



Chittenden Regional Correctional Facility Office Memorandum



To: Staffing Analysis Team

Date: December 15, 2016

From: Jennifer Sprafke, Superintendent

Subject: Facility Narrative

Chittenden Regional Correctional Facility (CRCF) is a regional correctional facility located at 7 Farrell Street, South Burlington, Vermont. CRCF is contained in one single building with no out buildings. The facility, although considered a regional facility by name, acts as a regional and central facility for women and an intake facility for lodged men in Chittenden County. CRCF is the state's sole female facility and subsequently houses all of the incarcerated female inmates in the state of Vermont.

CRCF was built and began operation in 1974 as an 85 bed male facility. In the early 1980's, 2 housing units were added and the administrative area was expanded. This construction brought the capacity of the facility to 197 beds per court order. In August of 2011, the facility transitioned to an all-women's facility. As a result, the gym housing unit was closed bringing the maximum capacity down to 169 (excluding booking/infirmary). Recent construction in the summer of 2012 has expanded the booking area, adding a third holding cell for women as well as a six bed infirmary in place of Charlie unit.

CRCF consists of seven separate living units which are all predominantly general population. One living unit is used for segregation, and one for an at risk population. Within the compound is space for education services, medical services, mental health services, dental services, and an indoor recreation gym, coupled with an indoor weight room. The facility maintains an intake receiving area, which experiences the highest volume of intake in the system. Recreation is conducted in a self-contained outside recreation yard and indoors via the gymnasium.

Contract services with the CRCF are Centurion for Medical and Mental Health Services, State of Vermont Buildings and General Services (BGS) for facility maintenance.

CRCF has a total allocated budget of \$8,755,605. Of this money, \$1,330,877 is allocated for operating expenses; \$18,000 is allocated for Contracts and the remaining \$7,399,028 is allocated for payroll expenses. At the end of fiscal year 2016, as a whole the facility ended in the black by \$352,040.00. Numerous variables are incorporated with these findings which in turn are articulated in a descriptive fashion within the FY2016 4th Quarter Budget Review documents.

Staffing is allotted as follows:

- 1 Superintendent
- 1 Assistant Superintendent
- 1 Living Unit Supervisors
- 6 Correctional Services Specialists
- 1 Security & Operations Supervisor
- 6 Correctional Facility Shift Supervisors
- 17 COIIs
- 53 COIs
- 11 Temporary COs
- 1 Community Services Team Leaders
- 1 Food Service Supervisor
- 1 Volunteer Coordinator
- 1 Recreation Coordinator
- 1 Admin. Services Coordinator IV (Business Manager)
- 1 Financial Specialist
- 1 Admin B
- 1 Program Services Clerk

Additionally, we have a large number of contractors who work here, including medical, mental health, dental and program providers.

Over the previous 6 months, CRCF has had an average daily female headcount of 161. The population of CRCF is constructed of all statuses of inmates to include federal prisoners, sentenced inmates and detained inmates.

At this time, the facility accommodates men in the booking holding cells for short periods of time as they are initially lodged and awaiting court arraignment or to simplify transport to local courts for sentencing. Males are generally transported to another facility within 24 to 48 hours of their arrival at CRCF (excluding weekends and holidays).

In the past 6 months (June 2016 – Dec 16, 2016) CRCF saw approximately 265 intakes (89 female, 186 male) and 264 releases (88 female, 186 male) per month. In addition to these lodgings, CRCF can expect approximately 69 incapacitated persons per month.

The transition to a female facility has brought a plethora of new programs and volunteers to the facility. The Kids-A-Part program, Phoenix House program, and the DIVAS program continue to increase staffing as the facility encourages the growth and implementation of programs for the women.

CRCF offers inmate employment in the form of workcamp and facility employment. At this time CRCF does not have any VCI positions. The facility has 58 facility jobs of varying types and responsibilities.

CRCF

UNIT	DESCRIPTION	S, S/D, D	TOTAL CELLS	TOTAL BEDS	DORMITORY
Admissions	Intake and Release	All	3	12	No
Alpha	Disciplinary and Administrative Segregation	All	8	15	No
Bravo	Special Needs (Medical, Mental Health, PC)	All	6	12	No
Delta	Transitional Housing and Work Crew	S	8	22	No
Echo	Long Term inmates min security	S	8	20	No
Foxtrot	Special Management Unit	All	9	24	No
House 1	General Population	All	10	38	No
House 2	General Population	All	10	38	No
Infirmary	Acute Care-Medical	All	1	6	Yes
			63	187	