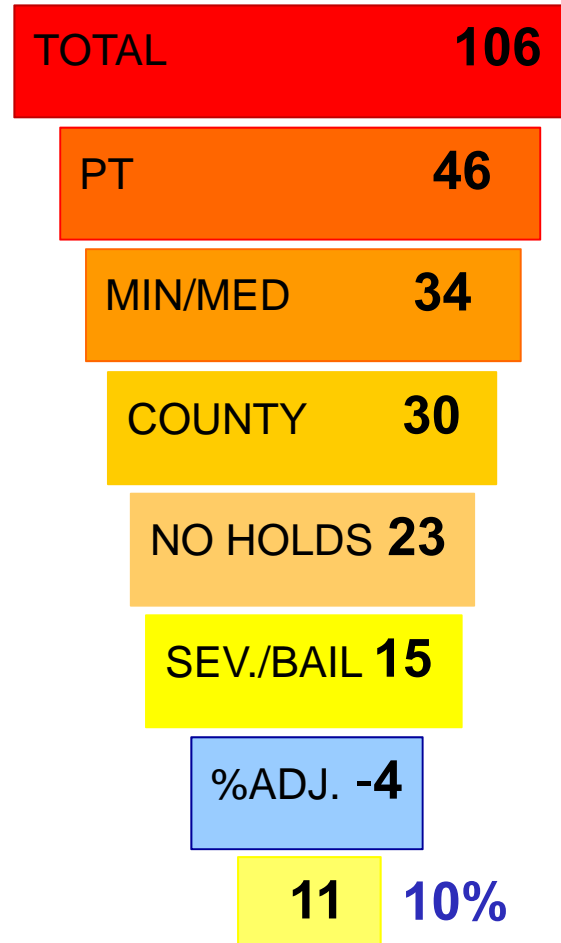
- **Eligibility Criteria**
 - Pre-trial
 - Medium and Minimum Security
 - County Residence
 - No Warrants / No Holds
 - Less Serious Offenses / Bail Amount (\leq \$25,000)
- **Adjustment (-25%)**

PRE-TRIAL SUPERVISION PROGRAM ANALYSIS

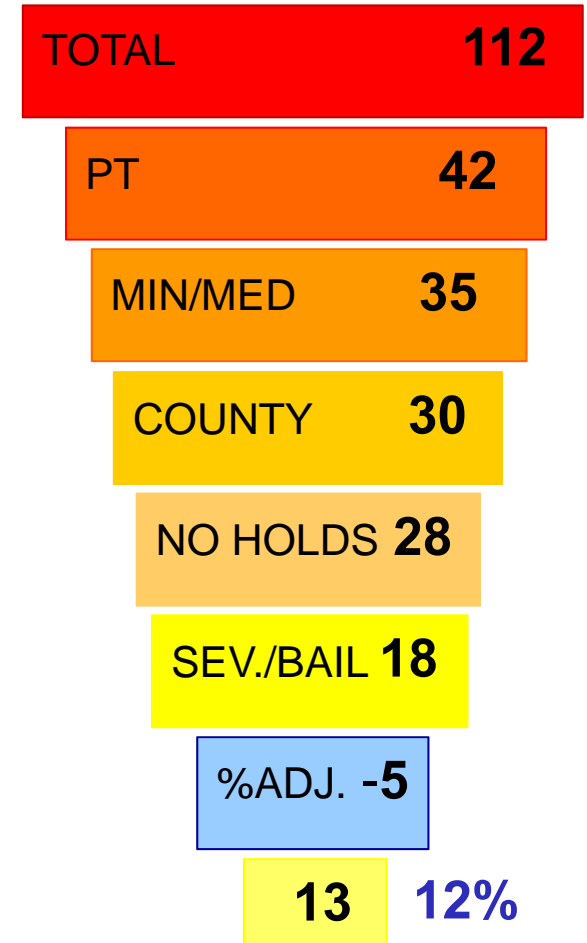
JANUARY 31



MAY 15



SEPTEMBER 1



Combined Snapshots: 10%

JAIL PROJECTIONS

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CLASSIFICATION ANALYSIS

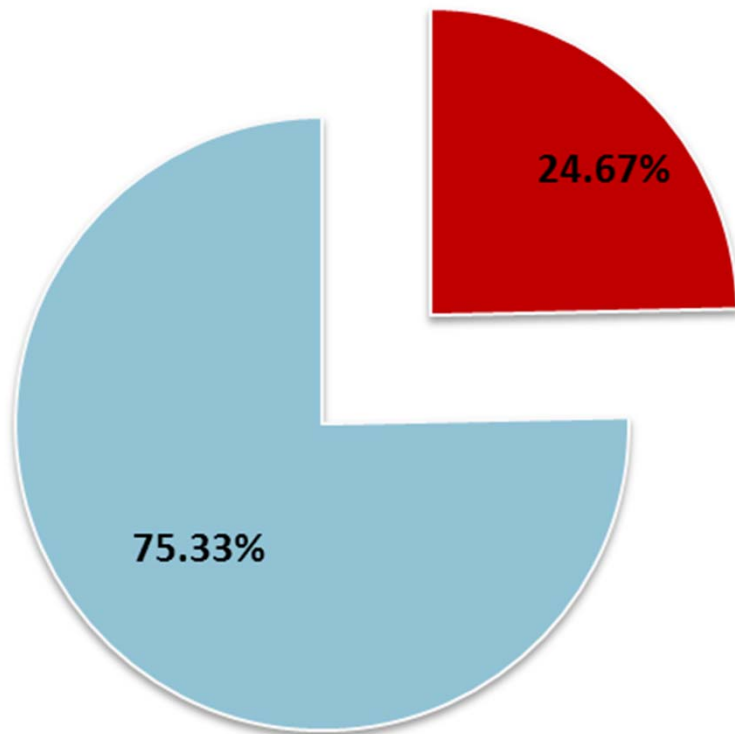
Jail Population Profiles

- **Snapshots**
 - January 31, May 15, September 1, 2012
- **Profile Data**
 - Gender
 - Age at Admission
 - County of Residence
 - Legal Status
 - Offense Type
 - Classification Level

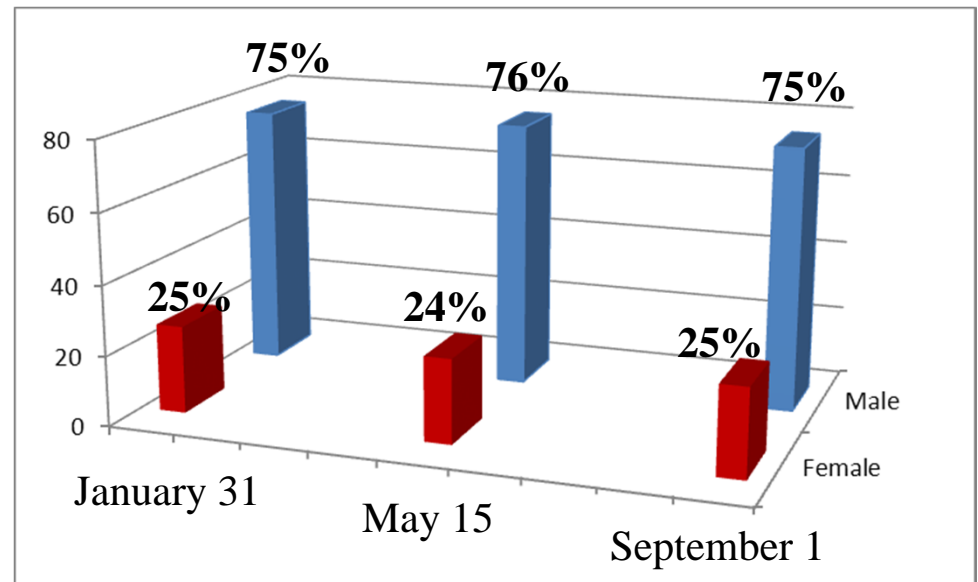
CLASSIFICATION ANALYSIS

Gender

Combined Average



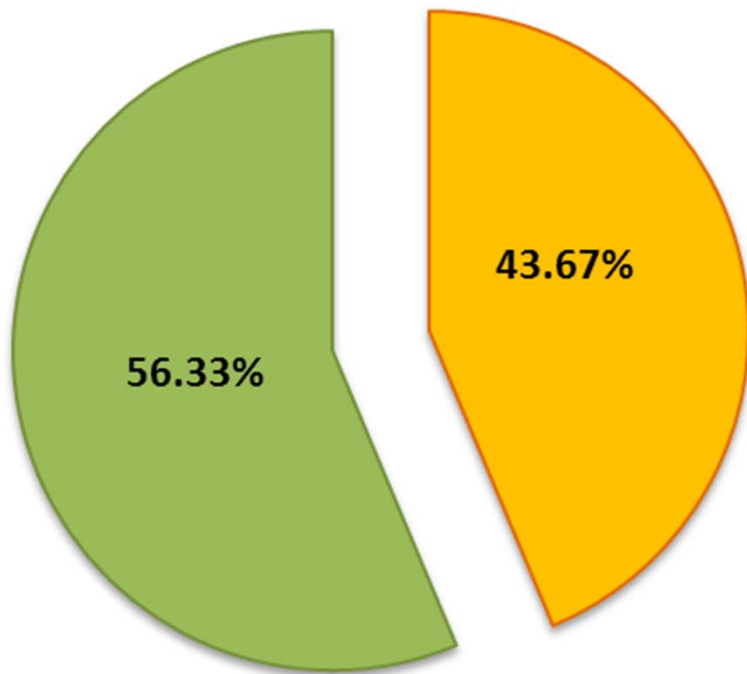
Snapshot Trend



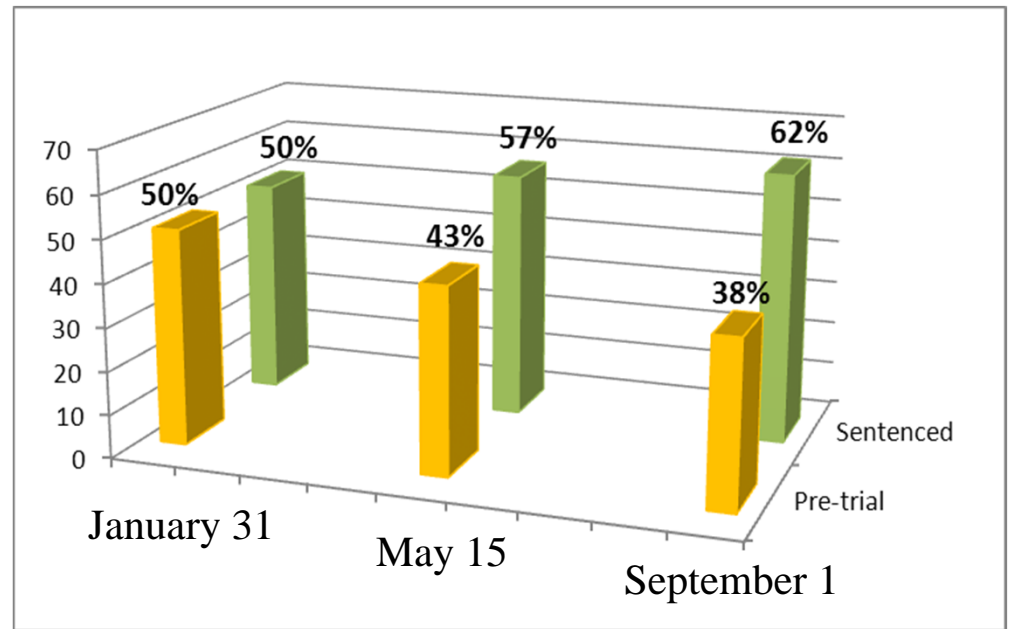
CLASSIFICATION ANALYSIS

Legal Status

Combined Average



Snapshot Trend



PERCENTAGE DISTRIBUTION

	Male (79%)		
G.P.	January	May	September
Intake (F,G)	5.88	0	0
Minimum	1.96	4.65	11.48
Medium	60.78	69.77	67.86
Maximum	25.49	11.63	4.59

	Female (21%)		
	January	May	September
	26.67	13.33	8.33
	20.00	6.67	33.33
	46.67	60.00	58.33
	0	0	0

Special Needs	January	May	September
PC (S50)	3.92	9.30	4.59
Special Needs (G9)	1.96	4.65	11.48

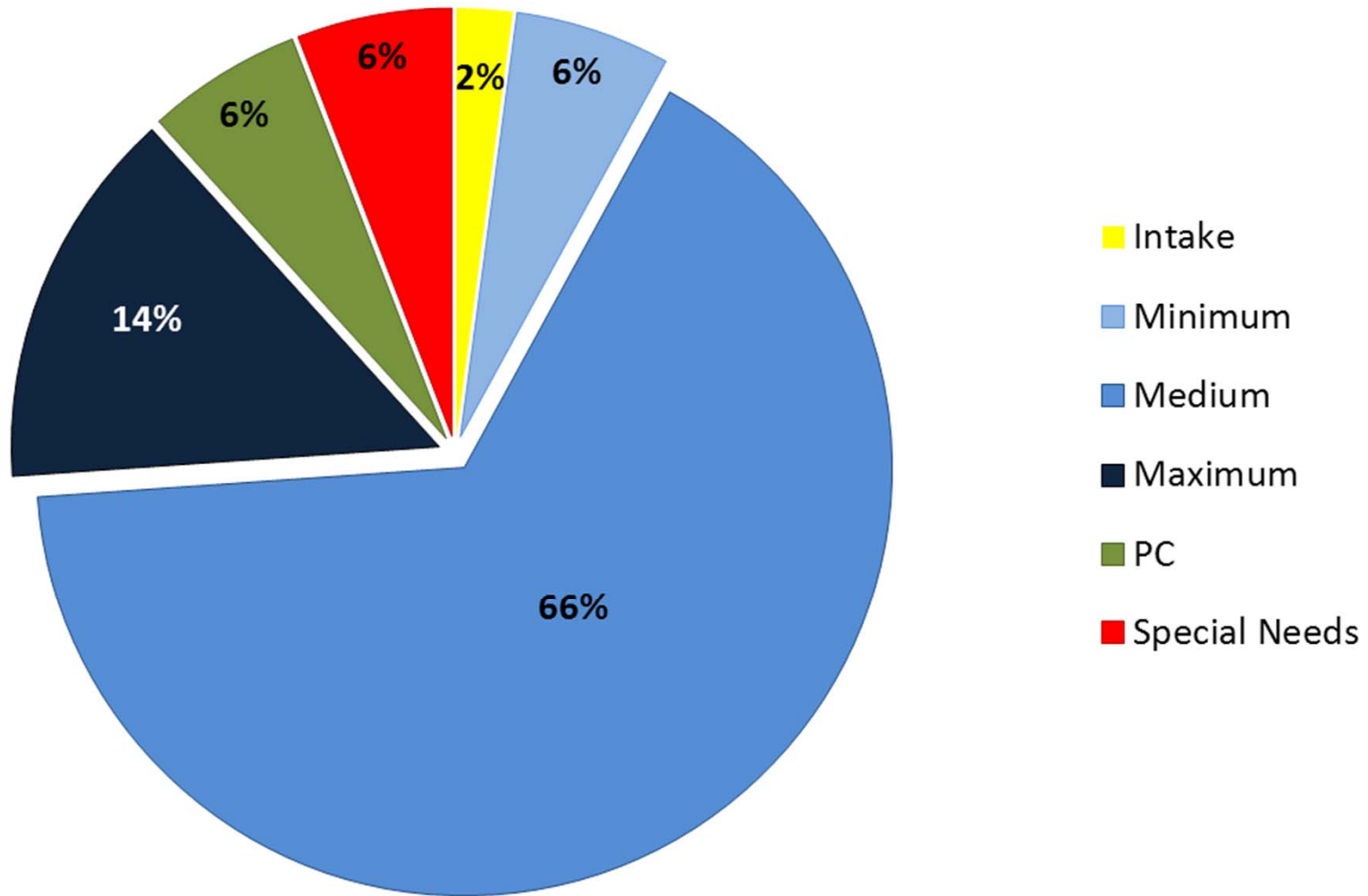
	January	May	September
	0	0	0
	6.67	20.00	8.89

PERCENTAGE DISTRIBUTION

	Male (74%)			Female (26%)		
Classification	January	May	September	January	May	September
Minimum (HOC,Gym,Attic)	47.06	38.89	27.78	0	0	35.29
Programs	35.29	38.89	50.00	83.33	50.00	52.94
Work Detail	14.71	5.56	0	0	50.00	0
Work Release	2.94	16.67	22.22	16.67	0	11.76

JAIL COMBINED PERCENTAGE DISTRIBUTION

Male



JAIL COMBINED PERCENTAGE DISTRIBUTION

Female

