

GWINNETT COUNTY SHERIFF'S DEPARTMENT

MAINTENANCE BUDGET REPORT

ENGAGE GWINNETT CITIZENS COMMITTEE

**LAW ENFORCEMENT AND JUDICIARY WORK
GROUP**

NOVEMBER 24, 2009

INTRODUCTION

On Thursday, November 19, 2009, the Engage Gwinnett Law Enforcement and Judiciary Work Group met to receive information on the operations of the Gwinnett County Police Department and the Gwinnett County Sheriff's Department. In the discussion, a request was made for both departments to provide details and budget information pertaining to department maintenance. This report provides the information requested.

Approximately 98% of the Sheriff's Department maintenance budget is dedicated to the county jail. The jail is an 800,000 square foot facility that is a 24/7 operation that has to maintain self sufficient capabilities in a secure environment. The older portion of the jail was dedicated in 1990. The new jail tower, which added 1440 new bed spaces, was dedicated in 2006. The county jail is a true multi-purpose facility that hosts functions that include:

- Incarceration and processing of inmates (42,000 per year).
- Two large capacity kitchens (3 million meals per year).
- Four fully functional courtrooms.
- Court clerk's offices.
- Inmate visitation.
- Houses Sheriff's Administration Division, Support Services Division, Field Operations Division, Sex Offender Office, Training, Family Violence, Professional Standards, Transport, and Jail Administration.
- Laundry
- Property storage.
- Medical facilities.
- Law library and classrooms.

OPERATIONAL PHILOSOPHY

In order to appreciate the degree to which the department places on maintenance, a brief description of the operational philosophy and method of administering the jail must be noted. The jail is managed under a Direct Supervision model. Direct Supervision is a progressive jail behavior management system where deputies have more control over inmates than other traditional correctional models. Deputies work directly in the housing units, maintaining control of all aspects of the inmate's behavior through positive behavior management, and initiating progressive disciplinary actions when inmates deviate from expected rules. Direct Supervision has proven to produce fewer rates of assault, vandalism and lawsuits, all long term cost savings to the taxpayers.

Key to establishing inmate behavior expectations is the maintenance of the facilities to provide a clean and safe environment. Studies have proven that an inmate's attitude and behavior can be linked to their visual environment. In addition, department staff pride and job satisfaction is also influenced by a clean work environment. The Gwinnett County Sheriff's Department takes a very hard line on this issue, and therefore has established continuous building maintenance as a priority.

MAINTENANCE CHALLENGES

Maintenance of the county jail provides unique challenges and issues not found in normal building maintenance due primarily to the functions of the facility. The jail must remain open 24/7 and prepared to handle all repair and maintenance issues quickly in order to keep operations flowing. Interruptions in the jail operations can affect law enforcement, courts and other criminal justice functions which directly impact public safety. Specific challenges include:

- Janitorial – Janitorial maintenance is a never-ending and extremely important function in the maintenance of the jail. High traffic through the facility in all areas requires constant clean-up. Janitorial service is also a matter of public health. Frequently, inmates brought to the facility vomit due to intoxication throughout the admissions and holding areas, and many inmates will urinate and defecate on themselves and the floors. These fluids have to be cleaned and the areas sanitized immediately for the health and safety of everyone in the working area. Also, inmates will on occasion, throw bodily fluids around their cells and on staff, requiring immediate clean-up.
- Age – The older portion of the jail is 20 years old. A facility this age, with the constant wear and tear of this type of building requires a lot of attention and prevention in order to extend the working life of mechanical systems.

- Industrial Capacity – Mechanical systems and equipment are industrial standard and design due to the size and function of the building. The department must have staff with the skills and knowledge to maintain these systems.
- Life safety systems – The department has to maintain life safety fire alarm and fire safety systems with specific requirements in a secure facility.
- Security – Due to the nature of the operation, all repair and maintenance must be conducted with security in mind. Security includes background checks of all maintenance personnel and accounting of all tools and equipment.
- On-call – All repair and maintenance capabilities must be available and on-call to the department 24/7.
- Inmate damage – Unfortunately, it is the goal of many inmates to damage as much property as possible while they are incarcerated. This includes tearing up toilets and plumbing, damaging lighting fixtures, tearing mattresses and bunks, and virtually anything else that available. The department has to be prepared to repair these damages immediately. When inmates damage property, disciplinary measures are taken to include criminal charges which will result in court-ordered restitution to the county for damage costs.
- Painting – Inmates will scratch and write graffiti on walls and doors to make their presence known, leave messages, or mark gang presence. Staff will immediately paint and cover any and all graffiti when discovered.

MAINTENANCE CONTRACTS

The Sheriff's Department retains maintenance contracts and agreements for specific equipment. Regular inspection and maintenance by the manufacturer keeps warranties in effect and repair costs at a minimum. These contracts are for services that require licenses and certifications beyond that of the department staff, and required by law. Current budgeted maintenance contracts include:

Company name	Annual Amount	Description
Thyssenkrupp Elevators	\$ 2,101.20	Elevator maintenance
Knox Pest Control	\$ 1,416.00	Monthly pest control
GA Fire Protection	\$ 800.00	Fire ext. Inspection
Gwinnett Sprinkler	\$ 6,600.00	Sprinkler syst. Inspection
Entec	\$ 6,000.00	Fire alarm syst. Inspection
Atlanta Dental	\$ 780.00	Dental chair maint.
Atlantic Pit	\$ 3,000.00	Grease trap pumped
Grimebusters	\$ 1,170.00	Grease hoods cleaned
York X-ray	\$ 780.00	X-ray maint. in medical
Backflow Engineering	\$ 650.00	Backflow testing
Power & Energy	\$ 310.00	Emergency generator test
Total Medical Group	\$ 519.00	Port. X-ray maint. (medical)
ANCO	\$ 4,800.00	Biogenerator maint.
ANCO	\$ 2,300.00	Cooling tower chemicals
REMI group	\$ 543.00	Time stamp maint.
REMI group	\$ 26,356.00	X-ray (GJAC/Annex/Jail)
TOTAL	\$ 58,125.20	

The Department retains maintenance/leasing contracts for equipment not related to facilities to include computers, radios, vehicles, etc. Many of these agreements are part of county-wide service agreements where single vendors or services are provided to multiple county departments.

BUDGET OPERATIONS LINE ITEMS

As part of the Sheriff's Department overall maintenance, monies are designated in various operational line items to cover costs that include supplies, equipment repairs and replacements. Each year, staff conducts an analysis of the history of expenses in these areas, evaluates the condition of systems, and evaluates any product or cost increases to formulate the requested budget. A key factor that has to be considered is the unanticipated expenses associated with damage, repair and mid-year cost increases.

Cost Center	Budget Amount
Janitorial Supplies	\$ 370,592.00
Landscaping/Tools	\$ 5,466.00
Repair/Maint Industrial	\$ 378,030.00
Repair/Maint. Building	\$ 105,961.00
Repair/Maint. Machinery	\$ 134,704.00
Repair/Maint. Office FF&E	\$ 4,337.00
Personal Services	\$ 980,018.00
TOTAL	\$ 1,979,108.00

PERSONAL SERVICES

The Gwinnett County Sheriff's Department maintains a staff of 20 civilian employees dedicated to building maintenance and repair. Six of those employees are assigned to janitorial services, and the remaining fourteen are Trades Techs with various identified skills in areas needed to repair and maintain mechanical and operational systems. Due to the secure environment, all of these staff must undergo background checks and obtain clearances as required for all other staff. Supplementing these staff members are approximately 300 inmate workers who are assigned a multitude of tasks to include all janitorial and maintenance areas.

To estimate the value and savings to taxpayers for the labor provided by inmates, an analysis was conducted by placing a dollar value for each hour worked by an inmate based upon the lowest paid salary and benefits of a Building Services Associate (\$17.99). The average work time of an inmate is 6 hours per day (\$107.94), multiplied by 300 inmates equals \$32,382.00. When multiplied by 365 days per year, the estimated savings in salaries and benefits would equate to \$ 11,819,430.00 per year.