



MADISON COUNTY

MASTER FACILITIES PLAN

&

COMPREHENSIVE

FINANCIAL PLAN

NOVEMBER 2024



CLEARWATER
— FINANCIAL —

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ACKNOWLEDGEMENTS

County Elected Officials

Brent Mendenhall, Commissioner, District 1
Dustin Parkinson, Commissioner, District 2
Todd Smith, Commissioner, District 3
Shawn Boice, Assessor
Kim Muir, Clerk

Sam Butikofer, Coroner
Rob Wood, Prosecuting Attorney
Ron Ball, Sheriff
Angie Moffat, Treasurer

County Department Heads

David Decker, Building
Kim Muir, Court Services
Ann Marie Sorensen, Human Resources
Paul Sorensen, Information Technology
Gary Armstrong, Planning & Zoning
Tyler Saurey, Road & Bridge
Ron Ball, Sheriff

Kirk Mace, Probation
Sonnie Haws, Solid Waste
Jared Arnold, Public Works
Jeremy Johnson, Weed Control
Lance Hansen, University of Idaho County Extension, 4-H Program
Chris Johnson, Madison County Fair Board

Interviewed Stakeholders

Sugar Salem School District, Neil Williams, Principal

Madison Health, Doug McBride, Executive Director of Business Development

BYU-Idaho, Judy Steiner, Director of Event Management

City of Rexburg

- **Scott Johnson**, Economic Development Director
- **Keith Davidson**, Public Works
- **Eric Erickson**, City Council Member
- **Alan Parkinson**, City Planner

City of Sugar City

- **Arlynn Jacobson**, Public Works
- **Glen Dayley**, City Council Member

Madison County

- **Bret Bagely**, Fair Board Member
- **Tyler Saurey**, Roads Department Director
- **Gary Armstrong**, Planning & Zoning Director

Citizens' Committee

Juan Oldham, Involved Citizen
Brent McFarland, Business Owner
Andy Layney, Involved Citizen
Husk (Brent) Crowther, Business Owner

Arlynn Jacobson, City of Sugar City Public Works

Sharon Oakey, Involved Citizen

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Part I: INTRODUCTION



1. EXECUTIVE SUMMARY

Clearwater Financial is pleased to present the County Master Facilities and Comprehensive Financial Plan (MFP/CFP or Plan). This report is the result of a 13-month comprehensive process, which included research and analyses of County properties, finances, and public outreach efforts. The MFP/CFP is designed to be accessible to the public and to be a "living" Plan that will be updated and adjusted to the ongoing needs of the community. Most importantly, the Plan is intended to be implemented. Grounded in the current reality of the County's assets and conditions and built on realistic projections of the future, the Plan is fueled by a Comprehensive Financial Plan that gives critical guidance to funding needed projects in a prioritized and timely manner.

Madison County is in Eastern Idaho due west of Teton County and the Idaho-Wyoming border. The Snake River serves as much of the southern border of Madison County, and the County is separated into western and eastern areas by Henry's Fork, a tributary of the Snake. The confluence of these two rivers is in the south-west corner of the County. Madison County covers 302,930 acres (473 square miles) and is the third smallest County in the State of Idaho (above Teton and Payette counties). The County includes three cities or towns, Rexburg, Sugar City, and Newdale.

Madison County has experienced significant population growth, attributed to factors such as BYU-Idaho and favorable living conditions. The population surged from 27,467 in 2000 to 52,913 in 2020 and has outpaced both state and national averages.

Gender distribution has seen a notable shift, with females comprising 54.7% of the population in recent years. The median age stands at 21.6, indicating a youthful demographic profile, although there is a growing aging population segment.

Projections indicate continued growth, with the mid-forecast predicting a population of 146,890 by 2060, emphasizing the need for infrastructure and community planning to accommodate this expansion. The County has been actively preparing for the future and diligently assessing how to efficiently deliver essential services to its residents ([Appendix 8.5 Demographic Report](#)).

The Master Facilities and Comprehensive Financial Plan process aimed to:

- Define and describe the existing conditions of County facilities
- Determine current and future needs
- Evaluate how to accommodate all County departments and offices in the most efficient and cost-effective manner to best serve the residents of Madison County
- Examine funding opportunities for immediate and future planning of projects

This document outlines the research and analyses conducted during the Plan's preparation and provides a framework for navigating the current and future needs of Madison County. The Master Facilities portion of the Plan includes summaries of the current conditions of County assets and suggests improvements, adjustments, and projects to ensure County properties are used effectively and efficiently.

The second part of the report, the Comprehensive Financial Plan, examines the different funding options for the County to consider for financing the projects outlined in the Master Facilities Plan.

By assessing facilities and finances, the Plan acts as a guide for the Madison County Board of Commissioners and elected officials as they consider the growth and evolution of the County over time. The Plan is meant to be implemented and should be updated annually to ensure the Plan stays current, even as regional, local, and political conditions may change. Future projects are meant to be added to the Plan as well, making it a living document used to implement the County's needed projects well into the future.

The Plan serves as a concise overview of the entire process, providing a comprehensive framework to guide future facility decisions and outlining the estimated budget allocations needed to put the recommendations into action. Supplementary materials and operational documents previously submitted to the County as part of the Master Facilities Plan (MFP) efforts can be found in the appendices of this report.

2. CLIENT OVERVIEW

Madison County is overseen by a Board of County Commissioners comprised of three (3) elected officials. Through both general funds and enterprise funds, Madison County provides its citizens with a wide range of accessible and cost-effective public services and facilities. These services are administered by a team of six (6) elected officials, their appointed chief deputies, and various department directors collectively responsible for delivering services, which include:

Elected Officials

- County Commissioners (Brent Mendenhall, Dustin Parkinson, Todd Smith)
- Assessor (Shawn Boice)
 - Property assessments
 - Parcel maps
 - DMV - vehicle registration
 - Driver's license
- Coroner (Sam Butikofer)
- County Clerk (Kim Muir)
 - Auditor, Recorder
 - Elections Services
 - Jury Services
 - Court Services
 - Probation (Department Director - Kirk Mace)
 - Human Resources
 - Information Technology
- Prosecuting Attorney (Rob Wood)
- Sheriff (Ron Ball)
 - 911 Comm. Center
 - Administration
 - Civil Process
 - Detention Facility
 - Patrol & Marine
- Treasurer (Angie Moffat)

Departments:

- Building Department (David Decker)
- Public Works (Jared Arnold)
- Noxious Weed Control (Jeremy Johnson)
- Planning & Zoning (Gary Armstrong)
- Road and Bridge Department (Tyler Saurey)
- Solid Waste Management (Sonnie Haws)
 - Transfer
 - Recycling
- Madison County Fair Board (Chris Johnson, Chair)

(More detail can be found on the County's [website](#).)

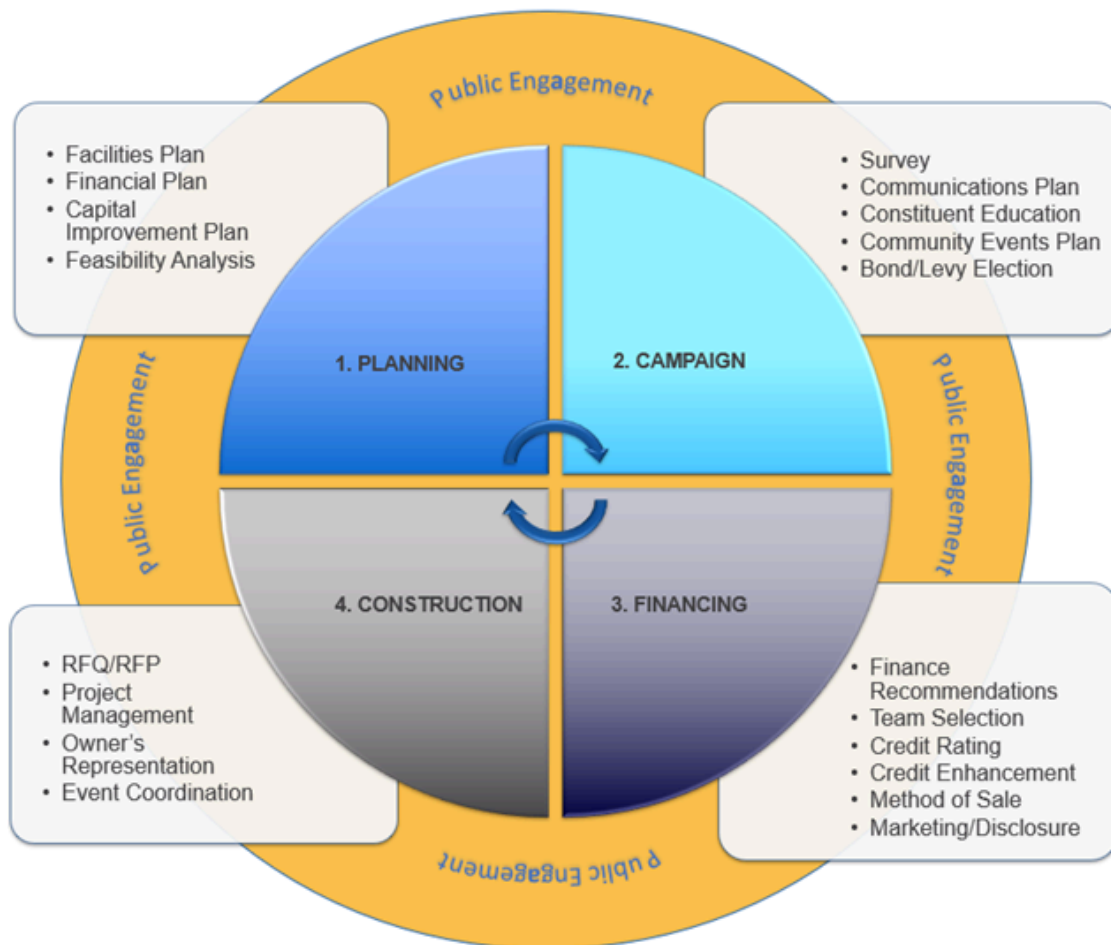


3. PROJECT OVERVIEW (OUR PROCESS)

The MFP/CFP process is a crucial initial step in the Planning phase of the Clearwater Financial Comprehensive Facility Implementation Cycle (Cycle). The diagram below outlines the Cycle, emphasizing the County's pivotal role in initiating the MFP/CFP process.

Public Engagement is a cornerstone of the process and plays a vital role in identifying, prioritizing, and supporting funding for facility needs. Public involvement ensures the Plan's success and fosters trust as the County fulfills the commitments outlined in the Plan.

Figure 1: The Comprehensive Process



Source: Clearwater Financial

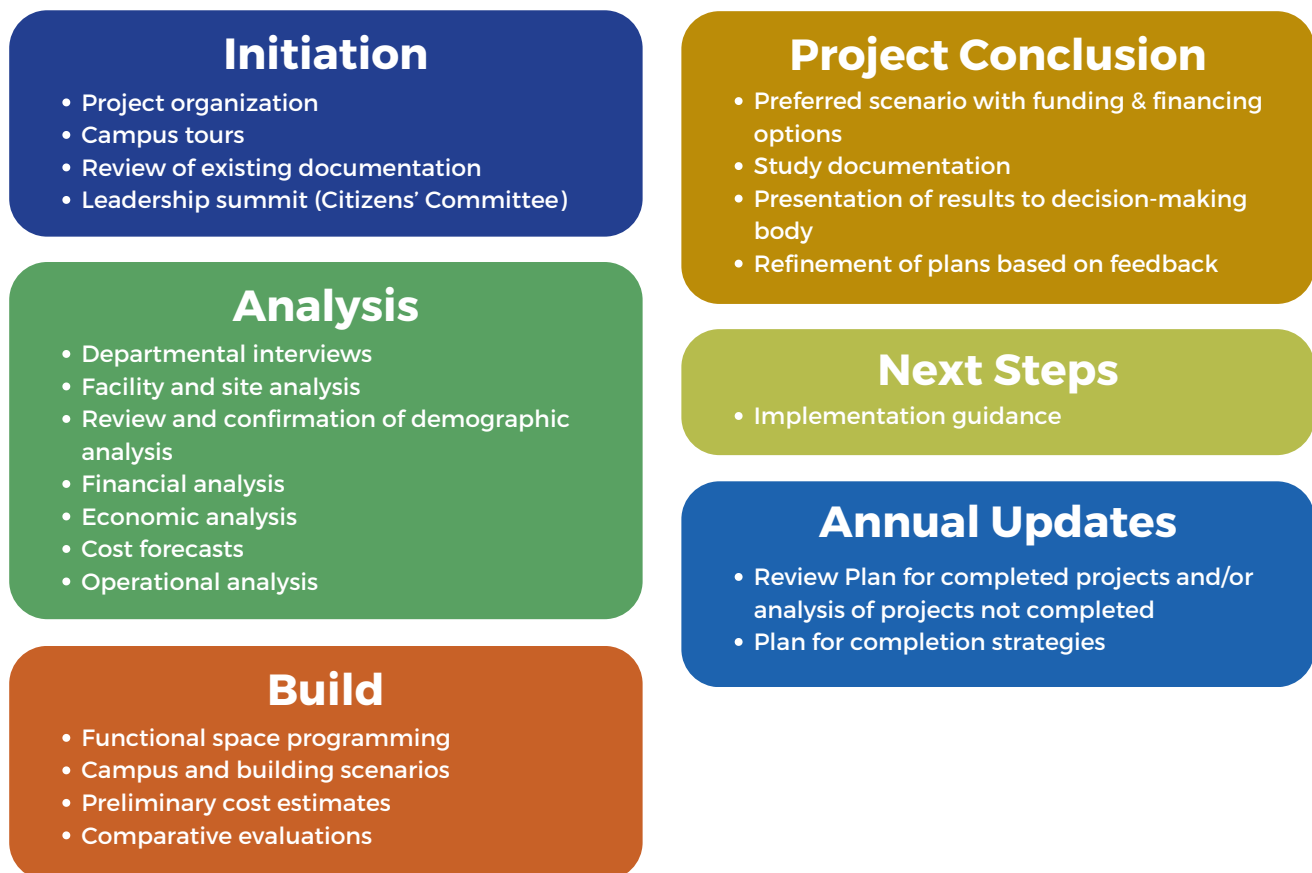
3.1 Master Facility Plan & Comprehensive Financial Plan Process

To sustain public services in line with Madison County's goals and growth, Commissioner Dustin Parkinson led the MFP/CFP project on behalf of County leadership. Clearwater Financial, the County's Municipal Advisor, was hired to lead the process with the assistance of GGLO Architects. During the Plan, they conducted multiple site visits and conducted fifteen (15) interviews with elected officials and department heads, and fourteen (14) external stakeholders.

Furthermore, they convened a Citizens' Committee consisting of six (6) community members that represented diverse areas of the County and various demographics and interests. The Committee held one (1) in-person meeting, and four (4) virtual meetings where they discussed facilities and reviewed all consultant information provided. After studying and discussing the information, the Citizens' Committee formulated recommendations and considerations for the Board of County Commissioners based on the findings of the MFP/CFP process (See [Appendix 8.10 Citizens' Committee Recommendation Letter](#)).

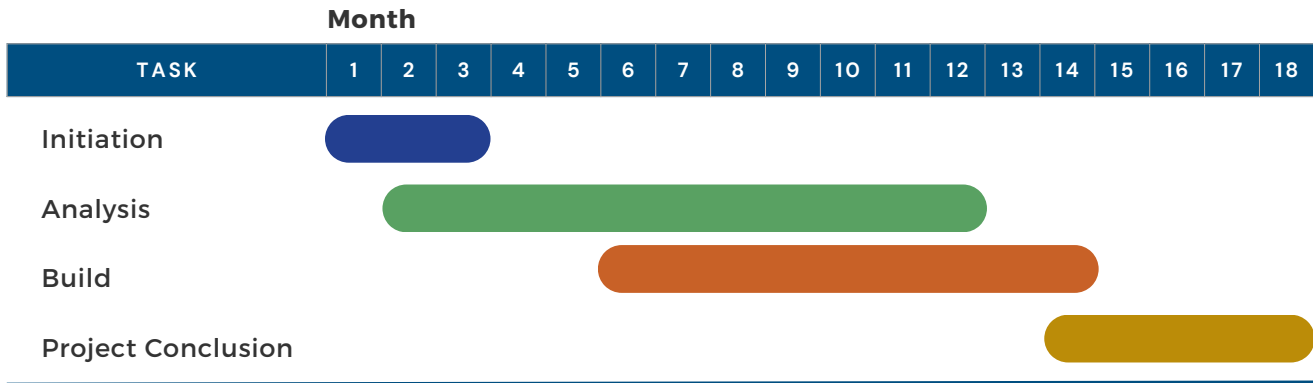
The MFP/CFP process includes the following major phases: Initiation, Analysis, Build, Project Conclusion, Next Steps, and Annual Plan Updates.

Figure 2: MFP/CFP Phases



Source: Clearwater Financial

Figure 3: Master Facilities and Comprehensive Financial Plan Process



Source: Clearwater Financial

The MFP team conducted an inventory and evaluation of twenty (20) separate buildings located across the County's two (2) primary locations (Rexburg and Sugar City). Eleven (11) buildings were catalogued including one (1) leased facility for Licensing and DMV, gravel pits, parks, the airport, and snowmobile warming and grooming huts. (Appendices [8.1 Land Facility Report](#), [8.2 Facilities Summary](#)). The County Fairgrounds were evaluated in a separate comprehensive project. Detailed findings can be found in the Madison County Fairgrounds Relocation Analysis Report ([Appendix 8.3 Fairground Facility Report](#)). General details about the Fairgrounds are included in the Land and Facilities Report as part of the Master Facilities Plan. Facility assessments comprehensively documented each building's existing conditions, necessary maintenance, potential building system improvements, flood plain status and other crucial details ([Appendix 8.2 Facilities Summary](#) and [Section 4 Scenarios](#)).

An essential component of the MFP/CFP process is assessing the requirements of Madison County to maintain its commitment to residents and deliver services at the desired level. To identify these needs, an evaluation of existing conditions of the facilities and population projections out to 2060 was conducted. This comprehensive analysis included an examination of the state of the County facilities, a demographic and growth study, an evaluation of the land use zones, the [County's Comprehensive Plan](#), audited financial statements, operational budgets, departmental interviews and determined adjacencies needed. The culmination of these efforts resulted in a comprehensive needs assessment, which covered County facilities, residents, and services, and generated a roster of potential projects. This list includes but is not limited to the following facilities:

1. [Road and Bridge Campus](#)
2. [Administration Building](#)
3. [Sugar City Substation](#)
4. [County Courthouse - Clerk and Courts](#)
5. [Sheriff Administration Building](#)
6. [County Courthouse Remodel - Probation and Prosecuting Attorney](#)

Smaller Projects for Ongoing Monitoring and Prioritization

These facilities were assessed and will be monitored to determine needs each year with prioritized projects.

7. [Detention Center Inmate Housing - East Jail](#)
8. [Detention Center Inmate Housing - West Jail](#)
9. [Public Works](#)

Separate Larger Projects

10. [County Fairgrounds](#)

Non-Prioritized Facilities to be Monitored

These facilities were assessed and will be monitored to determine general maintenance needs annually in conjunction with prioritized projects. Details about each facility's condition and possible maintenance priorities can be found in ([Appendix 8.2 Facilities Summary](#)). Ownership and daily management vary, so it is recommended the County formalize MOUs, set maintenance and operation standards, and establish budgets and revenue sources to ensure safety and optimal use.

- [Senior Center](#): The County owns this facility. An MOU is being developed to outline maintenance and operational responsibilities for both the Senior Center and the County.
- [Ferguson Center](#): Owned by the County and managed by the local nonprofit Crisis Center. MOU documentation is under review.
- [Drug Court Transition Home](#): Owned by the County, serving Madison, Fremont, and Teton Counties. The County is evaluating revenue from out-of-county use and MOU documentation.
- [Veteran Services \(VFW\)](#): The Division of Military has indicated no plans for continued or future usage of this facility and has offered to take steps to divest interest and transfer ownership to the County. This would allow the County to include the property for sale and redevelopment along with the current fairgrounds property that it is adjacent to. The County Extension also uses the VFW kitchen for classes, which will require planning if access changes before the new fairgrounds are operational. Prior to redevelopment of the property, relocation for the Veterans will be established.
- [County Maintenance Shop](#): The County will retain the County Maintenance Shop located adjacent to the County Solid Waste Transfer Site when ownership transfers to the Eastern Idaho Solid Waste District (The District). The County will develop an MOU for continued usage by the District until a time when the District can construct their own facility. The County plans to use this location to service its fleet vehicles.

Facilities No Longer Owned

Ownership of these facilities will be transferred to the Eastern Idaho Solid Waste District in 2025. The County will not be responsible for maintenance once this occurs. These facilities will not be prioritized in this report.

- [Transfer Station and Office](#)
- [Transfer Station Scale House](#)
- [Transfer Station Storage Shed](#)



3.2 Process Detail

The process began with a thorough review of the County's land and property assets. This list was further filtered to focus planning efforts on the critical infrastructure, particularly buildings. Once the current conditions of facilities were identified, both the County leadership and consultancy team toured all the identified facilities and observed and recorded the physical conditions of each building ([Appendix 8.2 Facilities Summary](#), [Section 4 Scenarios](#)).

Adjacency

Adjacency diagrams were created to outline the current interaction of all departments and their dependencies on each other ([Appendix 8.4 Space Allocation and Adjacency](#)).

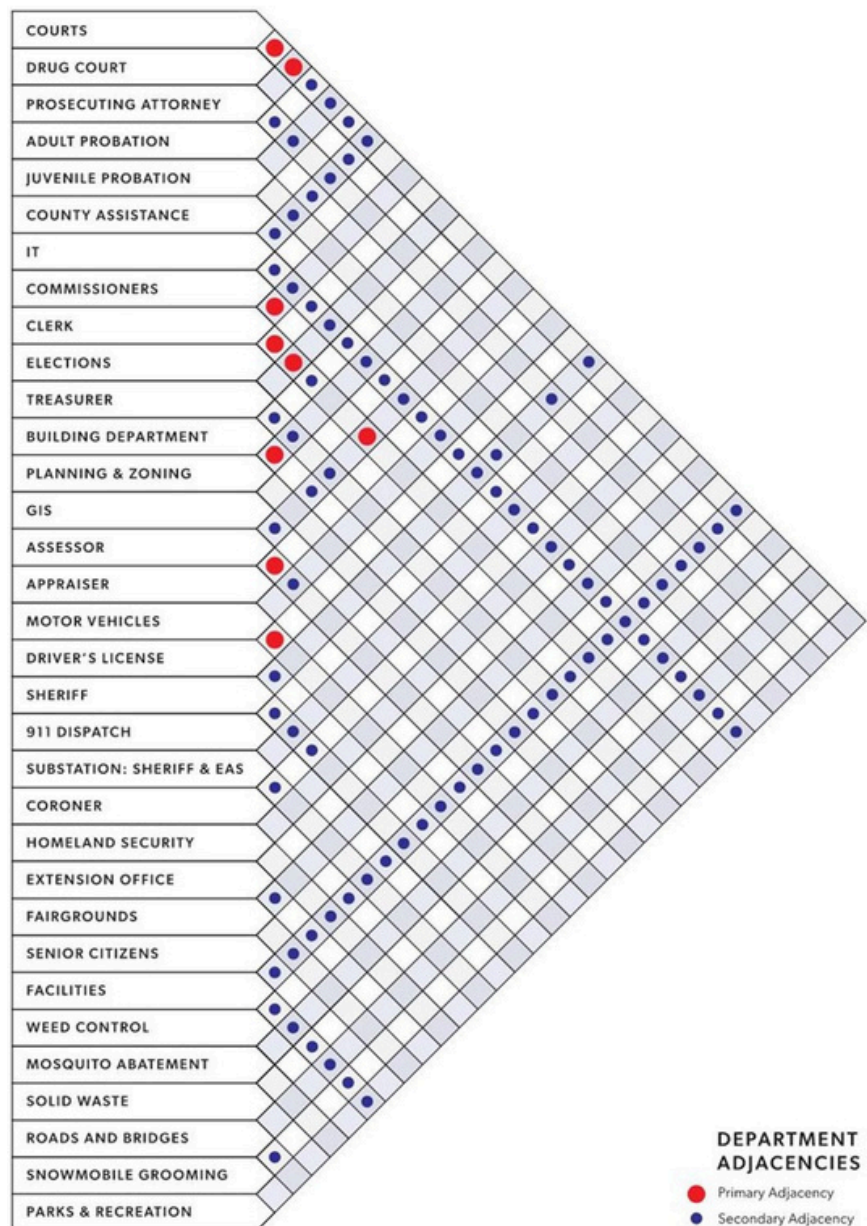
Department Interviews

The next step included interviewing all County officials and department heads. This enabled each of those interviewed to review and describe the current conditions and needs of their respective facilities and discuss potential future needs.

Stakeholder Interviews

Major stakeholders in the County were also interviewed. This included city leaders, school district personnel, leaders from other municipalities, and employees of prominent businesses (See [Appendix 8.6 Stakeholder Summary](#)). The objective of these interviews was to understand the timing of any forthcoming expansions or significant investments in the County that would occur within the MFP/CFP planning period, as these events could

Figure 4: Madison County Adjacency Diagram



Source: Clearwater Financial, GGLO

significantly impact the County's ability to maintain and continue to provide quality facilities and services. Also, these interviews allowed the team to uncover any unforeseen challenges or potential collaboration opportunities at an early stage.

Stakeholder interviews revealed several key themes, including a consensus on the need for facility updates and/or expansion, with parking being a significant concern. Also, there was a strong interest in improving communication methods, particularly through social media and neighborhood channels. Other priorities included managing growth, enhancing roads and infrastructure, ensuring a reliable water supply and services, and expanding the Fairgrounds. ([Appendix 8.6 Stakeholder Summary](#))

Scenario Development and Prioritization

The consultant team developed several scenarios to address facility needs and other operational efficiencies. The Plan focused primarily on five (5) priority facilities and captured the known and potential capital improvement planning projects. MFP development scenarios were evaluated and reviewed by the Citizens' Committee, who provided feedback and considerations for the Commissioners.

Priority Facilities

- Roads & Bridge
- Administration Building
- Sugar City Substation
- Courthouse Phase 1
- Sheriff Administration
- Courthouse Phase 2

Refining the final Plan recommendations involved development of order-of-magnitude project cost estimates and comparatively evaluating the potential alternatives. Scenarios were created for facility complexes and subjected to a comparative evaluation to determine which solution best 'fit' the issue(s) being addressed. Qualitative and quantitative criteria were discussed to assess the alternatives and determine the most appropriate and cost-effective alternatives for Madison County facilities. The preferred scenarios were then broken into individual MFP projects and prioritized based on need.

Citizens' Committee

Based on the analysis and findings, the Citizens' Committee jointly drafted a letter for the Commissioners that identified key recommendations and support for the Plan. Many of the recommendations are interdependent and rely on other capital investments and/or unique planning efforts to maintain operations and services while facilities are being renovated, moved, and/or constructed (See [Appendix 8.10 Citizens' Committee Recommendation Letter](#)).

Funding and Phasing Considerations

It is important to remember that securing funding, planning, designing, constructing, and eventually occupying new or renovated space takes time. These recommendations will extend to 2045.

While the County has explored multiple options to address facility needs with estimated costs collectively ranging from \$48 to \$65 million in current dollars^[1], the County has chosen to move forward with a plan that is fiscally responsible, achievable, and addresses the current and future needs of the County. The County may have surplus facilities during the Plan that can be sold to help offset the cost of a new facility and transition those parcels from tax-exempt to taxable status, which will generate revenue for the County.

[1] The Fairgrounds project is not included in these estimates.



Phased development and creative funding solutions, including federal dollars, grants and subsidized loans, County savings or general funds, bond financing, and potential public private partnerships (PPP), should be evaluated to address Madison County’s facility needs in a timely and cost-effective fashion. As not all projects can be funded at once and revenues are finite, prioritization, leveraging of current and future assets, and creative solutions are needed. The inability to fund all projects at once and the revenue constraints highlight the importance of coupling the MFP process with the CFP process to produce an implementable Plan for the County going forward. The decision to do nothing is an option, but a costly one as facilities will continue to deteriorate while growth will multiply needs and inflation will increase costs.

3.3 FEMA Flood Plain Considerations

The consulting team received updated FEMA data on County-owned land and facilities in July 2024. This information was incorporated into the Land and Facilities Report ([Appendix 8.1 Land and Facility Report](#)) and reviewed with the Commissioners. After consideration, the Commissioners decided to maintain and enhance the Roads and Bridges Campus and the Sheriff/EAS Substation in Sugar City, rather than relocate them.

The following County owned facilities were found to be in the FEMA flood zones:

- Roads and Bridges
- Solid Waste: Shop
- Public Works
- Sugar City Substation (Sheriff/EAS)

Other County owned property in the FEMA flood zones:

- Gravel pits
- Golf Course
- Parks
- Airport

The County and its occupying cities of Rexburg and Sugar City joined the National Flood Insurance Program (NFIP) in 1991. Both FEMA and each city’s building codes require buildings to be 12” above “free board” of the flood plain. Free board is defined as the minimum height of the level of the lowest floor of a building above the defined flood level.

Buildings built before 1991 are grandfathered in and considered compliant as of the date the entities joined. This remains in place if the buildings and site are not modified. If renovations are required, the building may require a FEMA mitigation to continue to stay compliant and be covered if an event occurs. If renovations are made to only the building and are less than 50% of the current building value over a 5–10-year period, a FEMA mitigation is not required. Once improvements exceed more than 50% of the current value over a 5–10-year period, a FEMA mitigation is triggered. If there are site renovations of any kind, FEMA mitigation is required.

This will be important when planning and designing the projects for Roads and Bridges and the

Sugar City substation. Both projects require a specific evaluation to determine if and how much each site will need to be raised prior to new construction or improvements.

Table 5: Madison County Facilities FEMA Compliance

CAMPUS	CITY LIMITS	BUILDINGS	YEAR BUILT	FEMA COMPLIANT	REQUIRED TO RAISE SITE IN FUTURE?
Roads/Bridges	Rexburg	Main Shop Welding Salt Storage Storage #3	N/A, prior to 1970s 1970s 2015 2009	Assume no Assume no Assume yes Assume yes	TBD, need site survey TBD, need site survey TBD, need site survey TBD, need site survey
Solid Waste	Rexburg	Maintenance shop	2013	Assume yes	Not at this time
Public Works	Rexburg	Weeds/Pest/Parks	2009	Assume yes	Not at this time
EMS/Sheriff	Sugar	Sheriff Substation	2011	Assume yes	TBD, need site survey

Source: Clearwater Financial

Temporary and permanent FEMA mitigation options can be reviewed in [Appendix 8.18 FEMA Mitigation Options](#). Deployment and costs vary for each type of mitigation type.

3.4 Public Engagement

Public Engagement and outreach communications were part of the MFP/CFP process to provide transparency, gather and disseminate information, and give opportunities for community members to participate and share their input. Details and examples of engagement and communication activities can be found in [8.11 Public Engagement Report of the Appendix](#). A summary of these efforts and what was shared with the public is listed below.

- A dedicated MFP/CFP page on the [County's website](#)
- Event flyer
- Press release
- Social media posts
- Utility bills insert
- Video tours of each facility
- Stakeholder interviews and summary of findings
- Citizens' Committee meetings and considerations
- Regular public meetings

In addition, a facilities survey was created and deployed via press releases, links on the website, postings at County offices and at one (1) community events. The survey was used to garner feedback and engage County residents ([Appendix 8.9 Survey Results](#)).



Part II: MASTER FACILITIES PLAN



4. SCENARIOS, FUNDING, & TIMELINES

Below is a list of current and potential facilities included in the facilities planning process. Current circumstances and consultancy recommendations, combined with staff and community feedback, were used to determine the prioritization of the facilities (Appendices [8.7 Preferred Scenario Visuals](#), [8.8 Preferred Scenario Cost Estimates](#)).

Scenario Space Planning

It is important to note that most of the facilities had adequate space to accommodate the entities that currently reside within them according to the [State of Idaho's Updated Office Space Standards \(2020\)](#). The analysis found there is an opportunity to utilize the space more effectively, which could include remodeling facilities and utilizing furniture more on scale to each department's space requirements. The detail for each facility is explained in the information below.

Comprehensive Financial Plan

Each project has its own unique elements, and the Plan follows a route in securing financial resources and determining the timeline for its completion. This culminates in a preliminary timeline that includes all projects. Note that projects in the first five (5) years are of higher priority and naturally have more definition, while projects of lesser priority have less definition and timing detail.

Funding and Financial sources should be reviewed annually as situations adjust and additional resources become available. Included in each project listed below is a summary of the financial resources needed to complete each project and recommendations of tools that would be best suited to obtain those resources. An overview of those financial tools and strategies can be found in [Section 6 Funding and Financing Sources](#).

1. Roads & Bridge Complex Rebuild

529 Airport Rd, Rexburg, ID 83440

The campus includes several aging buildings, such as the primary office, shop, and welding facilities, all constructed in the 1970s. These structures are in poor condition and pose safety concerns, making it crucial for the County to address this project as soon as resources allow.



Source: Clearwater Financial, GGLO

The current shop cannot accommodate the full variety and size of equipment the County uses, resulting in outdoor storage that increases maintenance costs and complicates equipment management. Currently sixteen (16) vehicles/equipment can be stored inside the shop. When the shop is full, maneuverability is restricted, making it difficult for staff to navigate and close garage doors. Equipment is often stored in the mechanics' bays when they are not in use for repairs.



Source: Clearwater Financial, GGLO

In contrast, the Cold Storage Building 3 (built in 2009) and the three-sided sand/salt storage structure (constructed in 2015) are structurally sound and require no improvements.

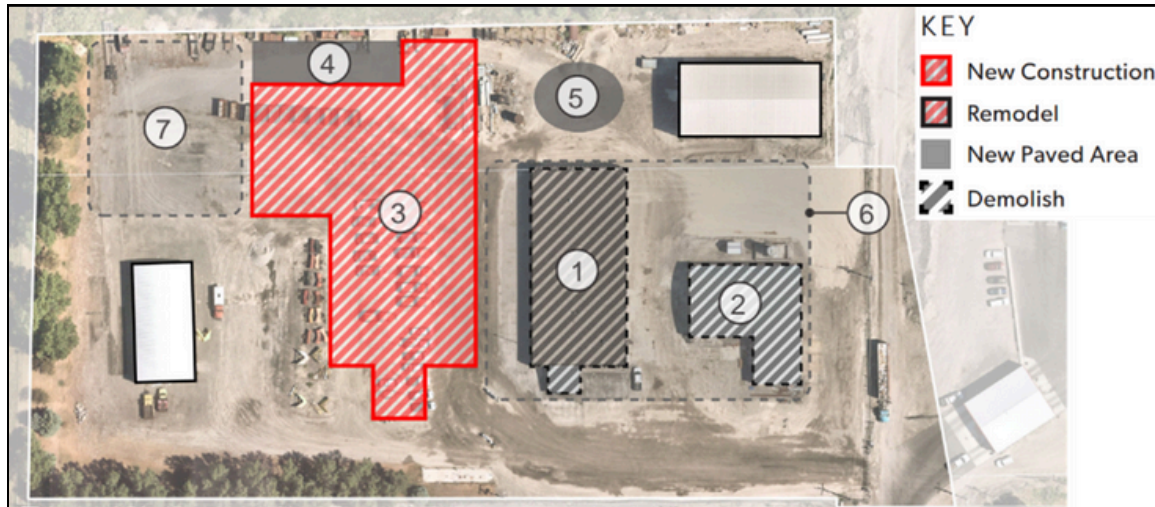
The Roads and Bridges location is in a FEMA flood zone. Based on the FEMA compliant height of the adjacent Solid Waste District's scale house, the site may need to be raised by 48 to 60 inches to comply with City of Rexburg and FEMA requirements for buildings to be 12 inches above freeboard. A formal survey is recommended before starting any site or structure projects.

Future Scenario

Estimated cost: \$8,811,180 - \$15,646,680

Given the age and condition of the administration office, main shop, and welding buildings, it is recommended these structures be demolished and rebuilt. The campus has space for new construction adjacent to the current buildings, allowing staff and County functions to remain operational during the project.





Source: GGLO

Table 6: Roads and Bridge Complex Redevelopment (44,100 SF)

#	PROJECT	SQUARE FOOTAGE
1	Demolish Office + Main Shop	13,710 SF
2	Demolish Welding Shop	7,410 SF
3	Construct New Office + Main Shop Building a. Main Shop b. Office c. Storage d. Welding e. Sign	Total: 44,100 SF 22,500 SF 6,000 SF 2,400 SF 11,850 SF 1,350 SF
4	Construct Uncovered Pad	5,400 SF
5	Construct Mixing Pad	3,000 SF
6	Utilize as Parking & Equipment Storage	56,000 SF
7	Utilize as Equipment Storage	16,000 SF
8	Existing Storage Buildings to Remain	N/A
9	Existing Gas Tanks and Pump Stations to Remain	N/A

Source: Clearwater Financial

Expanding the current shop/mechanic, welding square footage, and adding a separate office shielded from fumes and chemicals will improve employee working conditions. Enhancements are needed in ventilation, office proximity to work bays, energy efficiency and climate control in the shop and mechanic areas throughout the year. Additionally, planning for an oil/filter/pneumatic storage and wash bay, along with a structure to protect large equipment from the elements, will help maintain and extend the lifespan of the County's equipment, saving taxpayer funds over time. Onsite fuel tanks will need to be contemplated when designing the site and building layout.

Specific considerations for a future design should include:

- Pull-through shop and mechanic bays with a limited number of garage doors.
- High ceilings in mechanical bays to accommodate cranes for the full length of the shop.
- Shared space for training, kitchen, and main-level storage.
- Covered space for thirty-one (31) large vehicles/equipment, including:
 - 6- graders: 14'W x 45'L
 - 2-wheel loaders: 14'W x 40'L
 - 14-dump trucks: 13'W x 45'L (minimum of 10 to be stored indoors during winter)
 - 3 plow pickup trucks: 10'W x 26'L
 - 6 other equipment items: 10'W x 35'L

Estimated Cost: \$8,811,180 - \$15,646,680

Financial tools: (prioritized by recommended order of revenue source)

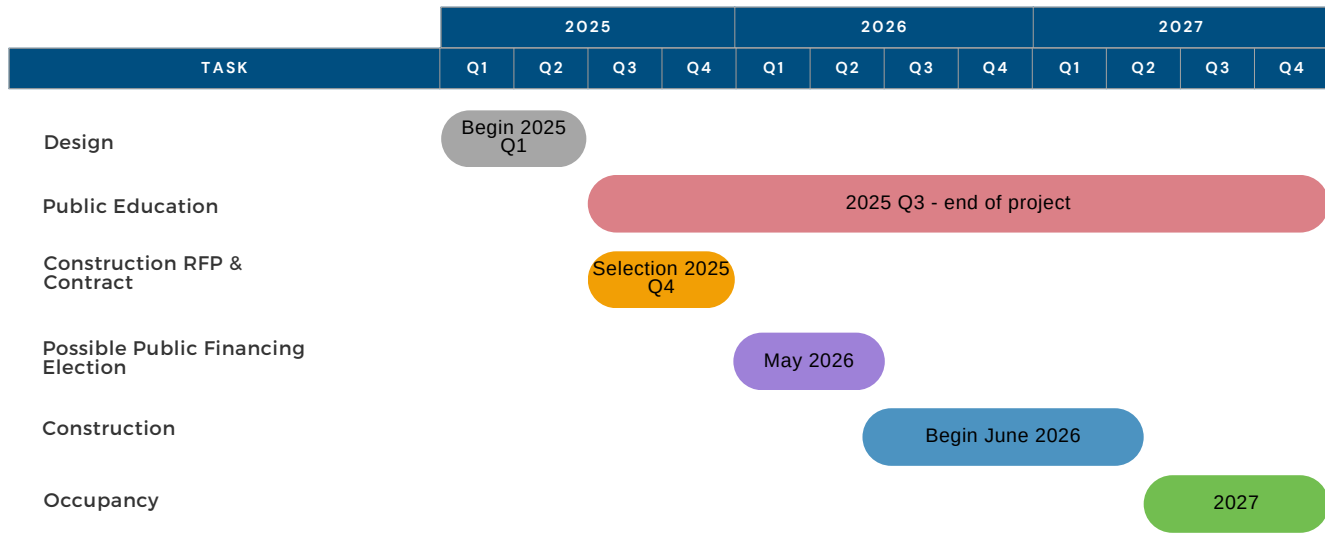
- Grants: *ARPA funds to pay for design of Roads and Bridges Complex*
- Sources by Other (PILT, LAFTC)
- County Savings: *Capital Improvement Fund*
- General Fund
- Annual Appropriations Lease Purchase Agreement / Certificates of Participation
- Development Impact Fees
- General Obligation Bonds

Project Priority Timeline: 1-5 years

The County has issued a Request for Qualifications (RFQ) for Architectural/ Engineering Services to design the Roads and Bridges complex. The County will be utilizing American Rescue Program Act (ARPA) funds for these services. To comply with ARPA guidelines, the funds must be obligated by December 31, 2024, which requires an executed and accepted contract by that date. The design is expected to take four (4) to five (5) months and would start in Q1 of 2025. The completed design will allow the County to start public outreach efforts in Q3 of 2025 that will continue through the end of the project including the construction RFP and contract selection in Q4 2025. A possible public financing election is contemplated for May 2026, with construction planned for June 2026. With this plan the redeveloped Roads and Bridge complex could be occupied in 2027.



Figure 7: Roads and Bridges Gantt Chart Timeline



Source: Clearwater Financial

2. Administration Building Remodel

134 E Main St, Rexburg, ID 83440

Built in 1950, this 20,344 SF masonry building is occupied by the County Clerk (including HR, Payroll, Records, Marriage Licenses, Passports), County Assistance, Elections, Treasurer, Building Department, Planning & Zoning, IT, Assessor, Appraiser, Extension Office, and the Commissioners' individual desk spaces.



Source: Clearwater Financial, GGLO

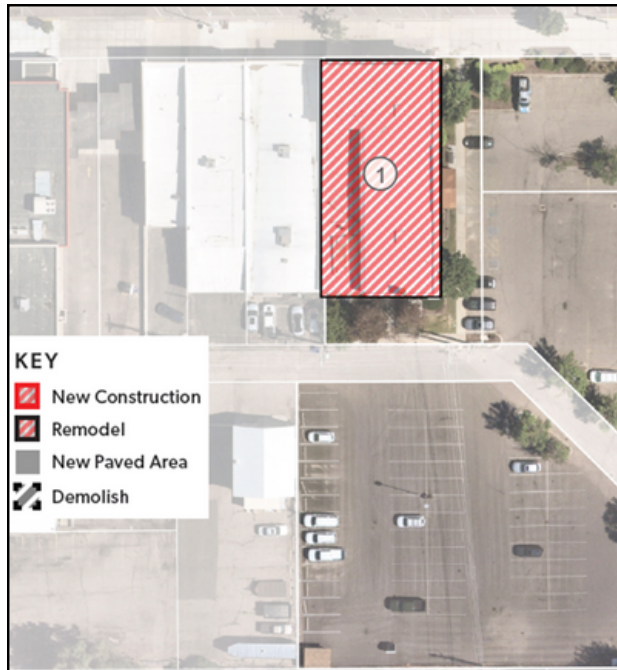
Future Scenario

Estimated cost: \$6,612,125 - \$9,256,975

A space planning analysis indicates the current square footage is adequate for the existing departments and the addition of new departments. A remodel of the Administration building includes improved space planning for the existing departments, the inclusion of the DMV and Licensing departments (currently in leased buildings) and the relocation of the Commissioner public meeting room from the Courthouse to this location.

The County Extension department currently needs reliable kitchen facilities for its food services classes. At present, the department uses the kitchen at the Veterans of Foreign Wars (VFW) building, located next to the Fairgrounds. This building, co-owned by the County and the Veterans division of the U.S. Military, is often rented out, limiting kitchen availability. If the Fairgrounds property is sold or redeveloped, the future of the VFW building, including the County Extension's access to kitchen facilities, will need to be addressed. Relocating the County Extension office to the new fairgrounds is part of the long-term solution. Once relocated, the vacated space in the Administration Building would be repurposed for meetings, storage, or additional offices.

ADMINISTRATION ANNEX REMODEL SCENARIO



Source: GGLO

The remodel design of the Administration building would incorporate current ADA standards and code compliance; reduce duplication of phone and internet systems; and add/expand restrooms, meeting rooms, and shared spaces. The building shows signs of previous seepage into the basement which should be addressed during the remodel. The Plan would reduce electrical and heating costs by reducing the number of buildings, improving the energy rating by replacing outdated systems, improve efficiencies in building maintenance, and create a single location for residents to conduct much of their County business.

Table 8: Administration Annex Remodel (20,345 SF)

#	EXISTING/NEW	PROJECT	SQUARE FOOTAGE
1	Existing	Clerk	2,225 SF
		Assessor	1,060 SF
		Treasurer	1,460 SF
		Planning/Zoning	920 SF
		Building Department	675 SF
		4-H Extension	1,400 SF (eventual relocation to fairgrounds)
		IT	500 SF
	Additions	Commissioners Admin/Meeting	1,220 SF
		DMV/Licensing	980 SF + Ancillary = 1,244 SF
		Veterans Services	120 SF
		Public Meeting/Classroom	1,500 SF
		Basement Storage	7,260 SF
		(Surplus Area)	(761 SF)

Source: Clearwater Financial



By relocating DMV and Licensing to this site, the County can eliminate lease payments for these departments. The Department of Transportation's ongoing shift to online DMV services should be considered in the remodel design, as space needs may have changed. It is also recommended that the County replace large furniture in all departments to optimize space usage. The current parcel provides adequate parking for staff, customers, and vehicles requiring VIN inspections.

Estimated Cost: \$6,612,125 - \$9,256,975

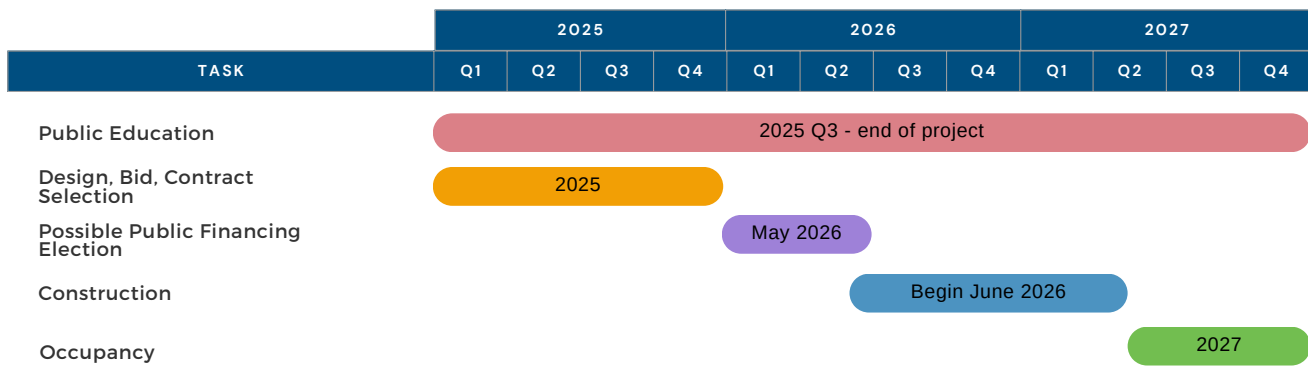
Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Funds*
- Sale of Existing Properties: *possible funds from fairgrounds sale*
- General Fund
- Development Impact Fees
- General Obligation Bonds

Project Priority Timeline: 1-5 years

Depending on the design and cost of the remodel, this building and the Roads and Bridges Building could be developed within the same five-year period and possibly with a larger public financing ask to cover both projects. Public education for this project could be run in conjunction with the education for Roads and Bridges starting in Q1 2025 running through the end of the project, design, bid and contract selection 2025, possible public financing election Spring 2026, begin construction 2026, occupancy 2027.

Figure 9: Administration Building Remodel Gantt Chart Timeline



Source: Clearwater Financial



3. Sugar City Substation Expansion for EAS, Sheriff, & Coroner

240 Sugar Ave, Sugar City, ID 83448



Source: Clearwater Financial, GGLO

Built in 2011, the 4,800 SF facility includes three offices for the Sheriff and Emergency Alert System (EAS)/Search and Rescue, as well as training/meeting space and storage for vehicles and equipment. The facility is in good condition and effectively serves its purpose.

The substation is in the FEMA floodway zone. Given its 2011 construction, it is presumed to meet FEMA requirements regarding design, location, and floor height. A formal survey is recommended before starting any site or structure projects to ensure compliance and facilitate planning for potential FEMA mitigations.

Future Scenario

Estimated cost: \$1,750,944 – \$2,939,144

Acquiring land can be challenging for municipalities, making Sugar City's donation of a 1-acre parcel next to its substation significant for growth. This land will allow for remodeling and expansion of the current facility, increasing space for the Emergency Alert System (EAS) department and related equipment. It will also enable the relocation of several Sheriff departments—including detectives, patrol, and 911 dispatch (currently in leased location) —and provide a home for the coroner's office.



Source: Clearwater Financial, GGLO

SUGAR CITY SUBSTATION EXPANSION SCENARIO



Source: GGLO

Table 10: Sugar City Substation Expansion (7,640 SF)

#	PROJECT	SQUARE FOOTAGE
1	Remodel Existing Substation Building	4,800 SF
2	Expand Substation Building a. EAS/Sheriff (Detectives & Patrol) b. E911 Dispatch c. Coroner Administration office, storage, and body coolers	Total: +2,840 SF 1,000 SF 1,200 SF 640 SF
3	Construct 3-Sided Covered Vehicle Storage a. add (12) 10'x30' covered parking stalls	Total: 3,600 SF
4	Construct Secure Parking Area a. add (28) 10'x20' uncovered parking stalls	Total: 12,960 SF
5	Expand Parking Area a. add (8) 10'x20' uncovered parking stalls	Total: +3,200 SF
6	Construct Perimeter Security Fence	480 linear feat

Source: Clearwater Financial



The expanded facility will provide essential support by adding conference and physical training spaces, a shared kitchenette, laundry, showers, locker rooms, and remote workspaces for other County services, such as probation—particularly for tasks like urinary analysis testing and paperwork on the County’s west side. Additional features include expanded evidence storage and armory for the Sheriff, as well as a vehicle and equipment storage garage with pull-through bays and ample turning space for easy maneuverability. Relocating E911 Dispatch to this location will also allow the County to eliminate lease payments for that department.

During project planning, it is crucial to consider each department’s specific needs while designing shared, multi-use amenities. For example, the Coroner’s Office requires a dedicated training and storage space to meet certification standards set by the International Association of Coroners & Medical Examiners (IACME). Additionally, a private entrance for family consultations and a separate, discreet entry for evidence protection are recommended for enhanced privacy and security when decedents are on-site.

An accreditation checklist is provided in [Appendix 8.14 IACME Accreditation Checklist](#). In February 2024, the Idaho Legislature’s Office of Performance Evaluations published a report on County Coroners and Death Investigations. This report, summarized in [Appendix 8.15 County Coroners and Death Investigations Evaluation](#), offers insights on coroner operations in Idaho, including system design, oversight, funding, equipment needs, and autopsy statistics, which can guide Madison County in future planning.

Estimated cost: \$1,750,944 – \$2,939,144

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings – *Capital Improvement Fund*
- Sale of Existing Properties - *possible funds from fairgrounds sale*
- General Fund
- Public Private Partnerships, Naming Rights, Sponsorships, Donations
- Local Improvement District
- Development Impact Fees
- General Obligation Bonds

Project Priority Timeline: 6-10 years



4. Courthouse Remodel & Expansion Phase 1. Courts & Clerk

159 E Main St, Rexburg, ID 83440

Built in 1920, this 28,159 SF masonry building is listed on the National Historic Registry and houses the County Courts and Clerk's offices. It features two main courtrooms—one for the Magistrate Court and another for the District Court—along with office space for court justices, the Court Clerk, and their staff.

Future Scenario

Estimated Cost: \$25,855,375 - \$30,525,625



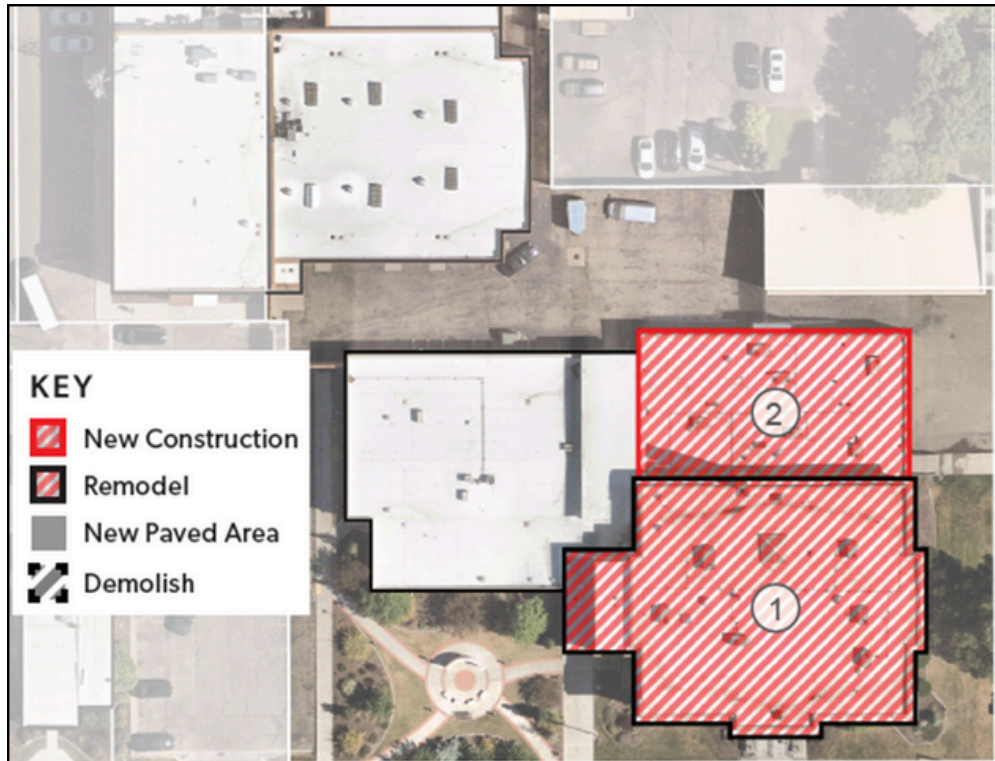
Source: Clearwater Financial, GGLO

The deferred maintenance items should be addressed including the structural and foundation issues due to normal settlement and the major systems including the roof and mechanical systems that are showing signs of needing replacement. While the electrical panel has been updated, some knob-and-tube wiring remains and requires attention. Water intrusion is visible at the front feature window, and the lobby and entry stairs are deteriorating. The window with the Madison County seal is cracked and needs repair, and reinforcing the chimney for seismic safety is recommended.

A 5,238 SF expansion on the roof of the East Jail building, along with a remodel of the existing space for the clerk, courts and judicial departments, would provide adequate staff space now and in the future. This includes any future need of additional judges and related spaces required. Adding a second Magistrate courtroom upstairs in addition to the current one downstairs would allow for a more efficient layout for both Magistrate and District Courts, reducing redundancies and addressing needed space and security challenges. The expansion, remodeling, and modernization of the current offices, courtrooms and related functions will incorporate technological upgrades and improved layouts for managing digital evidence. It is essential to incorporate additional security measures into the building design, specifically to enhance the safety of court justices' offices and the entry and exit points of the courthouse. Additionally, creating adequate meeting spaces for inmates and defendants, attorneys, and prosecutors should be a priority. Renovations must also ensure compliance with ADA and other relevant codes.

To minimize court disruptions, construction of the new courtroom would be prioritized, followed by the remodel of the existing upstairs District Courtroom, allowing the two (2) current courtrooms to remain fully functional. The courtroom and office spaces on the main floor can then be addressed. Due to the building's age and materials, asbestos testing is recommended before beginning any project.

COUNTY COURTHOUSE EXPANSION SCENARIO

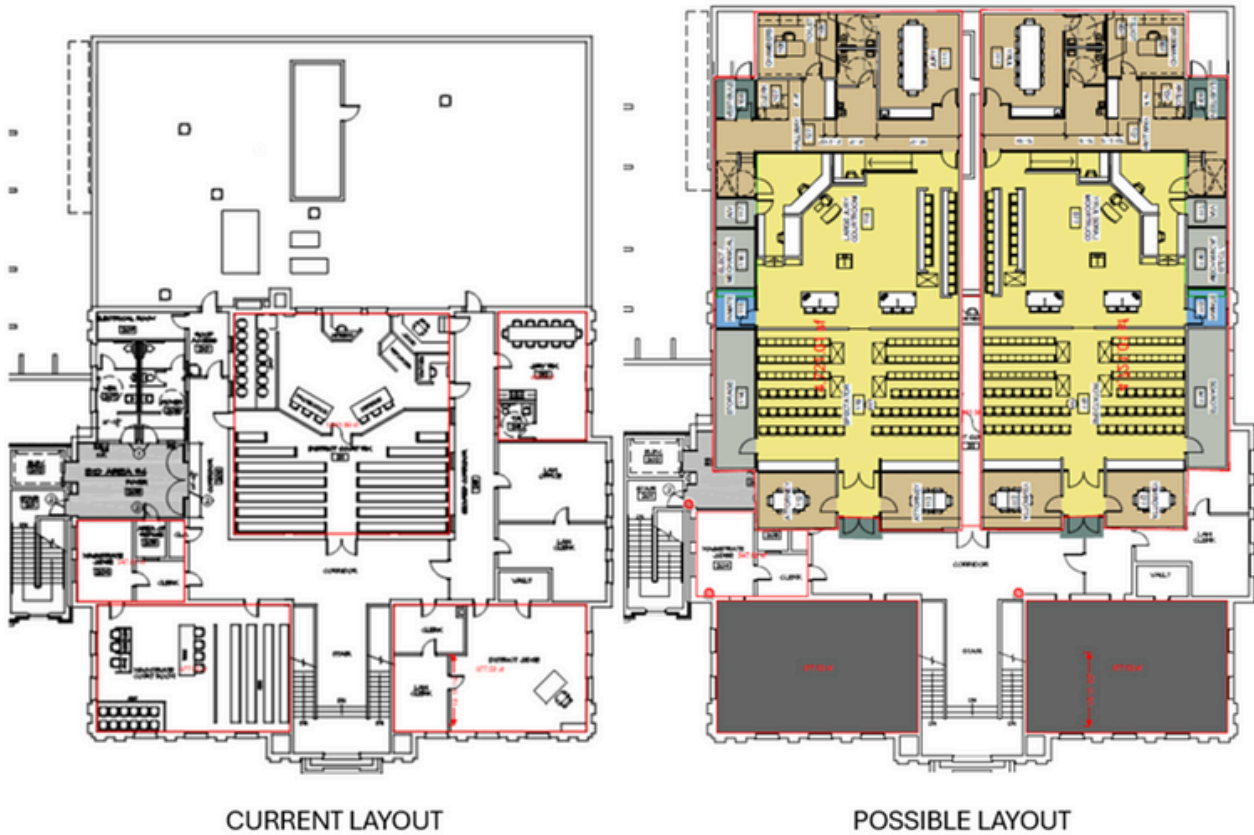


Source: GGLO

Table 11: Courthouse Remodel + Expansion Phase 1 (33,325 SF)

#	PROJECT	SQUARE FOOTAGE
1	Remodel Courthouse a. County Clerk b. Courts	Total: 28,125 SF 2,225 SF 25,900 SF
2	Expand courthouse above existing jail a. Courts	Total: +5,200 SF 5,200 SF

Source: Clearwater Financial



Example for second floor remodel and expansion: Source: GGLO

Estimated Cost: \$25,855,375 - \$30,525,625

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Fund*
- Sale of Existing Properties – *possible revenues from sale of fairgrounds*
- General Fund
- Development Impact Fees
- General Obligation Bonds

Project Priority Timeline: 15-20 years



5. Sheriff Administration Building Remodel

145 E Main St, Rexburg, ID 83440

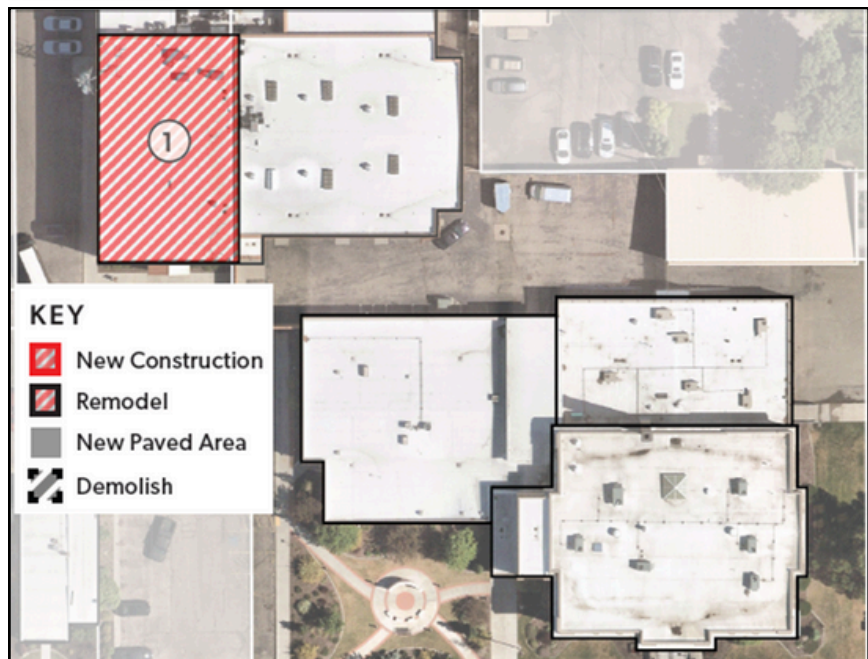
The Sheriff is headquartered in a joint building that houses both the detention center (West Jail) and public safety departments. Currently, the Sheriff, department heads, admin staff, IT, civil, detectives, patrol, training, armory, and evidence are located in the public safety portion. Due to space limitations, the E911 department was moved to a leased facility, but the County plans to relocate it to a County-owned facility, with Project Priority 3 proposing a move to the Sugar City Substation as a long-term solution. Detention staff are located at the detention center, and bailiff staff are in the Courthouse.

Future Scenario

Estimated Cost: \$1,478,750 - \$2,229,500

This project can begin once the Sheriff's E911, detective, and patrol staff relocate to the Sugar City Substation, as outlined in Project Priority 3. The remaining departments—Sheriff's official office, department heads, admin support, civil, bailiff, and IT staff—will be accommodated in a remodeled building. The remodel will retain a training area with showers and lockers for sheriff and detention staff, with space for future staff growth.

SHERIFF ADMIN REMODEL



Source: GGLO

Table 12: Sheriff Admin Remodel (4,550 SF)

#	PROJECT	SQUARE FOOTAGE
1	Sheriff Admin Remodel a. Sheriff, department heads, administration support, civil, bailiff, and IT staff	Total: 4,550 SF

Source: Clearwater Financial

Estimated Cost: \$1,478,750 - \$2,229,500

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Funds*
- Sale of Existing Properties: *possible funds from fairgrounds sale*
- General Fund
- Annual Appropriations Lease Purchase Agreement / Certificates of Participation
- Development Impact Fees
- General Obligation Bonds

Project Priority Timeline: 15-20 years

6. County Courthouse Remodel and Expansion Phase 2. Probation and Prosecuting Attorney

153 E Main St, Rexburg, ID 83440

Built as an extension of the Courthouse in 1997, this 8,745 SF masonry building is occupied by the adult probation department, the coroner administration office, prosecuting attorney department, and the Sheriff's bailiffs. The building is also connected to the East Jail, formerly used as the women's detention (currently unoccupied) and the larger Courthouse. The building is in fair condition having challenges in the following areas, inadequate ADA access with 27" wide doorways throughout, concrete wall construction making remodeling potentially difficult, and uneven HVAC heating/cooling through the building as central control is within the Prosecutor's office. The Prosecutor's office does have secure entrance while adult probation does not.

Future Scenario

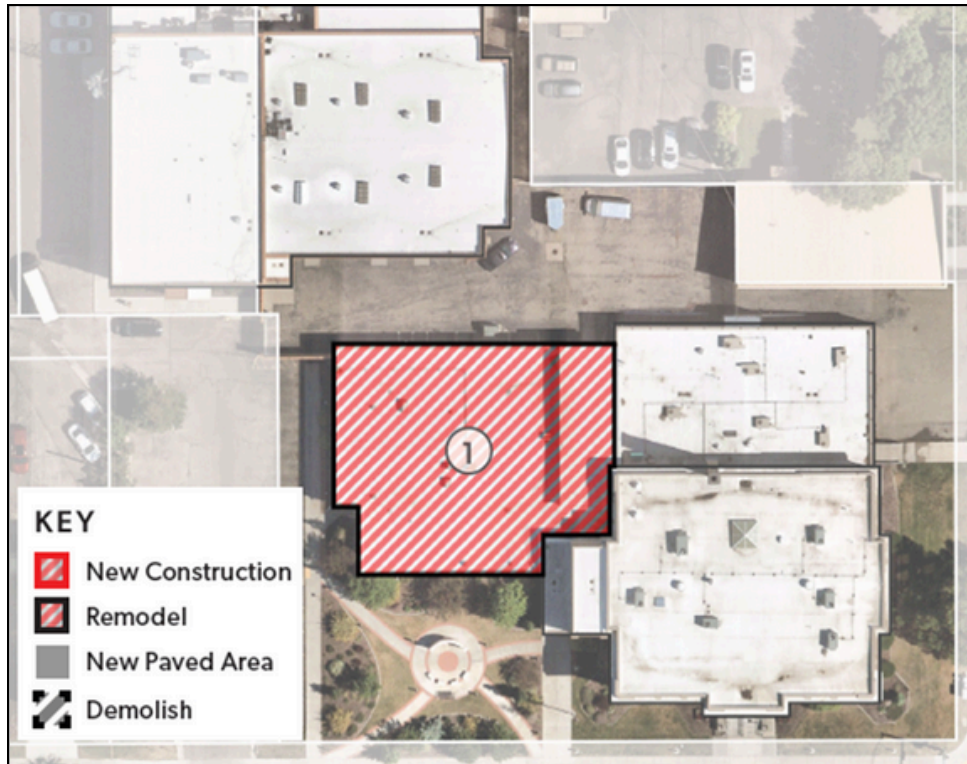
Estimated Cost: \$2,847,000 - \$4,292,400

The current space housing the Adult Probation, Prosecutor, and bailiff staff is approximately 8,000 sq. ft. The space can be remodeled for more efficient use while also adding the Juvenile Probation department. The design will need to consider the requirement of separating adult and juvenile probation clients by sight and sound. Probation will also need to plan for separate bathrooms for urinary analysis and staff use. It is recommended to add secure entrances for all department entries.



After relocating the Juvenile Probation department to this facility, its current building could be sold, returning it to taxable status for both Madison County and the City of Rexburg. It is recommended that an appraisal be done to determine the value of the building, its possible redevelopment potential and ongoing tax increment it could generate.

COURTHOUSE REMODEL AND EXPANSION PHASE 2



Source: GGLO

Table 13: Courthouse Remodel and Expansion Phase 2 (8,760 SF)

#	PROJECT	SQUARE FOOTAGE
1	Prosecuting Attorney	1,640 SF
	Adult Probation	1,080 SF
	Juvenile Probation	990 SF
	Other (Bailiff, Civil, Other)	500 SF
	Future Department Growth	4,500 SF

Source: Clearwater Financial

Estimated Cost: \$2,847,000 - \$4,292,400

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Funds*
- Sale of Existing Properties: *possible funds from fairgrounds or Juvenile Probation building sale*
- General Fund
- Annual Appropriations Lease Purchase Agreement / Certificates of Participation
- Development Impact Fees
- Urban Renewal - redevelopment of Juvenile Probation parcel
- General Obligation Bonds

Project Priority Timeline: 15-20 years

Smaller Projects for Ongoing Monitoring and Prioritization

7. Detention Center (East Jail) Inmate Housing Facilities

15 N 2nd E, Rexburg, ID 83440

This 5,238 SF masonry building, constructed in 1930, is currently unoccupied and has a capacity of 28. Initially a juvenile detention center, it was later remodeled (2003) and used by the Sheriff's department as a women's detention facility. During COVID, due to staffing shortages, the women were relocated to the West Jail.



Source: Clearwater Financial, GGLO

Future Scenario

Estimate Cost: Remodel costs range from \$800K to \$1.3M

The County intends to reopen this facility for women, contingent on funding for upgrades and staffing. The building is in fair to good condition but requires attention to several issues before reopening:

- ADA access is lacking at the main entrance.
- Some exterior door frames are rusted.
- Two of the five rooftop heating units need replacing.
- The air system controlling the secured cell doors requires repair.
- Staff have noted that the control panel should be updated or replaced.



Source: Clearwater Financial, GGLO

A detailed cost estimate is needed to refine the project scope. As a best practice, any significant design changes should be reviewed by the Idaho Sheriff's Association Jail Standards Committee (see [Appendix 8.17 Jail Standards](#)).

Estimate Cost: Remodel costs range from \$800K to \$1.3M

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Funds*
- Sale of Existing Properties: *possible funds from fairgrounds and Juvenile Probation building sale*
- General Fund
- Annual Appropriations Lease Purchase Agreement / Certificates of Participation
- General Obligation Bonds

Project Priority Timeline: TBD



8. Detention Center (West Jail) Inmate Housing Facilities

145 E Main St, Rexburg, ID 83440



Source: Clearwater Financial, GGLO



Source: Clearwater Financial, GGLO

Built in 1997 and updated in 2016 (control room desks) and 2018-19 (new roof), this 29,759 SF masonry building was constructed as the County's main detention facility for males. During COVID, due to staffing shortages, the women were relocated to the West Jail and the facility currently serves both male and female populations. Overall, the building is in fair condition with the following observations:

- Major building systems (e.g., MEP, boiler, HVAC, plumbing, electrical, roof) nearing the end of life
- Inadequate ADA access throughout
- Male and female inmates occupy the building concurrently with insufficient separation by sight and sound, per regulations
- Inadequate storage throughout the facility
- Sally port enhancements

Future Scenario

Estimated Cost: TBD. Costs were not analyzed for this facility.

Ongoing maintenance is planned to ensure sustained operations of this facility. The Sheriff's Department should develop a prioritized list of projects based on need, which the County can address accordingly.

If this facility continues to house both male and female inmates, enhancing the sight and sound separation between them should be a top priority.

Currently, exceeding the facility's 68-person capacity is not a concern, with the current population at 52 inmates—43 of whom are from other counties or the state. Of the total inmates, 42 are male and 10 are female.

This project did not evaluate options for expansion or estimated costs. Such an assessment would be needed in the future to determine the scope and cost for any expansion. As a best practice, future facility design for a jail should be reviewed by the Idaho Sheriff's Association Jail Standards Committee (see [Appendix 8.17 Jail Standards](#)).



Estimated Cost: TBD. Costs were not analyzed for this facility.

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Funds*
- Sale of Existing Properties: *possible funds from fairgrounds and Juvenile Probation building sale*
- General Fund
- Annual Appropriations Lease Purchase Agreement / Certificates of Participation
- General Obligation Bonds

Project Priority Timeline: TBD

9. Public Works

610 Airport Rd, Rexburg, ID 83440

This building is located within the FEMA flood plain. Due to its 2009 construction, it is presumed to meet current requirements. The facility is in good condition and does not need major repairs at this time.

Future Scenario

Estimated Cost: Not analyzed

General maintenance, expansion of garage space and covered spaces for chemicals stored outside.



Source: Clearwater Financial, GGLO

Estimated Cost: Not analyzed

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Funds*
- Sale of Existing Properties: *possible funds from fairgrounds and Juvenile Probation building sale*
- General Fund
- Annual Appropriations Lease Purchase Agreement / Certificates of Participation
- General Obligation Bonds

Project Priority Timeline: TBD

Separate Larger Projects

10. County Fairgrounds

460 W 2nd N, Rexburg, ID 83440

The plan for the future of the County's Fairgrounds involves a major relocation to newly acquired land in Rexburg.

The Madison County Fairgrounds, located at 460 W 2nd N, Rexburg, ID 83440, span 28.14 acres and is comprised of eight (8) parcels with eighteen (18) buildings on the premises. Seven (7) parcels are designated within a Public Facilities Zone, while one (1) is within an Open Space Zone. This parcel, noted as 16.18 Vacant Land in the Fairgrounds Facilities Condition Report in ([Appendix 8.3 Fairground Facility Report](#)) is the most recent addition. For detailed information regarding parcel specifics, acreage, zoning, and flood plain details, please consult the [appendix](#).

Adjacent to the Fairgrounds site is the Veterans of Foreign Affairs (VFW) building, situated in the



Source: Clearwater Financial, GGLO



Source: Clearwater Financial, GGLO

area labeled "T" on the map in Fairgrounds Facilities Condition Report in ([Appendix 8.3 Fairground Facility Report](#)). This building is co-owned by the County and the Veterans division of the U.S. Military. In the event of the sale and redevelopment of the larger fairground's property, decisions regarding the future of the VFW building at this location will need to be addressed

Future Scenario

Estimated Overall Cost: To be planned for and determined in the Fairgrounds Relocation Project.

Estimated Demo Costs: \$233,600 - \$313,600 (current location prior to selling).

Estimated Replacement Costs: \$9,866,300 - \$22,366,300 (current facilities at new fairgrounds)

Sell Current Fairgrounds

[Appendix 8.3 Fairground Facility Report](#) assesses the Madison County Fairgrounds' facilities, evaluating the buildings' conditions, demolition costs, potential property value, and redevelopment options for the current site. It is estimated that redevelopment could generate significant new tax revenues through mixed-use economic development, with an estimated property value between \$4.5 and \$5.5 million. Tax revenue projections range from \$18,000 to \$26,000 annually, while more extensive redevelopment could yield approximately \$248,900 per year.

The County, in collaboration with the Rexburg Urban Renewal Agency, is working toward a formal appraisal, after which the county will proceed with necessary steps to sell the property. Proceeds will be allocated to help fund the new fairgrounds and other projects.

Develop and Relocate to New Fairgrounds Site

The County has acquired an 80-acre property at 3124 W. 3800 S., Rexburg, ID, to house the new fairgrounds and a specialized firm has been hired to create the site design for the fairgrounds.

This site will accommodate the County Extension Office and 4H Program, supporting expanded operations, enhanced parking, and shared-use facilities like ADA-compliant restrooms, a commercial kitchen, and training spaces for large groups.

To support this project, the County and Fair Board should actively engage the public for feedback on site design, future uses, and capital funding strategies for both development and maintenance. A cost-benefit analysis of hosting additional year-round events is recommended to evaluate sustainable, self-supporting revenue options for the new fairgrounds.

Estimated Overall Cost: To be planned for and determined in the Fairgrounds Relocation Project.

Estimated Demo Costs: \$233,600 - \$313,600 (current location prior to selling)

Estimated Replacement Costs: \$9,866,300 - \$22,366,300 (current facilities at new fairgrounds)

Financial tools: (prioritized by recommended order of revenue source)

- Grants
- Sources by Other (PILT, LAFTC)
- County Savings - *Capital Improvement Funds*
- Sale of Existing Properties: *possible funds from fairgrounds and Juvenile Probation building sale*
- General Fund
- Lease of Existing / New Space
- Annual Appropriations Lease Purchase Agreement / Certificates of Participation
- Public Private Partnerships, Naming Rights, Sponsorships, Donations
- Auditorium District
- Development Impact Fees
- Urban Renewal: *selling and redeveloping current fair grounds*
- General Obligation Bonds

Project Priority Timeline:

The timeline for relocating to the new fairgrounds has not been established and depends on the sale of the current site, and the agreement with a potential buyer to allow continued usage until the new facilities are ready (see [Appendix 8.3 Fairground Facility Report](#)) for full analysis.



Master Facility Plan Priorities

Appendix 8.12 Department Planning Matrix offers a quick overview of each department's future by project priority, including timelines, estimated costs, present location, and the suggested short and long-term remedies. These documents serve as a tool for prioritizing projects and should undergo annual updates as events, growth, and changes may alter the Plan.

Table 14: Department Planning Matrix (Appendix 8.12)

Department Planning Matrix						
Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
<i>Estimated project costs assume construction as of November 2024. Projects starting after this period should assume a 7% inflation per year.</i>						
<i>NOTE: Similar color blocks identify related or joint projects</i>						
Roads and Bridges Campus Rebuild Estimated Project Costs: \$8,811,180 TO \$15,646,680. See Scenario Cost Estimates for details						
1	Roads & Bridges Complex Rebuild	1-5 years	Roads and Bridge: Office	Road and Bridge Complex: Stand alone	Staff resides in current building until new building is constructed on the same campus.	Rebuilt Roads & Bridges Campus.
1	Roads & Bridges Complex Rebuild	1-5 years	Roads and Bridge: Main Shop	Road and Bridge Complex: Stand alone	Staff resides in current building until new building is constructed on the same campus.	Rebuilt Roads & Bridges Campus.
2	Administration Complex Remodel	1-5 years	Assessor	Administration Building	into remodeled / Administration building when completed.	Remodeled Administration Building
2	Administration Complex Remodel	1-5 years	Treasurer	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeled Administration Building
2	Administration Complex Remodel	1-5 years	IT	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeled Administration Building
3	Sugar City Substation	6-10 years	Sheriff: Detectives	Sheriff Administration Building	Remain in the Sheriff Administration Building until a new space is available in the remodeled and expanded Sugar City Substation.	Remodeled and expanded Sugar City Substation.
Courthouse Remodel and Expansion Estimated Project Costs: \$25,855,375 TO \$30,525,625. See Scenario Cost Estimates for details						
4	Courthouse Remodel & Expansion Phase 1	10-15 years	Courtrooms	Courthouse 2nd floor	General maintenance until building remodel can occur.	Add additional Courtroom and remain in the remodeled and expanded Courthouse.
4	Courthouse Remodel & Expansion Phase 1	10-15 years	County Clerk	Courthouse 2nd floor	General maintenance until building remodel can occur chemicals and some machines. Plan for future expansions of garage spaces.	Location to stay the same. Remodeled and expanded Courthouse for chemicals and some machines. Plan for future expansions of garage spaces.
9	Public Works	TBD	Public Works Pest and Weeds	Independent stand alone building.	No immediate changes needed	Location stays same if EIRSD is okay with it. Or could move to RB campus.
9	Public Works	TBD	Public Works/Solid Waste Transfer Station Shop	Independent stand alone building.	No immediate changes needed	Location stays same if EIRSD is okay with it. Or could move to RB campus.
TBD: These project costs and the priority will need to be determined with the Fair Board and other County resources available						
					General maintenance until remodel and expansion project is started at Admin building	
			Senior Center	Senior Center Building, Independent stand alone building.	The County does not own this facility. An MOU is being developed to outline maintenance and operational responsibilities for both the Senior Center and the County.	Continued annual lease of existing space to pay for ongoing M/O
			Ferguson House - Crisis Home	Crisis Center Residential Home building, Independent stand alone building.	Owned by the County and managed by the local nonprofit Crisis Center. MOU documentation is under review.	Continued annual lease of existing space to pay for ongoing M/O
				Transition Residential Home building, Independent stand alone building.	Owned by the County, serving Madison, Fremont, and Teton Counties. The County is evaluating revenue from out-of-county use	Continued annual lease of existing space to pay for ongoing M/O
Department Planning Matrix						
Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
			Ferguson House - Crisis Home	Home building, Independent stand alone building.	Owned by the County and managed by the local nonprofit Crisis Center. MOU documentation is under review.	Continued annual lease of existing space to pay for ongoing M/O
			Drug Court Transition Home	Transition Residential Home building, Independent stand alone building.	Owned by the County, serving Madison, Fremont, and Teton Counties. The County is evaluating revenue from out-of-county use and MOU documentation.	Continued annual lease of existing space to pay for ongoing M/O
			Veterans Services (VFW) and Picnic Shelter	VFW Building, Independent stand alone building. Adjacent to the Fairgrounds.	The Division of Military is reviewing future plans for this building, located next to the fairgrounds site slated for sale. Sale and redevelopment may impact VFW operations, including parking and outdoor space. The County Extension also uses the VFW kitchen for classes, which will require planning if access changes before the new fairgrounds are operational.	Continued annual lease of existing space to pay for ongoing M/O

Source: Clearwater Financial



Table 15: Master Facility Plan Projects and Costs

PRIORITY	PROJECT	ESTIMATED COST
1	Roads & Bridges Complex Rebuild	\$8,811,180 - \$15,646,680
2	Administration Building Remodel	\$6,612,125 - \$9,256,975
3	Sugar City Substation Expansion for EAS, Sheriff, & Coroner	\$1,750,944 - \$2,939,144
4	Courthouse Remodel & Expansion Phase 1. Courts & Clerk	\$25,855,375 - \$30,525,625
5	Sheriff Administration Building Remodel	\$1,478,750 - \$2,229,500
6	County Courthouse Remodel and Expansion Phase 2. Probation and Prosecuting Attorney	\$2,847,000 - \$4,292,400
7	Detention Center (East Jail) Inmate Housing Facilities	Remodel costs range from \$800K to \$1.3M.
8	Detention Center (West Jail) Inmate Housing Facilities	TBD. Costs were not analyzed for this facility.
9	Public Works	Not analyzed
10	County Fairgrounds	To be planned for and determined in the Fairgrounds Relocation Project.
		Estimated Demo Costs of facilities at current location prior to selling: \$233,600 - \$313,600
		Estimated Replacement Costs of current facilities at new fairgrounds location: \$9,866,300 - \$22,366,300

Source: Clearwater Financial



Part III: Priorities & Funding Sources



5. SCENARIOS

Taken all together, the MFP recommendations and the necessary capital investment may seem like a daunting endeavor. Prioritizing projects, phasing development over time, careful and creative financial planning, and potential partnerships will help Madison County effectively accomplish its present and future service and facility requirements within appropriate timelines.

The County has a well-established tradition of fiscal responsibility and resourcefulness. However, over time, this and a modest tax base to support maintenance and operations has led to increased demand utilization and the gradual dilapidation of structures. Some reorientation, improvements, and expansions are required to overcome these issues, especially when they are coupled with the gradual growth of the County. These efforts can help achieve long-term cost effectiveness and optimal operational efficiencies. This MFP/CFP and the projects that result from this comprehensive planning effort can answer these challenges and build on past successes as Madison County looks to its future.

5.1 Assumptions

Each MFP project will have its own set of unique parameters and circumstances that will affect the implementation of scenarios. Factors such as the timing of phases, the existing facility conditions, and the interrelated nature of projects will significantly impact each project's development. Each scenario is a broad overview and, when taken in turn, represents its own separate project.

It can be expected that some circumstances will change after the MFP is published. Unforeseen situations or election results can redirect previously assumed plans and chronologies. The CFP aims to lay a framework for the funding of each scenario but will need to be adjusted annually to adjust for market conditions, political changes, and the completion or change of projects in the MFP. The MFP/CFP is therefore intended as a framework and record of thoughtful planning, involving a wide representation of Madison County leadership and local stakeholders. This document provides the necessary tools to help current and future leaders make decisions, define program expectations, set budgets, and confirm or reestablish priorities within the intended 2045 planning horizon. It is also understood that this project is limited in time and therefore, it is recommended that the plan be reviewed and adjusted annually. This affords the County the opportunity to continuously engage and inform the public in the process.

Implementation of the MFP/CFP projects assumes that current legislation and best practices will dictate delivery strategies at the time of each project's development. For example, Madison County can begin planning and designing some projects within its annual budget and with ARPA/LATC funds. Other larger projects cannot start until all funds are saved, planned for, or financed. This means the County will either need to raise revenue for the entire project beforehand or MFP recommendations will have to be further broken down into smaller projects, and if needed, the construction of a larger facility can be subdivided into smaller projects as well, such as demolition, site preparation, or shell & core construction (i.e., the building's exterior but excluding the interior tenant improvements).



5.2 Priorities & Budgeting

Section 4 Scenarios introduced the MFP recommendations in order of priority and, in many cases, interdependence. Appendices 8.12 Department Planning Matrix and 8.13 Project Costs and Tax Impacts identify the project cost estimates for each MFP priority in 2024 dollars.

Total capital outlay in any given year may be cost-prohibitive depending on Madison County's investment strategy and the political will to fund facility development. On the other hand, the needs are clear, and the cost of delaying projects until they are "affordable" will increase costs, potentially prolong staff "making do" with compromised work environments, and impact both operational efficiency and levels of service. There is also the increased taxpayer impact to consider when delaying projects and the future costs are significantly more than they are when projects are planned.

Different funding sources may be used to implement the MFP projects. Many of the MFP recommendations listed in Table 15 need to be revisited when the projects are ready to be implemented. This is largely because the timelines are far in the future and will depend on whether the County uses public funds to finance these projects. If these projects are to be financed in the future, creating a pro forma that is based on forecasted market rates and costs is vital to educating the public and budgeting successfully for the projects.

The financial analysis predicts the Roads and Bridges Complex project can be funded with a mix of sources that could reduce the amount needed for financing. It is also important to note that project costs are expected to increase by seven percent (7%) annually. The largest and most costly project will be the Courthouse Remodel and Expansion Phase 1. The remaining projects are smaller expenditures in comparison. Because of this, it is recommended that the County consider seeking public financing now for all prioritized projects versus phasing the projects over a twenty (20) year period as this may have significant cost savings for the County. The current estimated costs for all prioritized projects, minus the Fairgrounds relocation, are approximately \$48-65 million dollars. Waiting ten years could increase the costs for these projects to over \$93-128 million dollars. (Appendix 8.13 Project Costs and Tax Impacts).

Figure 16: Image of Appendix 8.13 Project Costs and Tax Impacts

RANK	PROJECT	COST	Possible Sources of Revenue	General Obligation Bond Tax impact increase per \$100K assess value (proposed levy rate increase)	Estimated Cost in 10 years based on 7% inflation
1	Roads & Bridges Complex Rebuild - lower cost range	\$8,811,180	Grants, ARPA, LAFTC Funds, County savings/Capital Improvement Fund, general fund, annual appropriations	\$13.51	\$17,332,924.70
1	Roads & Bridges Complex Rebuild- higher cost range	\$15,646,680	lease purchase Agreement, development impact fees, general obligation bonds	\$23.47	\$30,779,387.80
2	Administration Building Remodel - lower cost range	\$6,612,125	Grants, ARPA, LAFTC Funds, County savings/Capital Improvement Fund, surplus property general fund, development impact fees, general obligation bonds	\$10.10	\$13,007,050.67
2	Administration Building Remodel - higher cost range	\$9,256,975		\$14.11	\$18,209,870.94

Source: Clearwater Financial



6. FUNDING & FINANCING SOURCES

Madison County has several funding and delivery strategies available for its MFP project implementation. Direct development can be funded by a combination of the sources discussed below. It is likely that a combination of many of these funding sources is necessary to implement the MFP/CFP.

Grants

Grants are a great opportunity for the County to access funds to complete projects. Grants are not considered borrowed funds and do not require repayment. There are several sources for grants, with the largest grant opportunities coming from the Federal and State governments. Some private businesses and non-profit entities may also issue grants to municipalities for specific purposes. Grants.gov is an excellent resource for identifying grants that can be used to identify funding opportunities that align with a municipality's needs. It is best to identify the project that the County will pursue and then work to apply for grants that align with that project. The grant application process will require project specific information and funding use details. Grant applications for facilities will likely require plans, designs, and other studies to help the grant agency determine a grant recipient's eligibility. Although grants are valuable and desirable, they are limited in the funding that is available, take considerable effort to identify and apply for, can be administratively burdensome, and often come with funding guidelines, reporting requirements, and restrictions. It is important to understand the requirements of any grant prior to application. We encourage the County to pursue grants whenever they are identified.

- [American Rescue Program Act \(ARPA\) will be used for various projects. See below.](#)
- [Local Assistance and Tribal Consistency Fund \(LAFTC\). The County has approximately \\$2 million dollars for project funding. LAFTC funds are not limited by use or a timeframe.](#)

American Rescue Program Act (ARPA) ARPA Funds

The County has approximately \$1.8M available from ARPA grant money that must be committed by December 31, 2024, and spent by December 31, 2025. Because these funds are one-time, it is extremely important to use them on one-time costs that will have a long-term impact for the County. It is also important to optimize and leverage the rare opportunity these funds create to do impactful County facility investments. With available funds, the County can move forward quickly to accomplish one or more projects. ARPA funds are planned for the following projects:

- [Road improvements to the Eastern Idaho Solid Waste District site](#)
- [Sidewalks and HVAC system at County Courthouse](#)
- [Architectural / engineering design of the Roads and Bridge Campus Rebuild](#)



County Savings

As directed in Idaho Code 31-1008, “the board of county commissioners may create a fund upon a finding by the board that a critical need exists for justice or law enforcement related facilities. The board may deposit any unexpended sums from the County current expense fund or the county justice fund into the county building construction fund or may deposit into the fund all or a part of any non-ad valorem tax revenues not otherwise restricted or dedicated by law. On or before the thirty-first day of March of each odd numbered year, the board may review the budget for the current fiscal year and adjust the expenditures in the budget to provide for deposits into the fund from revenues not otherwise budgeted or to provide for deposits into the fund from revenues projected to be surplus over budgeted revenues.”

- Madison County has a specific fund for judicial costs that are planned for maintenance and operations. Funds come from property taxes, opioid settlement and alcohol taxes. A large percentage of the funds are required to help pay for salaries and benefits rather than facilities.
- Madison County has created and currently utilizes its Projects Fund within the Capital Improvement Fund. It is recommended the County continue to fund and utilize this resource for future projects.

Foregone Revenues

Per Idaho Code 63-8, unutilized levy increases can accumulate (up to 3% per year, plus growth) and be applied the following year if the County does not use the allowance. These foregone revenues can be used to pay for projects or finance debt. Foregone revenues can also be used for Maintenance and Operations (M&O), provided that the amount is not more than 1%. Foregone revenues can also be used to fund equipment with a useful life of 10 years or more, as well. Prior to budgeting any forgone increase, the Commissioners must provide notice of its intent to do so, hold a public hearing which may be in conjunction with its annual budget hearing, and certify by resolution the amount of forgone increase to be budgeted and the specific purpose for which the forgone increase is being budgeted.

- The County currently takes the 3% increase allowed each year. This practice should be continued and in years where the funds are not fully spent, the funds can be transferred to the Capital Improvement Fund for use on future MFP projects. The plan can be used to explain any accumulated funds in the Construction Fund or in fund balance.

Sale of Existing Property(ies)

Selling surplus properties or higher-priced facilities and replacing them with more cost-effective options is a logical way to supplement the costs of capital infrastructure and facilities investments.

- Selling the existing Fairgrounds and Juvenile Detention properties once the departments are able to be relocated to other County facilities will generate funds for other projects as well as create a residual economic impact depending on how the property is used or developed.

General Funds

The County can save annual unspent funds from Ad Valorem property taxes and other sources as a budgeting mechanism for future projects. This includes forgone revenues and any other type of set-asides that do not have spending restrictions.

Ad valorem property taxes are levied on real or personal property by local governments, such as the County, to fund their operations and facilities and to provide their constitutionally mandated public services. Ad valorem means a tax on goods or property expressed as a percentage of the assessed value.

- The County can pledge its General Fund revenues to finance MFP projects. This would be through a General Fund Revenue Bond and requires a simple majority to approve.

Lease of Existing/New Space

Municipalities can choose to lease space (typically reducing operating costs) versus building or owning new space. This option can offer lower costs in the near term but is typically not viewed as a fiscally responsible, long-term solution. An example of this is the DMV and E911 locations that reside in leased commercial properties.

Local governments can also lease space that they own and generate revenue. There are examples of jurisdictions funding bond purchases through lease cost avoidance by consolidating functions in leased space into owned facilities.

Another potential funding source to pay for development in whole or in part involves partnerships. MFP priorities that could attract investment and/or shared use by other parties could help reduce initial capital investment by the County.

- The County currently allows the use of several of its facilities by nonprofits and other municipalities. In reviewing its agreements with the Senior Center, Ferguson House, Drug Court Transition Home and VFW, lease payments, and maintenance and operation standards should be included with the goal of covering the annual costs of each of the facilities. Agreement terms should identify occupancy and renegotiation timelines.
- A multi-use Fairgrounds complex and negotiated long-term lease rates to share parts of the future facility might attract partners willing to contribute to the initial capital cost. The County could potentially enter into cooperative agreements with private, nonprofits and other local government entities that need space or that would use the venue. Examples could include the cities of Rexburg and Sugar City. Short-term lease rates for events like weddings, corporate training spaces and/ or musical events can also generate revenues to offset the cost of the facility.

Annual Appropriations Lease Purchase Agreement / Certificates of Participations

Section 31-1001 – Idaho State Legislature Like bonds, lease purchase agreements can be entered into by the County to fund necessary improvements and facilities. Funding would be secured through a lending institution and would function as a lease-to-own option where the County owns the facility at the end of the term. Lease payments are secured by annually appropriated revenues of the County. This structure does not create a new revenue stream and would require the County to use existing funds. A characteristic of this structure is that it does not require a vote and can be authorized by the Board of County Commissioners. Idaho Code limits this funding option to a five (5) year term for Jails and Courthouse facilities.

- This could be useful for a smaller project, such as a remodel of one or more of the facilities such as the Sugar City Substation Expansion, the Sheriff Administration Building and or the Courthouse Remodel Phase 2.
- Please note that this method does not create a new revenue stream and debt service payments would come out of County general funds.

Public Private Partnerships, Naming Rights, Sponsorships, Donations

Another potential solution that can be deployed is public private partnerships (PPPs or P3). Public private partnership agreements are most associated with government offices and service buildings. These partnerships with private sector developers can be costly but create development opportunities and economic development that may be otherwise unattainable. PPPs are logical for the stand-alone recommendations.

- In the interest of quickly addressing as many MFP priorities as possible, Madison County should explore alternative funding sources and P3 opportunities for certain projects. The Fairgrounds relocation and the proposed Sugar City substation could utilize this funding option.
- PPPs often take the shape of private donations and sponsorships. An example of this may be the sale of the naming rights of the fairgrounds and/or the satellite complex to a major corporate sponsor. The proceeds of the sale of the facility's name can be used to support the project.

Local Improvement District

Local governments, such as municipalities or counties, frequently use Local Improvement Districts (LIDs) as a financial mechanism to finance infrastructure or public improvement projects within a defined area. The demand for new or improved public infrastructure, such as streets, sidewalks, sewer networks, street lighting, or drainage systems, is frequently addressed through LIDs. To avoid burdening the entire community, the main goal of creating an LID is to divide the costs of these upgrades among the property owners who will directly benefit from them. The expenditures for any proposed public infrastructure or upgrades are split among the property owners in the legally specified geographic region known as the designated area of impact. Property owners inside the

district would be assessed a share of the project's cost depending on elements such as property value, lot size, or frontage. This revenue would be used to pay for the LID. The LID funding system ensures that everyone contributes fairly, especially those who stand to benefit the most from the changes.

Development Impact Fees

Other local governments, especially those experiencing growth, employ development impact fees to help “growth pay for growth.” According to Idaho Code 67-82, development impact fees are not a new property tax, and the fee is only imposed on new development based on levels of service for public facilities. These fees can only be imposed on new development for the impact of that development. In other words, they cannot be used to maintain existing infrastructure and facilities but can be used to expand or improve existing infrastructure and facilities due to the impacts of growth and development.

- This could be a consideration for the Courthouse remodel and expansion and the Sugar City Substation Remodel and Expansion.

Urban Renewal

Idaho Code 50-2902 states, “the purpose of this act is to provide for the allocation of a portion of the property taxes levied against taxable property located in a revenue allocation area for a limited period of time to assist in the financing of urban renewal plans, to encourage private development in urban renewal areas and competitively disadvantaged border community areas, to prevent or arrest the decay of urban areas due to the inability of existing financing methods to promote needed public improvements, to encourage taxing districts to cooperate in the allocation of future tax revenues arising in urban areas and competitively disadvantaged border community areas in order to facilitate the long-term growth of their common tax base, and to encourage private investment within urban areas and competitively disadvantaged border community areas.”

The County may decide to adopt an ordinance to create an Urban Renewal Agency (URA). No voter approval is required. Boundaries of the district must be decided, and there are certain eligibility requirements for the area, including deteriorating buildings or sites, defective street layouts, unsafe conditions, and endangerment of life or property.

The combined district property value must fall below ten percent (10%) of all properties within the municipality. It is also important to remember that Idaho Code 50-2905A limits the construction of municipal buildings. The typical term of the tax increment financing (TIF) is 20 years or less. Property taxes received by the URA may be used to pay back financing.

- This option can be helpful in attracting and retaining larger developers and/or employers that would have a positive property tax increase for the County. Examples could include a manufacturing entity, a milk or beef processing facility, or a large land/real estate developer focused on incorporating residential and retail mixed use spaces in the area of the current fairgrounds.



Auditorium District

As outlined in Idaho Code 67-4902, “an auditorium or community center district is one to build, operate, maintain, market and manage for public, commercial and/or industrial purposes by any available means public auditoriums, exhibition halls, convention centers, sports arenas and facilities of a similar nature, and for that purpose any such district shall have the power to construct, maintain, manage, market and operate such facilities.” Revenues from an auditorium district are generated by a hotel tax of not more than 5% on room sales. This means the revenue is primarily generated from people visiting Madison County. The creation of an auditorium district requires a petition of 10% of the population and a majority vote of residents of the proposed district. Once the district has been created, it does not require voter approval for a bond issuance, as the debt service payments would likely be paid by the revenue generated from the hotel sales tax.

Idaho Code 67-49 governs the creation, maintenance, and laws surrounding an auditorium district. As it does take time to create, enact, and generate the revenue needed to complete the project, it is recommended that a County start the process of creating a district a couple of years before the project construction is set to commence.

- It is recommended that the County research the feasibility of an Auditorium District to fund the costs associated with the development and maintenance of the new Fairgrounds location, and out-of-County recreationalists. Currently, the County and its associated cities do not have a way of recouping the costs associated with the large influx of seasonal recreation, including the road and off-road maintenance, Sheriff services, and emergency services.

Local Option Tax (LOT)

This option is available to qualifying cities and the revenue generated would belong to the affiliated city. The City(ies) and the County could partner to determine how to best use funds to help pay for the stressed services due to the area’s influx of students and recreationalists.

Often referred to as a “penny tax” or a “tourist tax,” a local option tax is a temporary sales tax allocated exclusively toward funding local projects, including infrastructure, street maintenance, water and fire services, and other community needs. Funds accrued through local option fund local projects and shift reliance away from raising property taxes.

Per Idaho law, to utilize local option taxes, communities must be “resort cities” with fewer than 10,000 residents. A resort city is a city that derives the major portion of its economic well-being from businesses catering to recreational needs and meeting the needs of people traveling to that destination city for an extended period. These communities have a choice in what is taxed; some apply local option tax to every purchase eligible for sales tax, while others limit the local option tax to tourism-related fees, including lodging, alcohol, and restaurant purchases.

Once communities outgrow the 10,000-resident cap, they are prohibited from utilizing local option tax.

- Determining if any of the cities within the County could be considered a resort city in the future provides an option for a LOT in the future.
- Gathering short term rental tax information from the Idaho Tax Commission can help the cities and the County to determine the possible gains from a LOT on these services.
- Recently there has been interest in revising the Local Option Tax laws with the goal of changing the requirements so that more cities would have access to this funding mechanism to help manage and pay for growth. Madison County could benefit from learning LOT laws and changes that may be beneficial. Lift Local Idaho, www.liftlocalidaho.org, is an entity that is currently working on this topic.

General Obligation Bonds

Idaho Code 57-200 permits issuance of municipal or general obligation bonds for any purpose. With a high voter approval threshold of 66.7%, this may pose challenges for municipalities in certain areas of the state to secure necessary endorsements.

- A principal element of the MFP/CFP process and the corresponding public engagement efforts is to include the public in the process from the beginning. Through transparency, the County identifies and agrees with its needs and then proceeds with necessary plans to solve those needs.
- Bonds should not be pursued lightly, and Madison County has proven its desire to ensure the public is engaged in these important community decisions. Continuous public engagement is necessary to properly educate the community, implement the MFP/CFP recommendations and to obtain public supported financing.



Part IV: CONCLUSION



7. NEXT STEPS & IMPLEMENTATION

7.1 Recommendations

Based on the analyses discussed throughout this project and recorded in this document, the consultant team has outlined their recommendations for the County regarding the priorities determined during the MFP/CFP process.

- **Seek Immediate Public Financing:** To reduce costs and deliver improvements sooner, the County should consider securing financing now for all prioritized projects instead of phasing over 20 years. Current estimated project costs (excluding the County fairgrounds) are \$48–\$65 million, with a tax impact of \$72–\$100 per \$100,000 of taxable value annually. Delaying ten years could double costs to \$93–\$127 million, easily doubling the tax impact for residents.
- **Deploy a Public Engagement Campaign:** Prior to a public finance ask, commence a strategic campaign to educate the community on the County's needs, solution and related costs including any changes to taxes. The campaign should be 6-9 months in duration ahead of seeking a ballot measure and seek to correct inaccurate information, provide transparency, allow public comment, and measure community support.
- **Allocate Annual 3% Tax Increases:** Even if not immediately needed, apply the annual 3% tax revenue increases to the County's Capital Improvement Fund to support future projects.
- **Sell Surplus Properties:** When ready, selling the current fairgrounds, juvenile probation and any other unused properties and replacing them with cost-effective alternatives can help fund capital projects and increase long-term tax revenue through private redevelopment.
- **Update Facility Use Agreements:** Revise agreements for facilities used by nonprofits and municipalities (e.g., Senior Center, Ferguson House) to include lease payments and maintenance standards that cover facility costs. Specify occupancy terms and renegotiation timelines.
- **Develop a Multi-Use Fairgrounds Complex:** Create a multi-use fairgrounds with flexible lease options for events to attract partners and offset costs. Explore cooperative agreements with nearby cities and short-term rentals for weddings, training, and musical events.
- **Gather Public Input on Fairgrounds:** Engage the community on fairgrounds design, use, and funding. Conduct a cost-benefit analysis for hosting year-round events to support a sustainable revenue model.
- **Biannual Government Partner Meetings:** Host regular meetings with federal and local partners to coordinate growth, infrastructure needs, economic trends, and collaborative projects, enhancing alignment across government efforts.

- **Engage Business Stakeholders:** Maintain regular communication with major industry and business stakeholders to align facility needs and impact of business expansions within the County.
- **Consistent Public Engagement:** Reengage the Citizens' Committee as needed to update them on progress and gather feedback, maintaining transparency and responsiveness.
- **Annual Plan Review:** Schedule an annual review of the Plan to keep it relevant, ideally before budgeting or in the first quarter.
- **Enhance Communication Efforts:** Hiring staff or a firm to manage the County's communications would be an asset. Continue communicating through social media, press releases and website update to inform and involve the public in the Plan's progress as well as other projects, events and opportunities and challenges.

This dedicated role could not only address the County's current communication gaps but also support Madison County in establishing a stronger, more cohesive relationship with its residents, leading to a more informed and engaged community. Below are some additional proof points for consideration in moving forward with this role.

- **Centralized, Consistent Communication**

Without a dedicated point of contact, communication can become fragmented, leading to inconsistent messages across departments and delays in responding to public inquiries.

- Recommendation: A communications manager would centralize messaging, ensuring all information is accurate, timely, and represents the County's voice. This consistency can build trust and improve public perception.

- **Improved Public Awareness and Transparency**

Many counties face challenges in educating the public about issues like budget allocations, service availability, infrastructure projects, and more. Lack of communication often leads to misunderstandings or misplaced frustrations among residents.

- Recommendation: A communications manager could work closely with Madison County's departments to create informative content and educate the community on key issues, from budget updates to construction timelines, improving transparency and understanding.

- **Proactive Crisis Communication**

During crises or emergencies (e.g., severe weather, public safety incidents), timely and accurate information is crucial. Without a communication manager, responses can be delayed or ineffective.

- Recommendation: By proactively managing communications, this role can ensure that accurate information is shared promptly across all available channels, helping to prevent misinformation and ensuring residents know where to turn for updates.



- **Social Media Presence**

The County currently has no social media presence, which limits its reach, especially with younger audiences who rely heavily on digital platforms for news and updates.

- Recommendation: A communications manager could establish and maintain social media accounts for the County, sharing news, meeting notices, emergency alerts, and community highlights. This could also facilitate two-way communication, allowing residents to engage directly with the County.

- **Better Stakeholder Engagement**

Madison County has various stakeholders—including residents, businesses, and partner organizations—who might not be aware of opportunities to get involved in community decisions or programs.

- Recommendation: A dedicated communications role could regularly update stakeholders about public meetings, opportunities for feedback, and community-driven initiatives. This could lead to higher engagement in public meetings and a stronger community connection.

- **Enhanced Reputation and Community Trust**

Consistent, clear, and engaging communication can positively impact the County's image, making residents feel more connected and confident in local government decisions.

- Recommendation: A communications manager could showcase positive stories, such as economic development efforts, infrastructure improvements, and community events, fostering a stronger sense of community pride and trust.

- **More Effective Use of Resources**

Currently, if multiple departments are trying to communicate separately, there may be duplicated efforts or resources going into disparate messaging.

- Recommendation: This role could streamline communications, ensuring resources are used efficiently by reducing redundant messaging efforts, potentially saving the County time and money.

- **Data-Driven Communication Strategy**

A communications manager could analyze data to see which messages and platforms resonate best with the community, refining the strategy over time.

- Recommendation: They could gather feedback and engagement metrics to make data-informed adjustments to communication tactics, optimizing outreach and improving the community's access to information.

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8.1 LAND AND FACILITY REPORT



Madison County Land Report



PREPARED FOR MADISON COUNTY
REVISED JULY 30, 2024: FEMA UPDATED



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21.5	Beaver Dick Shelter Number 2 6427 W Hwy 33 RP06N39E301200	19
21.6	Beaver Dick Shelter Number 3 6427 W Hwy 33 RP06N39E301200	19

21.7	Beaver Dick Shelter Number 4 6427 W Hwy 33 RP06N39E301200	19
21.8	Beaver Dick Storage Building 6427 W Hwy 33 RP06N39E301200.....	19
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1 Administration Complex

Number of Buildings: 1

Total Area: 1.214 Acres

Number of Parcels: 4



Parcels	Area	Zoning	Flood Plain
A. RPRRXB10370130	0.301 Acres	Main Street Transect	No
B. RPRRXB10370061	0.134 Acres	Main Street Transect	No
C. RPRRXB10370542	0.186 Acres	Main Street Transect	No
D. RPRRXB10371511	0.593 Acres	City Center Transect	No

#	Building(s)	Address	Parcel(s)
1	Administration Annex	134 E Main St	RPRRXB10370130

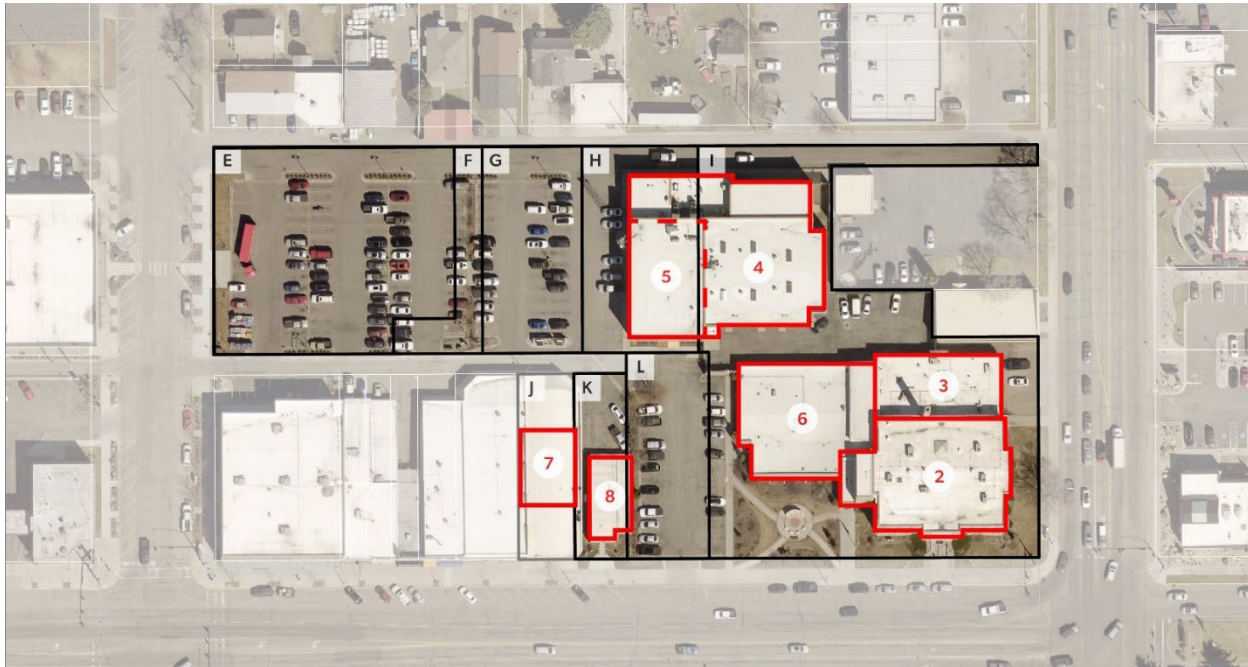
2-8 County Courthouse Complex

Number of Buildings: 7

Total Area: 3.595 Acres

Number of Parcels: 8 (7 owned by County)

(3.442 Acres County Owned)



Parcels	Area	Zoning	Flood Plain
E. RPRRXB10343071	0.699 Acres	City Center Transect	No
F. RPRRXB10343021	0.137 Acres	City Center Transect	No
G. RPRRXB10343030	0.280 Acres	City Center Transect	No
H. RPRRXB10342991	0.352 Acres	City Center Transect	No
I. RPRRXB10344780	1.581 Acres	Main Street Transect	No
J. RPRRXB10344700 (leased)	0.153 Acres	Main Street Transect	No
K. RPRRXB10344690	0.143 Acres	Main Street Transect	No
L. RPRRXB10344660	0.250 Acres	Main Street Transect	No

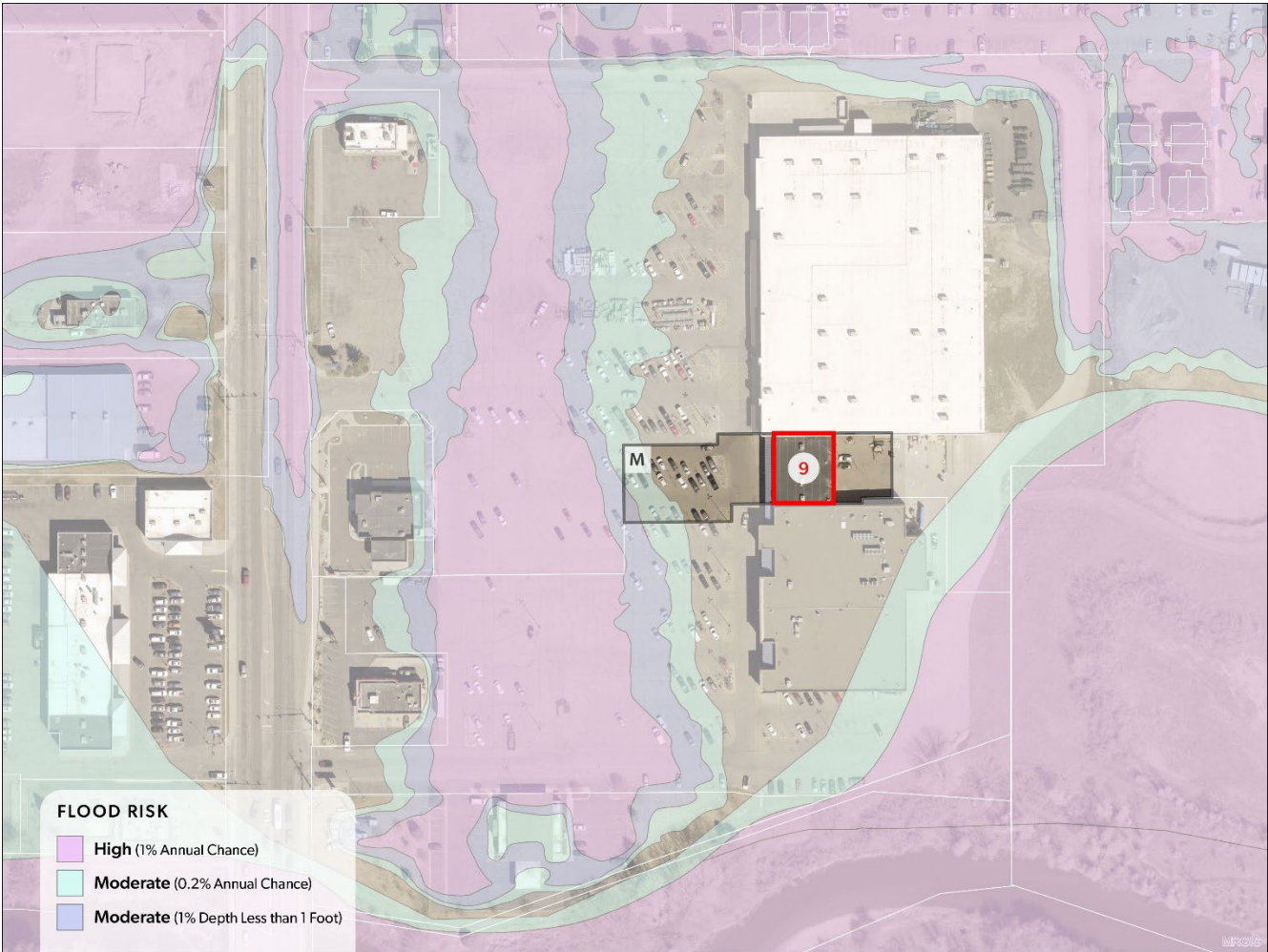
#	Building(s)	Address	Parcel(s)
2	Courthouse	159 E Main St	RPRRXB10344780
3	East Jail (a.k.a. Women's Detention)	15 N 2nd E	RPRRXB10344780
4	Criminal Justice (a.k.a. West Jail)	145 E Main St	RPRRXB10344780, RPRRXB10342991
5	Sheriff's Office (above West Jail)	145 E Main St	RPRRXB10342991
6	Prosecuting Attorney/Adult Probation	153 E Main St	RPRRXB10344780
7	Coroner, Sheriff, and 911 Dispatch	129 E Main St	RPRRXB10344700 (leased)
8	Juvenile Probation	135 E Main St	RPRRXB10344690

9 DMV

Number of Buildings: 1

Total Area: 0.631 Acres (0 Acres County Owned)

Number of Parcels: 1 (owned by others)



Parcels	Area	Zoning	Flood Plain
M. RPRXBCA0203340 (leased)	0.631 Acres	Community Business Center	Partial

#	Building(s)	Address	Parcel(s)
9	DMV	510 N 2nd E	RPRXBCA0203340 (leased)

10 Drug Court Transition House

Number of Buildings: 1

Total Area: 0.150 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
N. RPRRXB10214850	0.150 Acres	Public Facilities Zone	No

#	Building(s)	Address	Parcel(s)
10	Drug Court Transition House	163 E 1st N	RPRRXB10214850

11 Adm Ferguson Center

Number of Buildings: 1

Total Area: 0.138 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
O. Confidential	0.138 Acres	Public Facilities Zone	No

#	Building(s)	Address	Parcel(s)
11	Ferguson Center	Confidential	Confidential

12 Senior Citizen Center

Number of Buildings: 1

Total Area: 0.714 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
P. RPRRXB10411930	0.714 Acres	Public Facilities Zone	No

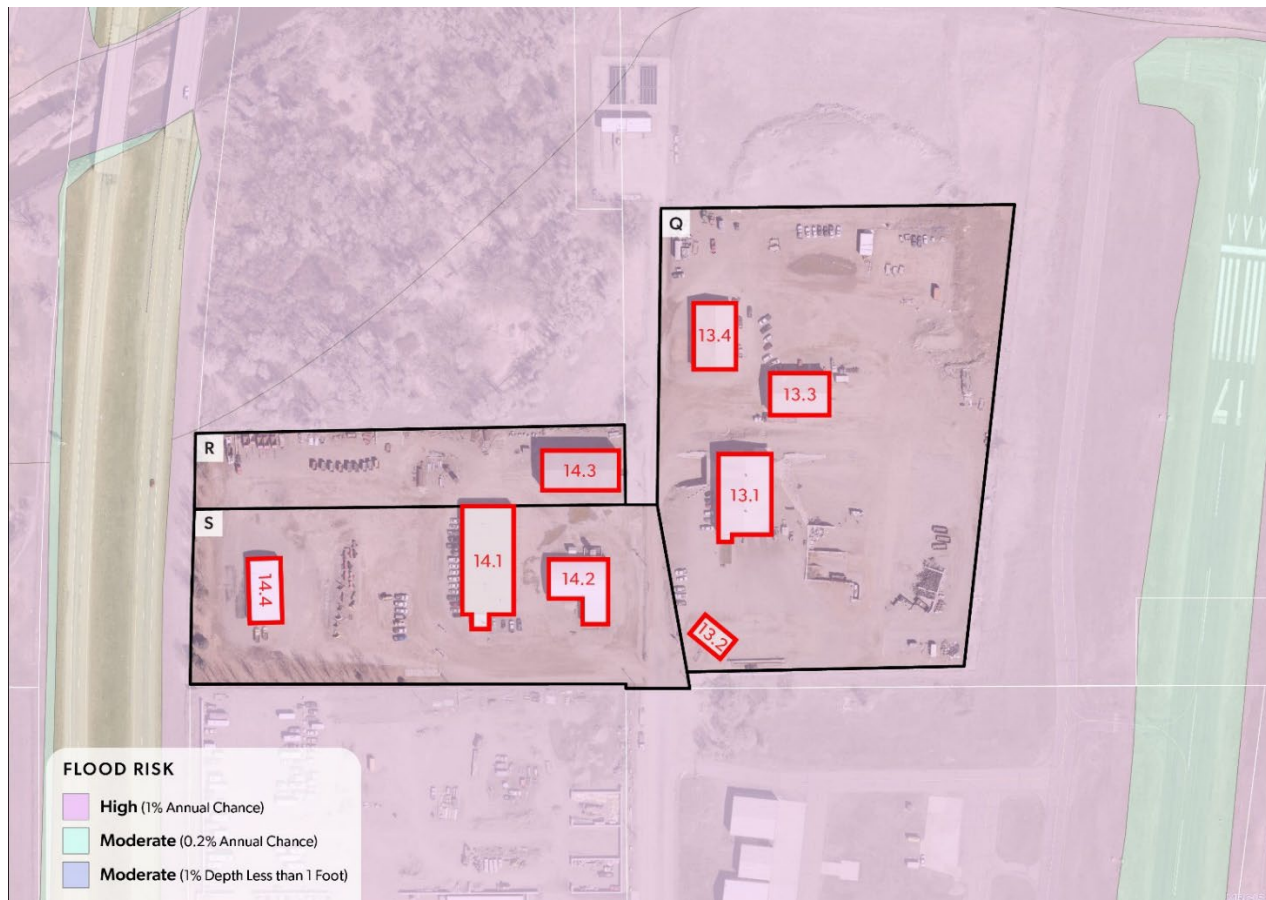
#	Building(s)	Address	Parcel(s)
12	Senior Citizen Center	40 S 2nd W	RPRRXB10411930

13 Solid Waste & Roads and Bridges Complex

Number of Buildings: 8

Total Area: 15.561 Acres

Number of Parcels: 3



Parcels	Area	Zoning	Flood Plain
---------	------	--------	-------------

Q. RPRXBCA0240020	8.817 Acres	Public Facilities Zone	Yes
R. RPRXBCA0242430	1.903 Acres	Public Facilities Zone	Yes
S. RPRXBCA0242412	4.841 Acres	Public Facilities Zone	Yes

#	Building(s)	Address	Parcel(s)
13.1	SW Transfer Station and Office	530 Airport Rd	RPRXBCA0240020
13.2	SW Scale House	530 Airport Rd	RPRXBCA0240020
13.3	SW Waste Shop	530 Airport Rd	RPRXBCA0240020
13.4	PW Weeds, Pest, Parks	610 Airport Rd	RPRXBCA0240020
14.1	RB Office/Main shop	529 Airport Rd	RPRXBCA0242412
14.2	RB Welding Shop	529 Airport Rd	RPRXBCA0242412
14.3	RB Sand/Salt Storage	529 Airport Rd	RPRXBCA0242430
14.4	RB Storage Building	529 Airport Rd	RPRXBCA0242412

SW: Solid Waste

PW: Public Works

RB: Roads/Bridge

15 VFW Veterans Center

Number of Buildings: 1

Total Area: 0.867 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
T. RPR6N40E195401	0.867 Acres	Public Facilities Zone	No

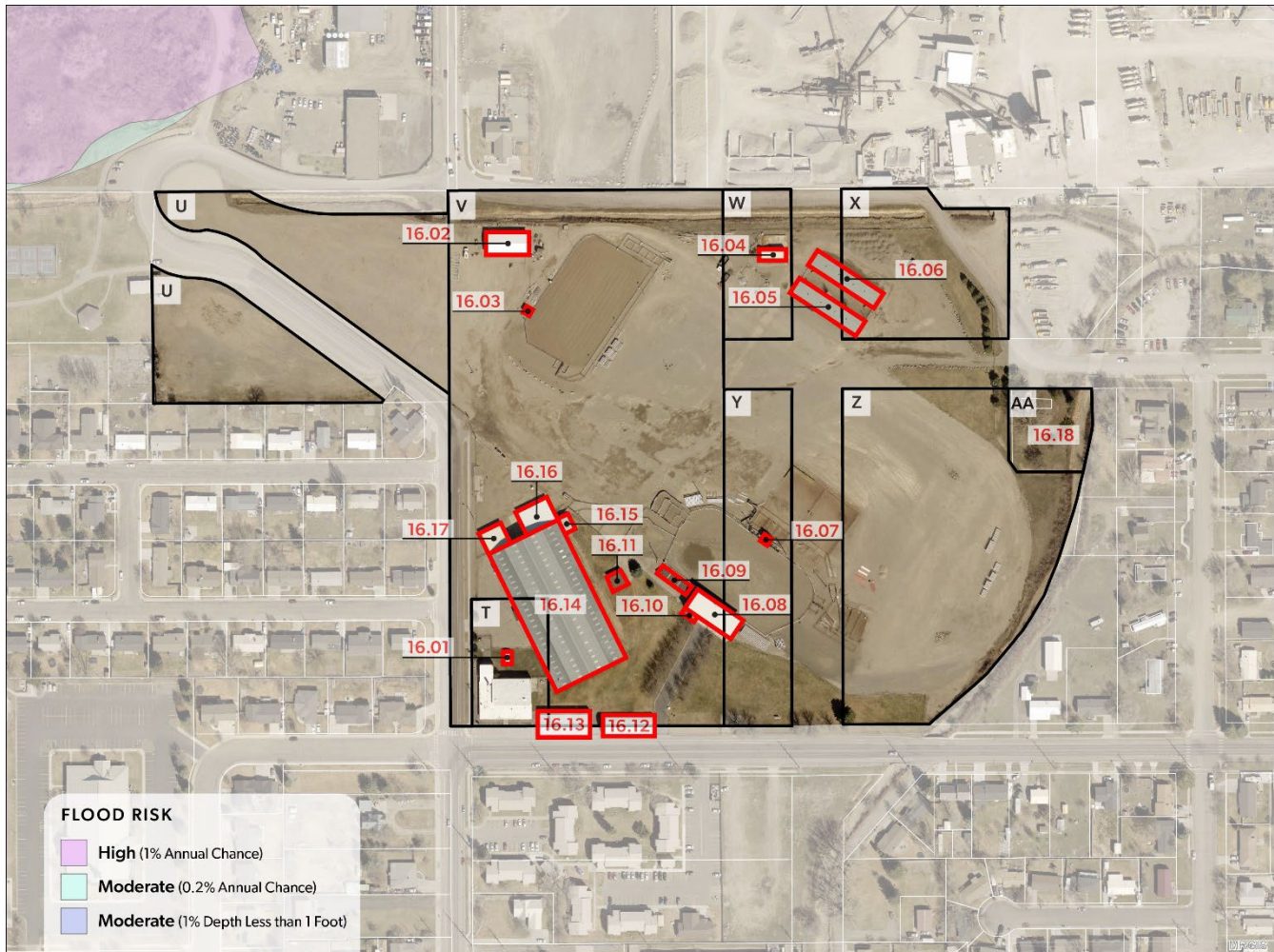
#	Building(s)	Address	Parcel(s)
15	Veterans Center	480 W 2nd N	RPR6N40E195401

16 County Fairgrounds

Number of Buildings: 17

Total Area: 28.14 Acres (not including ROW)

Number of Parcels: 8



Parcels	Area	Zoning	Flood Plain
T. RPR6N40E195401	0.867 Acres	Public Facilities Zone	No
U. RPR6N39E244800	3.953 Acres	Public Facilities Zone	No
V. RPR6N40E195400	12.222 Acres	Public Facilities Zone	No
W. RPR0B&B0026200	0.910 Acres	Public Facilities Zone	No
X. RPR0B&B0016200	2.104 Acres	Public Facilities Zone	No
Y. RPR0B&B0036200	2.035 Acres	Public Facilities Zone	No
Z. RPR0B&B0046200	5.447 Acres	Public Facilities Zone	No
AA. RPR0B&B0040030	0.602 Acres	Open Space Zone	No

#	Building(s)	Address	Parcel(s)
16.01	Veterans Bldg Picnic Shelter	480 W 2nd N	RPR6N40E195401
16.02	Maintenance Shop	325 N 5th W	RPR6N40E195400
16.03	Small Arena Announcer Booth	325 N 5th W	RPR6N40E195400
16.04	Wood Shavings Barn	460 W 2nd N	RPROB&B0026200
16.05	Horse Barn 2	440 W 3rd N	RPROB&B0016200
16.06	Horse Barn 1	450 W 3rd N	RPROB&B0016200
16.07	Out Arena Announcer Booth	460 W 2nd N	RPROB&B0036200
16.08	Out Arena Grandstand	460 W 2nd N	RPR6N40E195400, RPROB&B0036200
16.09	Outdoor Arena Bleachers	460 W 2nd N	RPR6N40E195400
16.10	Grandstand Restroom Add	460 W 2nd N	RPR6N40E195400
16.11	Madison Health Band Stage	460 W 2nd N	RPR6N40E195400
16.12	Bldg No. 1 (Quonset)	452 W 2nd N	RPR6N40E195400
16.13	Bldg No. 2 (Arts & Crafts)	460 W 2nd N	RPR6N40E195400
16.14	Indoor Arena	460 W 2nd N/250 N 5th W	RPR6N40E195400, RPR6N40E195401
16.15	Indoor Arena, Weigh-In Add	460 W 2nd N/250 N 5th W	RPR6N40E195400
16.16	Indoor Arena, Pig Barn Add	460 W 2nd N/250 N 5th W	RPR6N40E195400
16.17	Indoor Arena, Washroom Add	460 W 2nd N/250 N 5th W	RPR6N40E195400
16.18	Vacant Land (Demo'd House)	335 W 3rd N	RPROB&B0040030

17 Archer Pit

Number of Buildings: 1

Total Area: 60.284 Acres

Number of Parcels: 3



Parcels	Area	Zoning	Flood Plain
BB. RP05N40E322403	19.092 Acres	Transitional Agriculture	Yes
CC. RP05N40E322401	1.002 Acres	Transitional Agriculture	Yes
DD. RP05N40E320610	40.190 Acres	Agriculture	Yes

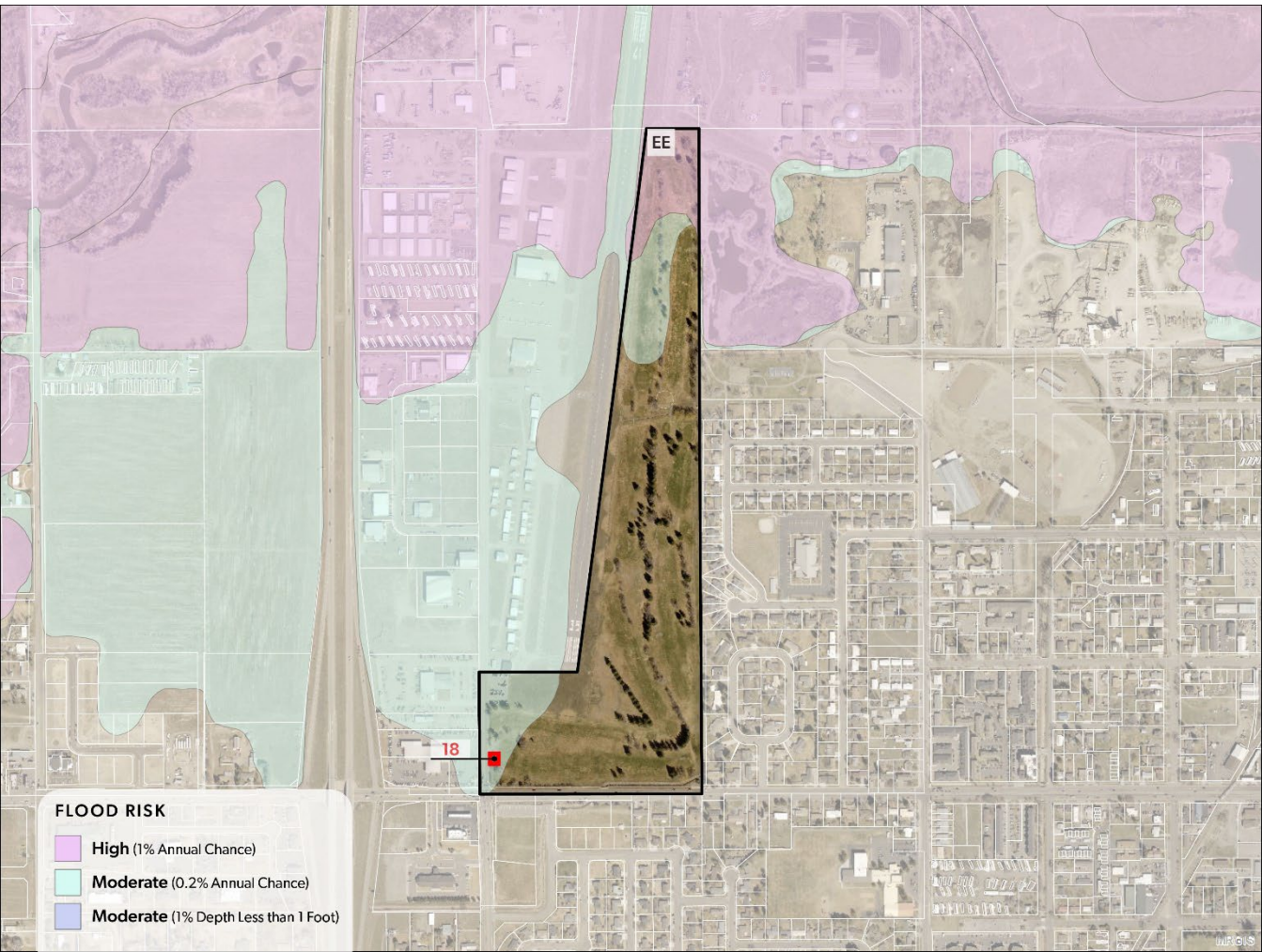
#	Building(s)	Address	Parcel(s)
17	Archer Pit	87 E 7000 S	RP05N40E322401

18 Rexburg Municipal Golf Course

Number of Buildings: 1

Total Area: 60.469 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
EE. RPRXBCA0247801	60.469 Acres	Public Facilities Zone	Yes

#	Building(s)	Address	Parcel(s)
18	Rexburg Municipal Golf Course	28 Airport Rd	RPRXBCA0247801

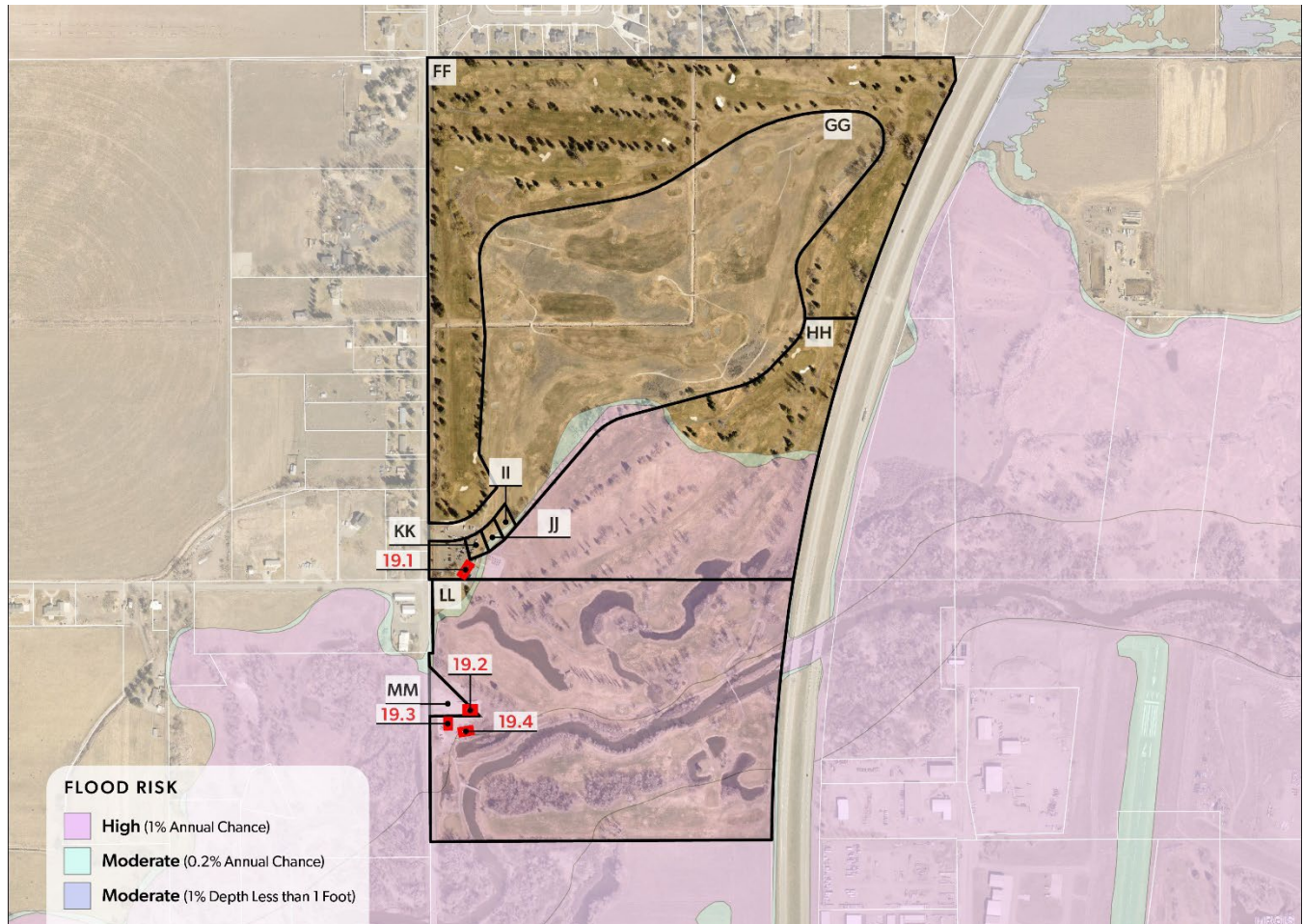
19 Teton Lakes Golf Course

Number of Buildings: 4

Total Area: 184.503 Acres

Number of Parcels: 8

(133.44 Acres County Owned)



Parcels	Area	Zoning	Flood Plain
FF. RPRXBCA0134802	49.222 Acres	Public Facilities Zone	No
GG. RPR6N40E134800 (owned by others)	50.349 Acres	Public Facilities Zone	Partial
HH. RPRXBCA0136000 (shared ownership)	31.556 Acres	Public Facilities Zone	Yes
II. RPRXBCA0134822 (shared ownership)	0.232 Acres	Public Facilities Zone	Partial
JJ. RPRXBCA0134840 (shared ownership)	0.237 Acres	Public Facilities Zone	Partial
KK. RPRXBCA0134831 (shared ownership)	0.245 Acres	Public Facilities Zone	Partial
LL. RPRXBCA0242404	51.948 Acres	Public Facilities Zone	Yes
MM. RPRXBCA0242406 (owned by others)	0.714 Acres	Public Facilities Zone	Yes

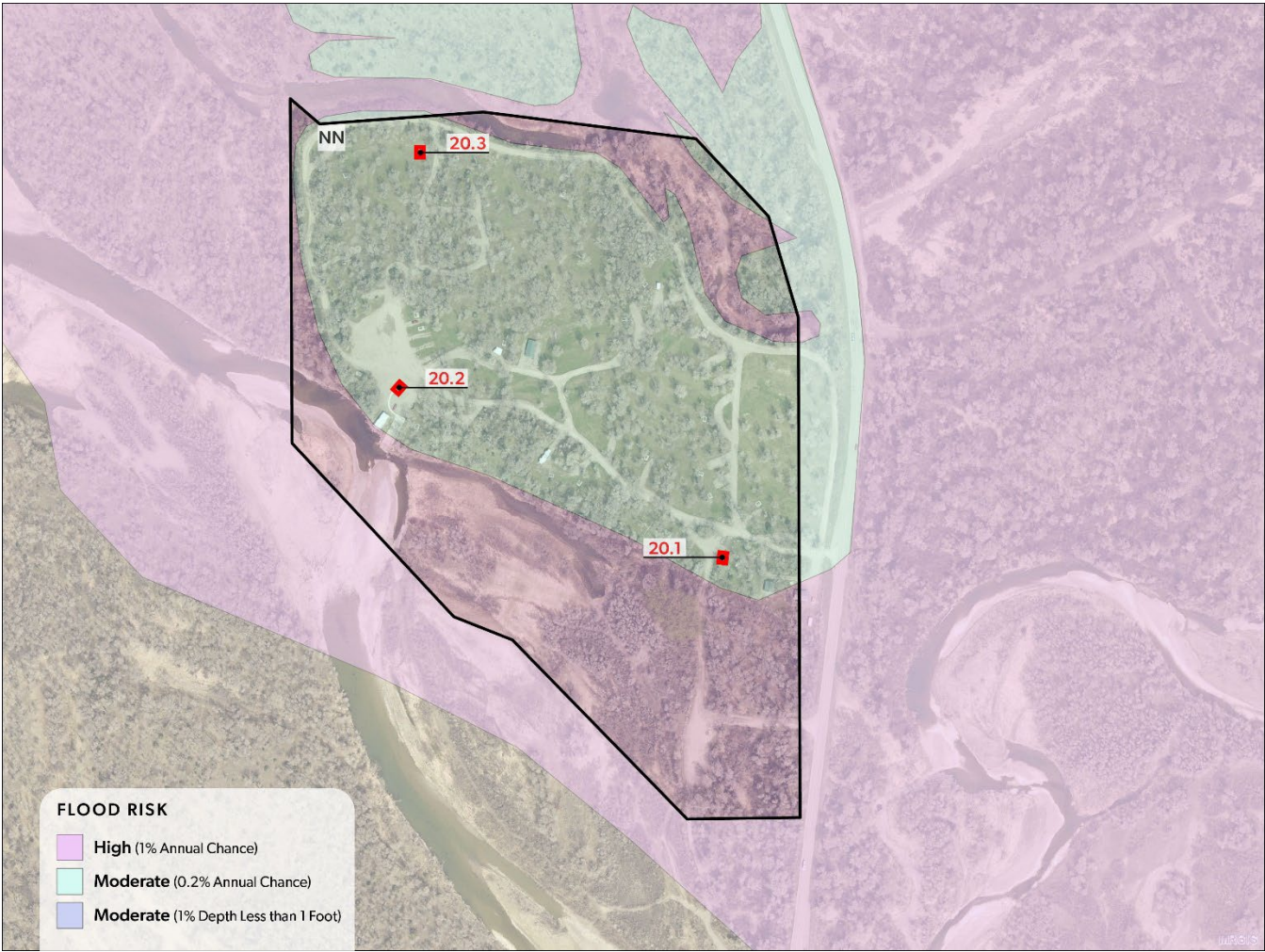
#	Building(s)	Address	Parcel(s)
19.1	Teton Lakes Golf Course Bldg 1	722 N 12th W	RPRXBCA0136000
19.2	Teton Lakes Golf Course Bldg 2	600 N 12th W	RPRXBCA0242406, RPRXBCA0242404
19.3	Teton Lakes Golf Course Bldg 3	600 N 12th W	RPRXBCA0242404
19.4	Teton Lakes Golf Course Bldg 4	600 N 12th W	RPRXBCA0242404

20 Twin Bridges Park

Number of Buildings: 3

Total Area: 35.178 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
NN.RP04N40E177632	35.178 Acres	Not Available	Yes

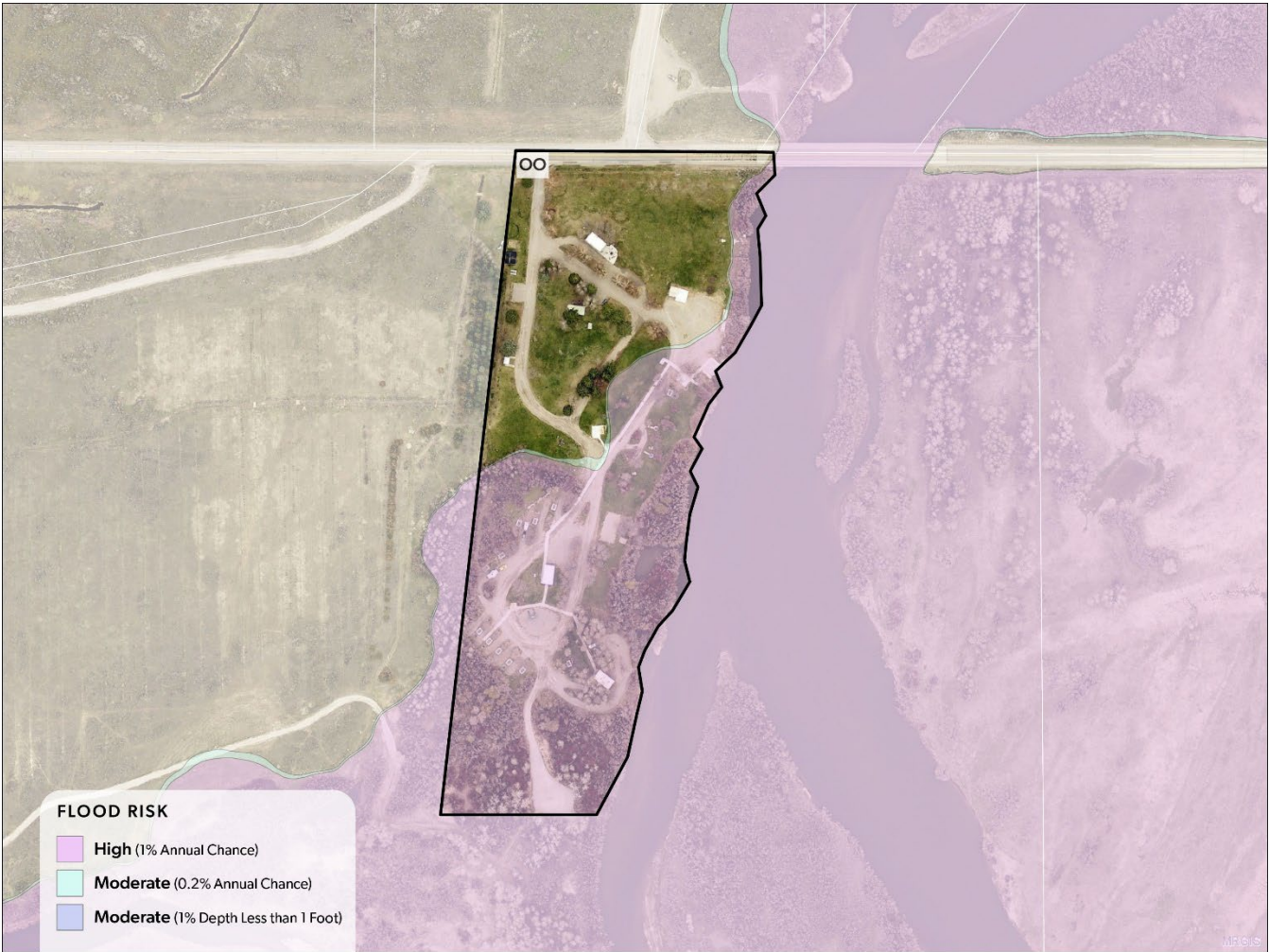
#	Building(s)	Address	Parcel(s)
20.1	Twin Bridges Park Restroom 1	10871 S 600 E	RP04N40E177632
20.2	Twin Bridges Park Restroom 2	10871 S 600 E	RP04N40E177632
20.3	Twin Bridges Park Restroom 3	10871 S 600 E	RP04N40E177632

21 Beaver Dick Park

Number of Buildings: 8

Total Area: 12.970 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
OO.RP06N39E301200	12.970 Acres	Bureau of Land Management	Yes

#	Building(s)	Address	Parcel(s)
21.1	Beaver Dick Restroom Number 2	6427 W Hwy 33	RP06N39E301200
21.2	Beaver Dick Restroom Number 4	6427 W Hwy 33	RP06N39E301200
21.3	Beaver Dick Restroom Number 3	6427 W Hwy 33	RP06N39E301200
21.4	Beaver Dick Shelter Number 1	6427 W Hwy 33	RP06N39E301200
21.5	Beaver Dick Shelter Number 2	6427 W Hwy 33	RP06N39E301200
21.6	Beaver Dick Shelter Number 3	6427 W Hwy 33	RP06N39E301200
21.7	Beaver Dick Shelter Number 4	6427 W Hwy 33	RP06N39E301200
21.8	Beaver Dick Storage Building	6427 W Hwy 33	RP06N39E301200

22 Sugar City Sub-Station

Number of Buildings: 1

Total Area: 2.942 Acres

Number of Parcels: 3



Parcels	Area	Zoning	Flood Plain
PP. RPSSUGBP110010	1.152 Acres	Sugar City Zoning	Yes
QQ. RPSSUGBP110020	0.895 Acres	Sugar City Zoning	Yes
RR. RPSSUGBP110030	0.895 Acres	Sugar City Zoning	Yes

#	Building(s)	Address	Parcel(s)
22	Sugar City Substation	240 Sugar Ave	RPSSUGBP110010, RPSSUGBP110020

23 Teton Pit

Number of Buildings: 0

Total Area: 112.902 Acres (0 Acres County Owned)

Number of Parcels: 3



Parcels	Area	Zoning	Flood Plain
SS. RP07N40E354204 (owned by others)	56.004 Acres	Agriculture	Yes
TT. RP07N40E354491 (owned by others)	54.154 Acres	Agriculture	Yes
UU. RP07N40E354500 (owned by others)	2.744 Acres	Agriculture	Yes

#	Building(s)	Address	Parcel(s)
NA			

24 US 20 Pit

Number of Buildings: 0

Total Area: 34.746 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
VV. RP05N39E111588	34.746 Acres	Transitional Agriculture	No

#	Building(s)	Address	Parcel(s)
NA			

25 Warming Hut

Number of Buildings: 1

Total Area: 474.827 Acres

Number of Parcels: 1 (owned by others)



Parcels	Area	Zoning	Flood Plain
WW. RP04N41E02ST00	474.827 Acres	Idaho Department of Lands	No

#	Building(s)	Address	Parcel(s)
25.	Warming Hut	43°41'55.3"N, 111°36'09.7"W (Browns Rd)	RP04N41E02ST00

26 Groomer Building

Number of Buildings: 1

Total Area: 1.031 Acres

Number of Parcels: 1 (owned by others)



Parcels	Area	Zoning	Flood Plain
XX. RP05N40E252404	1.031 Acres	Agriculture	No

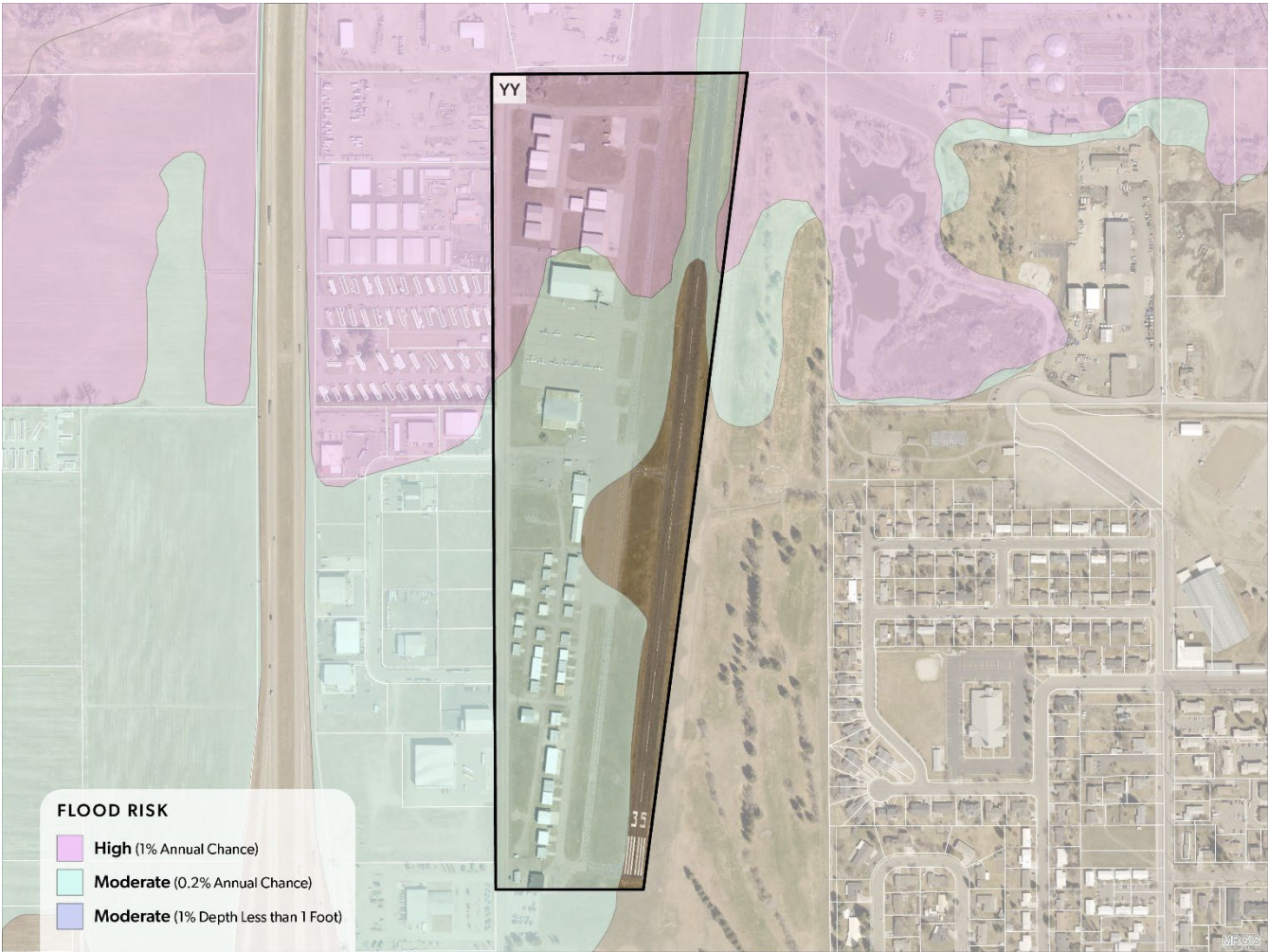
#	Building(s)	Address	Parcel(s)
26.	Groomer Building	6080 South 4100 East	RP05N40E252404

27 Airport (existing)

Number of Buildings: 46

Total Area: 59.158 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
YY. RPRXBCA0241201	59.158 Acres	Public Facilities Zone	Yes

#	Building(s)	Address	Parcel(s)
Catalogue Only			

28 Airport (future)

Number of Buildings: 0

Total Area: 603.011 Acres

Number of Parcels: 1



Parcels	Area	Zoning	Flood Plain
ZZ. RP06N38E240001	603.011 Acres	Bureau of Land Management	No

#	Building(s)	Address	Parcel(s)
NA			

29 Fairgrounds (new)

Number of Buildings: 3

Total Area: 79.347 Acres

Number of Parcels: 2



Parcels	Area	Zoning	Flood Plain
AAA. RP05N39E113605	78.018 Acres	Commercial	Partial
BBB. RP05N39E115400	1.329 Acres	Commercial	No

#	Building(s)	Address	Parcel(s)
Catalogue Only			

8.2 FACILITIES SUMMARY AND CONDITION REPORT



Madison County Facilities Summary and Condition Assessment



PREPARED FOR MADISON COUNTY
MAY 1, 2024, REVISED 10.1.24



CLEARWATER
— FINANCIAL —

GGLO

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4 5 Criminal Justice (a.k.a. West Jail, Sheriff's Office) 145 E Main St Rexburg, ID 83440	12
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Overview

The project team conducted departmental interviews and met with facilities staff during site visits over two days in November of 2023. The information gathered during the interviews, visual inspection of the facilities, and review of documentation provided by the County have been aggregated into this report. Several County owned properties were catalogued but did not have an in-depth analysis completed on the buildings. [These are recorded in the *Land and Facilities Report*.](#) The Fairgrounds were also analyzed in a separate project.

Ratings

Each building system has been rated according to the following:

SYSTEM RATINGS	
5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Finishes

In general, finishes refer to the treatment of any horizontal and vertical surfaces. This can include lighting styles, color schemes, flooring type, wall, and ceiling surfaces (such as paint, wallpaper, paneling, texture, ceiling tile, etc.), and any other decorative architectural elements. A standard finish is characterized by a uniformly good appearance and industry best practice. In contrast, outdated finishes

are characterized by design trends or styles that are in poor condition, obsolete, and/or no longer preferred.

Assumptions

Costs

We recommend adding 10-30% to all costs to allow for additional costs such as contingency, fees, testing, etc. All costs are based on market values as of the date of this document and subject to annual escalation factors thereafter.

Remodel Costs

Unless noted otherwise, costs for renovations are based on the building type as follows:

- \$150-250/SF for office buildings
- \$150/SF for industrial and/or utility buildings

New/Addition Costs

Costs for new construction is based on the building type as follows:

- \$350-450/SF for specialty buildings (e.g., courthouse)
- \$250-350/SF for general office buildings

Demolition Costs

The County may elect to self-perform demolition. As such, costs have not been provided as part of this report.

Departmental Spaces

Each facility lists the departments that predominately occupy/utilize the spaces within each building.

1 Administration Annex 134 E Main St | Rexburg, ID 83440



Departments:
Multiple: Clerk (HR, Payroll, Records, Marriage Licens Passports), County Assistance, Elections, Treasurer, Building Department, Planning & Zoning, IT, Assessor Appraiser, Extension Office, Commissioners

Parcel ID RPRRXB10370130
Construction Type Masonry
Occupancy Class B
Year Built 1950
Area 20,344 SF
Floor(s) 2 + Basement

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Facade						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

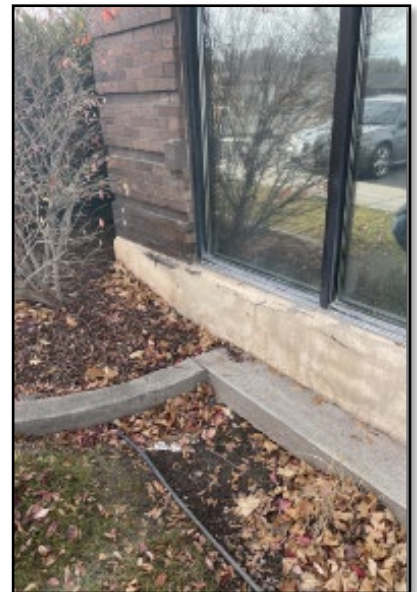
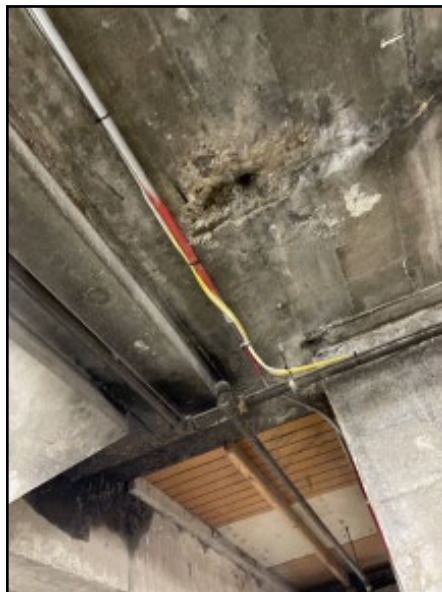
Built in 1950, this 20,344 SF masonry building is occupied by the Clerk (including HR, Payroll, Records, Marriage Licenses, Passports), County Assistance, Elections, Treasurer, Building Department, Planning & Zoning, IT, Assessor, Appraiser, Extension Office, and Commissioners.

Overall, the building is in fair condition.

NOTES

- drainage repair needed to prevent water penetration in the basement
- galvanized plumbing
- elevator modernization needed to limit service interruptions
- inadequate ADA drinking fountains
- bathrooms are at capacity
- major building systems (e.g., HVAC) needing upgrade to mitigate hot/cold zones
- at system capacity (e.g., electrical) and needing repair
- electrical boxes on finished floor prevent space flexibility

PHOTOS



2 Courthouse 159 E Main St | Rexburg, ID 83440



Department(s)	Courts, Clerk
Parcel ID	RPRRXB10344780
Construction Type	Masonry
Occupancy Class	A-3
Year Built	1920
Area	28,159 SF
Floor(s)	2 + Basement

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement (+ crawl space)						
Structure (settling)						
Roof (replaced 1996, leaks)						
Exterior Facade						
Exterior Windows (inoperable)						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (cracks)						
Interior Floors (cracks)						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility (thresholds)						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators (sticks)						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems (basement only)						
Electrical						
Generators (gas)						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

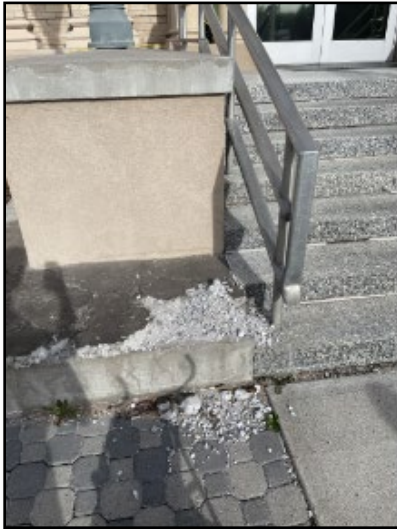
SUMMARY

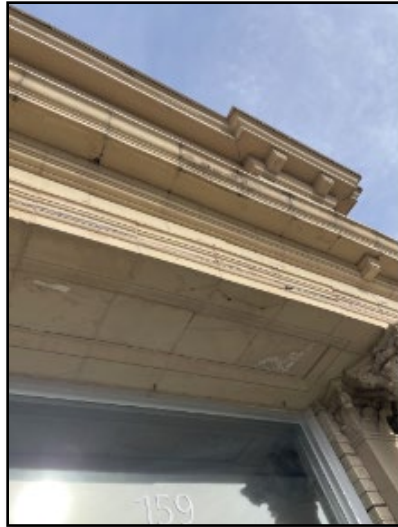
Built in 1920, this 28,159 SF masonry building is occupied by the County Courts and Clerks offices. Overall, the building is in fair condition with the following observations:

NOTES

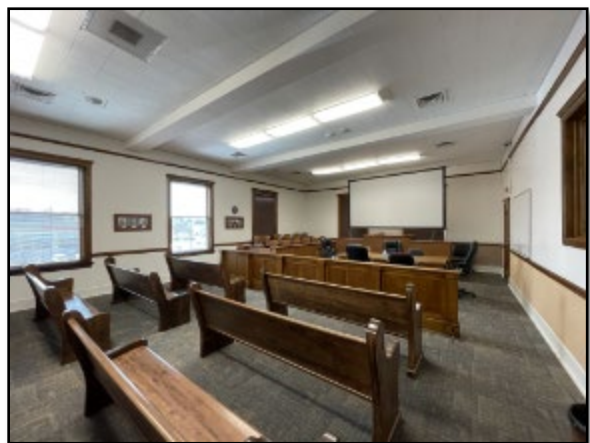
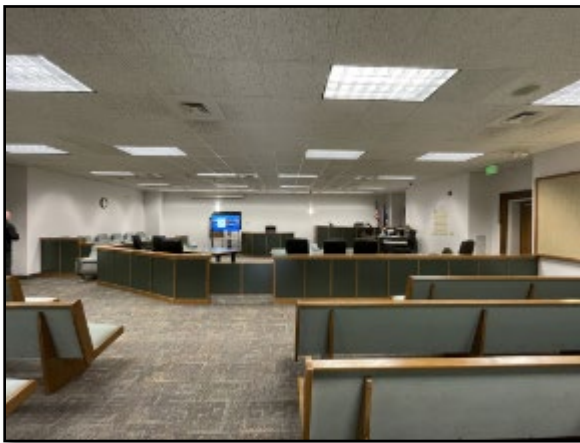
- some structural/foundation issues with settlement over time
- major building systems (e.g., roof) need replacement
- evidence of water intrusion at front feature window on lobby stair
- electrical panel has been replaced
- evidence of knob-and tube wiring (electrical)
- needs building commissioning to address mechanical/ventilation issues
- inadequate ADA access at door thresholds
- recommend asbestos testing
- listed on the National Historic Registry
- court rooms need upgrades to digital equipment
- window with Madison County seal is cracked
- chimney should be reinforced for a seismic event

PHOTOS: Outside of building





PHOTOS: Inside building



3 East Jail (a.k.a. former Women's Detention) 15 N 2nd E | Rexburg, ID 83440



Department(s)	Sheriff: Detention
Parcel ID	RPRRXB10344780
Construction Type	Masonry
Occupancy Class	I-3
Year Built	1930
Area	5,238 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Façade (brick)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility (no entry ramp)						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

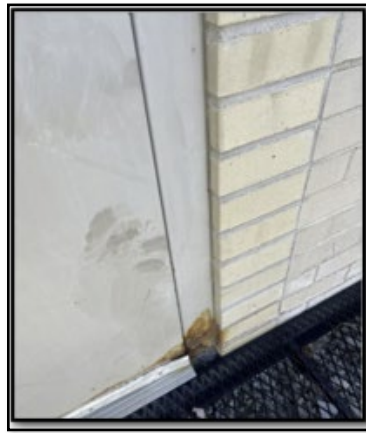
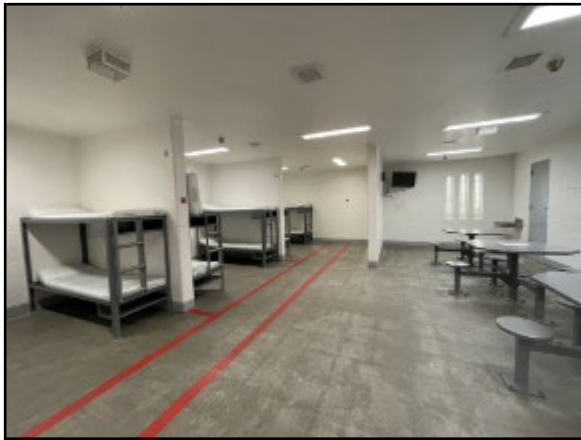
Built in 1930, this 5,238 SF masonry building has been used as a juvenile detention center and later remodeled and occupied by the Sheriff's department as a detention facility for women. During COVID, and due to staffing resources, the women were moved to the West Jail where they currently reside. The County plans to reopen the detention center for women in the future. The timing for this change depends on funding for needed upgrades and staffing resources.

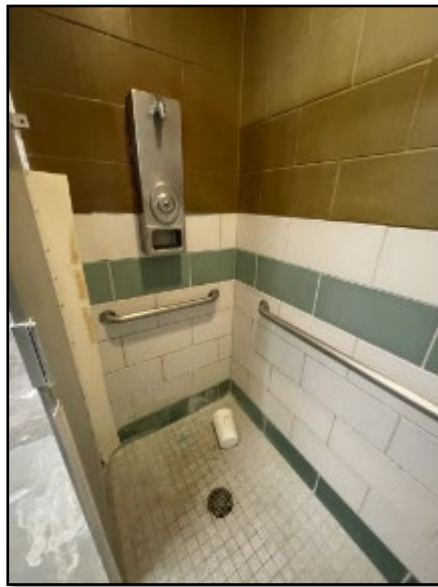
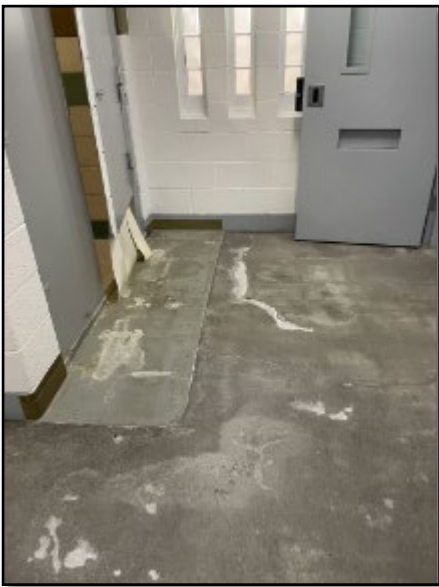
Overall, the building is in fair to good condition with the following observations:

NOTES

- unoccupied
- no ADA access at main entrance
- exterior door frames are rusting out
- two of five rooftop heating units need replacement
- Air system for doors needs repaired to insure secure locking
- Control panel upgrades and or replacement reported as a need by staff

PHOTOS





4 | 5 Criminal Justice (a.k.a. West Jail, Sheriff's Office) 145 E Main St | Rexburg, ID

83440



Department(s)	Sheriff: Detention and Offices, Homeland Security
Parcel ID	RPRRXB10344780 RPRRXB10342991
Construction Type	Masonry
Occupancy Class	I-3, B
Year Built	1997
Area	29,759 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage (vans only, no busses)						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Façade (CMU/stucco)						
Exterior Windows						
Exterior Doors (need paint)						
Exterior Lighting						
Interior Finishes						
Interior Walls (CMU)						
Interior Floors (need repair, conc.)						
Interior Ceilings						
Interior Doors/Windows (pneumatic)						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility						
Kitchen						
Other Specialty Areas						
Stairs/Ramps/Railings (need paint)						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing (sewer replaced; obsolete fixtures)						
HVAC (gas)						
Fire Protection Systems						
Electrical						
Generators (gas)						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

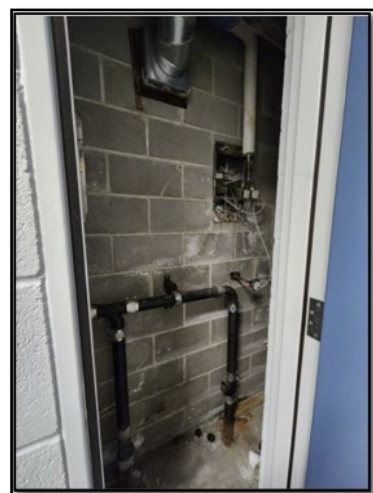
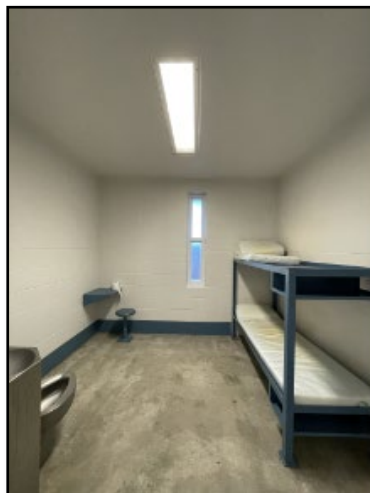
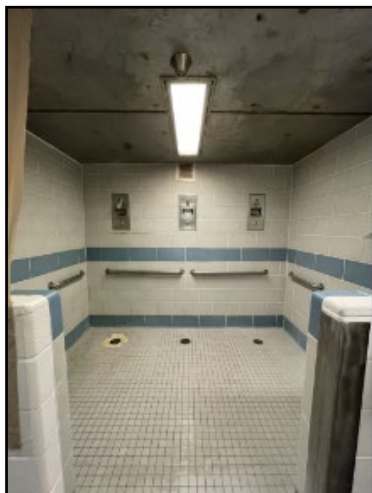
SUMMARY

Built in 1997, this 29,759 SF masonry building is occupied by the Sheriff department and used as the County detention facility, Sheriff main offices, and Homeland Security. At the time of this report, 911 Dispatch was preparing to move to their new leased location within the County Courthouse Complex. Overall, the building is in fair condition with the following observations:
Remodel costs range from \$4.5M to \$7.5M.

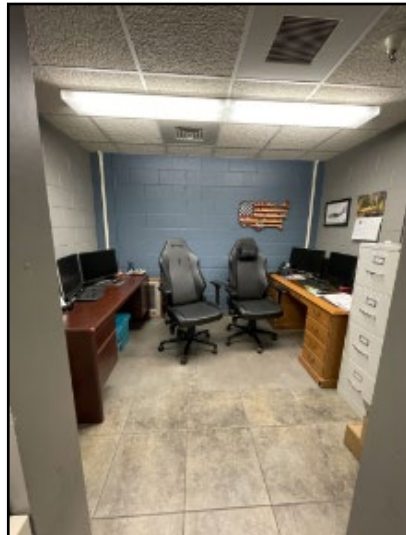
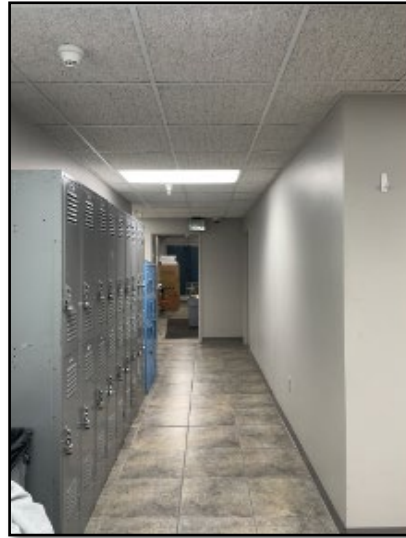
NOTES

- major building systems (e.g., MEP, boiler, HVAC, plumbing, electrical, roof) nearing the end of life
- inadequate ADA access throughout
- spaces do not function as needed/intended
- spaces do not meet industry best practices
- men and women inmates occupy the building concurrently with insufficient separation by sight and sound, per regulations

PHOTOS: Detention Center



PHOTOS: Administration Offices and Shared Spaces



6 Prosecuting Attorney and Adult Probation 153 E Main St | Rexburg, ID 83440



Department(s)	Prosecuting Attorney, Adult Probation
Parcel ID	RPRRXB10344780
Construction Type	Masonry
Occupancy Class	B
Year Built	1997
Area	8,745 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Façade (CMU and stucco)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (CMU)						
Interior Floors (tile, carpet)						
Interior Ceilings (suspended ceiling)						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers (not ADA)						
Drinking Fountains						
ADA Accessibility (27" door width)						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems (cameras)						
Alarm Systems						
Plumbing						
HVAC (too cold)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in 1997, this 8,745 SF masonry building is occupied by Prosecuting Attorney and Adult Probation. Overall, the building is in fair condition with the following observations:
Remodel costs range from \$1.3M to \$2.2M.

NOTES

- inadequate ADA access throughout; 27" wide doorways
- spaces do not function as needed/intended
- spaces do not meet industry best practices
- Prosecutor's Office has HVAC controls for entire building, causing uneven heat distribution (Adult Probation is cold in winter and uses space heaters)

PHOTOS: Prosecuting Attorney



PHOTOS: Adult Probation



7 911 Dispatch 129 E Main St | Rexburg, ID 83440

911 Dispatch:

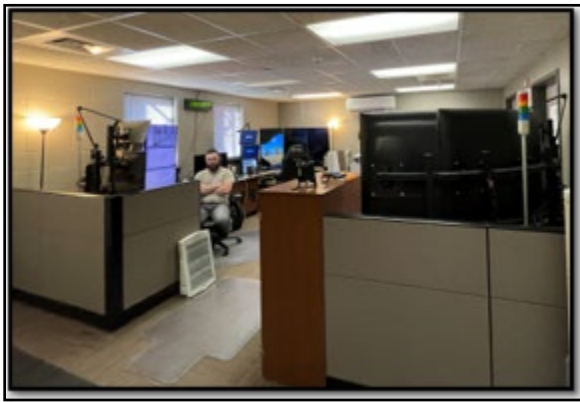
Catalogue Only, Leased.

Recommend permanent location be a County owned facility

SUMMARY

During the time of our site visit, this leased space was under construction to accommodate 911 Dispatch.

PHOTOS: Previous location within the Justice Building



PHOTOS: New leased location 911 Dispatch



8 Juvenile Probation 135 E Main St | Rexburg, ID 83440



Department(s)	Juvenile Probation
Parcel ID	RPRRXB10344690
Construction Type	Masonry
Occupancy Class	B
Year Built	1976
Area	2,000 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof (leaks)						
Exterior Façade (CMU and stucco)						
Exterior Windows (new)						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms (only 1, not ADA)						
Drinking Fountains						
ADA Accessibility (knob door hardware)						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC (2 gas furnaces)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

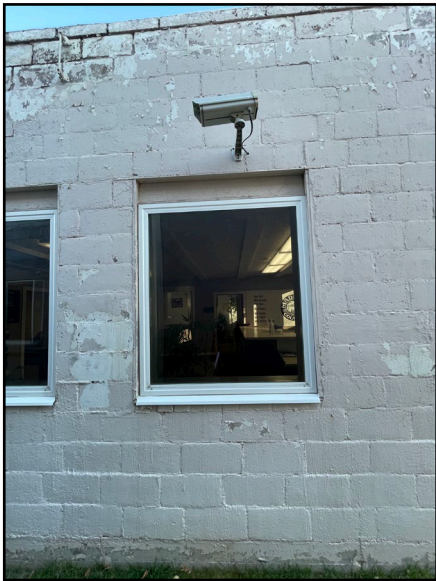
SUMMARY

Built in 1976, this 2,000 SF masonry building is occupied by Juvenile Probation. Overall, the building is in fair condition with the following observations:

NOTES

- major building systems (e.g., MEP, boiler, HVAC, plumbing, electrical) nearing the end of life
- inadequate ADA access
- roof leaks in lobby, signs of water damage at parapet

PHOTOS



9 DMV: Catalogued Only – in leased building

10 Drug Court Transition House 163 E 1st N | Rexburg, ID 83440



Department(s)	Drug Court
Parcel ID	RPRRXB10214850
Construction Type	Wood Frame and Masonry
Occupancy Class	R-1
Year Built	1976
Area	1,378 SF
Floor(s)	1 + Basement

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (1 car, ramp occupies remainder)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement (concrete; mold)						
Structure (abandoned fireplace repair and reinforcement)						
Roof (metal, new; fascia repair)						
Exterior Façade (brick)						
Exterior Windows (vinyl, Newer)						
Exterior Doors						
Exterior Lighting						
Interior Finishes (outdated)						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows (some removed)						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Showers						
Drinking Fountains						
ADA Accessibility (not fully accessible)						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings (steep; settlement at entry)						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing (water heater 2022; shower drain leak)						
HVAC (heat only, furnace < 10 years old)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

NOTES

- some structural/foundation issues at abandoned fireplace; not tied back to the building;
recommend removal of abandoned fireplace
- steep stairs to basement and settlement at exterior entry to basement poses a significant safety concern
- **water softener failure caused electrical corrosion and poses a significant safety concern**
- no air conditioner
- **signs of mold in basement; recommend remediation**
- inadequate ADA access throughout: there is an ADA restroom and ramp for upper portion only
- Men and women are separated by floor with no accessibility to the basement (men)
- outdated finishes
- spaces do not meet industry best practices for transition house

PHOTOS



11 Ferguson Center Rexburg, ID 83440



Department(s)	County
Parcel ID	NA
Construction Type	Wood Frame and Masonry
Occupancy Class	R-1
Year Built	1957
Area	2,943 SF
Floor(s)	1 + Basement

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (inadequate number)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (wood)						
Roof (asphalt)						
Exterior Façade (brick)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility						
Kitchen						
Other Specialty Areas (laundry)						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC (no central air)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

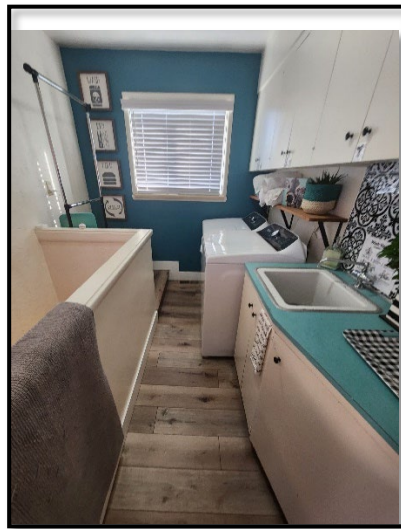
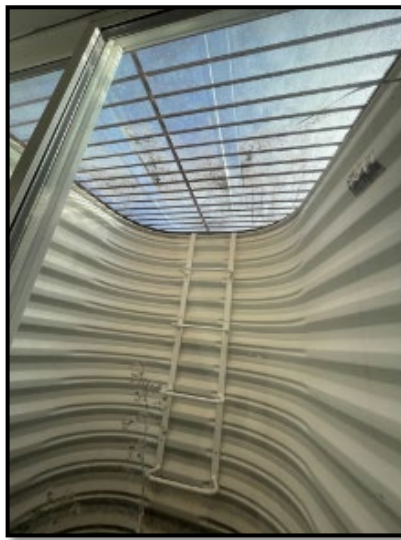
SUMMARY

Built in 1957, this 2,943 SF wood frame and masonry building is used as a residential building. Overall, the building is in fair condition with the following observations:

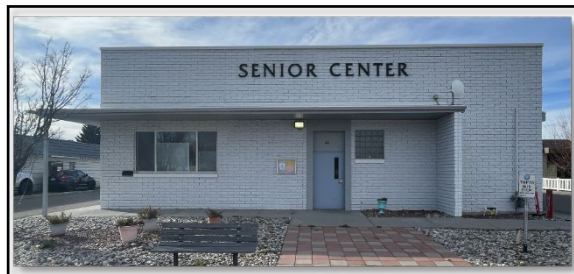
NOTES

- some minor repairs noted
- major building systems (e.g., HVAC) need replacement
- **lack of egress windows in the basement poses a significant safety concern**
- spaces do not meet industry best practices
- no ADA access throughout (not set up for guests with physical disabilities)
- **lack of space at stair landing poses a significant safety concern**
- not set up for men and women to occupy the building concurrently

PHOTOS



12 Senior Citizen Center 40 S 2nd W | Rexburg, ID 83440



Department(s)	Senior Citizens
Parcel ID	RPRRXB10411930
Construction Type	Masonry
Occupancy Class	B
Year Built	1976
Area	7,395 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Facade						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility						
Kitchen (commercial)						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

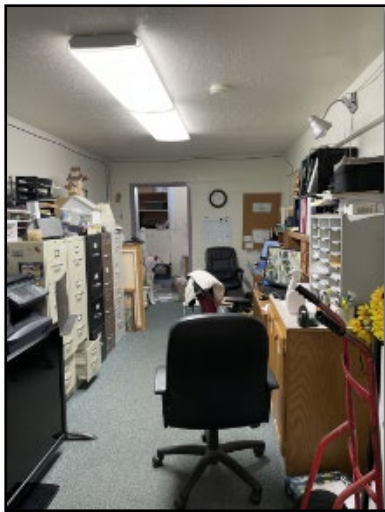
SUMMARY

Built in 1976, this 7,395 SF masonry building is occupied by Senior Citizens. Overall, the building is in fair condition with the following observations:

NOTES

- major building systems (e.g., plumbing) repair
- floor slopes away from the drain in the kitchen, causing water damage
- ceiling fans do not work
- spaces do not function as needed/intended
- spaces do not meet industry best practices
- recommend asbestos testing
- mold is accumulating on swamp cooler vent

PHOTOS



13.1 Solid Waste: Transfer Station and Office 530 Airport Rd | Rexburg, ID 83440



Department(s)	Solid Waste
Parcel ID	RPRXBCA0240020
Construction Type	VB
Occupancy Class	S-1, B
Year Built	~1994
Area	10,800 SF
Floor(s)	1 + Loading Pit

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework (slope/water run-off exacerbates leachate management)						
Foundation						
Basement						
Structure						
Roof (metal)						
Exterior Façade (metal)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Showers						
Drinking Fountains						
ADA Accessibility (knob door hardware, 41.5" hallway)						
Kitchen/Break Room (refrigerator in shower)						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service (propane)						
Other Building Systems and Equipment (loader, a.k.a. "Grizzley")						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in approximately 1994, this 10,800 SF metal building is occupied by Solid Waste. Overall, the building is in fair condition with the following observations:

NOTES

- groundwater run-off inadequate
- major/minor building systems (e.g., MEP, boiler, HVAC, plumbing, electrical, roof) repair
- inadequate ADA access throughout
- spaces do not meet industry best practices (leachate management; separate men's and women's showers)

PHOTOS



13.2 Solid Waste: Scale House 530 Airport Rd | Rexburg, ID 83440



Department(s)	Solid Waste
Parcel ID	RPRXBCA0240020
Construction Type	IIB
Occupancy Class	U, B
Year Built	2022
Area	3,000 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage (metal structure)	5					
Parking Lots (shared)			3			
Walkways			3			
Landscaping/Sitework					1	
Foundation	5					
Basement						0
Structure	5					
Roof (metal)	5					
Exterior Façade (vinyl siding)	5					
Exterior Windows	5					
Exterior Doors	5					
Exterior Lighting	5					
Interior Finishes	5					
Interior Walls	5					
Interior Floors	5					
Interior Ceilings	5					
Interior Doors/Windows	5					

Item	5	4	3	2	1	0
Interior Lighting	5					
Bathrooms/showers	5					
Drinking Fountains (water cooler)			3			
ADA Accessibility	5					
Break Room	5					
Other Specialty Areas						0
Stairs/Ramps/Railings	5					
Elevators						0
Communication Systems						0
Alarm Systems (cameras)	5					
Plumbing	5					
HVAC	5					
Fire Protection Systems						0
Electrical	5					
Generators						0
Fuel Storage/Service						0
Other Building Systems and Equipment (Scale)	5					

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in 2022, this 3,000 SF metal building is occupied by Solid Waste.
Overall, the building is in excellent condition with no significant repairs noted.
A remodel is not necessary at this time.

NOTES: no significant repairs needed.

13.3 Solid Waste: Shop 530 Airport Rd | Rexburg, ID 83440



Department(s)	Solid Waste
Parcel ID	RPRXBCA0240020
Construction Type	VB
Occupancy Class	S-1
Year Built	2013
Area	4,928 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage		4				
Parking Lots (shared)				3		
Walkways				3		
Landscaping/Sitework					2	
Foundation		4				
Basement						0
Structure		4				
Roof (metal)		4				
Exterior Façade (metal)		4				
Exterior Windows		4				
Exterior Doors		4				
Exterior Lighting (insufficient)				3		
Interior Finishes		4				
Interior Walls (OSB)		4				
Interior Floors		4				
Interior Ceilings (OSB)		4				
Interior Doors/Windows		4				

Item	5	4	3	2	1	0
Interior Lighting		4				
Bathrooms/Shower		4				
Drinking Fountains						0
ADA Accessibility				3		
Break Room		4				
Other Specialty Areas						0
Stairs/Ramps/Railings		4				
Elevators						0
Communication Systems						0
Alarm Systems (cameras)		4				
Plumbing		4				
HVAC (gas heat and main fan, no cooling)		4				
Fire Protection Systems						0
Electrical		4				
Generators						0
Fuel Storage/Service						0
Other Building Systems and Equipment (air compressor)		4				

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

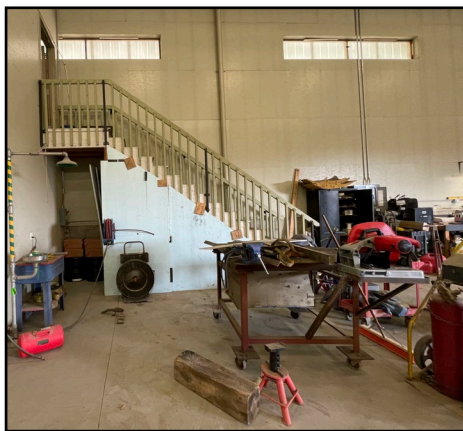
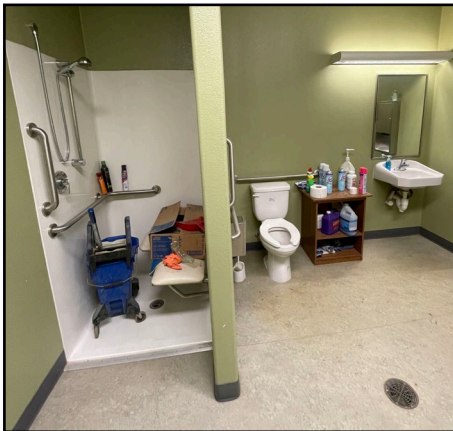
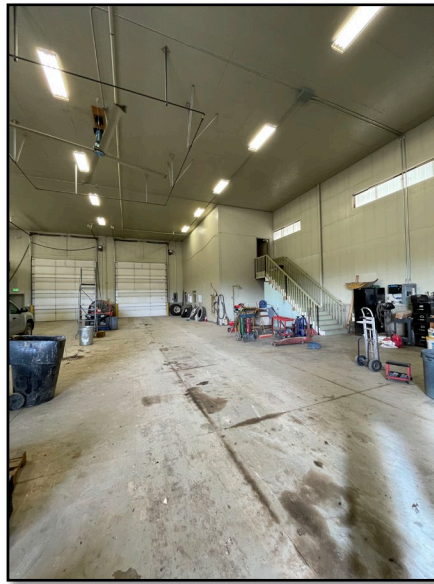
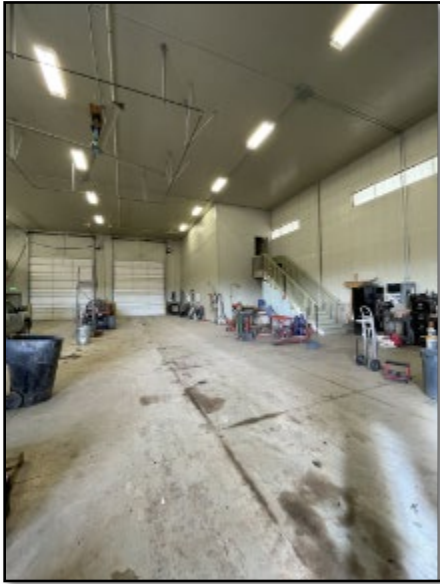
Built in 2013, this 4,928 SF building is occupied by Solid Waste.

Overall, the building is in good condition with the following observations:

NOTES

- inadequate mechanical/ventilation
- inadequate ADA access for upstairs office

PHOTOS



13.4 Public Works 610 Airport Rd | Rexburg, ID 83440



Department(s)	Facilities, Weed Control, Mosquito Abatement
Parcel ID	RPRXBCA0240020
Construction Type	VB or IIB
Occupancy Class	U, B
Year Built	2009
Area	4,800 SF
Floor(s)	1 + Mezzanine

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage		4				
Parking Lots				3		
Walkways				3		
Landscaping/Sitework (ponding)					1	
Foundation		4				
Basement						0
Structure		4				
Roof		4				
Exterior Facade		4				
Exterior Windows		4				
Exterior Doors		4				
Exterior Lighting		4				
Interior Finishes		4				
Interior Walls		4				
Interior Floors		4				
Interior Ceilings		4				
Interior Doors/Windows		4				

Item	5	4	3	2	1	0
Interior Lighting		4				
Bathrooms/Shower		4				
Drinking Fountains						0
ADA Accessibility			3			
Break Room		4				
Other Specialty Areas						0
Stairs/Ramps/Railings						0
Elevators						0
Communication Systems						0
Alarm Systems						0
Plumbing		4				
HVAC		4				
Fire Protection Systems						0
Electrical		4				
Generators						0
Fuel Storage/Service						0
Other Building Systems and Equipment						0

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

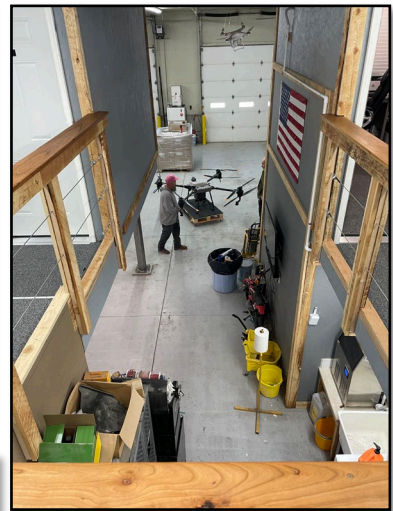
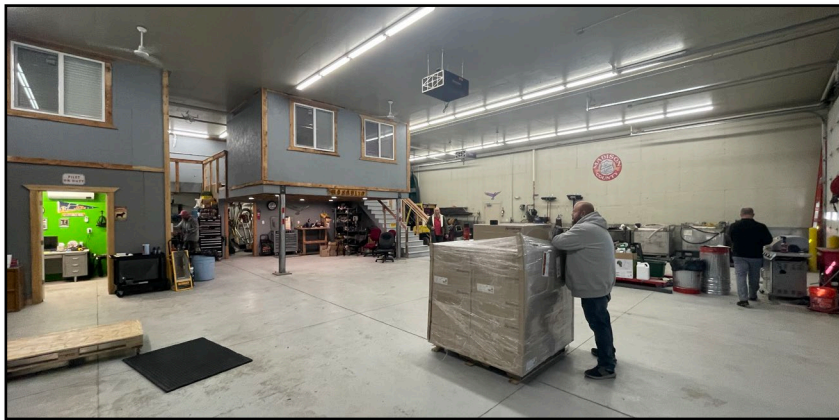
SUMMARY

Built in 2009, this 4,800 SF building is occupied by Facilities, Weed Control and Mosquito Abatement. Overall, the building is in good condition with no significant repairs noted. A remodel is not necessary at this time.

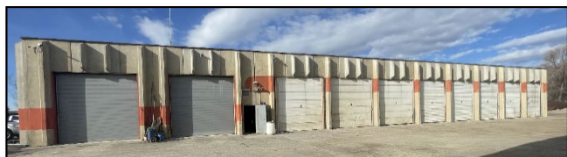
NOTES:

- no significant repairs noted
- inadequate ADA for mezzanine access

PHOTOS



14.1 Roads and Bridge: Office + Main Shop 529 Airport Rd | Rexburg, ID 83440



Department(s)	Roads and Bridges
Parcel ID	RPRXBCA0242412
Construction Type	IIB
Occupancy Class	S-1, B
Year Built	UNKN
Area	13,710 SF
Floor(s)	1 + Mezzanine

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (concrete prone to freeze/thaw)						
Roof (replaced ~2000)						
Exterior Facade						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (CMU)						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower (not ADA)						
Drinking Fountains						
ADA Accessibility (knob door hardware)						
Kitchen/Break Room (stove)						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing (rusting, freeze/thaw prone)						
HVAC						
Fire Protection Systems						
Electrical						
Generators (gas)						
Fuel Storage/Service (gas pumps and storage tanks onsite)						
Other Building Systems and Equipment (air compressor, main gate)						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

This 13,710 SF concrete building is occupied by Roads and Bridges.

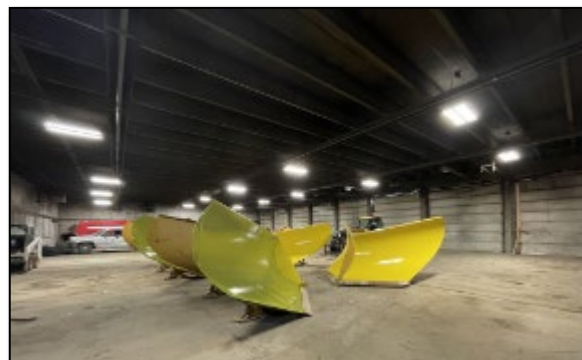
Overall, the building is in poor condition with the following observations:

This building should be replaced as soon as possible as it poses a significant safety concern and does not meet best practices.

NOTES

- parcel floods
- **major structural issues**
- **poses a significant safety concern**
- major building systems (e.g., MEP, boiler, HVAC, plumbing, electrical, roof) nearing the end of life, repair, and/or replacement
- inadequate mechanical/ventilation
- inadequate ADA access throughout and to upstairs training room and shop areas
- outdated finishes
- spaces do not function as needed
- overhead doors (OHD), trench drain does not support the heavy trucks, poor lighting)
- **Recommend replacing building**

PHOTOS



14.2 Roads and Bridge: Welding Shop (a.k.a. Archer Shop, Old Hanger, or Cold Storage) 529 Airport Rd | Rexburg, ID 83440



Department(s)	Roads and Bridges
Parcel ID	RPRXBCA0242412
Construction Type	Masonry
Occupancy Class	S-1
Year Built	1970s
Area	7,410 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (hollow grout CMU and wood)						
Roof (leaks)						
Exterior Façade (metal and CMU)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (hollow grout CMU)						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility (knob door hardware, thresholds)						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC (radiant heat melts surrounding materials)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in the 1970s, this 7,419 SF masonry building is occupied by Roads and Bridges.

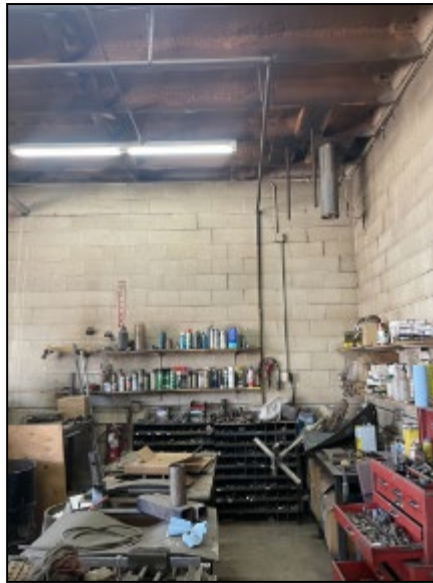
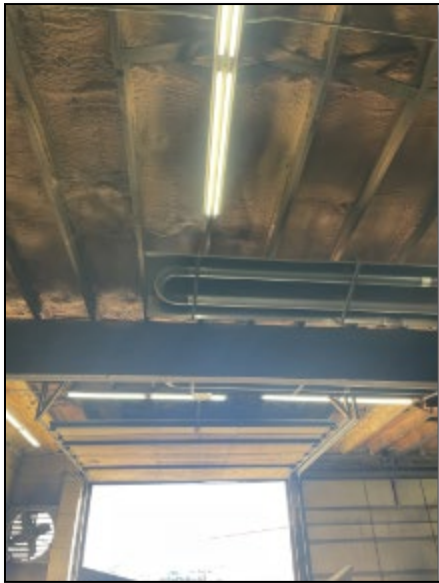
Overall, the building is in poor condition with the following observations:

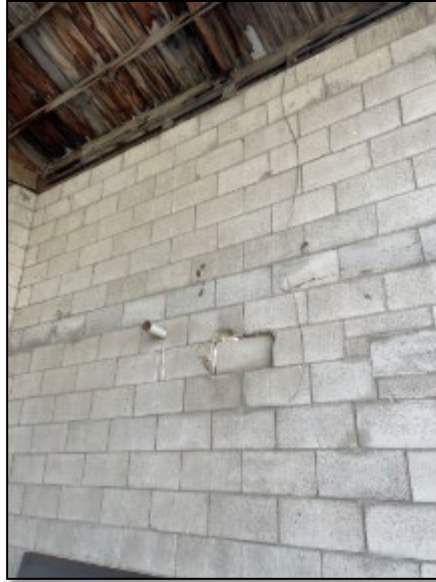
This building should be replaced as soon as possible as it poses a safety concern and does not meet best practices.

NOTES

- parcel floods
- major structural issues
- poses a significant safety concern with structure (hollow grout CMU) and fire risk (radiant heat)
- major building systems (e.g., roof) nearing the end of life
- major building systems (e.g., HVAC) repair
- inadequate mechanical/ventilation
- inadequate ADA access throughout
- spaces do not function as needed
- spaces do not meet industry best practices (add crane, taller ceiling, appropriate lighting, SF)
- recommend replacing building

PHOTOS





14.3 Roads and Bridge: Sand/Salt Storage Building 529 Airport Rd | Rexburg, ID 83440



Department(s)	Roads and Bridges
Parcel ID	RPRXBCA0242430
Construction Type	Metal
Occupancy Class	S-5
Year Built	2015
Area	7,200 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof (metal)						
Exterior Façade (metal and concrete blocks)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in 2015, this 7,200 SF metal building is occupied by Roads and Bridges.

Overall, the building is in good condition with the following observations:

Although remodeling is not necessary at this time, it is recommended that site work that addresses drainage should include a mixing pad.

NOTES

- no significant building repairs noted
- **parcel floods**
- spaces do not meet industry best practices (need permanent salt and sand mixing pad)

14.4 Roads and Bridge: Storage Building (a.k.a. Storage Building No. 3)

529 Airport Rd | Rexburg, ID 83440



Department(s)	Roads and Bridges
Parcel ID	RPRXBCA0242412
Construction Type	Metal
Occupancy Class	U, S-1
Year Built	2009
Area	5,000 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage		4				
Parking Lots (shared)				3		
Walkways						0
Landscaping/Sitework				3		
Foundation	5					
Basement						0
Structure	5					
Roof (metal)	5					
Exterior Façade (metal)		4				
Exterior Windows		4				
Exterior Doors		4				
Exterior Lighting						0
Interior Finishes (metal)		4				
Interior Walls						0
Interior Floors (concrete)		4				
Interior Ceilings (metal)		4				
Interior Doors/Windows						0

Item	5	4	3	2	1	0
Interior Lighting						0
Bathrooms/Shower						0
Drinking Fountains						0
ADA Accessibility				3		
Kitchen/Break Room						0
Other Specialty Areas						0
Stairs/Ramps/Railings						0
Elevators						0
Communication Systems						0
Alarm Systems						0
Plumbing						0
HVAC						0
Fire Protection Systems						0
Electrical						0
Generators						0
Fuel Storage/Service						0
Other Building Systems and Equipment						0

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in 2009, this 5,000 SF metal building is occupied by Roads and Bridges.

Overall, the building is in good condition with the following observations:

Although remodeling is not necessary at this time, it is recommended that site work addresses drainage issues.

NOTES

- no significant building repairs noted
- **parcel floods**

PHOTOS



15 Veterans Center (a.k.a. VFW) 480 W 2nd N | Rexburg, ID 83440



Department(s)	Veterans, Extension Office
Parcel ID	RPR6N40E195401
Construction Type	Masonry
Occupancy Class	B
Year Built	1950
Area	8,472 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage (peeling paint)						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Façade (CMU)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC (gas furnace)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in 1950, this 8,472 SF masonry building is occupied by Veterans.

This building was not evaluated beyond assessing the building's overall condition as fair to good.

NOTES

- in-depth analysis was not conducted
- outdoor BBQ pavilion

PHOTOS: Inside



16.01 Veterans Building Picnic Shelter 480 W 2nd N | Rexburg, ID 83440

Catalogue Only.



16.02-16.18 Fairgrounds

See Fairgrounds Assessment and Conditions Report. This assessment was conducted as a separate project.

17-21.8 Catalog only (parks, golf courses, parks)

See Land and Facility Report for location details

22 Sugar City Sub-Station 240 Sugar Ave | Sugar City, ID 83448



Department(s)	Sheriff and EAS
Parcel ID	RPSSUGBP110020 RPSSUGBP110010
Construction Type	VB
Occupancy Class	S-2, B, R-2
Year Built	2011
Area	4,800 SF + Mezzanine
Floor(s)	1 + Mezzanine

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage	5					
Parking Lots (gravel and paved)			3			
Walkways		4				
Landscaping/Sitework		4				
Foundation	5					
Basement						0
Structure	5					
Roof (metal)	5					
Exterior Façade (wood and brick)	5					
Exterior Windows	5					
Exterior Doors	5					
Exterior Lighting	5					
Interior Finishes	5					
Interior Walls	5					
Interior Floors	5					
Interior Ceilings	5					
Interior Doors/Windows	5					

Item	5	4	3	2	1	0
Interior Lighting	5					
Bathrooms/Shower	5					
Drinking Fountains	5					
ADA Accessibility		4				
Kitchen/Break Room	5					
Other Specialty Areas						0
Stairs/Ramps/Railings			3			
Elevators						0
Communication Systems	5					
Alarm Systems						0
Plumbing	5					
HVAC (AC only in office)	5					
Fire Protection Systems						0
Electrical	5					
Generators (gas)	5					
Fuel Storage/Service						0
Other Building Systems and Equipment						0

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

SUMMARY

Built in 2011, this 4,800 SF building is used by the Sheriff and Emergency Ambulance Service (EAS) as their sub-station in Sugar City.

Overall, the building is in excellent condition with no significant repairs observed.

A remodel is not necessary at this time.

NOTES: no significant repairs needed. Inadequate ADA for mezzanine access.

23-28 Catalog Only (Gravel Pits, Snowmobile, Airport)

See Land and Facility Report for location details

29 New Fairgrounds Catalog Only

30 Coroner

The Coroner has a temporary administrative off location within the County Courthouse near Adult Probation. Administrative work is conducted at this location with processing and investigations of bodies done at the County hospital. Body coolers are in County storage areas. It is recommended that a physical location be planned for this department that includes an administration office, space to meet with families and a clinical setting to investigate, process and store bodies in coolers.

8.3 FAIRGROUND FACILITY AND CONDITION REPORT



Madison County Facilities Assessment & Conditions Report: Fairgrounds



PREPARED FOR MADISON COUNTY
JUNE 2024



CLEARWATER
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Overview

The project team walked the property in November of 2023. The information gathered during interviews, visual inspection of the facilities, and review of documentation provided by the County have been aggregated into this report.

Ratings

Each building system has been rated according to the following:

- **Excellent** - Only normal maintenance required.
- **Good** - Some minor repairs needed and/or system normally functions as intended.
- **Fair** - More minor repairs and some infrequent larger repair required and/or the system occasionally unable to function as intended.
- **Poor** - Significant repairs required; excessive wear and tear clearly visible; obsolete; system not fully functional as intended; repair parts not easily obtainable; and/or does not meet all codes.
- **Bad** - Major repairs or replacement required to restore function and/or unsafe to use.

Finishes

In general, finishes refer to the treatment of any horizontal and vertical surfaces. This can include lighting styles, color schemes, flooring type, wall, and ceiling surfaces (such as paint, wallpaper, paneling, texture, ceiling tile, etc.), and any other decorative architectural elements. A standard finish is characterized by a uniformly good appearance and industry best practice. In contrast, outdated finishes are characterized by design trends or styles that are in poor condition, obsolete, and/or no longer preferred.

Assumptions

Costs

We recommend adding 30-40% to all costs to allow for additional costs such as contingency, consultants, fees (permit, sewer, traffic impact, etc.), testing, furniture, etc. All costs are based on market values as of the date of this document and subject to annual escalation factors thereafter. Costs do not include acquisition of new property.

Replacement Costs

The costs for new construction provided here are for budgetary purposes only. These estimates may assist the County in deciding the next steps at the current location or in planning for the new fairgrounds. Actual costs will depend on the final design, precise square footage, construction type, levels, site constraints, and other factors. Funding requirements under the Build America Buy America Act (BABAA), Buy American Act, or Buy America Act could increase costs. Please note that replacement costs for all site structures were not analyzed.

Estimated Replacement Costs			
Index #	Building Description	Cost Range	
16.01	Veterans Building Picnic Shelter	\$ 15,400.00	
16.03	Small arena Announcer Booth		
16.05	Horse Barn 2	\$ 187,500.00	\$ 375,000.00
16.06	Horse Barn 1	\$ 393,750.00	\$ 787,500.00
16.07	Outdoor Arena Announcer Booth	\$ 14,250.00	\$ 28,500.00
16.08	Outdoor Arena Grandstand	\$ 742,500.00	\$ 1,240,000.00
16.09	Outdoor Arena Bleachers	\$ 7,500.00	
16.10	Grandstand Restroom Add	\$ 6,500.00	
16.12	Building 1 Quonset Commercial Signs	\$ 600,000.00	\$ 1,000,000.00
16.13	Building 2 Quonset (Arts and Crafts)	\$ 375,000.00	\$ 750,000.00
16.14	Indoor Arena	\$ 7,500,000.00	\$ 12,500,000.00
16.15	Indoor Arena, Weigh - in Addition	\$ 7,700.00	
16.16	Indoor Arena, Pig Parn Addition	\$ 12,700.00	
16.17	Indoor Arena, Washroom Addition	\$ 3,500.00	
	Estimated Replacement Costs Totals	\$ 9,866,300.00	\$ 22,366,300.00

Demolition Costs

Demolition costs are provided by Abatement Pro, an Idaho demolition contractor, and assume the following conditions:

- Asbestos and other hazardous abatement is not included. Each building should be tested for hazardous waste prior to demolition.
- Demolition numbers do not include utility abandonment.

The County may elect to self-perform demolition.

Estimated Demolition and Removal Costs		
Index #	Building Description	Cost Range
16.01	Veterans Building Picnic Shelter	\$3,000.00
16.03	Small Arena Announcer Booth	\$3,500.00
16.05	Horse Barn 2	\$17,800.00
16.06	Horse Barn 1	\$17,800.00
16.07	Outside Arena Announcer Booth	\$3,500.00
16.08	Outside Arena Grandstands	\$33,500.00
16.09	Outside Arena Bleachers	\$7,500.00
16.10	Grandstand Restroom Add	\$6,500.00
16.12	Buidling 1 Quonset Commercial Signs	\$32,500.00
16.13	Building 2 Quonset (Arts and Crafts)	\$19,800.00
16.14	Indoor Arena	\$64,300 to \$80,000
16.15	Indoor Arena, Weigh - in Addition	\$7,700.00
16.16	Indoor Arena, Pig Parn Addition	\$12,700.00
16.17	Indoor Arena, Washroom Addition	\$3,500.00
	Estimated Demo Costs for All	\$233,600 to \$313,600

Departmental Spaces

Each facility lists the departments that predominately occupy/utilize the spaces within each building.

16.01 Veterans Building Picnic Shelter 480 W 2nd N | Rexburg, ID 83440



Department(s)	Veterans and Fairgrounds
Parcel ID	RPR6N40E195401
Construction Type	VB
Occupancy Class	U
Year Built	1980
Area	308 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots (shared)						
Walkways						
Landscaping/Sitework						
Foundation (UNKN)						
Basement						
Structure						
Roof						
Exterior Façade (water damage at gable)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors (concrete)						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas (outdoor fireplace)						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 1980, this 308 SF outdoor wood and metal building is used by the Veterans and Fairgrounds.

- Overall, the building is in **poor condition** with the following observations:
 - wood roof structure shows signs of water damage
 - steel columns show signs of rust
 - columns are set in concrete pad with no visible signs of footings
 - no ADA access path to structure
- **Replacement value is recommended between \$50 to \$75 per SF, totaling \$15,400 to \$23,100.**
- **Demolition is anticipated to cost \$3,000.**

16.02 Maintenance Shop (a.k.a. Bully Barn) 325 N 5th W | Rexburg, ID 83440



Department(s) Fairgrounds
 Parcel ID RPR6N40E195400
 Construction UNKN
 Type
 Occupancy Class S-1
 Year Built 2018
 Area ~3,400 SF
 Floor(s) 1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage (3 Overhead Doors)	5					
Parking Lots (gravel)			3			
Walkways						0
Landscaping/Sitework			3			
Foundation	5					
Basement						0
Structure	5					
Roof (metal)	5					
Exterior Façade (metal)	5					
Exterior Windows	5					
Exterior Doors	5					
Exterior Lighting	5					
Interior Finishes (Oriented Strand Board)	5					
Interior Walls (Oriented Strand Board)	5					
Interior Floors (concrete)	5					
Interior Ceilings (Oriented Strand Board)	5					
Interior Doors/Windows						0

Item	5	4	3	2	1	0
Interior Lighting	5					
Bathrooms/showers						0
Drinking Fountains						0
ADA Accessibility				3		
Kitchen/Break Room						0
Other Specialty Areas						0
Stairs/Ramps/Railings						0
Elevators/Escalators						0
Communication Systems						0
Alarm Systems						0
Plumbing (roughed-in, no floor drains)						0
HVAC (heat only, radiant)	5					
Fire Protection Systems						0
Electrical						0
Generators						0
Fuel Storage/Service						0
Other Building Systems and Equipment						0

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 2018, this building is used by the Fairgrounds for maintenance.

- Overall, the building is in **excellent condition** with no significant repairs noted.
- **Demolition is not necessary currently.**

16.03 Small Arena Booth (a.k.a. Rodeo Announcer Booth)

325 N 5th W | Rexburg, ID 83440



Department(s) Fairgrounds
 Parcel ID RPR6N40E195400
 Construction Type VB
 Occupancy Class A-5
 Year Built 2022
 Area ~144 SF
 Floor(s) 1 (raised)

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof (metal, unfinished eaves, and soffits)						
Exterior Façade (metal)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (OSB)						
Interior Floors (OSB)						
Interior Ceilings (OSB)						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems (announcer system)						
Alarm Systems						
Plumbing						
HVAC (electric wall heater)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 2022, this building is used by the Fairgrounds as the small outdoor arena.

- Overall, the building is in **good condition** with the following observations:
 - no ADA access
- **Although demolition is not necessary, it is anticipated to cost \$3,500.**

16.04 Wood Shavings Barn 460 W 2nd N | Rexburg, ID 83440



Department(s) Fairgrounds
 Parcel ID RPR0B&B0026200
 Construction VB
 Type
 Occupancy Class S-5
 Year Built 1980
 Area 1,000 SF
 Floor(s) 1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof (metal)						
Exterior Façade (metal)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (partial height particle board)						
Interior Floors (concrete, cracked)						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 1980, this 1,000 SF wood building is used by the Fairgrounds to store wood shavings.

- Overall, the building is in **good condition** with the following observations:
 - some structural/foundation damage observed, likely from vehicles
 - Minor structural and foundation repairs are recommended.
- **Demolition is not necessary currently.**

PHOTOS



16.05 Horse Barn 2 440 W 3rd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR0B&B0016200
Construction	VB
Type	
Occupancy Class	S-1, U
Year Built	~1970s
Area	2,500 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof (metal)						
Exterior Façade (metal)						
Exterior Windows (covered)						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (metal stalls)						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows (metal stalls)						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing (hand water pump)						
HVAC (passive exhaust)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in the 1970s, this 2,500 SF building is used by the Fairgrounds to board horses.

- Overall, the building is in **poor condition** with the following observations:
 - major building systems (e.g., ventilation, plumbing, electrical, roof) nearing the end of life
 - inadequate mechanical/ventilation
 - inadequate ADA access throughout
- **Replacement value is recommended between \$75 to \$150 per SF, totaling \$187,500 to \$375,000.**
- **Demolition is anticipated to cost \$17,800.**

16.06 Horse Barn 1 450 W 3rd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR0B&B0016200
Construction Type	VB
Occupancy Class	S-1, U
Year Built	1980
Area	5,250 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof (metal)						
Exterior Façade (metal)						
Exterior Windows (covered)						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (metal stalls)						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows (metal stalls)						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing (hand water pump)						
HVAC (passive exhaust)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 1980, this 5,250 SF building is used by the Fairgrounds to board horses.

- Overall, the building is in **poor condition** with the following observations:
 - major building systems (e.g., ventilation, plumbing, electrical, roof) nearing the end of life
 - inadequate mechanical/ventilation
 - inadequate ADA access throughout
- **Replacement value is recommended between \$75 to \$150 per SF, totaling \$393,750 to \$787,500.**
- **Demolition is anticipated to cost \$17,800.**

16.07 Outdoor Arena Announcer Booth 460 W 2nd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR0B&B0036200
Construction	VB
Type	
Occupancy Class	A-5
Year Built	1980
Area	190 SF
Floor(s)	1 (raised)

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Façade (wood)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (plywood)						
Interior Floors (MDF or particle board)						
Interior Ceilings (plywood)						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems (announcer system)						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 1980, this 190 SF wood building is used by the Fairgrounds at the large outdoor arena.

- Overall, the building is in bad condition with the following observations:
 - major structural/foundation issues; building moves when walking inside
 - poses a significant safety concern
 - no ADA access
 - This building should be demolished as soon as possible as it poses a safety concern and does not meet best practices.
- **Replacement value is recommended between \$75 to \$150 per SF, totaling \$14,250 to \$28,500.**
- **Demolition is anticipated to cost \$3,500.**

16.08 Outdoor Arena Grandstand 460 W 2nd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR0B&B0036200 RPR6N40E195400
Construction Type	VB
Occupancy Class	A-5
Year Built	1970s
Area	~4,950 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Facade						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers (see restroom addition)						
Drinking Fountains (see restroom addition)						
ADA Accessibility						
Kitchen (decommissioned)						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in the 1970s, this masonry, steel, and wood building is used by the Fairgrounds at the large outdoor arena for spectator seating.

- Overall, the building is in **poor** to **bad** condition with the following observations:
 - some structural/foundation issues observed
 - exterior wall separating from the structure
 - exposed wood structure is not pressure treated
 - columns show signs of rust
 - seating at the end of life and needs to be replaced
 - no railings
 - inadequate ADA access throughout
 - concrete floor repair needed from past plumbing work
 - electrical supply line runs through the center of the arena approximately 2.5' below ground
 - This building poses some structural safety concerns and does not meet best practices.
 - Repair should be made as soon as possible.
- **Replacement costs are recommended between \$150 to \$250 per SF, totaling \$742.5K to \$1.24M.**
- **Demolition is anticipated to cost \$33,500.**

PHOTOS



16.09 Outdoor Arena Bleachers 460 W 2nd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR6N40E195400
Construction Type	VB
Occupancy Class	A-5
Year Built	1970s
Area	~1,400 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Facade						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in the 1970s, this concrete and wood structure is used by the Fairgrounds at the large outdoor arena.

- Overall, the structure is in poor to bad condition with the following observations:
 - some structural/foundation issues
 - seating at the end of life and needs to be replaced
 - no railings
 - inadequate ADA access throughout
- **Replacement of the seating is recommended as soon as possible.**
- **Demolition is anticipated to cost \$7,500.**

16.10 Grandstand Restroom Addition (a.k.a. Outdoor Arena

Restrooms) 460 W 2nd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR6N40E195400
Construction Type	VB
Occupancy Class	A-5
Year Built	UNKN
Area	See 16.08
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof						
Exterior Facade						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

This restroom addition was added below the Outdoor Arena Grandstand and is used by the Fairgrounds at the large outdoor arena.

- Overall, the building is in **good condition** with no significant repairs observed.
- **Demolition is anticipated to cost \$6,500.**

PHOTOS



16.11 Madison Health Band Stage 460 W 2nd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR6N40E195400
Construction Type	VB
Occupancy Class	A-5
Year Built	2019
Area	~1,600 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (heavy timber)						
Roof (metal)						
Exterior Façade (wood)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (OSB)						
Interior Floors (concrete)						
Interior Ceilings (OSB)						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 2019, this wood building is used by the Fairgrounds as their band and performance stage.

- Overall, the building is **in good condition** with the following observations:
 - no significant repairs noted
 - no HVAC
 - inadequate ADA access at ramp

16.12 Building No. 1 (a.k.a. Quonset or Commercial Displays) 452 W 2nd

N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR6N40E195400
Construction Type	VB
Occupancy Class	A-3 (used as Storage)
Year Built	1965
Area	4,000 SF
Floor(s)	1 + Mezzanine

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure						
Roof (leaks)						
Exterior Facade						
Exterior Windows (boarded)						
Exterior Doors (need replacement)						
Exterior Lighting						
Interior Finishes						
Interior Walls (plywood and masonry)						
Interior Floors (concrete)						
Interior Ceilings (exposed)						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing (stubbed)						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service (underground)						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 1965, this 4,000 SF wood building is used by the Fairgrounds for storage. Originally, it included a concessions area and restrooms that are no longer functioning.

- Overall, the building is in **poor condition** with the following observations:
 - major building systems (e.g., MEP, boiler, HVAC, plumbing, electrical, roof) needing replacement/repair to restore use
 - inadequate mechanical/ventilation
 - inadequate ADA access throughout
 - spaces do not function as originally intended (A-3 used as Storage)
 - 34" stair railing, 37.5" guardrail at mezzanine does not meet code
 - underground fuel tank noted; unknown origin/condition; County will remove by fall 2024
- **Replacement costs are recommended between \$150 to \$250 per SF, totaling \$600K to \$1M.**
- **Demolition is anticipated to cost \$32,500.**

PHOTOS



16.13 Building No. 2 (a.k.a. Arts and Crafts or Produce/Flowers and Home Arts) 460 W 2nd N | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR6N40E195400
Construction Type	UNKN
Occupancy Class	A-3
Year Built	1980
Area	5,000 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (metal)						
Roof (fiberglass skylights leak)						
Exterior Facade						
Exterior Windows (none)						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors (concrete)						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing (none)						
HVAC (electric furnace, portable cooler)						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 1980, this 5,000 SF building is used by the Fairgrounds to display arts/crafts, produce, flowers, and home arts exhibits.

- Overall, the building is in **fair condition** with the following observations:
 - major building systems (e.g., HVAC and roof) nearing the end of life
 - roof needs immediate repair to fix leaking skylights
 - no ADA access at entrance
 - spaces do not meet industry best practices
 - no restrooms
- **Replacement costs range between \$75 to \$150 per SF, totaling \$375K to \$750K.**
- **Demolition is anticipated to cost \$19,800.**

PHOTOS



16.14 Indoor Arena (a.k.a. Livestock and Commercial Booths) 460 W 2nd

N / 250 N 5th W | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR6N40E195400 RPR6N40E195401
Construction Type	VB
Occupancy Class	A-4
Year Built	1986
Area	49,978 SF
Floor(s)	1 + Mezzanine

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (metal)						
Roof (metal, leaks)						
Exterior Façade (metal)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors (concrete)						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting (poor)						
Bathrooms/Showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas (bleachers)						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5- Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

Built in 1986, this 49,978 SF metal building is used by the Fairgrounds as their indoor arena. This facilities office is in the mezzanine.

- Overall, the building is in **bad condition** with the following observations:
 - major structural issues observed; spray insulation on ceiling is causing condensation and rusting of roof structure
 - inadequate ADA access and seating
 - indoor announcer booth
 - retractable bleachers are unstable
 - this building should be demolished as soon as possible as it poses a safety concern and does not meet best practices.
- **A replacement value is recommended between \$150 to \$250 per SF, totaling \$7.5M and \$12.5M.**
- **Demolition is anticipated to cost \$64,300 - \$80,000**

PHOTOS



16.15 Indoor Arena, Weigh-In Addition 460 W 2nd N / 250 N 5th W | Rexburg, ID 83440



Department(s) Fairgrounds
 Parcel ID RPR6N40E195400
 Construction VB
 Type
 Occupancy Class A-4
 Year Built UNKN
 Area ~750 SF
 Floor(s) 1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (wood)						
Roof (metal)						
Exterior Façade (metal)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (partial OSB)						
Interior Floors (concrete)						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Shower						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas (scale, stalls)						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

This addition to the Indoor Arena is used by the Fairgrounds as their weigh-in area.

- Overall, the addition is in **good condition** with the following observations:
 - inadequate mechanical/ventilation
 - If the main building is retained, repairs should be made to address the ventilation.
- **Demolition is anticipated to cost \$7,700.**

16.16 Indoor Arena, Pig Barn Addition 460 W 2nd N / 250 N 5th W | Rexburg, ID 83440



Department(s) Fairgrounds
 Parcel ID RPR6N40E195400
 Construction VB
 Type
 Occupancy Class A-4
 Year Built UNKN
 Area ~3,250 SF
 Floor(s) 1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (wood)						
Roof (metal)						
Exterior Façade (metal)						
Exterior Windows (covered)						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls (OSB)						
Interior Floors (concrete)						
Interior Ceilings (partial OSB)						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting (extremely poor)						
Bathrooms/showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas (stalls)						
Stairs/Ramps/Railings						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

This addition to the Indoor Arena is used by the Fairgrounds as their pig holding area.

- Overall, the addition is in fair to **poor condition** with the following observations:
 - inadequate mechanical/ventilation
 - If the main building is retained, repairs should be made to address the ventilation.
- **Demolition is anticipated to cost \$12,700.**

16.17 Indoor Arena, Washroom Addition (a.k.a. Sawdust Shed

Addition) 460 W 2nd N / 250 N 5th W | Rexburg, ID 83440



Department(s)	Fairgrounds
Parcel ID	RPR6N40E195400
Construction Type	VB, Wood Frame
Occupancy Class	A-4
Year Built	UNKN
Area	~2,250 SF
Floor(s)	1

CONDITION ASSESSMENT

Item	5	4	3	2	1	0
Garage						
Parking Lots						
Walkways						
Landscaping/Sitework						
Foundation						
Basement						
Structure (wood)						
Roof (metal)						
Exterior Façade (metal)						
Exterior Windows						
Exterior Doors						
Exterior Lighting						
Interior Finishes						
Interior Walls						
Interior Floors (concrete)						
Interior Ceilings						
Interior Doors/Windows						

Item	5	4	3	2	1	0
Interior Lighting						
Bathrooms/Showers						
Drinking Fountains						
ADA Accessibility						
Kitchen/Break Room						
Other Specialty Areas						
Stairs/Ramps/Railings (railings and storage platform)						
Elevators						
Communication Systems						
Alarm Systems						
Plumbing						
HVAC						
Fire Protection Systems						
Electrical						
Generators						
Fuel Storage/Service						
Other Building Systems and Equipment						

SYSTEM RATINGS

5-Excellent	Only normal maintenance required.
4-Good	Some minor repairs needed. System normally functions as intended.
3-Fair	More minor repairs and some infrequent larger repair required. System occasionally unable to function as intended.
2-Poor	Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Repair parts not easily obtainable. Does not meet all codes.
1-Bad	Major repairs or replacement required to restore function. Unsafe to use.
0-NA	The zero rating identifies that this system does not exist within the facility.

This wood addition to the Indoor Arena is used by the Fairgrounds as their washroom and sawdust shed.

- Overall, the building is in **fair condition** with the following observations:
 - inadequate mechanical/ventilation
 - If the main building is retained, repairs should be made to address the ventilation.
- **Demolition is anticipated to cost \$3,500.**

16.18 Vacant Land (Demo'd House) 335 W 3rd N | Rexburg, ID 83440

No Buildings, Building Demolished

29 Fairgrounds (new) 3124 W 3800 S | Rexburg, ID 83440

Catalogue Only

This site was recently purchased to accommodate the County's new fairground.

8.4 SPACE ALLOCATION AND ADJACENCY REPORT



Madison County Space Allocation and Adjacencies



PREPARED FOR MADISON COUNTY
MAY 1, 2024



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Overview

The project team conducted departmental interviews and surveyed their existing space to understand each department's current space and future space needs during a two-day site visit in November of 2023. The information gathered during the interviews, visual inspection of their existing layout, and review of documentation provided by the county have been aggregated into this report. Each department is grouped by their adjacency categories.

Assumptions

Square Footages

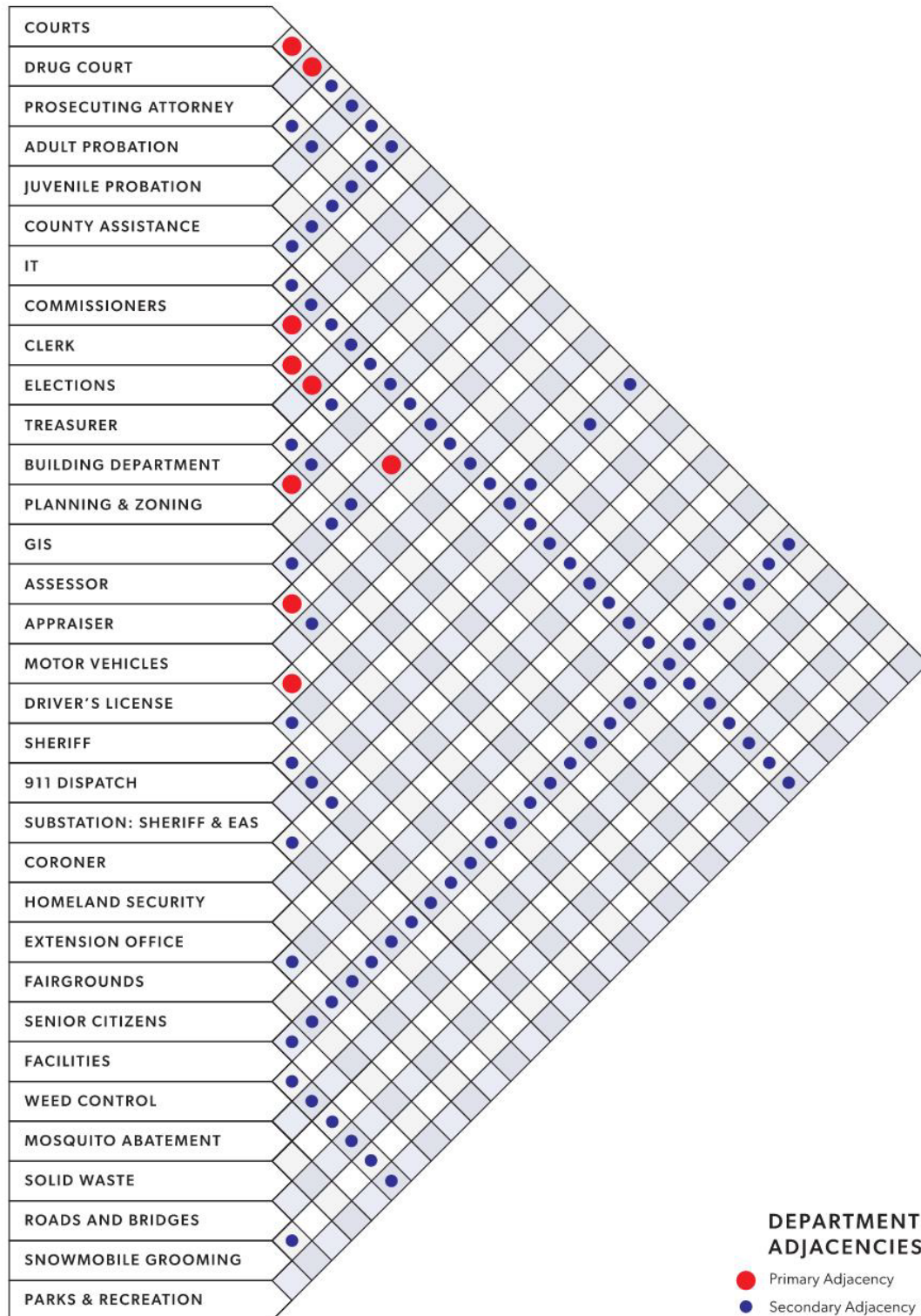
Square footage (SF) recommendations are based on the State of Idaho's Updated Office Space Standards (2020) as follows:

- 80 SF for transaction counters, reception desks, and workstations
 - 160 SF for typical offices
 - 240 SF for large offices (e.g., judge's chambers)
- All minimum square footage includes a 30% loading factor for circulation and other shared spaces, such as restrooms.
- Specialty space square footage recommendations, not listed in the State of Idaho's Updated Office Space Standards (2020), are provided based on industry best practices and specific departmental needs.
- All existing square footages are estimated based on information provided by the County including sketches, plans, and insurance statement of values.

Adjacencies

Some departments may be rolled up into a larger adjacency category. Locations listed represent primary spaces occupied/utilized by each category.

Adjacency Diagram



Space Allocation Summary

Adjacency Category	Department (s)	Existing SF	Minimum SF (current, <i>future</i>)
Courts	Federal/Court, Clerk	28,159 SF	31,000 SF
Drug Court	Drug Court	1,378 SF	Catalogue Only
Prosecuting Attorney	Prosecuting Attorney	2,120 SF	1,400 SF, 1,640 SF
Adult Probation	Adult Probation	1,100 SF	760 SF, 1,080 SF
Juvenile Probation	Juvenile Probation	2,000 SF	750 SF, 990 SF
IT	IT	430 SF	420, 500 SF
Commissioners	Commissioners	1,195 SF	1,220 SF
Clerk, County Assistance, and Elections	HR, Payroll, Records, Marriage Licenses, Passports, County Assistance, Elections	2,550 SF	2,105, 2,225 SF
Treasurer	Treasurer	1,390 SF	1,380, 1,460 SF
Building Department	Building Department	935 SF	515, 675 SF
Planning and Zoning	Planning and Zoning	1,130 SF	920 SF
GIS	County and City GIS	UNKN, Shared w/ City	500 SF
Assessor and Appraisers	Assessor and Appraisers	1,520 SF	1,060 SF
Motor Vehicles and Driver's License	Motor Vehicles and Driver's License	UNKN (Catalogue Only)	980 SF + Ancillary Spaces
Sheriff	Sheriff: Detention, Offices	33,250 SF	33,900 SF
911 Dispatch	911 Dispatch	650 SF	730 SF, 810 SF
Substation: Sheriff and EAS	Substation: Sheriff and EAS	4,800 SF	5,800 SF
Coroner	Coroner	UNKN	TBD: 1,200, 7,920 SF ¹
Extension Office	Extension Office	1,640 SF + Classroom	1,240, 1,400 SF + Classroom
Fairgrounds	Fairgrounds	UNKN	Catalogue Only
Senior Citizens	Veterans	8,472 SF	8,472 SF, Same
Facilities, Weed Control, Mosquito Abatement	Facilities, Weed Control, Mosquito Abatement	4,800 SF	6,560 SF, 8,080 SF
Solid Waste	Solid Waste	18,728 SF	23,728 SF
Roads and Bridges	Roads and Bridges	33,329 SF	33,330 SF, Same
Snowmobile Grooming	Snowmobile Grooming	UNKN	Catalogue Only
Parks and Recreation	Rexburg Municipal Golf Course, Teton Lakes Golf Course, Twin Bridges Park, Beaver Dick	UNKN	Catalogue Only

¹ Per submitted layout from Coroner.

Courts

Adjacency Category

Department(s)	Federal/Court, Clerk
Current Location(s)	2 Courthouse 159 E Main St Rexburg, ID 83440

Public Facing / Internal	Public
Security Concerns	Yes (public facing)

Clerk Workstations	3 (Clerk)
Clerk Offices	10 (Clerk)
Judge's Chambers	3
Office Storage SF (approx.)	300 SF
Other SF (approx.)	25,299 SF Court rooms and ancillary spaces

Existing SF	28,159 SF
Minimum SF (current, future)	31,000 SF

Future Space Considerations	Needs better security between public and internal spaces Needs larger courtrooms Courtroom layouts should accommodate AV/technology
-----------------------------	---

Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)
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Drug Court

Adjacency Category

Department(s)	Drug Court
Current Location(s)	10 Drug Court Transition House, 163 E 1st N Rexburg, ID 83440
Public Facing / Internal Security Concerns	Public Yes (public facing)
Existing SF	1,378 SF
Minimum SF (current, future)	Catalogue Only

Prosecuting Attorney

Adjacency Category

Department(s)	Prosecuting Attorney
Current Location(s)	6 Prosecuting Attorney and Adult Probation 153 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing)
Offices	6 + 1 (future)
Workstations	3 + 1 (future)
Office Storage SF (approx.)	200 SF
Existing SF	2,120 SF
Minimum SF (current, <i>future</i>)	1,400 SF, 1,640 SF
Future Space Considerations	Needs to meet ADA
Shared Space Considerations	Waiting Area Work Room Break Room Restrooms Conference Room(s)

Adult Probation

Adjacency Category

Department(s)	Adult Probation
Current Location(s)	6 Prosecuting Attorney and Adult Probation 153 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing)
Offices	3 + 2 (future)
Workstations	1
Office Storage SF (approx.)	200 SF
Existing SF	1,100 SF
Minimum SF (current, future)	760 SF, 1,080 SF
Future Space Considerations	Needs security between public and internal spaces Needs to meet ADA
Shared Space Considerations	Waiting Area Work Room Break Room Restrooms Conference Room(s)

Juvenile Probation

Adjacency Category

Department(s)	Juvenile Probation
Current Location(s)	8 Juvenile Probation 135 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing)
Transaction Counter / Reception Desk	1
Offices	3
Workstations	2 + 3 (future)
Office Storage SF (approx.)	100 SF
Other SF (approx.)	80 SF Waiting Area
Existing SF	2,000 SF
Minimum SF (current, <i>future</i>)	750 SF, 990 SF
Future Space Considerations	Needs security between public and internal spaces Needs additional/public restrooms
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

IT

Adjacency Category

Department(s)	IT
Current Location(s)	1 Administration Annex 134 E Main St Rexburg, ID 83440
Public Facing / Internal	Internal
Security Concerns	Yes (secured storage)
Offices	1
Workstations	1 + 1 (future)
Office Storage SF (approx.)	100 SF
Other SF (approx.)	80 SF
	Work bench
Existing SF	430 SF
Minimum SF (current, future)	420, 500 SF
Future Space Considerations	Security. TIA standards for telecom closets
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Commissioners

Adjacency Category

Department(s)	Commissioners
Current Location(s)	1 Administration, 134 E Main St Rexburg, ID 83440 2 Courthouse, 159 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing)
Transaction Counter / Reception Desk	0
Offices	0
Workstations	3
Other SF (approx.)	980 SF, Commissioner Meeting Room
Existing SF	1,195 SF
Minimum SF (current, future)	1,220 SF
Future Space Considerations	Needs security between public and internal spaces. Commissioners need separate spaces for admin/ meeting as if they are all together is considered a public meeting. Public meeting Conference room to be moved out of Courthouse if possible.
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Clerk, County Assistance, and Elections

Adjacency Categories

Department(s)	HR, Payroll, Records, Marriage Licenses, Passports, County Assistance, Elections
Current Location(s)	1 Administration Annex 134 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing, payments)
Transaction Counter / Reception Desk	2
Offices	2 + 1 (future)
Workstations	6
Office Storage SF (approx.)	145 SF
Other SF (approx.)	80 SF
	Public computer terminal
	~500 SF: Elections storage in basement
	~500 SF: Public document review space, Printer, Microfiche, Plotter
Existing SF	2,550 SF
Minimum SF (current, future)	2,105, 2,225 SF
Future Space Considerations	Needs security between public and internal spaces Adjacencies
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Treasurer

Adjacency Category

Department(s)	Treasurer
Current Location(s)	1 Administration Annex 134 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing, payments)
Transaction Counter / Reception Desk	2 + 1 (future)
Offices	1
Workstations	2
Office Storage SF (approx.)	110 SF (w/ safe)
Other SF (approx.)	~500 SF: Storage in basement 120 SF: Waiting area 170 SF: Work area
Existing SF	1,390 SF
Minimum SF (current, future)	1,380, 1,460 SF
Future Space Considerations	Needs security between public and internal spaces Needs ADA Waiting area
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Building Department

Adjacency Category

Department(s)	Building Department
Current Location(s)	1 Administration Annex 134 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing, payments)
Offices	1 + 1 (future)
Workstations/Reception	2
Office Storage SF (approx.)	100 SF
Other SF (approx.)	~80 SF: Storage in basement
Existing SF	935 SF
Minimum SF (current, future)	515, 675 SF
Future Space Considerations	Needs security between public and internal spaces Adjacencies
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s) Shared Transaction Desk with Planning and Zoning

Planning and Zoning

Adjacency Category

Department(s)	Planning and Zoning
Current Location(s)	1 Administration Annex 134 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing, payments)
Offices	1
Workstations	2
Office Storage SF (approx.)	100 SF
Other SF (approx.)	~500 SF: Storage in basement
Existing SF	1,130 SF
Minimum SF (current, future)	920 SF
Future Space Considerations	Needs security between public and internal spaces Adjacencies
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s) for Public Meetings Shared Transaction Desk with the Building Department

GIS

Adjacency Category

Department(s)	County and City GIS
Current Location(s)	35 N 1st East Rexburg, ID 83440
Public Facing / Internal	Internal
Security Concerns	UNKN
Transaction Counter / Reception Desk	0
Offices	1
Workstations	3
Office Storage SF (approx.)	100 SF
Other SF (approx.)	None
Existing SF	UNKN*
Minimum SF (current, future)	500 SF
Future Space Considerations	Shared with the city
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

* Catalogue only

Assessor and Appraisers

Adjacency Category

Department(s)	Assessor, Appraisers
Current Location(s)	1 Administration Annex 134 E Main St Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing)
Transaction Counter / Reception Desk	2
Offices	1
Workstations	8
Office Storage SF (approx.)	100 SF
Other SF (approx.)	None
Existing SF	1,520 SF
Minimum SF (current, future)	1,060 SF
Future Space Considerations	Needs security between public and internal spaces Needs waiting area Current space layout is inefficient
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Motor Vehicles and Driver's License

Adjacency Category

Department(s)	Sheriff: Driver's License, Motor Vehicles
Current Location(s)	9 DMV 510 N 2nd E Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	Yes (public facing)
Transaction Counter / Reception Desk	UNKN (Catalogue Only)
Offices	1 DMV + 1 Driver's License
Workstations	4 DMV + 3 Driver's License
Office Storage SF (approx.)	100 SF
Other SF (approx.)	UNKN Ancillary spaces such as front counter, testing, waiting, restrooms, fingerprinting, etc.
Existing SF	UNKN
Minimum SF (current, future)	980 SF + Ancillary Spaces
Future Space Considerations	Needs security between public and internal spaces Waiting area Testing area
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Sheriff

Adjacency Category

Department(s)	Sheriff: Detention, Offices
Current Location(s)	3 East Jail (a.k.a. former Women's Detention) 15 N 2nd E Rexburg, ID 83440 4 & 5 Criminal Justice (a.k.a. West Jail, Sheriff's Office) 145 E Main St Rexburg, ID 83440
Public Facing / Internal	Both
Security Concerns	Yes (detention, secured facility)
Sheriff	1
Captain	2
Chief Deputy	1
Detention Deputies	26 FT / 10 Reservists
Boat Patrol	1
Lieutenant	1
Detectives	4
Patrol Officers	16
School Resource Officers	3
IT	1
Other SF (approx.)	Detention, sally port, vehicle storage, evidence, etc.
Existing SF	33,250 SF 3 East Jail (a.k.a. former Women's Detention) (5,250 SF) 4 Criminal Justice, West Jail (22,500 SF) 5 Criminal Justice, Sheriff's Office (5,500 SF)
Minimum SF (current, future)	33,900 SF (includes vacated 911 Dispatch space)
Future Space Considerations	Needs adequate secure vehicle storage/parking Maintain security between public and internal spaces Needs more space for detectives Needs larger evidence storage Needs ADA showers Needs a kitchen/break area Needs a weight room Needs updated plumbing fixtures in detention centers (currently obsolete and difficult to repair) Detention center needs some flooring repairs

Shared Space Considerations

- Work Room
- Break Room
- Restrooms
- Conference Room(s)

911 Dispatch

Adjacency Category

Department(s)	Sheriff: 911 Dispatch
Current Location(s)	7 911 Dispatch 129 E Main St Rexburg, ID 83440
Public Facing / Internal	Internal
Security Concerns	Yes (secured facility)
Transaction Counter / Reception Desk	0
Offices	1
Workstations	4 + 1 (future)
Office Storage SF (approx.)	100 SF
Other SF (approx.)	150 SF Dedicated break room, lockers, and server room
Existing SF	650 SF*
Minimum SF (current, future)	730 SF, 810 SF
Future Space Considerations	Dedicated break room Dedicated restrooms Maintain security
Shared Space Considerations	None

* During the time of our site visit, this leased space was under construction to accommodate 911 Dispatch. The SF shown reflects the current space area.

Substation: Sheriff and EAS

Adjacency Category

Department(s)	Sheriff, EAS
Current Location(s)	22 Sugar City Sub-Station 240 Sugar Ave Sugar City, ID 83448
Public Facing / Internal	Internal
Security Concerns	Yes (secured facility)
Offices	1
Office Storage SF (approx.)	100 SF
Other SF (approx.)	4,540 SF Meeting room, vehicle storage, break room, weight area, and ancillary areas
Existing SF	4,800 SF
Minimum SF (current, future)	5,800 SF
Future Space Considerations	Maintain security Needs more enclosed vehicle storage
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Coroner

Adjacency Category

Department(s)	Coroner
Current Location(s)	23 Coroner NA*
Public Facing / Internal	Yes
Security Concerns	Yes (secured facility)
Transaction Counter / Reception Desk	0
Offices	+ 1 (current need)
Workstations	+ 4 (future) 20 years
Office Storage SF (approx.)	+ 100 SF (current need)
Other SF (approx.)	UNKN* Cooler/Freezer storage and examination area

Existing SF **UNKN***
Minimum SF (future) **640 SF + 330 SF. loading / sally port**

Future Space Considerations
Needs office space
Needs family meeting space
Needs showers

NIJ study has coroner size recommendations based on County size SF based on Population

1. Immediate Need
 - a. Office: 150 SF
 - b. Conference room for family meeting space: 150 SF
 - c. Storage for evidence with drying area (included with records storage)
 - d. Storage for records: 100 SF
 - e. Storage for supplies: in exam room
 - f. (2) 4-body coolers at 38 degrees: 135 SF (see Cut Sheet +30%)
 - g. Restroom/Shower: 80 SF
 - h. Sallyport, conditioned with bariatric lift: 330 SF (see loading layout)
 - i. Separate Ventilation
 - j. Washer/Dryer: 25 SF
2. Future Need
 - a. Long-term decedent storage (e.g. freezer); particularly for murder cases: 135SF per freezer
 - b. (4) Workstations: 320 SF

OTHER RECOMMENDATIONS

- a. Viewing Room: 110 SF

- b. Exam (Autopsy) under negative pressure: 720 SF (See attached layout)
- c. Body handling (mortuary): 530 SF
- d. Transport vehicle with cooling for decedent to preserve evidence and prevent decedent degradation during transport to Ada County for Autopsy
- e. Office adjacent to examination area

NOTES

- The Coroner currently collaborates with local funeral home; may pose a risk to confidentiality and chain of custody
- Assists Fremont County with decedent processing/investigations
- Shared Space Considerations; None; should be separated from other departments

* During the time of our site visit, the Coroner did not occupy any County space. The admin function has now been moved to the lower level of the Courthouse adjacent to the Prosecuting Attorney and Probation offices. The coroner utilizes the County hospital home to conduct examinations.

Extension Office

Adjacency Category

Department(s)	Extension Office
Current Location(s)	1 Administration Annex 134 E Main St Rexburg, ID 83440
	15 Veterans Center (a.k.a. VFW) 480 W 2nd N Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	No
Transaction Counter / Reception Desk	1
Offices	2 + 1 (future)
Workstations	3
Office Storage SF (approx.)	100 SF
Other SF (approx.)	500 SF
	Basement Storage
Existing SF	1,640 SF + Classroom Space
Minimum SF (current, future)	1,240, 1,400 SF + Classroom Space
Future Space Considerations	Fairground relocation Classes
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s) Commercial Kitchen

Senior Citizens

Adjacency Category

Department(s)	Senior Citizen Center
Current Location(s)	40 S 2nd W, Rexburg, ID 83440
Public Facing / Internal	Public
Security Concerns	No
Transaction Counter / Reception Desk	0
Offices	1
Workstations	1
Other SF (approx.)	7,155 SF
	Kitchen, dining, recreation, and ancillary spaces
Existing SF	7,395 SF
Minimum SF (current - <i>future</i>)	7,395 SF
Future Space Considerations	Needs upgraded commercial kitchen Needs full ADA access Used for events/rental space Needs dedicated and separate custodial closet, laundry room, and staff restroom
Shared Space Considerations	NA

Facilities, Weed Control, Mosquito Abatement

Adjacency Category

Department(s)	Facilities, Weed Control, Mosquito Abatement
Current Location(s)	13.4 Public Works, Weed, and Mosquito Office 610 Airport Rd Rexburg, ID 83440
Public Facing / Internal	Internal
Security Concerns	No
Transaction Counter / Reception Desk	1
Offices	4 + 2 (future)
Workstations	22
Office Storage SF (approx.)	100 SF + 1,200 SF (future)
Other SF (approx.)	3,980 SF Waiting area, shop, meeting room, technician space, and ancillary spaces
Existing SF	4,800 SF
Minimum SF (current, future)	6,560 SF, 8,080 SF
Future Space Considerations	Eyewash Shower Chemical storage
Shared Space Considerations	Work Room Break Room Restrooms Conference Room(s)

Solid Waste

Adjacency Category

NOTE: This facility will transfer ownership from the County to the Eastern Idaho Solid Waste District in 2025.

Department(s) and Office,	Solid Waste Current Location(s)	13.1 Transfer Station
	530 Airport Rd Rexburg, ID 83440	
	13.2 Scale House,	
	530 Airport Rd Rexburg, ID 83440	
	13.3 Solid Waste Shop,	
	530 Airport Rd Rexburg, ID 83440	
Public Facing / Internal	Public	
Security Concerns	Yes (locked yard, theft, failure to pay)	
Transaction Counter / Reception Desk	2 (Scale House)	
Offices	1 (Main Office) + 1 (Shop)	
Workstations	8 (Main Office)	
Office Storage SF (approx.)	100 SF	
Other SF (approx.)	17,508 SF	
	Storage, transfer station, and ancillary spaces	
Existing SF	18,728 SF	
Minimum SF (current, future)	23,728 SF	
Future Space Considerations	Needs proper site drainage to avoid land contamination	
	Needs adequate showers	
	Needs more storage ~5,000 SF	
Shared Space Considerations	Work Room	
	Break Room	
	Restrooms	
	Conference Room(s)	

Roads and Bridges

Adjacency Category

Department(s)	Roads and Bridges
Current Location(s)	14.1 Office and Main Shop 529 Airport Rd Rexburg, ID 83440
	14.2 Welding Shop (a.k.a. Archer Shop, Old Hanger, or Cold Storage) 529 Airport Rd Rexburg, ID 83440
	14.3 Sand/Salt Storage Building 529 Airport Rd Rexburg, ID 83440
	14.4 Storage Building (a.k.a. Storage Building No. 3) 529 Airport Rd Rexburg, ID 83440
	17 Archer Pit 87 E 7000 S Rexburg, ID 83440
	24 US 20 Pit, Rexburg, ID 83440
	23 Teton Pit, Rexburg, ID 83440
Public Facing / Internal	Internal
Security Concerns	Yes (locked yard)
Transaction Counter / Reception Desk	1 (Office)
Offices	1 (Office) + 1 (Shop)
Workstations	2 (Office) + 1 (Shop)
Shop Workers	21 + 2 (future)
Office Storage SF (approx.)	100 SF
Other SF (approx.)	32,749 SF
	Shop, storage, meeting, and ancillary spaces
Existing SF	33,329 SF
Minimum SF (current, future)	33,330 SF
Future Space Considerations	Chemical erosion Chemical storage Fueling station
Shared Space Considerations	NA

Snowmobile Grooming

Adjacency Category

Department(s)	Snowmobile Grooming
Current Location(s)	25 Warming Hut RP04N41E02ST00 Rexburg, ID 83440
	26 Groomer Building 6080 S 4100 E Rexburg, ID 83440
Public Facing / Internal	UNKN
Security Concerns	No
Existing SF	UNKN
Minimum SF (current, future)	Catalogue Only

Parks and Recreation

Adjacency Category

Department(s)	Rexburg Municipal Golf Course, Teton Lakes Golf Course, Twin Bridges Park, Beaver Dick	
Current Location(s)	18 Rexburg Municipal Golf Course 28 Airport Rd Rexburg, ID 83440 19.1 Teton Lakes Golf Course Building 1 722 N 12th W Rexburg, ID 83440 19.2 Teton Lakes Golf Course Building 2 600 N 12th W Rexburg, ID 83440 19.3 Teton Lakes Golf Course Building 3 600 N 12th W Rexburg, ID 83440 19.4 Teton Lakes Golf Course Building 4 600 N 12th W Rexburg, ID 83440 20.1 Twin Bridges Park Restroom #1 10871 S 600 E Rexburg, ID 83440 20.2 Twin Bridges Park Restroom #2 10871 S 600 E Rexburg, ID 83440 20.3 Twin in Bridges Park Restroom #3 10871 S 600 E Rexburg, ID 83440 21.1 Beaver Dick Restroom #2 6427 W Hwy 33 Rexburg, ID 83440 21.2 Beaver Dick Restroom #4 6427 W Hwy 33 Rexburg, ID 83440 21.3 Beaver Dick Restroom #3 6427 W Hwy 33 Rexburg, ID 83440 21.4 Beaver Dick Shelter #1 6427 W Hwy 33 Rexburg, ID 83440 21.5 Beaver Dick Shelter #2 6427 W Hwy 33 Rexburg, ID 83440 21.6 Beaver Dick Shelter #3 6427 W Hwy 33 Rexburg, ID 83440 21.7 Beaver Dick Shelter #4 6427 W Hwy 33 Rexburg, ID 83440 21.8 Beaver Dick Storage Building 6427 W Hwy 33 Rexburg, ID 83440	
Public Facing / Internal Security Concerns	Public	No
Existing SF	UNKN	
Minimum SF (current, future)	Catalogue Only	

8.5 DEMOGRAPHIC REPORT



Madison County Demographic Analysis



PREPARED FOR MADISON COUNTY
REVISED OCTOBER 7, 2024



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Executive Summary

Madison County, in Eastern Idaho, has experienced significant population growth, attributed to factors such as BYU-Idaho and favorable living conditions. The population surged from 27,467 in 2000 to 52,913 in 2020 and has outpaced both state and national averages. It is important to note that prior to the 2020 the student Brigham Young University (BYU) population was not included in the Census counts. The County reports the total population to be 63,470 as of June 2024.

Gender distribution has seen a notable shift, with females comprising 54.7% of the population in recent years. The median age stands at 21.6, indicating a youthful demographic profile, although there is a growing aging population segment.

Projections indicate continued growth, with the mid-forecast predicting a population of 146,890 by 2060, emphasizing the need for infrastructure and community planning to accommodate this expansion.

Housing trends align closely with population growth, with housing units increasing by 30.4% from 2010 to 2022. The rental market has seen substantial growth, with renter-occupied units increasing by 51.6% during the same period.

Educational attainment has significantly improved, with a notable increase in individuals holding bachelor's degrees, particularly among females.

Median household income has also seen growth, rising by 49.5% to \$53,025 between 2010 and 2022.

The workforce has expanded, driven primarily by growth in education, social services, arts, entertainment, and food sectors. Despite this growth, the unemployment rate has remained stable, reflecting a balanced labor market.

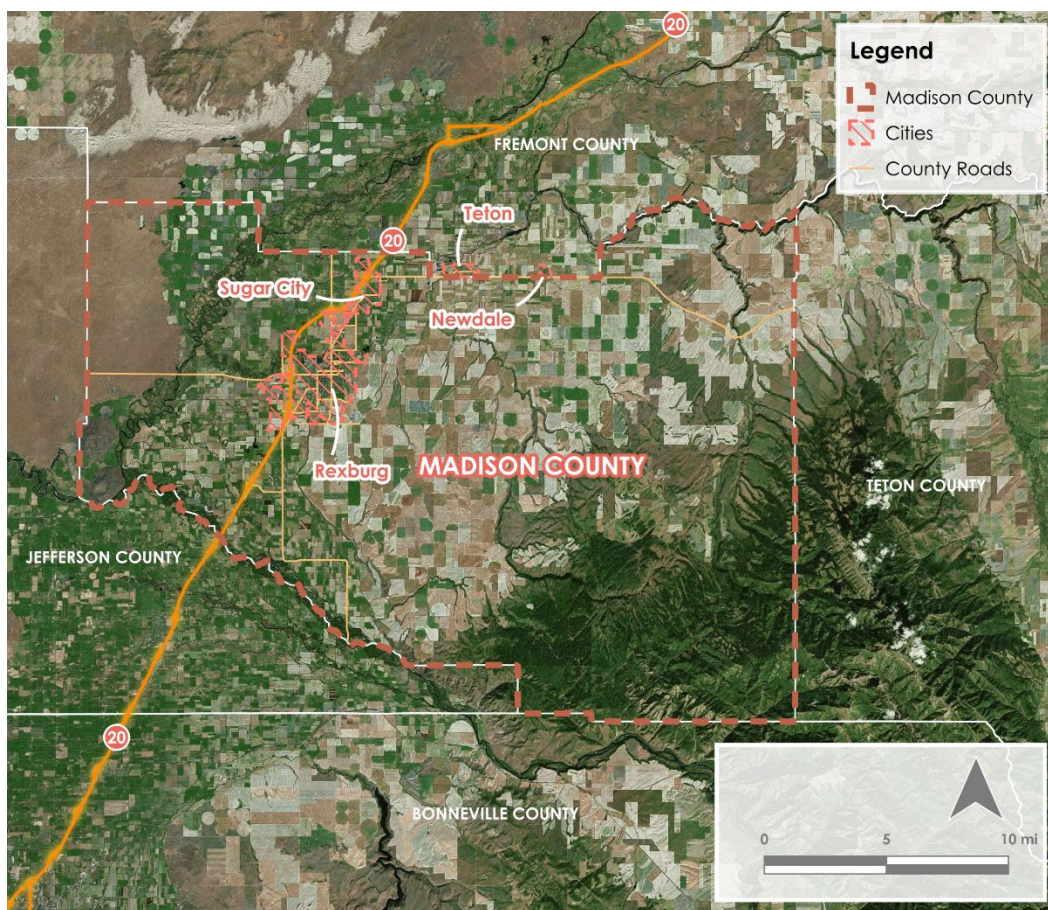
In conclusion, Madison County's demographics indicate a vibrant and growing community. As the population continues to expand, prudent planning and investment in infrastructure, education, and economic development will be crucial to sustaining this growth while preserving the County's unique character and quality of life.

Demographics

Introduction

Madison County is in Eastern Idaho due west of Teton County and the Idaho-Wyoming border. The Snake River serves as much of the southern border of Madison County, and the County is separated into western and eastern areas by Henry's Fork, a tributary of the Snake. The confluence of these two rivers is in the south-west corner of the County. Madison County covers 302,930 acres (473 square miles) and is the third smallest County in the State of Idaho (above Teton and Payette counties). The County includes three cities or towns, Rexburg, Sugar City and Newdale.

Figure: Madison County Aerial



Population

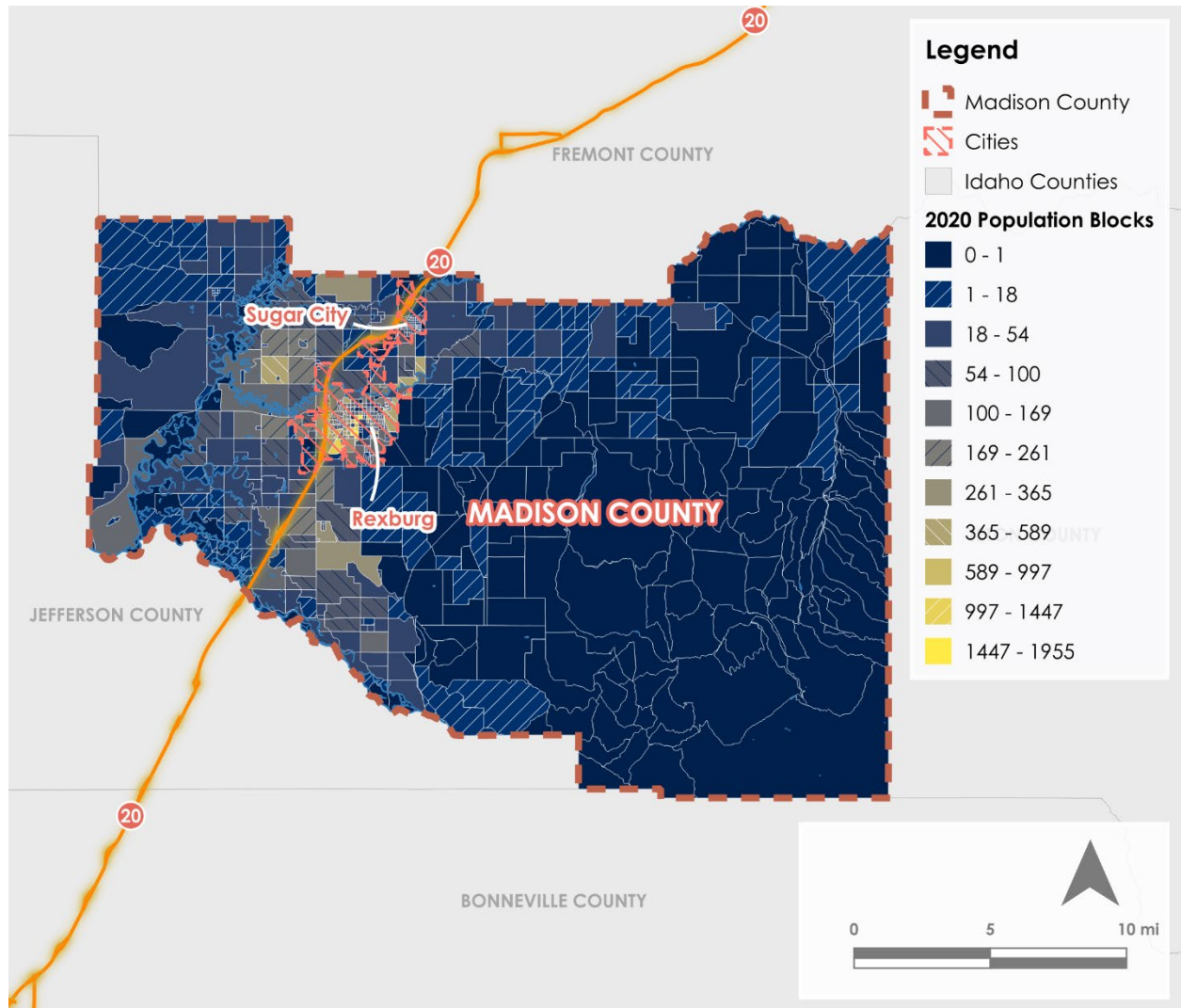
As of the most recent 2020 decennial Census, the population of Madison County was 52,913. This was up substantially (41.0%) from the previous 2010 decennial Census (37,536) which was also a significant increase (36.7%) over the 2000 decennial Census (27,467). This could partly be attributed to the 2020 Census counting the student population. At least since 1960, Madison has always seen strong

population growth, due in no small part to Brigham Young University- Idaho (BYU-Idaho). Madison had the 12th largest total county population in the 2020 decennial Census despite its relatively small land area and only having three cities and towns.

Table: Decennial Census Population

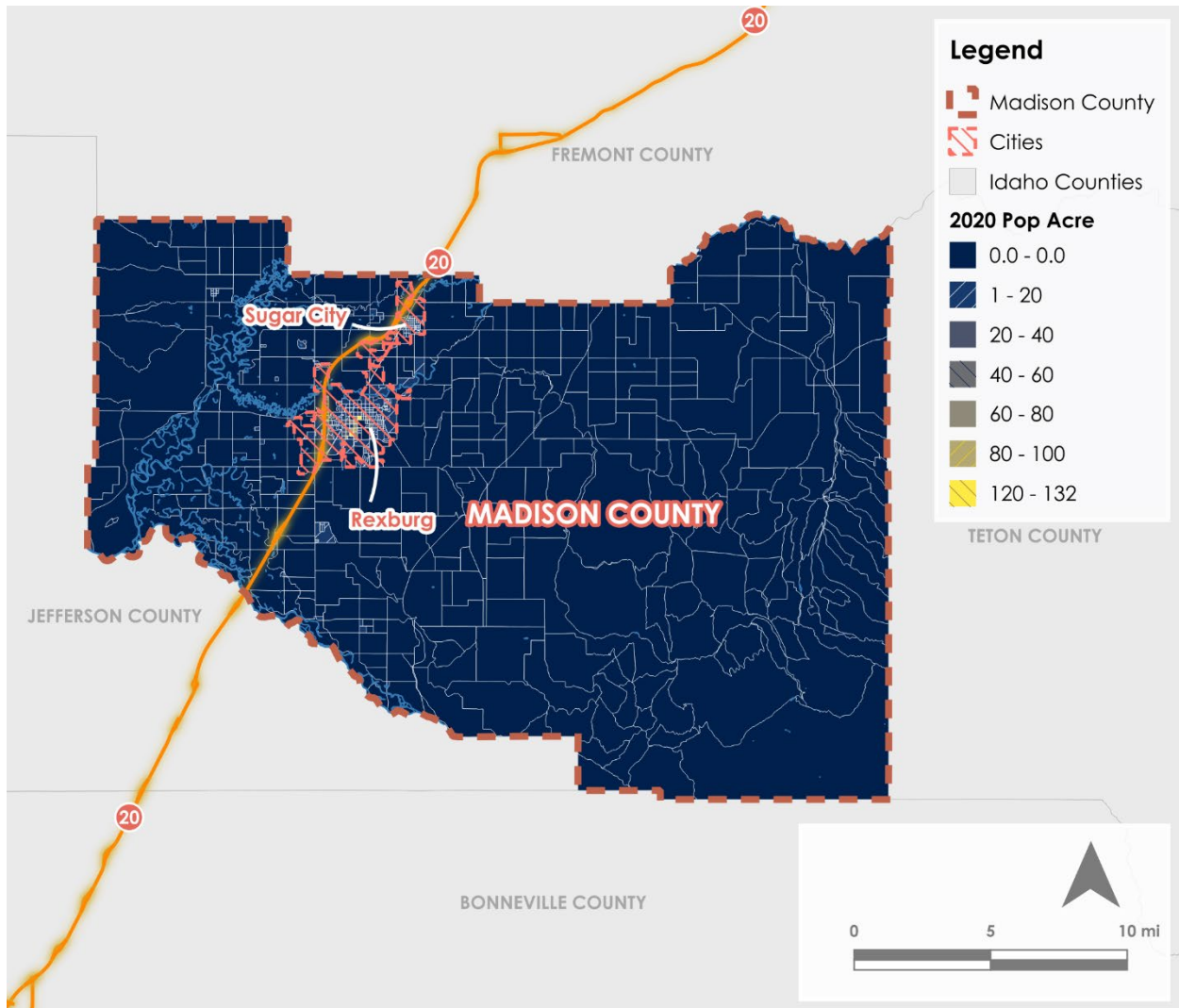
Year	Population	Change Over Previous (10 yr.)	% Change (10 Yr.)	Year Over Year % Change
1980	19,480	-	-	-
1990	23,674	4,194	21.5%	2.2%
2000	27,467	3,793	16.0%	1.6%
2010	37,536	10,069	36.7%	3.7%
2020	52,913	15,377	41.0%	4.1%
Total Decennial Change	33,433			
Recent Decennial Change	15,377		38.8%	3.9%
Historical Average Change		8,358	28.8%	2.9%

Figure: Madison County Population Total by Census Blocks



Note: See Attachment 01: Additional Maps, for Census population maps of Rexburg and Sugar City.

Figure: Madison County Population per Acre by Census Blocks



Note: See Attachment 01: Additional Maps, for Census population maps of Rexburg and Sugar City.

Sex

According to data from the most recently available¹ 2018-2022 American Community Survey (U.S. Census Bureau, Via TidyCensus, 2024) 5-year estimates (which function as an average), Madison County has seen a shift from an even split between males and females in the 2012-2016 data to one where 45.3% of the population is male and 54.7% is female. While this change is not atypical for Madison County, having also seen a greater percent of the population being female in the 2006-2010 American Community (ACS) Survey data, it is a notable change from the 2012-2016 ACS Survey data when there were more males than females (50.4% male and 49.6% female).

¹ 2022 American Community Survey, 1-year data is available for some regions and data points but has higher margins of error and is less valuable for comparisons over time.

Age

The median age in Madison County from the most recent ACS data is young, at 21.6 overall, 22.9 for males, and 20.4 for females. For contrast, the 2022 median age was 37.5 in Idaho and 39.0 in the U. S (U.S. Census Bureau, 2024). Despite the lower-than-average median age, Madison is aging, much like the rest of the U.S. While still a small percent of the County's population, the population group that experienced the most growth outside of the group that includes incoming freshman-aged students was for those 65 and older, followed by 30 to 39, 20 to 29, 40 to 49, and finally 50 to 64. There were no population groups that saw a reduction in overall totals, though the 0 to 9 saw a minor increase.

Figure: Madison County Total Population by Age Groups (5-year data 2010-2022)

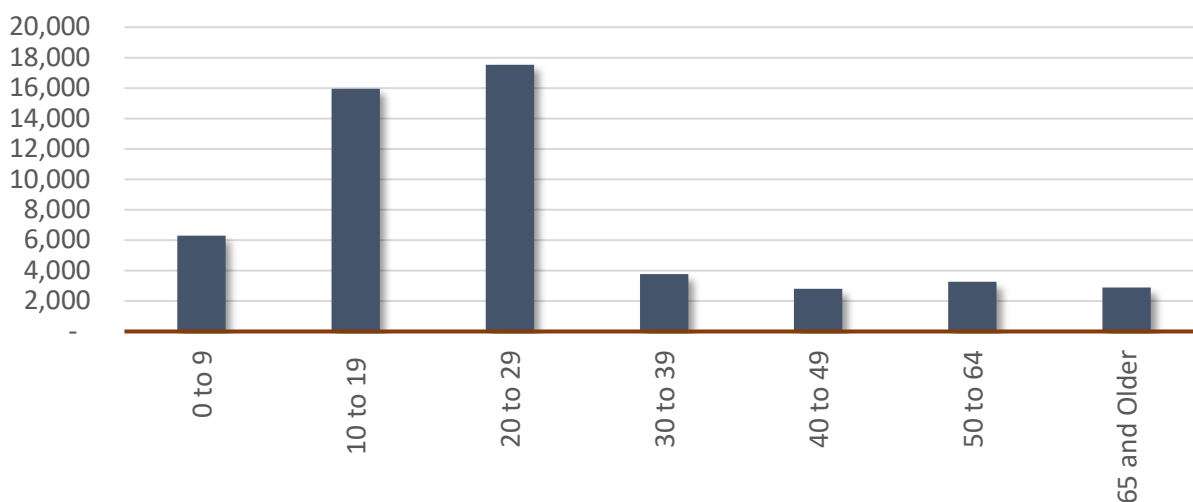
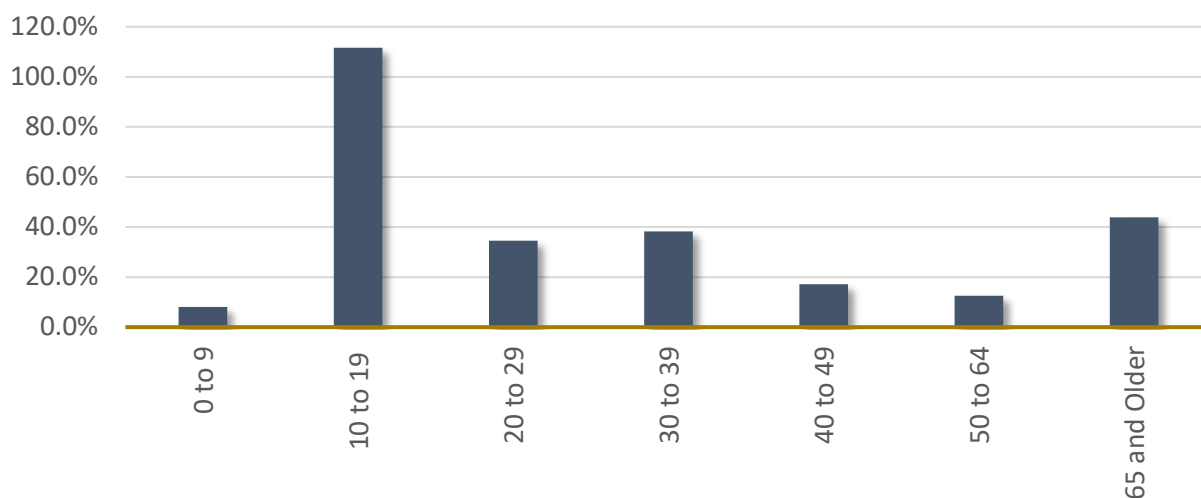


Figure: Madison County, Change in Population Age Groups by % (2006-2010 to 2017-2022)



Population Forecast

In calculating the forecast population for Madison County, this report uses a combination of Data previously created for the Eastern Idaho Regional Solid Waste District in 2022 in addition to updated historical growth trends as a foundation. This is then adjusted to accommodate other relevant factors. Since 1980, the average annual decennial Census population growth for the entire County is 8,358

people, or 28.8% per 10-years. The average growth of the last two decennial counts was 38.8%. This Report also considers the 2021 and 2022 (1-year) population estimates (U.S. Census Bureau, Via TidyCensus, 2024) to consider more recent changes. The 2022 1-year estimate was 53,881 (1.8% year over year) and the 2022 1-year estimate was 54,976 (2.0% year over year). The recent average 1-year change is 2.7% (using the 2020, 2021, and 2022 values).

The following future population projections include a low, medium (mid), and high forecast. The high forecast is based on previous Eastern Idaho Regional Solid Waste District forecasting which generally considers more linear historical decennial changes as a percent, and not more recent, variable, yearly survey data. The low forecast generally assumes a reduced forecast of 10% from the baseline, mid forecast. The mid forecast includes both historical and more recent data with variable rates of growth. More immediate years are based on recent rates of change, with increasing rates in later decades that consider growth by BYU-Idaho and a local population to support the increased student population. The 2060 mid or baseline forecast is 146,890 people. The 2060 high forecast is 169,126 people, and the low forecast is 112,232 people. This Report recommends the mid forecast.

Figure: Historical and Future Population Forecast

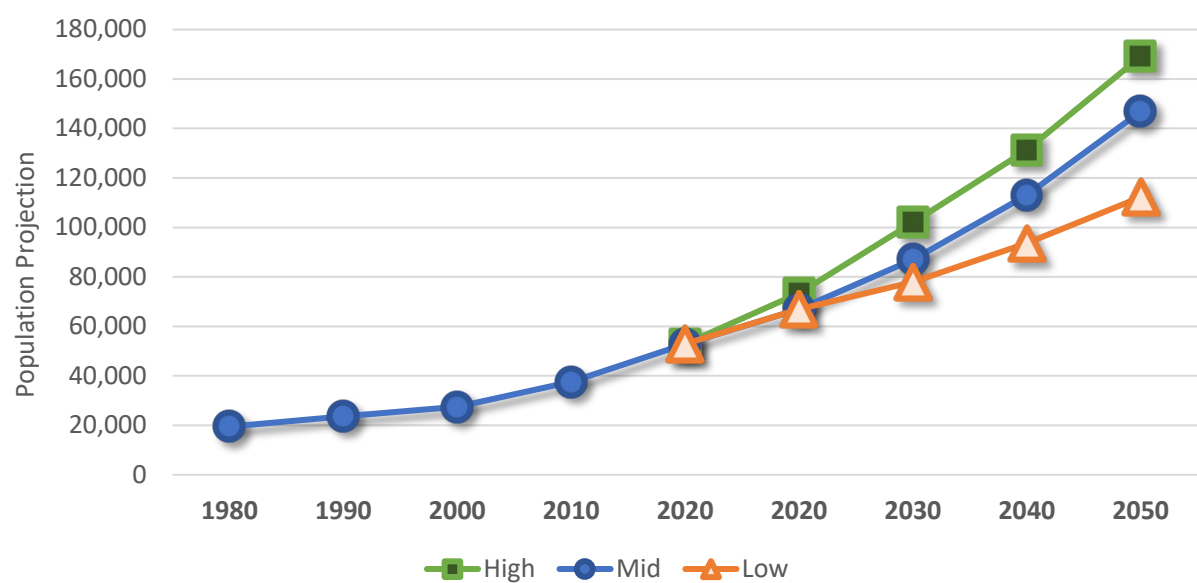


Table: Madison County Population Forecast*

Year	Low Forecast	Low % Change	Mid Forecast	Mid % Change	High Forecast	High % Change
2020	52,913	-	52,913	-	52,913	-
2030	66,950	26.5%	66,950	26.5%	73,450	38.8%
2040	78,015	16.5%	86,995	29.9%	101,957	38.8%
2050	93,572	19.9%	113,043	29.9%	131,315	28.8%
2060	112,232	19.9%	146,890	29.9%	169,126	28.8%

*The low/medium/high percentages reflect the change over the previous year divided by the estimated population. The categories aren't in relation to another; rather, they are in relation to the forecasted numbers within each category.

Housing

Existing

In 2020, Madison County had 14,124 housing units. The 2022 5-Year ACS data is 14,328. Since basic housing counts are collected as part of both the decennial Census and the ACS, both datasets are included as part of this report. While the decennial Census is considered the record of preference due to the increased accuracy and housing forecast dependency on the 2020 decennial Census population count, the ACS is newer and collects additional information not available as part of the regular Census. In this case, additional information for owner/renter occupied units is included with the ACS data. Acknowledging that the 5-year ACS data is slower and operates as an average, both datasets appear similar in housing trends.

Table: Madison County, ACS Housing

Housing Units	2010	2016	2022	Change # 2010 - 2022	Change % 2010 - 2022
Housing Units: Total	10,987	12,778	14,328	3,341	30.4%
Housing Units: Total Occupied	9,868	10,508	11,979	2,111	21.4%
Housing Units: Total Vacancy	1,119	2,270	2,349	1,230	109.9%
% Vacancy	11.3%	21.6%	19.6%		8.3%
Owner-occupied housing units	5,129	5,069	4,793	(336)	-6.6%
Renter-occupied housing units	4,739	5,439	7,186	2,447	51.6%
% Owner Occupied	52.0%	48.2%	40.0%		-12.0%
% Renter Occupied	48.0%	51.8%	60.0%		12.0%

Table: Madison County, ACS Household Size

Household Size	2010	2016	2022	Change # 2010 - 2022	Change % 2010 - 2022
Average Household Size: All	3.49	3.57	3.87	0.38	10.9%
Average Household Size: Owner	3.53	3.77	4.38	0.85	24.1%
Average Household Size: Renter	3.45	3.38	3.54	0.09	2.6%

Projections

The housing forecast is built on the trend-based population forecast, which has a longer record of accessible history than housing counts. The housing forecast mirrors the population forecast with variations in the percent change due to aggregated values and rounding, and considerations of the average persons per household from the 2022 5-Year ACS data. The 2060 housing forecast that aligns with the recommended mid population forecast is 53,610 units, an increase of 279.6% from 2020.

Figure: Madison County Housing Forecast

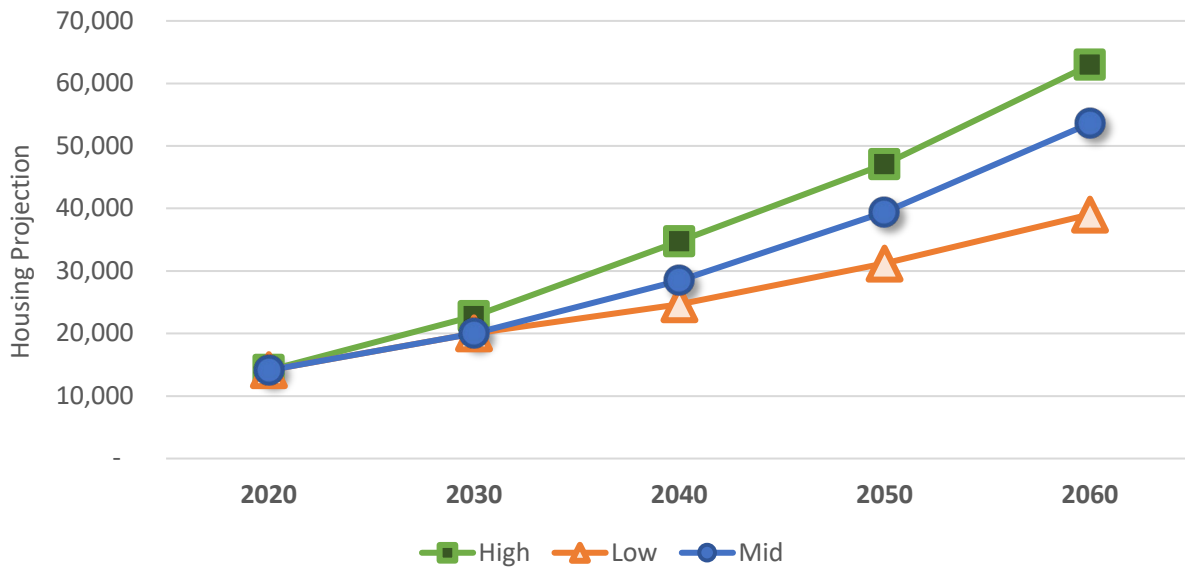


Table: Madison County Housing Forecast*

Year	Low Forecast	Low % Change	Mid Forecast	Mid % Change	High Forecast	High % Change
2020	14,124	-	14,124	-	14,124	-
2030	20,022	41.8%	20,022	41.8%	22,753	61.1%
2040	24,671	23.2%	28,444	42.1%	34,731	52.6%
2050	31,208	26.5%	39,389	38.5%	47,066	35.5%
2060	39,048	25.1%	53,610	36.1%	62,953	33.8%

*The low/medium/high percentages reflect the change over the previous year divided by the estimated housing. The categories are not in relation to another; rather, they are in relation to the forecasted numbers within each category.

Education

Educational attainment has seen strong improvements in Madison County (U.S. Census Bureau, Via TidyCensus, 2024). Between the 2006-2010 and 2018-2022 5-year ACS datasets, those with less than a high school equivalency decreased both as an overall percent of the population (-28.8%) and in the total number of people (-184) without a high school equivalent education. All areas of educational attainment above high school have seen strong improvement, particularly those with a bachelor's degree. The differences between genders were especially noticeable for females, who saw the biggest adjustment both in percent change (111.6%) and overall total (1,413) between 2010 and 2022. See Attachment 02: American Community Survey 5-Year Data Tables for additional data.

Figure: Madison County, Changes to Educational Attainment, 2010 to 2022

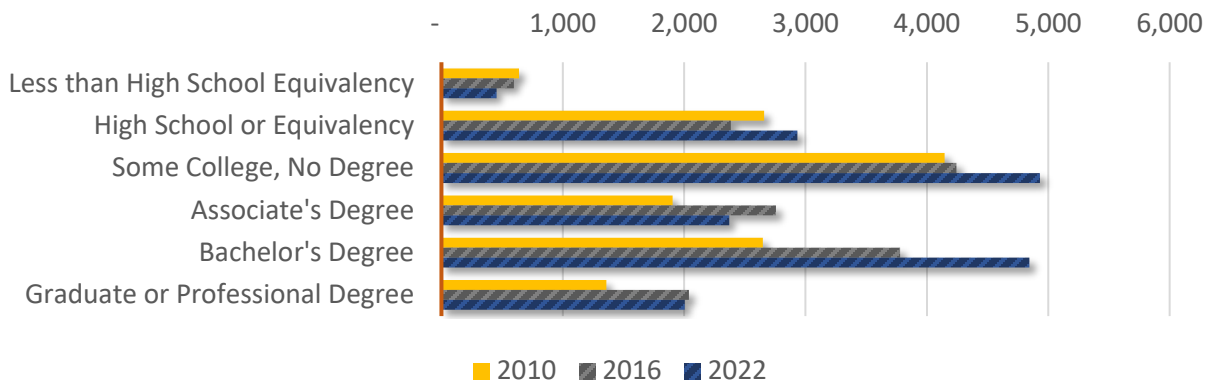


Figure: Madison County, % Change to Educational Attainment, 2010 to 2022

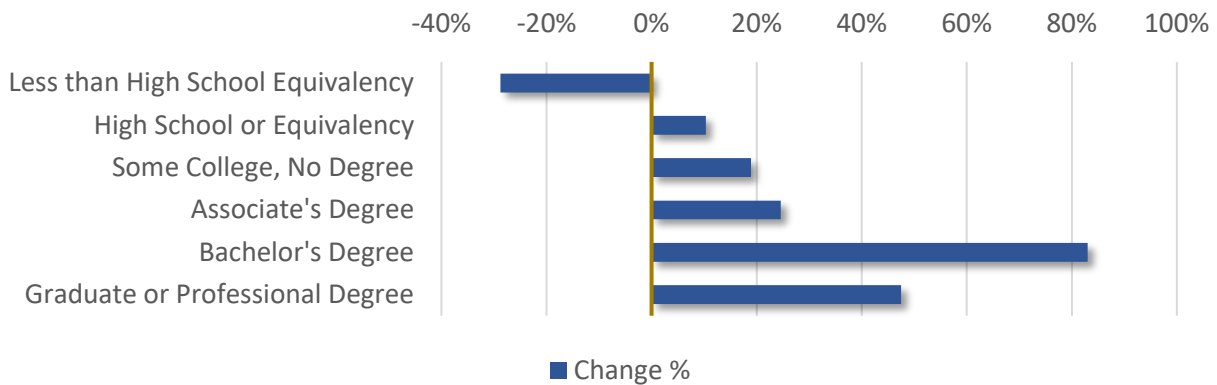
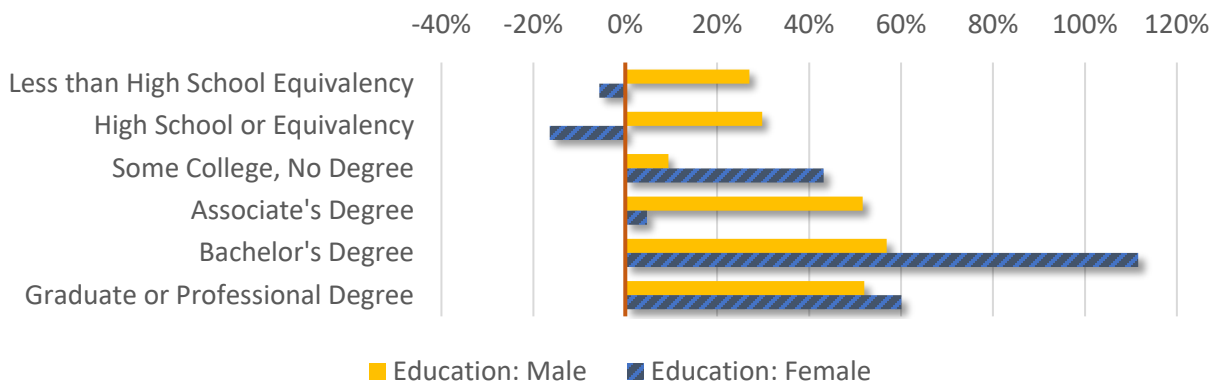


Figure: Madison County, % Change to Educational Attainment by Gender, 2010 to 2022



Income

Changes to the average income have been positive for Madison County. According to the 5-year ACS data between 2010 and 2022, all income groups above \$35k have seen positive improvements, while those under \$35K have been reduced both by percent of the whole and in total. The median income has increased by 49.5% (\$17,564) to \$53,025. The income group with the greatest change by total number

of households is \$100k to \$149k, with 1,178 households. The income group with the greatest change by percent is those earning \$200k or more at 328.6% (or plus 460 households). See Attachment 02: American Community Survey 5-Year Data Tables for additional data.

Figure: Madison County, Changes to Household Income, 2010 to 2022

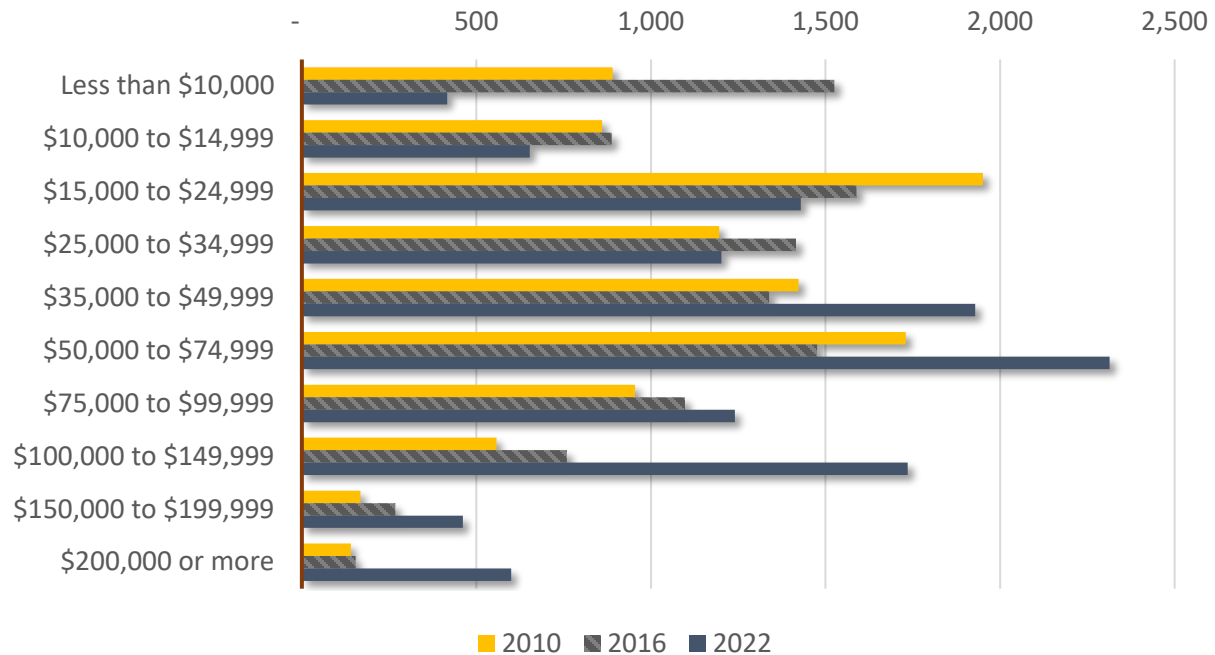
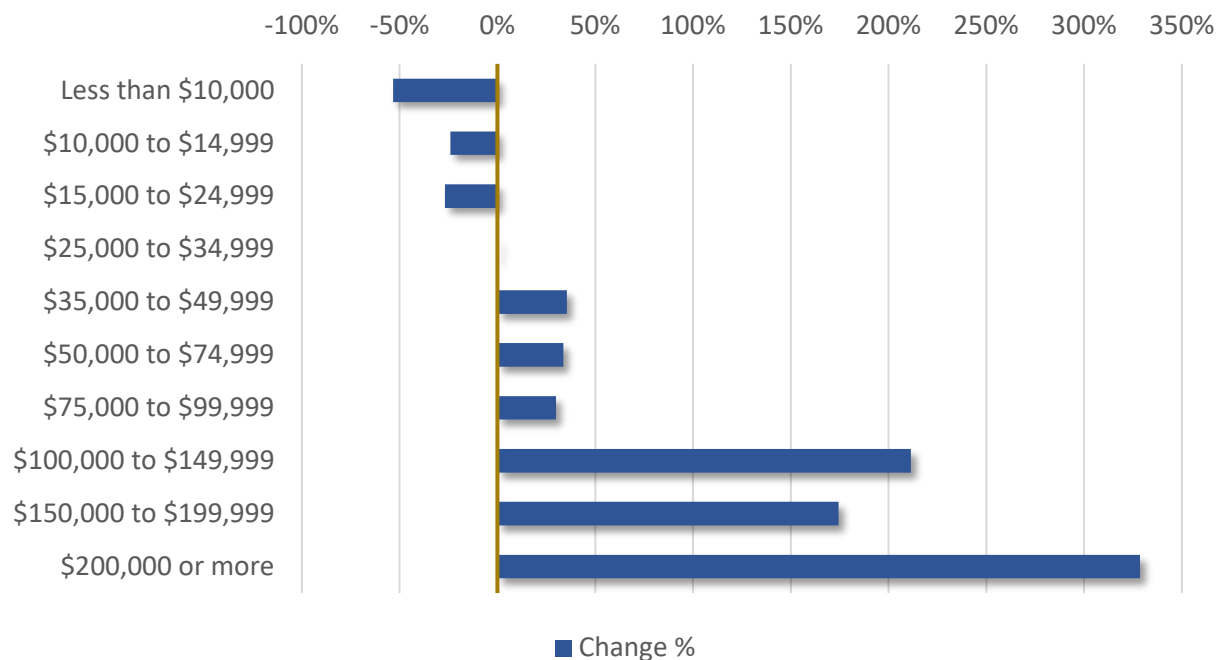


Figure: Madison County, % Change to Household Income, 2010 to 2022



Workforce and Economic Activity

The workforce has been growing steadily in Madison County. The total civilian labor force has increased by 63.9% between 2010 and 2022, amounting to 10,411 jobs (U.S. Census Bureau, Via TidyCensus, 2024). Unemployment has remained largely flat, increasing by only 0.4% between 2010 and 2022. By far, the workforce industries with the largest increase were Education and Social Services with an additional 3,665 jobs; Arts, Entertainment, and Food followed with an additional 2,201 jobs; and retail trade with an additional 1,928 jobs. The only sectors to lose jobs were Construction and Other Services with -23 and -7 jobs, respectively. See Attachment 02: American Community Survey 5-Year Data Tables for additional data.

Figure: Madison County, ACS Changes in Workforce, 2010 to 2022

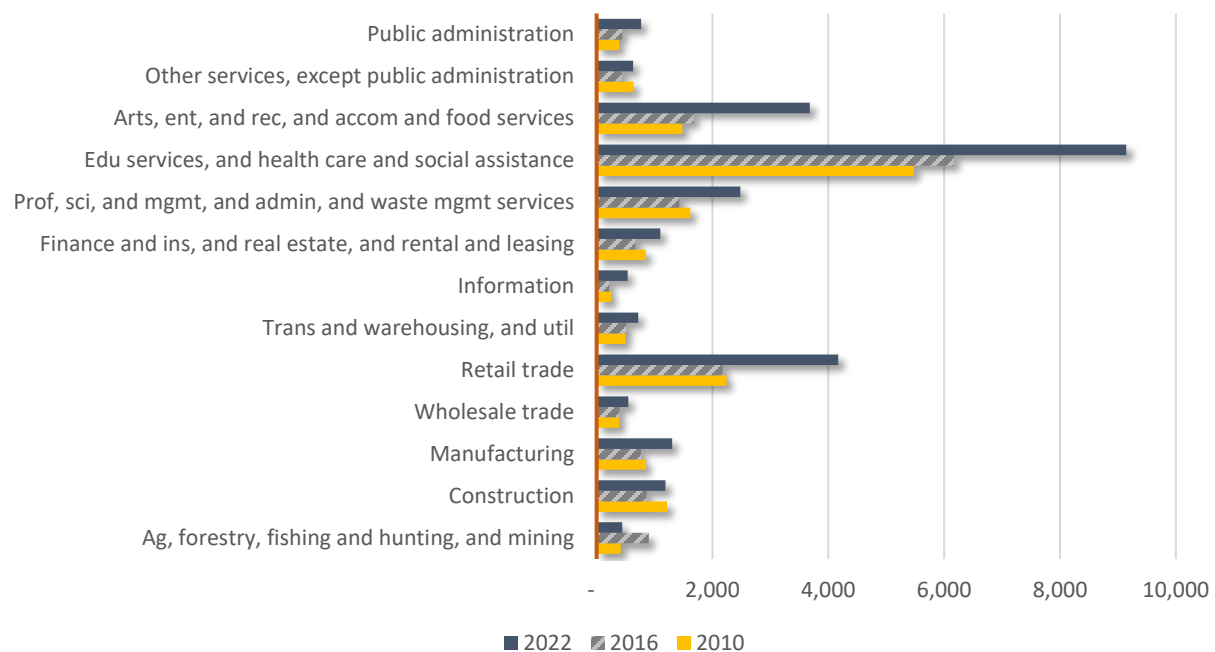


Table: Madison County, ACS Changes in Workforce, 2010 to 2022

Workforce	2010	2016	2022	Change # 2010 - 2022	Change # 2010 - 2022
Total 16 Plus	27,796	28,616	43,224	15,428	55.5%
Total in Labor Force	17,665	18,368	29,071	11,406	64.6%
Total in Military	13	9	-	(13)	-100.0%
Total Civilian in Labor Force	17,652	18,359	29,071	11,419	64.7%
Total Civilian Employed in Labor Force	16,291	16,626	26,702	10,411	63.9%
Total Civilian Unemployed in Labor Force	1,361	1,733	2,369	1,008	74.1%
Total Not in Labor Force	10,131	10,248	14,153	4,022	39.7%
Unemployment Rate	7.7%	9.4%	8.1%	0.4%	5.8%

Table: Madison County, ACS Workforce Industries, 2010 to 2022

Workforce	2010	2016	2022	Change # 2010 - 2022	Change # 2010 - 2022
Ag, forestry, fishing and hunting, and mining	413	903	442	29	7.0%
Construction	1,213	862	1,190	(23)	-1.9%
Manufacturing	846	768	1,303	457	54.0%
Wholesale trade	393	393	546	153	38.9%
Retail trade	2,242	2,176	4,170	1,928	86.0%
Transportation & Warehousing	497	512	719	222	44.7%
Information	248	214	538	290	116.9%
Finance and ins, and real estate, and rental and leasing	844	668	1,099	255	30.2%
Professional	1,620	1,424	2,479	859	53.0%
Education and Social Services	5,476	6,164	9,141	3,665	66.9%
Arts, Entertainment, and Food	1,478	1,675	3,679	2,201	148.9%
Other Services	637	430	630	(7)	-1.1%
Public administration	384	437	766	382	99.5%
Total Employed Workforce	16,291	16,626	26,702	10,411	63.9%
Total Full Time Workforce	6,588	7,041	9,312	2,724	41.3%

Figure: Madison County, ACS Workforce Industry by Gender

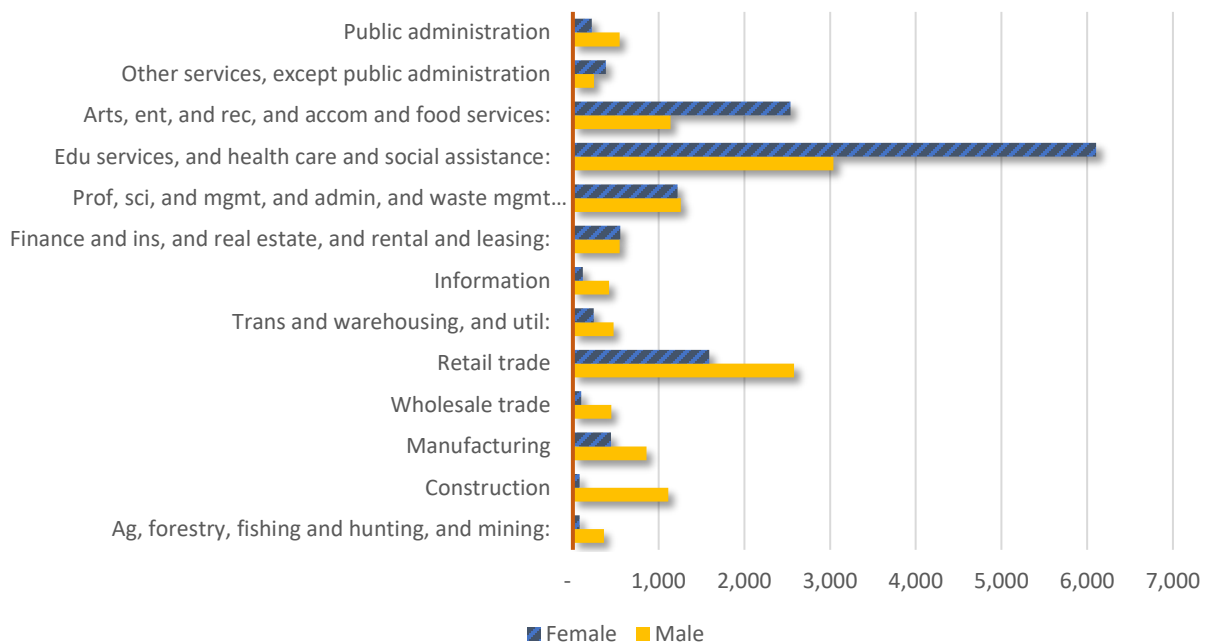
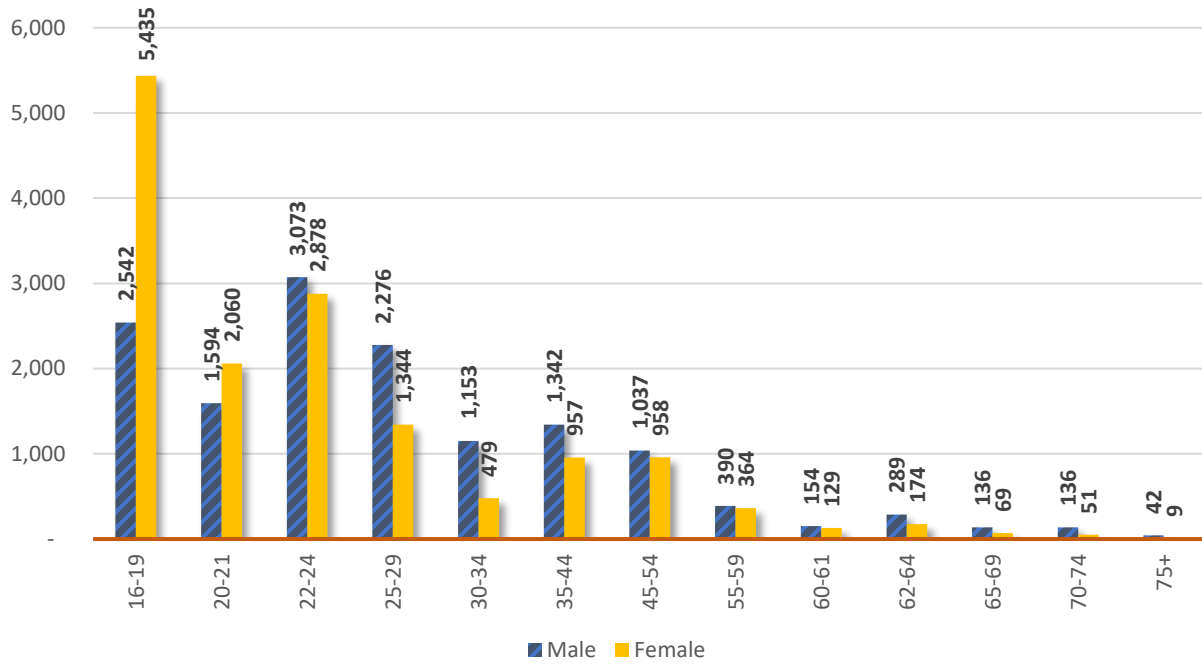


Figure: Madison County, ACS Workforce by Age and Gender



References

U.S. Census Bureau. (2024, January). *Explore Census Data*. Retrieved from United States Census Bureau:
<https://data.census.gov/>

U.S. Census Bureau, Via TidyCensus. (2024, January). *Available API's*. Retrieved from Data & Maps:
<https://www.census.gov/data/developers/data-sets.html>

Attachment 01: Additional Maps

Figure: Rexburg and Sugar City Population Total by Census Blocks

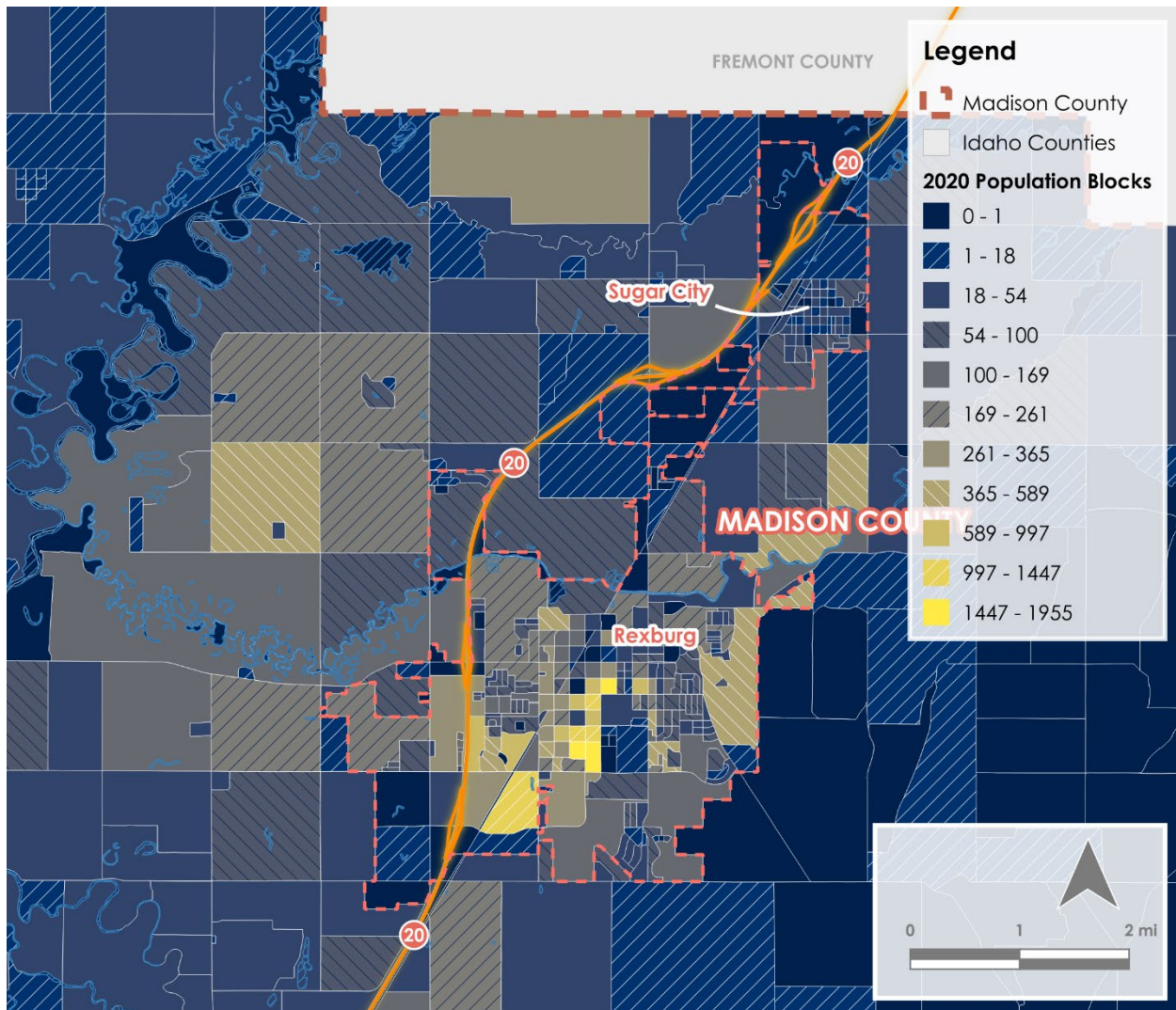
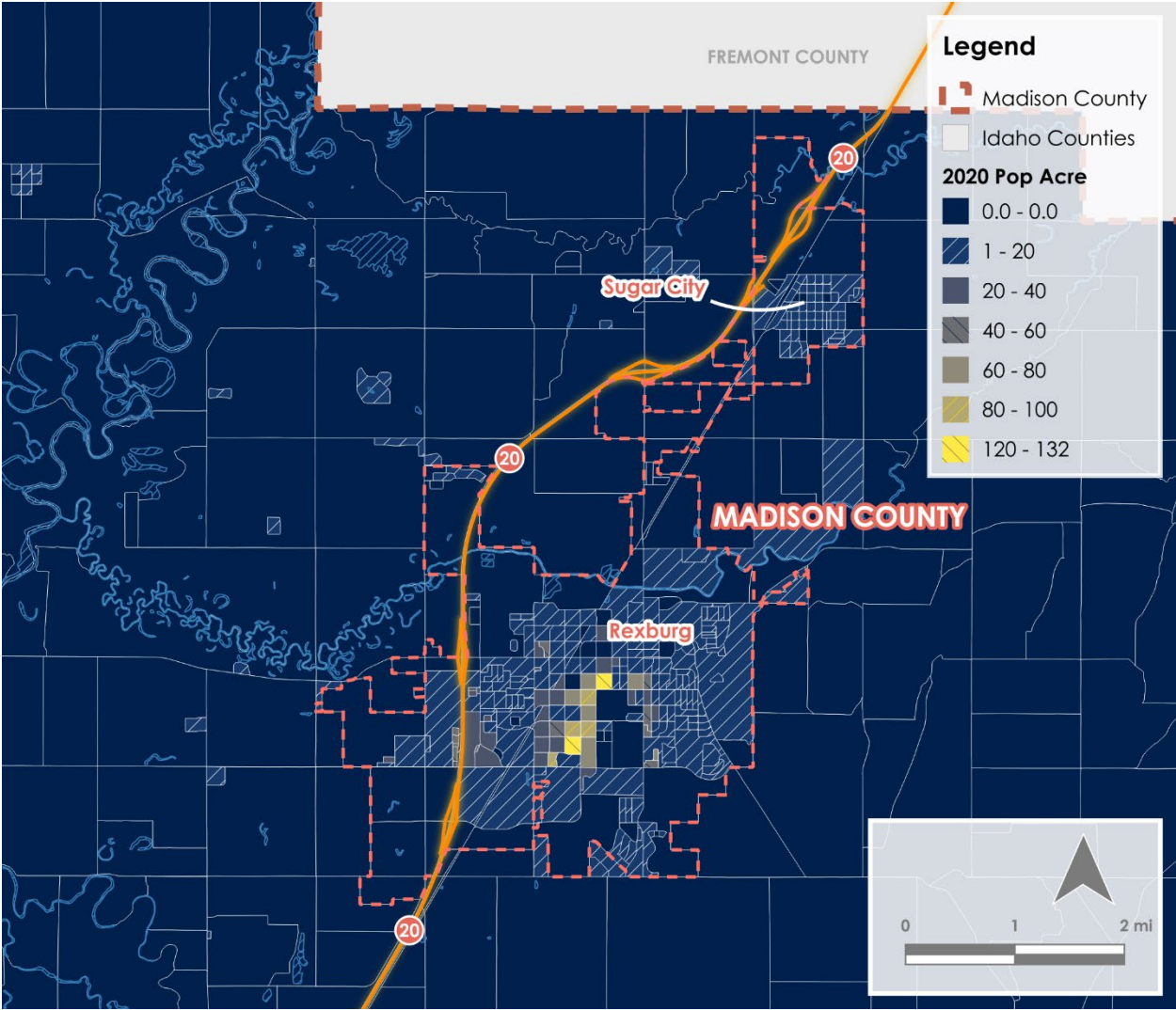


Figure: Rexburg and Sugar City Population per Acre by Census Blocks



Attachment 02: American Community Survey 5-Year Data Tables

ACS Data for 2010, 2016, and 2021					
Workforce	2010	2016	2022	Change # 2010 - 2022	Change # 2010 - 2022
Total Population	36,413	38,114	52,487	16,074	44.1%
Total Male Population	17,707	19,220	23,769	6,062	34.2%
Total Population	18,706	18,894	28,718	10,012	53.5%
% Male	48.6%	50.4%	45.3%	-3.3%	-6.9%
% Female	51.4%	49.6%	54.7%	3.3%	6.5%
Age Groups	2010	2016	2022	Change #	Change %
0 to 9	5,816	6,438	6,288	472	8.1%
10 to 19	7,539	7,037	15,951	8,412	111.6%
20 to 29	13,025	12,951	17,520	4,495	34.5%
30 to 39	2,728	3,193	3,772	1,044	38.3%
40 to 49	2,393	2,579	2,802	409	17.1%
50 to 64	2,909	3,544	3,273	364	12.5%
65 and Older	2,003	2,372	2,881	878	43.8%
Less than 18	9,515	10,382	10,682	1,167	12.3%
18 and Older	26,898	27,732	41,805	14,907	55.4%
Total Median Age	22.5	23.3	21.6	(0.9)	-4.0%
Total Median Age Male	23.3	23.9	22.9	(0.4)	-1.7%
Total Median Age Female	21.4	22.5	20.4	(1.0)	-4.7%
Income Collapsed	2010	2016	2022	Change #	Change %
Less than \$10,000	890	1,525	416	(474)	-53.3%
\$10,000 to \$14,999	860	887	653	(207)	-24.1%
\$15,000 to \$24,999	1,951	1,589	1,429	(522)	-26.8%
\$25,000 to \$34,999	1,195	1,415	1,202	7	0.6%
\$35,000 to \$49,999	1,423	1,338	1,929	506	35.6%
\$50,000 to \$74,999	1,730	1,476	2,314	584	33.8%
\$75,000 to \$99,999	954	1,097	1,240	286	30.0%
\$100,000 to \$149,999	557	759	1,735	1,178	211.5%
\$150,000 to \$199,999	168	268	461	293	174.4%
\$200,000 or more	140	154	600	460	328.6%
Median income (dollars)	35,461	33,856	53,025	17,564	49.5%
Poverty	2010	2016	2022	Change #	Change %
Below poverty, All Attainment	2,226	2,812	2,274	48	2.2%
Below Poverty, less than High School	195	140	50	(145)	-74.4%
Below poverty High school	321	198	332	11	3.4%
Below poverty Some college	1,349	1,829	1,089	(260)	-19.3%
Below poverty Bachelors or higher	361	645	803	442	122.4%
Households	2010	2016	2022	Change #	Change %

Households: People Living In	34,451	37,464	46,398	11,947	34.7%
Households: People Living In Families	26,559	30,438	34,880	8,321	31.3%
Households: People Living in Non-families	7,892	7,026	11,518	3,626	45.9%
Households: People not Living in Households	1,962	650	6,089	4,127	210.3%
Households: Total	9,868	10,508	11,979	2,111	21.4%
Households: Family	7,441	8,333	9,066	1,625	21.8%
Households: Non-family	2,427	2,175	2,913	486	20.0%
Average Household Size: All	3.49	3.57	3.87	0.38	10.9%
Average Household Size: Owner	3.53	3.77	4.38	0.85	24.1%
Average Household Size: Renter	3.45	3.38	3.54	0.09	2.6%
Housing Units	2010	2016	2022	Change #	Change %
Housing Units: Total	10,987	12,778	14,328	3,341	30.4%
Housing Units: Total Occupied	9,868	10,508	11,979	2,111	21.4%
Housing Units: Total Vacancy	1,119	2,270	2,349	1,230	109.9%
% Vacancy	11.3%	21.6%	19.6%		8.3%
Owner-occupied housing units	5,129	5,069	4,793	(336)	-6.6%
Renter-occupied housing units:	4,739	5,439	7,186	2,447	51.6%
% Owner Occupied	52.0%	48.2%	40.0%		-12.0%
% Renter Occupied	48.0%	51.8%	60.0%		12.0%
Owner-occupied housing units Less than high school graduate	208	167	93	(115)	-55.3%
Owner-occupied housing units High school graduate (including equivalency)	1,070	694	742	(328)	-30.7%
Owner-occupied housing units Some college or associate's degree	1,929	1,742	1,482	(447)	-23.2%
Owner-occupied housing units Bachelor's degree or higher	1,922	2,466	2,476	554	28.8%
occupied housing units Less than high school graduate	128	92	64	(64)	-50.0%
Renter-occupied housing units High school graduate (including equivalency)	433	507	1,142	709	163.7%
Renter-occupied housing units Some college or associate's degree	3,458	3,935	4,445	987	28.5%
Renter-occupied housing units Bachelor's degree or higher	720	905	1,535	815	113.2%
Education	2010	2016	2022	Change #	Change %
Educational Attainment 25+	13,355	15,798	17,543	4,188	31.4%
Less than High School Equivalency	639	598	455	(184)	-28.8%
High School or Equivalency	2,659	2,384	2,934	275	10.3%
Some College, No Degree	4,146	4,244	4,931	785	18.9%
Associate's Degree	1,904	2,756	2,372	468	24.6%
Bachelor's Degree	2,647	3,778	4,845	2,198	83.0%
Graduate or Professional Degree	1,360	2,038	2,006	646	47.5%

High School or Higher	12,716	15,200	17,088	4,372	34.4%
Bachelor's Degree or Higher	4,007	5,816	6,851	2,844	71.0%
Education: Male	2010	2016	2022	Change #	Change %
Total Male Attainment	6,908	8,257	9,090	2,182	31.6%
Total Male High school graduate (includes equivalency)	1,305	1,297	1,657	352	27.0%
Total Male Some college, less than 1 year	420	472	545	125	29.8%
Total Male Some college, 1 or more years, no degree	1,723	1,678	1,885	162	9.4%
Total Male Associate's degree	806	1,187	1,222	416	51.6%
Total Male Bachelor's degree	1,381	1,665	2,166	785	56.8%
Total Male Master's degree	585	1,045	889	304	52.0%
Total Male Professional school degree	106	246	143	37	34.9%
Total Male Doctorate degree	259	374	319	60	23.2%
Education: Female	2010	2016	2022	Change #	Change %
Educational Attainment for Female Population 25+	6,447	7,541	8,453	2,006	31.1%
Total Female High school graduate (includes equivalency)	1,354	1,087	1,277	(77)	-5.7%
Total Female Some college, less than 1 year	615	621	514	(101)	-16.4%
Total Female Some college, 1 or more years, no degree	1,388	1,473	1,987	599	43.2%
Total Female Associate's degree	1,098	1,569	1,150	52	4.7%
Total Female Bachelor's degree	1,266	2,113	2,679	1,413	111.6%
Total Female Master's degree	323	289	517	194	60.1%
Total Female Professional school degree	40	13	86	46	115.0%
Total Female Doctorate degree	47	71	52	5	10.6%
Workforce	2010	2016	2022	Change #	Change %
Total Employed Workforce	16,291	16,626	26,702	10,411	63.9%
Total Full Time	6,588	7,041	9,312	2,724	41.3%
Ag, forestry, fishing and hunting, and mining	413	903	442	29	7.0%
Construction	1,213	862	1,190	(23)	-1.9%
Manufacturing	846	768	1,303	457	54.0%
Wholesale trade	393	393	546	153	38.9%
Retail trade	2,242	2,176	4,170	1,928	86.0%
Trans and warehousing, and util	497	512	719	222	44.7%
Information	248	214	538	290	116.9%
Finance and ins, and real estate, and rental and leasing	844	668	1,099	255	30.2%
Prof, sci, and mgmt, and admin, and waste mgmt services	1,620	1,424	2,479	859	53.0%
Edu services, and health care and social assistance	5,476	6,164	9,141	3,665	66.9%

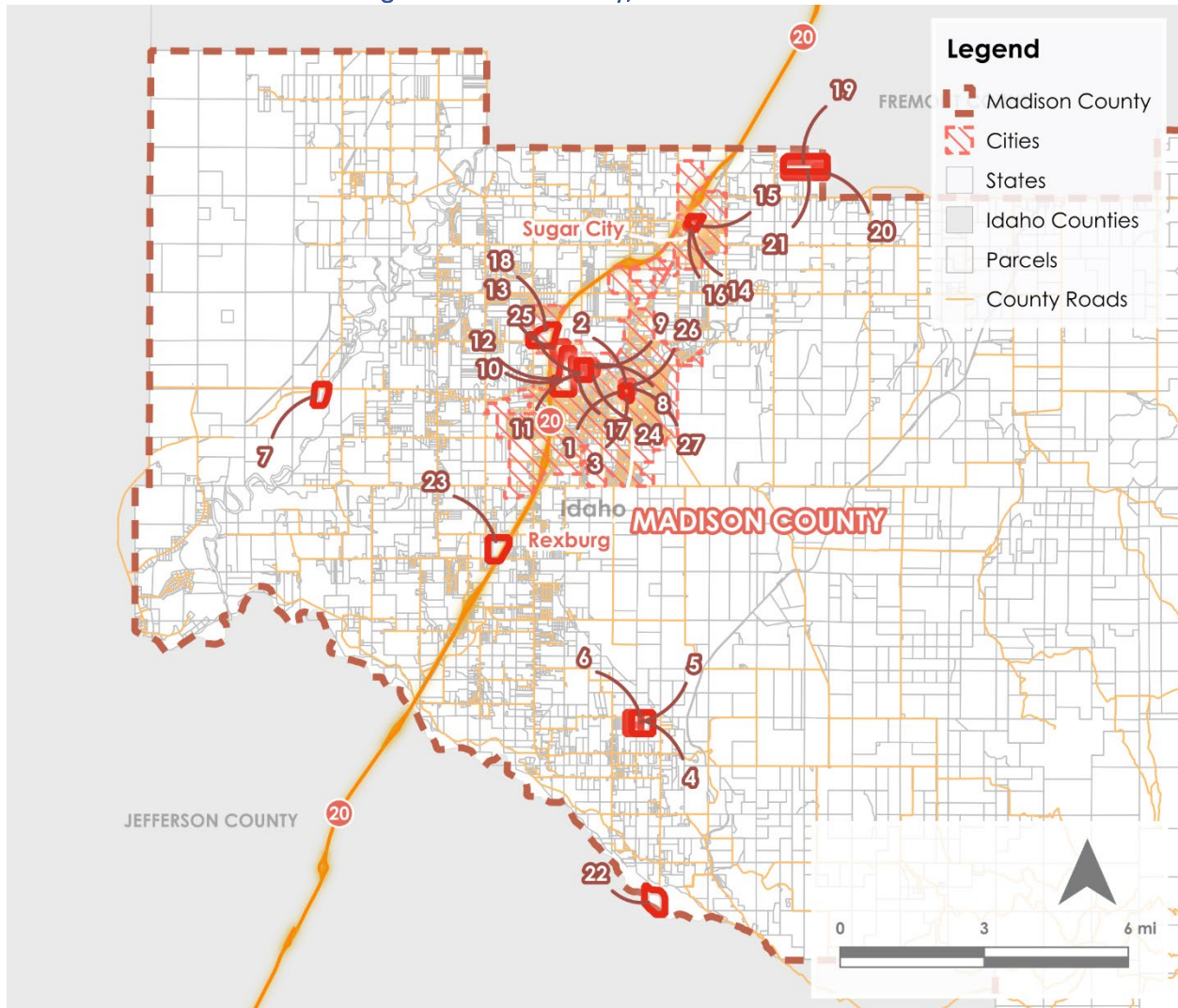
Arts, ent, and rec, and accom and food services	1,478	1,675	3,679	2,201	148.9%
Other services, except public administration	637	430	630	(7)	-1.1%
Public administration	384	437	766	382	99.5%
Workforce by Gender	2010	2016	2022	Change #	Change %
Total Male: Ag, forestry, fishing and hunting, and mining:	335	739	364	29	8.7%
Total Male: Construction	1,104	815	1,112	8	0.7%
Total Male: Manufacturing	572	657	860	288	50.3%
Total Male: Wholesale trade	298	322	450	152	51.0%
Total Male: Retail trade	1,241	1,028	2,580	1,339	107.9%
Total Male: Trans and warehousing, and util:	298	424	475	177	59.4%
Total Male: Information	98	42	423	325	331.6%
Total Male: Finance and ins, and real estate, and rental and leasing:	413	336	547	134	32.4%
Total Male: Prof, sci, and mgmt, and admin, and waste mgmt services:	1,077	953	1,257	180	16.7%
Total Male: Edu services, and health care and social assistance:	2,368	3,139	3,038	670	28.3%
Total Male: Arts, ent, and rec, and accom and food services:	773	789	1,140	367	47.5%
Total Male: Other services, except public administration	312	156	246	(66)	-21.2%
Total Male: Public administration	237	341	546	309	130.4%
Total Female: Ag, forestry, fishing and hunting, and mining:	78	164	78	-	0.0%
Total Female: Construction	109	47	78	(31)	-28.4%
Total Female: Manufacturing	274	111	443	169	61.7%
Total Female: Wholesale trade	95	71	96	1	1.1%
Total Female: Retail trade	1,001	1,148	1,590	589	58.8%
Total Female: Trans and warehousing, and util:	199	88	244	45	22.6%
Total Female: Information	150	172	115	(35)	-23.3%
Total Female: Finance and ins, and real estate, and rental and leasing:	431	332	552	121	28.1%
Total Female: Prof, sci, and mgmt, and admin, and waste mgmt services:	543	471	1,222	679	125.0%
Total Female: Edu services, and health care and social assistance:	3,108	3,025	6,103	2,995	96.4%
Total Female: Arts, ent, and rec, and accom and food services:	705	886	2,539	1,834	260.1%
Total Female: Other services, except public administration	325	274	384	59	18.2%
Total Female: Public administration	147	96	220	73	49.7%
Labor Force Combined	2010	2016	2022	Change #	Change %
Total 16 Plus	27,796	28,616	43,224	15,428	55.5%

Total In Labor Force	17,665	18,368	29,071	11,406	64.6%
Total In Military	13	9	-	(13)	-100.0%
Total Civilian In Labor Force	17,652	18,359	29,071	11,419	64.7%
Total Civilian Employed In Labor Force	16,291	16,626	26,702	10,411	63.9%
Total Civilian Unemployed In Labor Force	1,361	1,733	2,369	1,008	74.1%
Total Not In Labor Force	10,131	10,248	14,153	4,022	39.7%
Unemployment Rate	7.7%	9.4%	8.1%	0.4%	5.8%
Labor Force Full	2010	2016	2022	Change #	Change %
Total Male 16 Plus	13,226	14,272	18,923	5,697	43.1%
Total Male In Labor Force	9,729	10,604	14,164	4,435	45.6%
Total Male In Military	13	9	-	(13)	-100.0%
Total Male Civilian In Labor Force	9,716	10,595	14,164	4,448	45.8%
Total Male Civilian Employed In Labor Force	9,126	9,741	13,038	3,912	42.9%
Total Male Civilian Unemployed In Labor Force	590	854	1,126	536	90.8%
Total Male Not In Labor Force	3,497	3,668	4,759	1,262	36.1%
Total Female 16 Plus	14,570	14,344	24,301	9,731	66.8%
Total Female In Labor Force	7,936	7,764	14,907	6,971	87.8%
Total Female In Military	-	-	-	-	0.0%
Total Female Civilian In Labor Force	7,936	7,764	14,907	6,971	87.8%
Total Female Civilian Employed In Labor Force	7,165	6,885	13,664	6,499	90.7%
Total Female Civilian Unemployed In Labor Force	771	879	1,243	472	61.2%
Total Male Civilian Unemployed In Labor Force	6,634	6,580	9,394	2,760	41.6%
Labor Force by Age and Gender	2010	2016	2022	Change #	Change %
Male: 16-19: In LF: 16 Plus	605	533	2,542	1,937	320.2%
Male: 20-21: In LF: 16 Plus	700	646	1,594	894	127.7%
Male: 22-24: In LF: 16 Plus	3,005	2,982	3,073	68	2.3%
Male: 25-29: In LF: 16 Plus	1,710	2,015	2,276	566	33.1%
Male: 30-34: In LF: 16 Plus	618	904	1,153	535	86.6%
Male: 35-44: In LF: 16 Plus	1,089	1,224	1,342	253	23.2%
Male: 45-54: In LF: 16 Plus	1,030	1,133	1,037	7	0.7%
Male: 55-59: In LF: 16 Plus	432	492	390	(42)	-9.7%
Male: 60-61: In LF: 16 Plus	123	172	154	31	25.2%
Male: 62-64: In LF: 16 Plus	181	195	289	108	59.7%
Male: 65-69: In LF: 16 Plus	105	209	136	31	29.5%
Male: 70-74: In LF: 16 Plus	57	48	136	79	138.6%
Male: 75 plus: In LF: 16 Plus	74	51	42	(32)	-43.2%
Female: 16-19: In LF: 16 Plus	1,424	1,261	5,435	4,011	281.7%
Female: 20-21: In LF: 16 Plus	1,618	1,081	2,060	442	27.3%

Female: 22-24: In LF: 16 Plus	1,426	1,504	2,878	1,452	101.8%
Female: 25-29: In LF: 16 Plus	675	948	1,344	669	99.1%
Female: 30-34: In LF: 16 Plus	432	425	479	47	10.9%
Female: 35-44: In LF: 16 Plus	806	766	957	151	18.7%
Female: 45-54: In LF: 16 Plus	935	851	958	23	2.5%
Female: 55-59: In LF: 16 Plus	363	521	364	1	0.3%
Female: 60-61: In LF: 16 Plus	64	71	129	65	101.6%
Female: 62-64: In LF: 16 Plus	105	156	174	69	65.7%
Female: 65-69: In LF: 16 Plus	34	89	69	35	102.9%
Female: 70-74: In LF: 16 Plus	31	52	51	20	64.5%
Female: 75 plus: In LF: 16 Plus	23	39	9	(14)	-60.9%

Attachment 03: Madison County Facility Maps

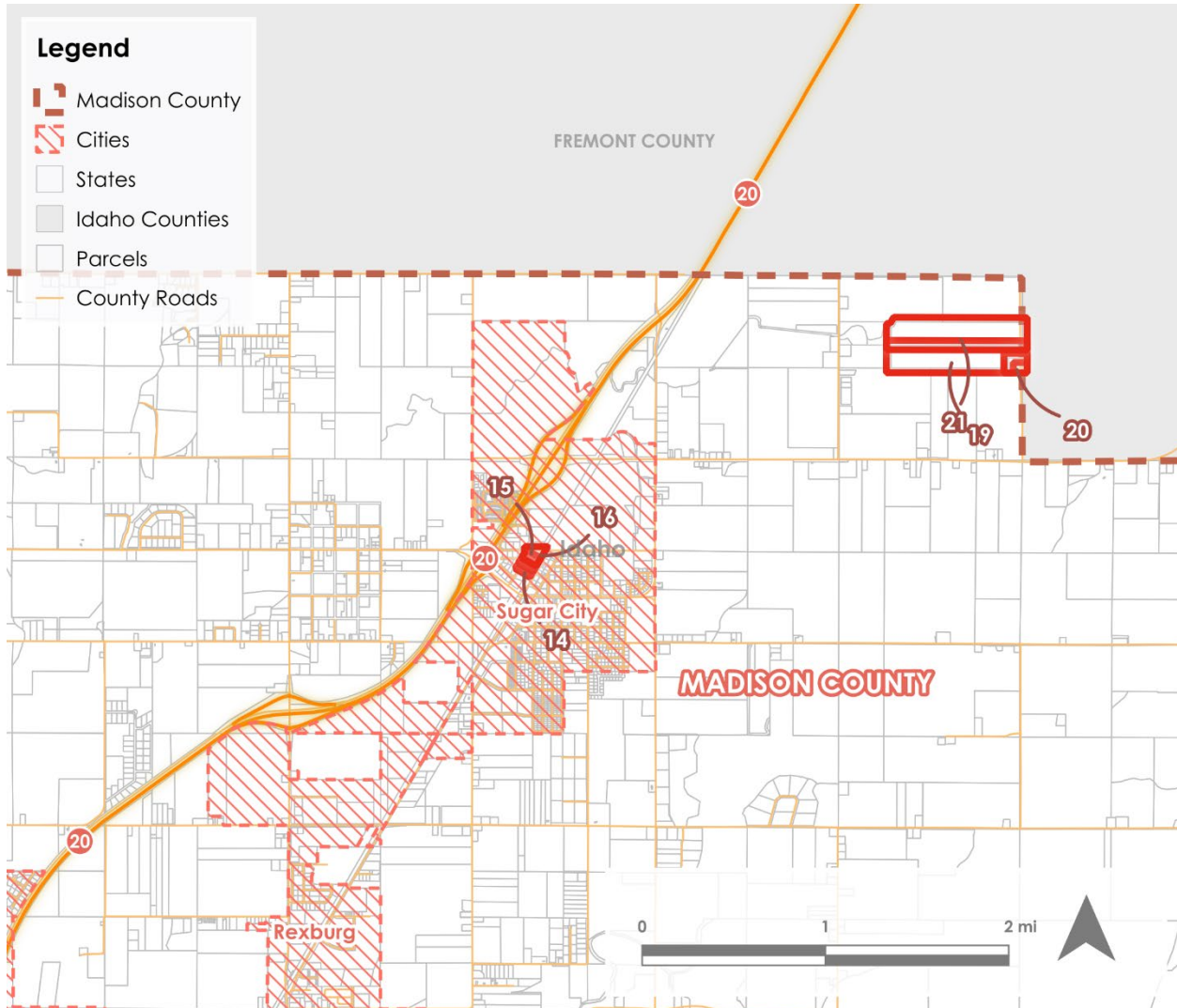
Figure: Madison County, Facilities Full List



ID	NAME	ADDRESS
1	Administration Annex	134 E Main St
2	Administration Annex	134 E Main St
3	Administration Annex	134 E Main St
4	Archer pit	87 E 7000 S Rexburg, ID
5	Archer pit	87 E 7000 S Rexburg, ID
6	Archer pit	87 E 7000 S Rexburg, ID
7	Beaver Dick Storage Bldg.	6427 W Hwy 33
8	Horse Barn 2	450 W 3rd N
9	Horse Barn 2	450 W 3rd N
10	Indoor Arena, Saw Dust Shed Addition	460 W 2nd N/250 N 5th W
11	Outdoor Arena Bleachers	460 W 2nd N
12	Rexburg Municipal course	28 Airport Rd
13	Scale House	530 Airport Rd
14	Sheriff Law Enforcement/EMS	240 Sugar Ave Sugar City, ID

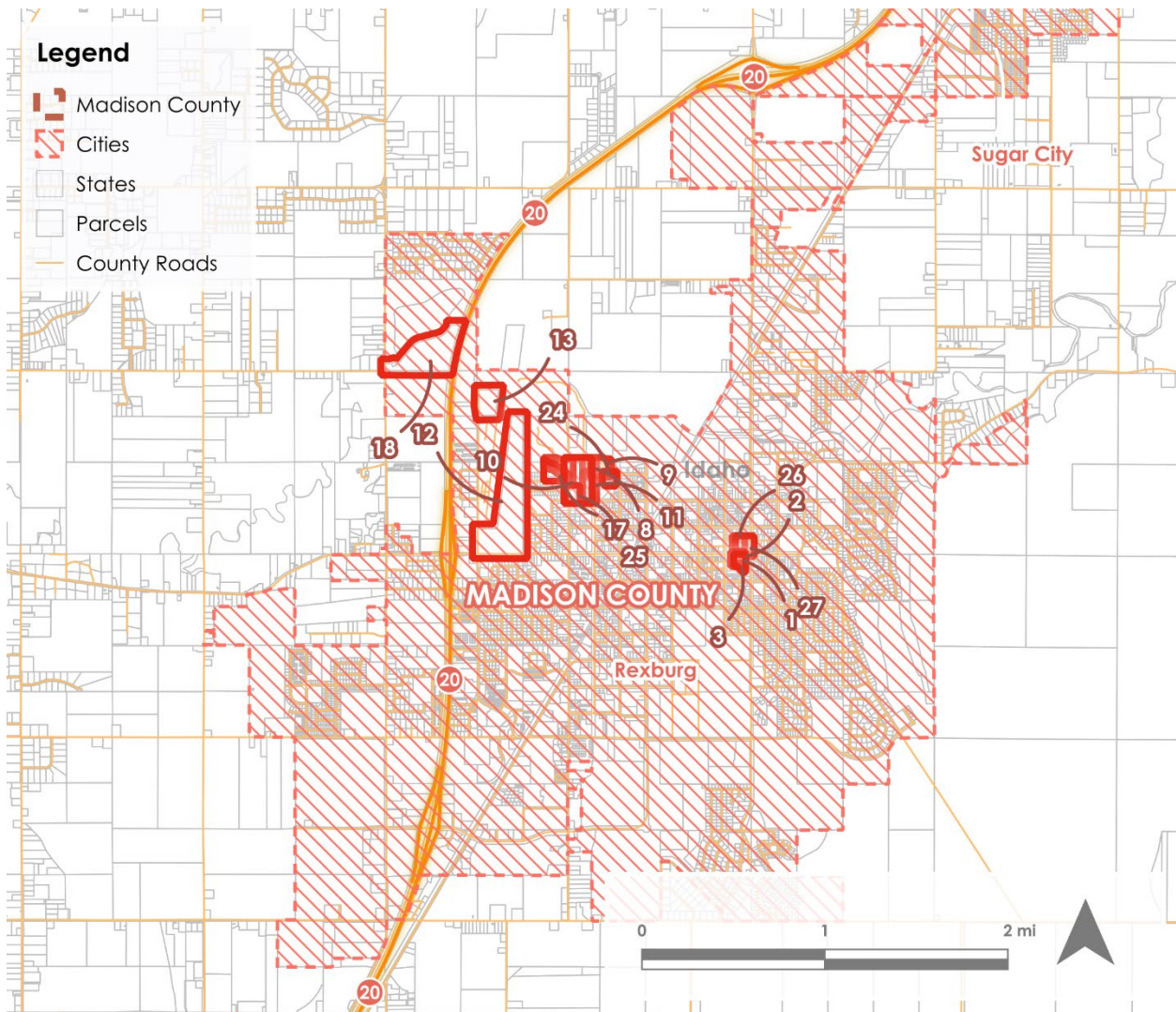
ID	NAME	ADDRESS
15	Sheriff Law Enforcement/EMS	240 Sugar Ave Sugar City, ID
16	Sheriff Law Enforcement/EMS	240 Sugar Ave Sugar City, ID
17	Small Arena Announcer Booth	325 N 5th W
18	Teton Lakes course	722 N 12th W
19	Teton pit	4505 N 4000 E Sugar City, ID
20	Teton pit	4505 N 4000 E Sugar City, ID
21	Teton pit	4505 N 4000 E Sugar City, ID
22	Twin Bridges Park Restroom #3	10871 S 600 E
23	US 20 pit	No Address Rexburg, ID
24	Vacant Land (Demo'd House)	335 W 3rd N
25	Veterans Building	480 W 2nd N
26	West Jail	145 E Main St
27	West Jail	145 E Main St

Madison County, Facilities North



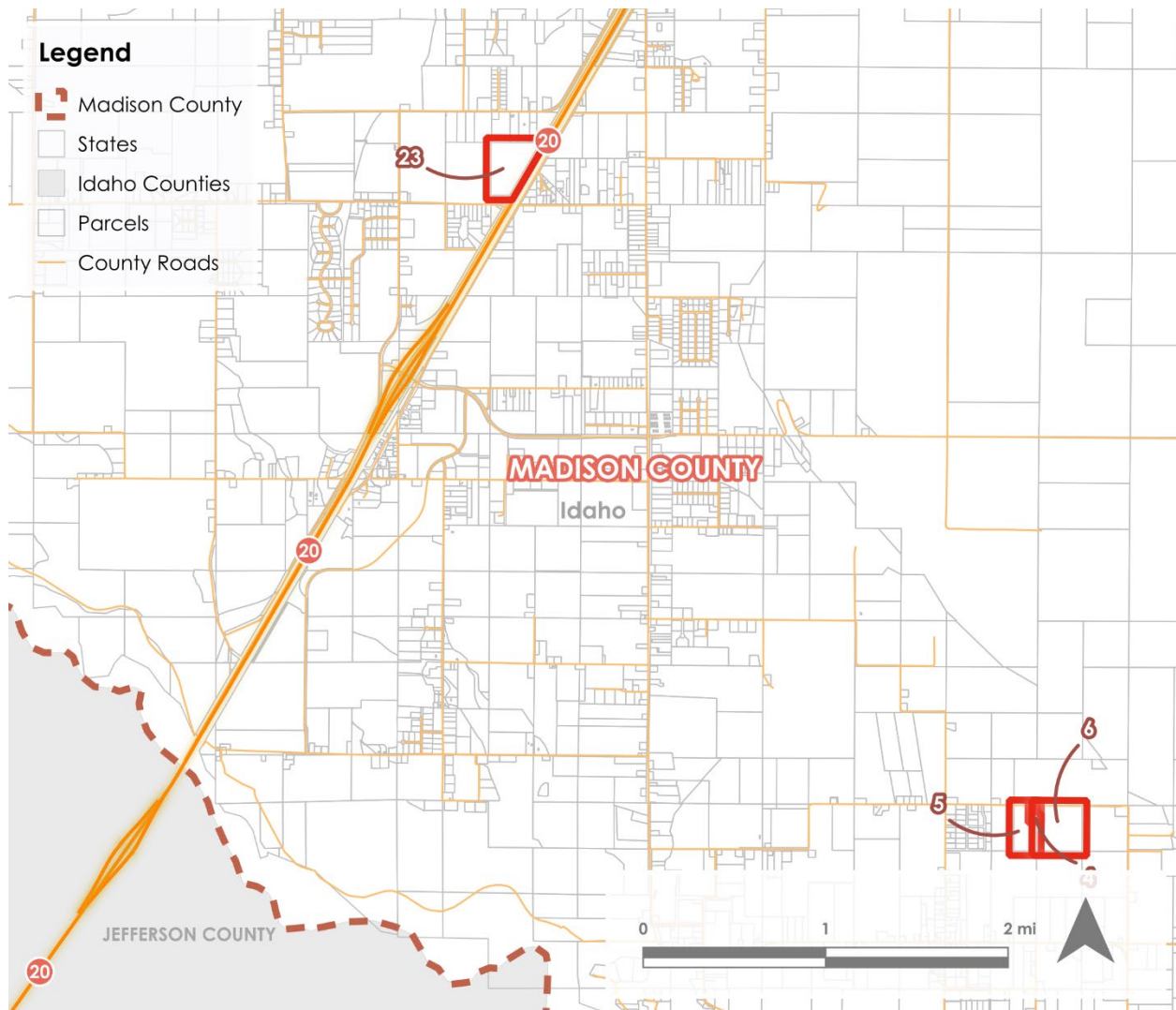
ID	NAME	ADDRESS
14	Sheriff Law Enforcement/EMS	240 Sugar Ave Sugar City, ID
15	Sheriff Law Enforcement/EMS	240 Sugar Ave Sugar City, ID
16	Sheriff Law Enforcement/EMS	240 Sugar Ave Sugar City, ID

Madison County, Facilities Central



ID	NAME	ADDRESS
1	Administration Annex	134 E Main St
2	Administration Annex	134 E Main St
3	Administration Annex	134 E Main St
7	Beaver Dick Storage Bldg.	6427 W Hwy 33
8	Horse Barn 2	450 W 3rd N
9	Horse Barn 2	450 W 3rd N
10	Indoor Arena, Saw Dust Shed Addition	460 W 2nd N/250 N 5th W
11	Outdoor Arena Bleachers	460 W 2nd N
12	Rexburg Municipal course	28 Airport Rd
13	Scale House	530 Airport Rd
17	Small Arena Announcer Booth	325 N 5th W
18	Teton Lakes course	722 N 12th W
24	Vacant Land (Demo'd House)	335 W 3rd N
25	Veterans Building	480 W 2nd N
26	West Jail	145 E Main St
27	West Jail	145 E Main St

Madison County, Facilities South



ID	NAME	ADDRESS
4	Archer pit	87 E 7000 S Rexburg, ID
5	Archer pit	87 E 7000 S Rexburg, ID
6	Archer pit	87 E 7000 S Rexburg, ID
23	US 20 pit	No Address Rexburg, ID

8.6 STAKEHOLDER SUMMARY



Madison County Stakeholder Summary



PREPARED FOR MADISON COUNTY
APRIL 2024



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Madison County Stakeholder Summary

Clearwater Financial conducted twelve (12) 1- hour interviews with stakeholders in Madison County as part of the Master Facilities Plan process. The stakeholders, representing various parts of the county and community organizations, provided valuable insights summarized below. Identified by the County, names and contact information were provided to Clearwater who conducted the interviews. Overall, stakeholders provided valuable insights into the County's strengths, areas for improvement, and future priorities, which will inform the Master Facilities Plan process. Comments are generalized to keep feedback anonymous.

Executive Summary

Perceptions of County:

- Overall positive views of the County, citing effective collaboration with cities and organizations.
- Appreciation for recent broadband improvements and perceived fiscal responsibility with tax dollars.

Special Aspects of Madison County:

- Emphasis on preserving the small-town feel, family-friendly environment, safety, community events, and recreational opportunities.
- Importance of preserving agriculture, rural feel, and the University's role in the community.

Fairgrounds:

- Stakeholders view the Fairgrounds as a priority for relocation and expansion outside the city for more space, parking, and additional facilities like a community center and improved infrastructure.

Communication:

- Stakeholders suggested improvement in County communication methods, including increased use of social media, emails, newspapers, newsletters, and website updates.
- Importance of regular updates and utilizing neighborhood social channels for better outreach.

Growth:

- Planning for growth was highlighted as crucial, especially in roads and infrastructure.
- Suggestions included managing growth in collaboration with cities, focusing on water and sewer services, and guiding developments towards city boundaries.

Facilities:

- Mixed feedback on County buildings, with positive remarks on some facilities like the Rexburg DMV, and concerns regarding others such as the Sheriff's Office, Transfer Station, and Courthouse parking.

- Various suggestions for improvements, including better accessibility, parking, security, and space expansion for different departments.

Budgetary Priorities:

- Stakeholders recommended managing growth, improving roads and infrastructure, ensuring water supply and services, and expanding the Fairgrounds as top budget priorities.
- Other suggestions included addressing resident-centric needs and considering long-term investments.

Other Comments:

- Recognition of city residents as county residents and suggestions for combining certain City and County buildings.

Summarized Comments

Perceptions of County

Stakeholders were asked about their overall perception of the County. Overall, the stakeholders had positive things to say about the County. Several stakeholders mentioned how well the County worked with the cities and other organizations. They appreciated the recent broadband addition. When asked if they believed the County is fiscally responsible with tax dollars, nearly all stakeholders said yes.

At the end of the meetings, interviewers asked stakeholders what they believed was special about Madison County and should be preserved. Stakeholders highlighted the small-town feel and family-friendly nature of the community. They appreciate that the County is safe, hosts community events and recreational opportunities, and is filled with good, friendly people. Multiple stakeholders mentioned the importance of preserving agriculture and the rural feel of the area. They also noted the importance of the University.

Fairgrounds

All but two of the stakeholders mentioned the Fairgrounds during their interviews, with several of them mentioning that moving the Fairgrounds should be a top priority for the County during its planning process. Considerations for a relocation site included comments that support a move outside of the City where there would be more space, specifically for parking. In addition to relocation ideas, Fairground expansion was supported. Specific suggestions included a larger office at the Fairgrounds for meetings, an onsite office for the County Extension/4H, a potential community center, more room for the Rodeo, an improved grandstand, and more events. Stakeholders mentioned that the Fairgrounds are an important part of the County and can help strengthen the community. One stakeholder asked how the current land will be used once the Fairgrounds move.

Communication

During the interviews, stakeholders were asked how they obtain information from the County and if they have a preferred method for County communications. Many stakeholders noted this is an area where the County could improve. They feel that the County is accomplishing things but does not do a great job of communicating those accomplishments to the community. They noted that the County is at a slight disadvantage because they do not send out regular utility bills, only tax notices.

Several interviewees suggested utilizing social media more, mentioning that cities and other organizations would likely be willing to share County social posts. Using neighborhood social channels was also mentioned to share social media posts.

Besides social media, many stakeholders proposed using emails, the newspaper, and a regular newsletter to improve communication. One interviewee mentioned using an app, specifically one that sends out notifications. Another stakeholder appreciated the update to the County website and

emphasized the importance of keeping information on the website updated. A few stakeholders mentioned that the website could still benefit from additional improvements.

Growth

Many stakeholders mentioned the importance of planning for growth, especially when considering roads and infrastructure. While stakeholders believe that the County does a good job of maintaining roads, they also believe that the County should continue making roads and infrastructure a top priority. Stakeholders also agreed that planning for and managing growth should be a top budgetary priority over the next few decades. In addition, interviewees mentioned helping cities plan for growth; trying to nudge new developments into cities, rather than allowing so much growth just outside of city boundaries, so that new developments can be covered by city services; managing growth in a way that is beneficial for residents; and planning for increased demands on water, sewer, and other County services.

Facilities

Interviewers asked stakeholders for their feedback on County buildings. Stakeholders are happy with the new Rexburg DMV, commenting that it is a nice facility, in a great location, with plenty of parking. One stakeholder mentioned that the appointment-only system can be inconvenient if somebody wants to drop by for a quick question, and another interviewee mentioned that it was not always intuitive which side to go to.

Stakeholders provided a few comments regarding the Sheriff's Office in Rexburg, including the age of the building, the aging elevator, inadequate parking, ADA challenges, and the need for a reception area downstairs. The Sheriff's Office in Sugar City was regarded by stakeholders as a good facility, and one stakeholder suggested adding the coroner and dispatch center, as well as staffing it 24/7. Stakeholders like the location of the Driver's License facility but were conflicted on whether the parking is satisfactory. In addition, while one stakeholder said the building functions well, another said the layout is inefficient.

Regarding the Transfer Station, stakeholders noted the recent improvements. One stakeholder suggested that the location may not provide enough room to grow and is concerned about its proximity to the airport.

Interviewees mentioned that the Roads and Bridge facility seems small for busy meetings and might not have enough room to grow to accommodate future needs.

Stakeholders were united in their appreciation of the Courthouse's historic, timeless nature. They were also in agreement that the Courthouse's parking is a challenge. One mentioned the building's security, having only one door in and out. Stakeholders agreed that the clerks/courts spaces seemed adequate. When asked about the Prosecutor's space, one stakeholder thought it was good, while another thought it had low ceilings and seemed prison-like.

Stakeholders varied in their opinions of the Commissioner Meeting Room. While some thought the room was an adequate size, several others thought that the room was too small, especially for meetings concerning sensitive topics. One stakeholder mentioned the inability to enter the building without using stairs. A few stakeholders mentioned the need for technological upgrades in the room.

When asked about the Admin Building, some interviewees believe it is a good building with adequate parking and good signage. Others mentioned that the building is aging, it would be nice to have a bigger facility, and noted the lack of waiting areas and reception spaces. Other issues mentioned included ADA challenges, security concerns, flood-prone storage, and sparse bathroom facilities.

Comments varied regarding the Assessor's facility. While some stakeholders thought it was a great space and accessible, others thought it was small with ADA challenges. It was noted that the facility has improved since the DMV moved.

Stakeholders agreed that the Building Department needs more space, specifically for a reception area, the conference room, and storage.

Concerning the Clerk/Court spaces in the Admin Building, stakeholders agreed that these were in good condition and had adequate space, although one mentioned that the employees could maybe use some more individual space and privacy. ADA challenges and the small HR office were also mentioned.

Respondents noted that IT has a good space but could benefit from a secured and cooled server room.

The Treasurer's office was considered a good facility but with ADA challenges.

Stakeholders noted that Planning and Zoning (P&Z) has a great space, but not a great conference room for a large group. Other comments for P&Z included the need for a reception area and storage space, and the suggestion that P&Z should be collocated with the Building Department.

The 4H office was another facility that elicited varying opinions. Some stakeholders thought it had plenty of room, while others thought it needed more space and had a poor reception area. ADA challenges were also noted. Several stakeholders believe that 4H should have their own space at the Fairgrounds.

Most stakeholders agreed that the Veterans Hall is old and has several issues, including poor parking, an inadequate kitchen, insufficient HVAC, and leaking when it rains.

Stakeholders were also largely united in their view of the Senior Center. Most believed that the Senior Center seems old, could use more space and upgrades, and that the parking is difficult due to being far from the building and can be a fall hazard for seniors in the winter.

Budgetary Priorities

As the County plans for the next 10-30 years, stakeholders had a few ideas about what the top budget priorities for the County should be. Popular answers included managing growth, roads, and infrastructure to manage growth, water supply and services, and an expansion of the Fairgrounds. Other suggestions included expanding the Transfer Station, moving the airport, new facilities for County administration and a justice center, and focusing on aspects that directly affect residents.

Other Comments

Multiple stakeholders expressed that the County should remember that City residents are also residents of the County. They also suggested combining some City and County buildings.

8.7 PREFERRED SCENARIO VISUALS



ROADS AND BRIDGES COMPLEX REDEVELOPMENT SCENARIO



Roads and Bridges Complex Redevelopment (44,100 SF)

1. Demolish Office + Main Shop (13,710 SF)
2. Demolish Welding Shop (7,410 SF)
3. Construct New Office + Main Shop Building (44,100 SF)
 - Main Shop: 22,500 SF
 - Office: 6,000 SF
 - Storage: 2,400 SF
 - Welding: 11,850 SF
 - Sign: 1,350 SF
4. Construct Uncovered Pad (5,400 SF)
5. Construct Mixing Pad (3,000 SF)
6. Utilize as Parking & Equipment Storage (56,000 SF)
7. Utilize as Equipment Storage (16,000 SF)
8. Existing Storage Buildings to Remain
9. Existing Gas Tanks and Pump Stations to Remain

KEY

-  New Construction
-  Remodel
-  New Paved Area
-  Demolish

ADMINISTRATION ANNEX REMODEL SCENARIO



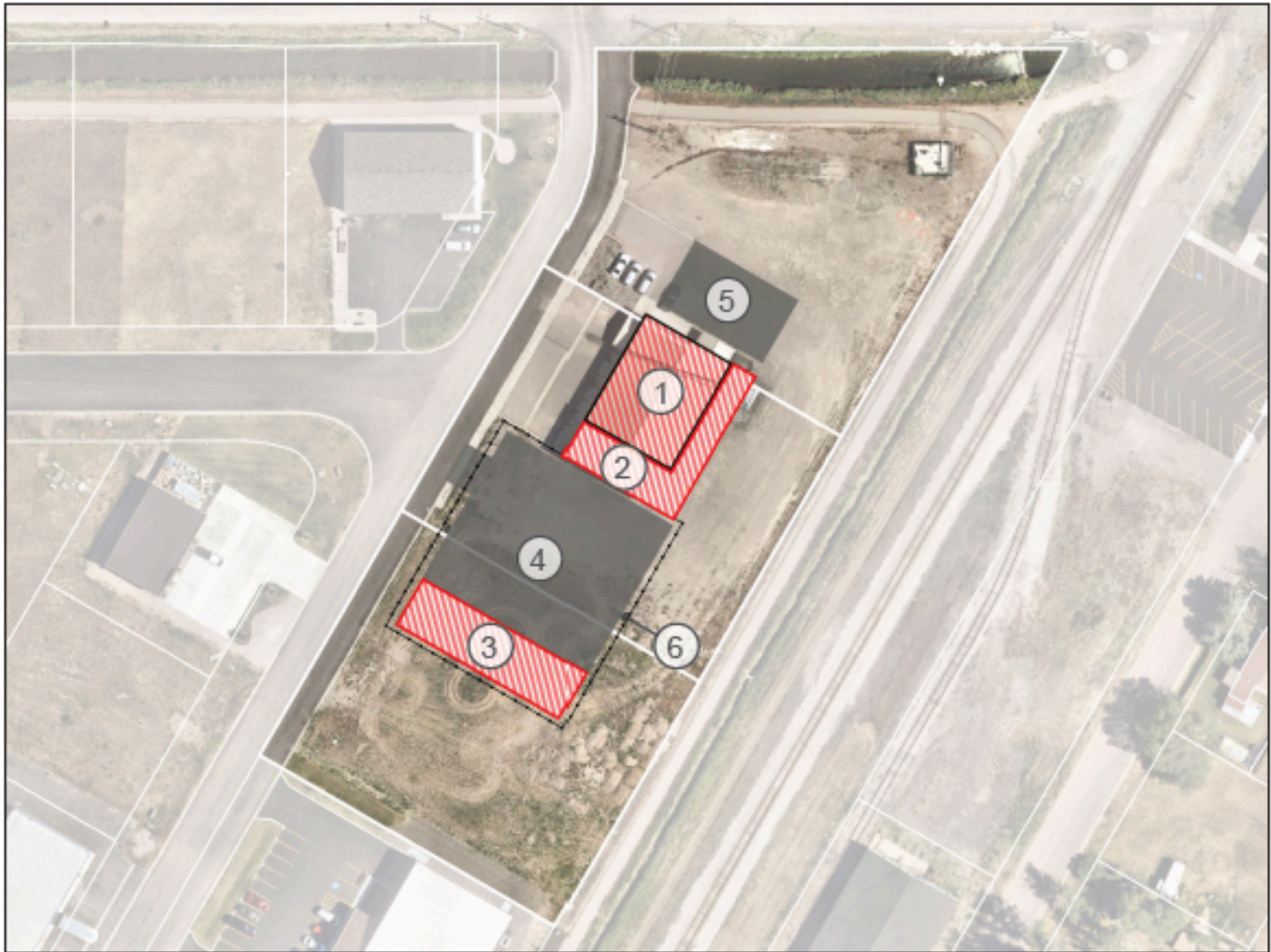
Administration Annex Remodel (20,345 SF)

1. Remodel Administration Annex (13,085 SF + 7,260 SF Basement)
 - Clerk: 2,225 SF
 - Assessor: 1,060 SF
 - Treasurer: 1,460 SF
 - DMV/Licensing: 980 SF + Ancillary = 1,244 SF
 - Commissioner Admin/Meeting: 1,220 SF
 - Planning/Zoning: 920 SF
 - Building Department: 675 SF
 - Veterans Services: 120 SF
 - IT: 500 SF
 - Public Meeting/Classroom: 1,500 SF
 - 4-H Extension: 1,400 SF (eventual relocation to new fairgrounds)
 - Basement Storage: 7,260 SF
- (Surplus Area: 761 SF)

KEY

-  New Construction
-  Remodel
-  New Paved Area
-  Demolish

SUGAR CITY SUBSTATION EXPANSION SCENARIO



Sugar City Substation Expansion (7,640 SF)

1. Remodel Existing Substation Building (4,800 SF)
2. Expand Substation Building (+2,840 SF)
 - EAS/Sheriff (Detectives & Patrol): 1,000 SF
 - E911 Dispatch: 1,200 SF
 - Coroner: 640 SF
3. Construct 3-Sided Covered Vehicle Storage (3,600 SF)
 - add (12) 10'x30' covered parking stalls
4. Construct Secure Parking Area (12,960 SF)
 - add (28) 10'x20' uncovered parking stalls
5. Expand Parking Area (+3,200 SF)
 - add (8) 10'x20' uncovered parking stalls
6. Construct Perimeter Security Fence (480 linear feet)

KEY

-  New Construction
-  Remodel
-  New Paved Area
-  Demolish

COUNTY COURTHOUSE EXPANSION SCENARIO



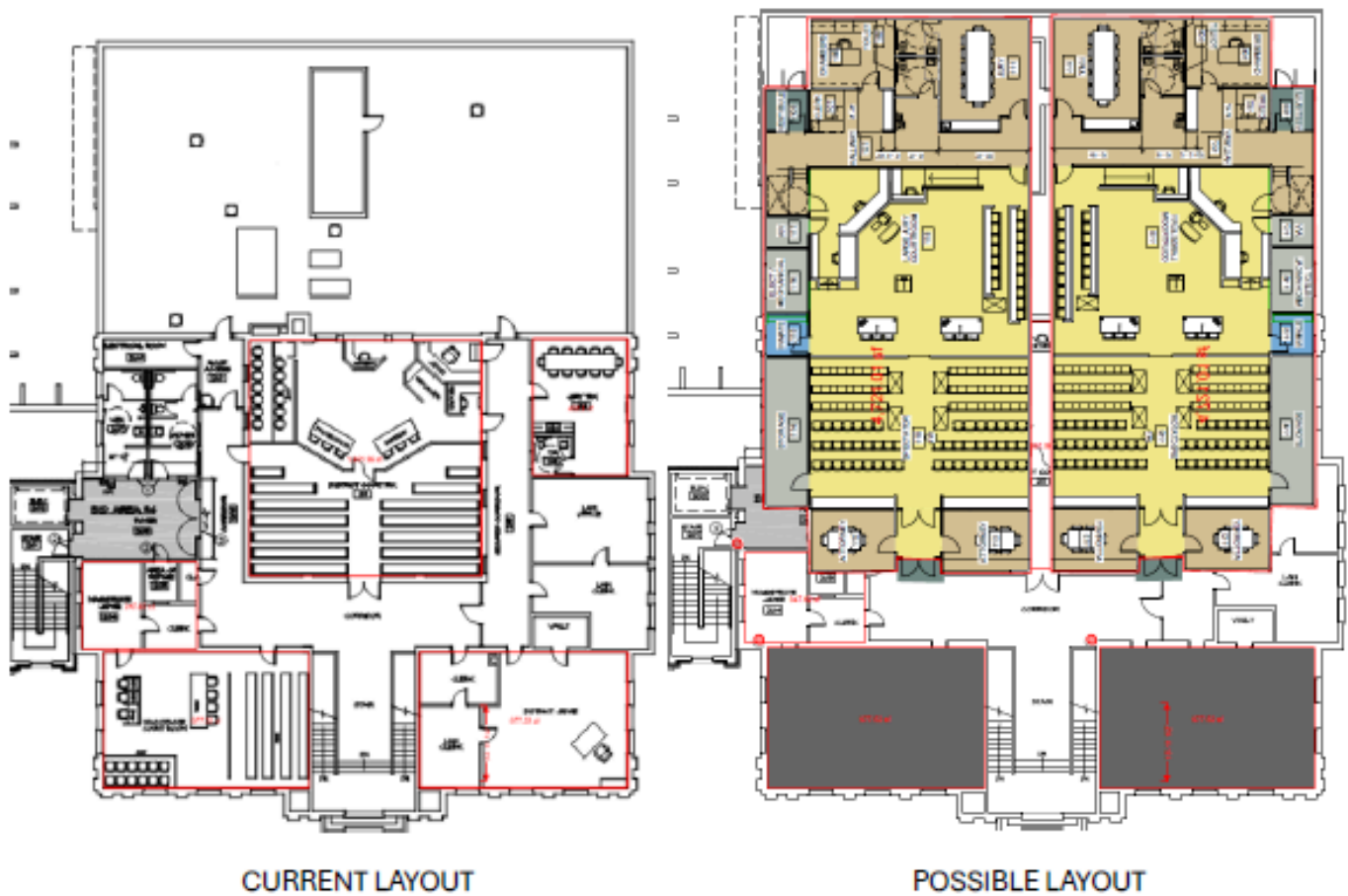
Courthouse Remodel + Expansion (33,325 SF)

1. Remodel Courthouse (28,125 SF)
 - County Clerk: 2,225 SF
 - Courts: 25,900 SF
2. Expand Courthouse above existing jail (+5,200 SF)
 - Courts: 5,200 SF

KEY

-  New Construction
-  Remodel
-  New Paved Area
-  Demolish

Madison County Courthouse Draft Courtroom Remodel and Expansion Scenario



Recommend expanding and adding a courtroom (approximately 5,000 SF) over the roof of the old women's jail. If all courtrooms were modernized, this would be needed. The balance of the space could then be remodeled for department space.

SHERIFF ADMIN REMODEL



Sheriff Admin Remodel (4,550 SF)

1. Sheriff Admin Remodel (4,550 SF)

KEY

-  New Construction
-  Remodel
-  New Paved Area
-  Demolish

COURTHOUSE REMODEL AND EXPANSION PHASE 2



Courthouse Remodel and Expansion - Phase 2 (8,760 SF)

1. Courthouse Remodel and Expansion - Phase 2 (8,760 SF)

- Prosecuting Attorney: 1,640 SF
- Adult Probation: 1,080 SF
- Juvenile Probation: 990 SF
- Other (Bailiff, Civil, Other): 500 SF
- Surplus: 4,550 SF

KEY

-  New Construction
-  Remodel
-  New Paved Area
-  Demolish

8.8 PREFERRED SCENARIO COST ESTIMATES



Madison County Improvement Budget									
10/31/2024									
	Area SF	Unit Cost Range		Construction Budget		Contingency / fees- 30%		Total Project Budget	
Scenario 1- Roads and Bridges									
New Office / Main Shop Building	44,100	\$ 150.00	\$ 250.00	\$ 6,615,000.00	\$ 11,025,000.00	\$ 1,984,500.00	\$ 4,410,000.00	\$ 8,599,500.00	\$ 15,435,000.00
Mixing Pads	8,400	\$ -	\$ 18.00	\$ 151,200.00	\$ 151,200.00	\$ -	\$ 60,480.00	\$ 211,680.00	\$ 211,680.00
Totals				\$ 151,200.00	\$ 151,200.00			\$ 8,811,180.00	\$ 15,646,680.00
Scenario 2- Administration Building									
Admin Building Remodel	20,345	\$ 250.00	\$ 350.00	\$ 5,086,250.00	\$ 7,120,750.00	\$ 1,525,875.00	\$ 2,136,225.00	\$ 6,612,125.00	\$ 9,256,975.00
Totals				\$ 5,086,250.00	\$ 7,120,750.00			\$ 6,612,125.00	\$ 9,256,975.00
Scenario 3- Sugar City									
Sub Station Remodel	4,800	\$ 75.00	\$ 150.00	\$ 360,000.00	\$ 720,000.00	\$ 108,000.00	\$ 216,000.00	\$ 468,000.00	\$ 936,000.00
Sub Station Expansion	2,840	\$ 150.00	\$ 250.00	\$ 426,000.00	\$ 710,000.00	\$ 127,800.00	\$ 213,000.00	\$ 553,800.00	\$ 923,000.00
Public / Employee Parking	16,160	\$ -	\$ 18.00	\$ 290,880.00	\$ 290,880.00	\$ -	\$ 87,264.00	\$ 378,144.00	\$ 378,144.00
Covered Vehicle Storage (enlcosed 3 sides)	3,600	\$ 75.00	\$ 150.00	\$ 270,000.00	\$ 540,000.00	\$ 81,000.00	\$ 162,000.00	\$ 351,000.00	\$ 702,000.00
Totals				\$ 1,346,880.00	\$ 2,260,880.00			\$ 1,750,944.00	\$ 2,939,144.00
Scenario 4- Courthouse Phase 1. Courts & Clerk									
Courthouse Remodel	28,125	\$ 550.00	\$ 650.00	\$ 15,468,750.00	\$ 18,281,250.00	\$ 4,640,625.00	\$ 5,484,375.00	\$ 20,109,375.00	\$ 23,765,625.00
Courthouse Expansion	5,200	\$ 850.00	\$ 1,000.00	\$ 4,420,000.00	\$ 5,200,000.00	\$ 1,326,000.00	\$ 1,560,000.00	\$ 5,746,000.00	\$ 6,760,000.00
Totals				\$ 19,888,750.00	\$ 23,481,250.00			\$ 25,855,375.00	\$ 30,525,625.00
Scenario 5- Sheriff Admin									
Sheriff Admin Remodel*	4,550	\$ 250.00	\$ 350.00	\$ 1,137,500.00	\$ 1,592,500.00	\$ 341,250.00	\$ 637,000.00	\$ 1,478,750.00	\$ 2,229,500.00
Totals				\$ 1,137,500.00	\$ 1,592,500.00			\$ 1,478,750.00	\$ 2,229,500.00
Scenario 6- Courthouse Phase 2. Probation & Prosecutor									
Courthouse Admin Remodel	8,760	\$ 250.00	\$ 350.00	\$ 2,190,000.00	\$ 3,066,000.00	\$ 657,000.00	\$ 1,226,400.00	\$ 2,847,000.00	\$ 4,292,400.00
Totals				\$ 2,190,000.00	\$ 3,066,000.00			\$ 2,847,000.00	\$ 4,292,400.00

* Cost based on remodel of admin area only as indicated in the scenario diagram

1. It is recommend adding 30% to all costs to allow for additional costs such as construction contingency (10-15%), archiect/engineer/etc consultants (10%), fees (permit, sewer, traffic impact, etc.), testing, furniture, etc. (5%)
2. All costs are based on market values as of the date of this document and subject to annual escalation factors thereafter.
3. Costs do not include acquisition of new property.
4. All costs are given for budgetary considerations only. Actual costs are based on the final design, extent of work, level of security, unforeseen conditions, etc. Funding impacted by Build America Buy America Act (BABAA), Buy American Act, or Buy America Act may escalate costs.

8.9 FACILITY SURVEY RESULTS



MADISON COUNTY

Facility Survey

Educate, Listen, Learn

Initial Survey Results
January 4 - October 18, 2024

Total Respondents To-Date: 128

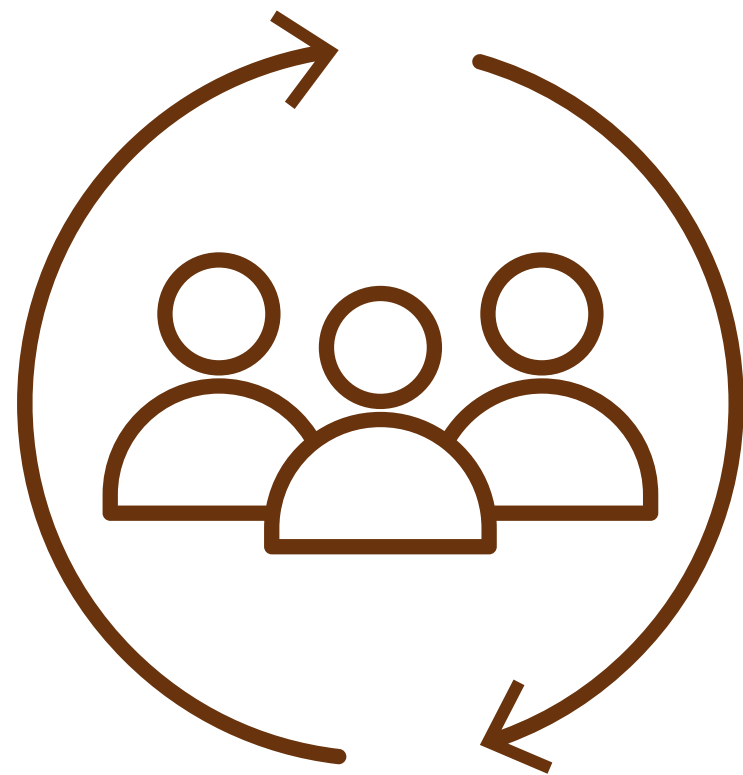


CLEARWATER
— FINANCIAL —

Christine Stoll | VP Client Experience and Growth

MADISON COUNTY

Purpose of Survey



- **Gather community feedback on conditions of county facilities.**
- **Educate the community on the current County needs.**
- **Learn more about what the community would like to see for future enhancements.**
- **Provide transparency and a feedback loop for future decisions.**

MADISON COUNTY

Survey Development

- **Discovery**

- Meetings with administration, staff, Commissioners
- Data gathering and determination of priorities and timeline

- **Implementation**

- Development of initial questions, feedback & edits, finalize
- Deployment, January 4, 2024
- Outreach materials provided to the County
 - Utility mailers
 - Social media
 - website highlight
 - Event flyer
 - Postcard

- **Analysis & Reflection**



MADISON COUNTY

Survey



Madison County Facility Survey

The County is conducting a Master Facilities Plan to assess current and future facility needs. Your input as a facility user is important to this process. This survey takes 3-4 minutes to complete.

[Begin Survey](#)

OUTREACH

Utility Insert



Madison County is planning for the future.

Madison County is developing a Master Facilities Plan to establish proactive strategies for future County facilities, services, and finances while planning for growth.

*This survey will require 10 minutes to complete.
Thank you for participating.*

Scan the QR code or
Visit bit.ly/madisonfacilitysurvey and share your feedback.



OUTREACH

Social Posts



OUTREACH Flyers & Postcard

• • •

**We're planning for the future
and we want to hear from you.**

Madison County is developing a Master Facilities Plan which includes physical assessment of existing facilities.

Your feedback as a facility user is an important part of this process.

Would you take a moment to share your input regarding your most recent visit(s) to County facilities? This should take no more than ten minutes of your time.


**WE WANT YOUR
FEEDBACK**

Scan the QR code or
visit bit.ly/madisonfacilitysurvey
to link to the survey and share your feedback.



• • •
Madison County

Madison County
P.O. Box 389 / 134 E Main
Rexburg, ID 83440



**Madison County
is planning for
the future**


**TAKE THE
SURVEY**

Scan the QR code or
visit
bit.ly/madisonfacilitysurvey

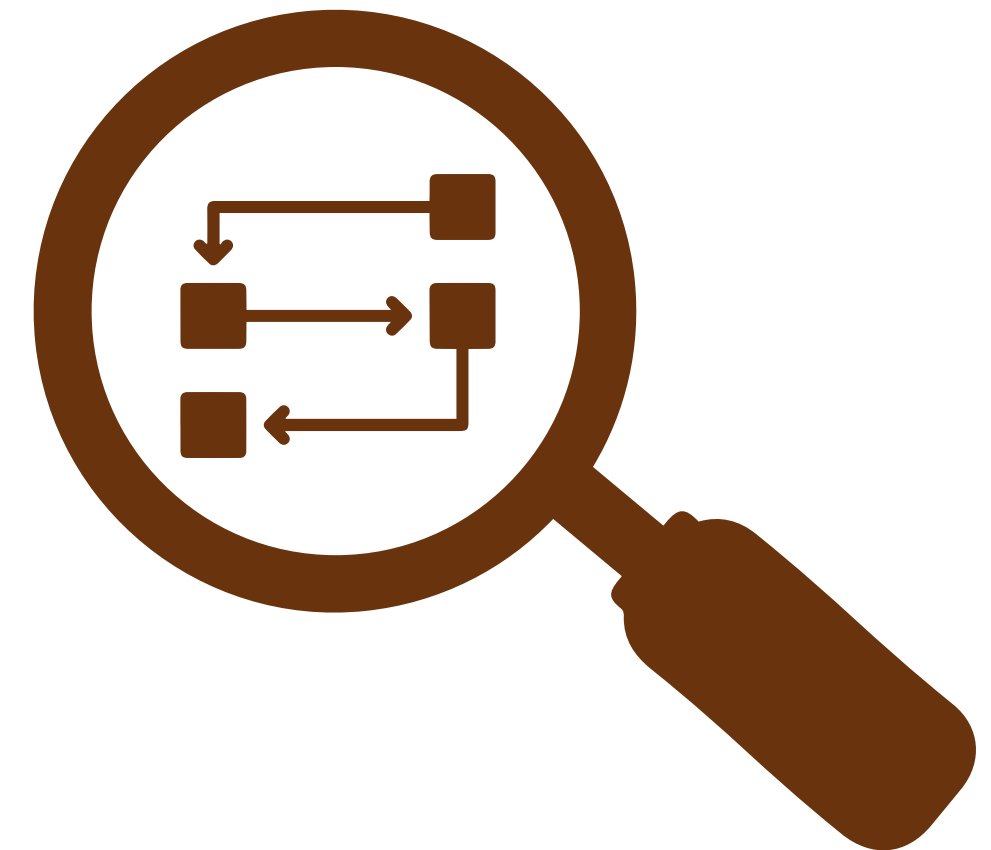
BULK RATE
US POSTAGE PAID
MADISON COUNTY
REXBURG, ID 83340
PERMIT #

LOCAL POSTAL PATRON

MADISON COUNTY FACILITY SURVEY

Results

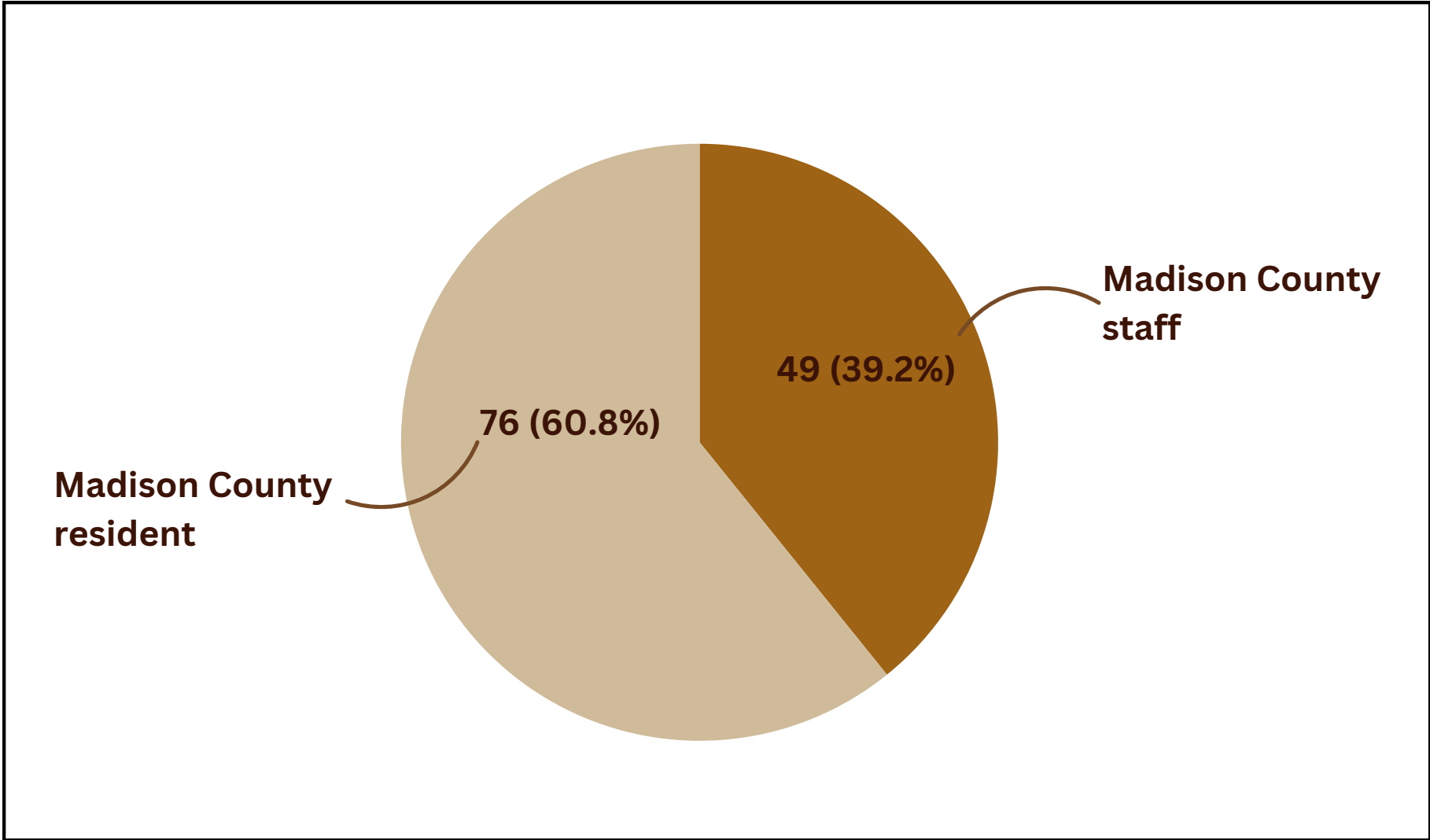
- 128 respondents in 9 (nine) months
- The DMV facility questions had the highest response rate, with the Assessor's Office and Clerk's Office (Admin Building) also receiving high response rates
- Most buildings have no clear consensus on conditions
- Facilities with the highest physical facility rating*
 - Building Maintenance & Parks Dept. (3.17)
 - Brent J. Moss District Courtroom (3.05)
 - Treasurer's Office (3.03)



*Buildings rated on a scaled of 0-4, with 0 being Very Poor and 4 being Very Good. A score of 3+ means the facility is generally considered to be in good condition.



Please indicate whether you are County staff or a resident.

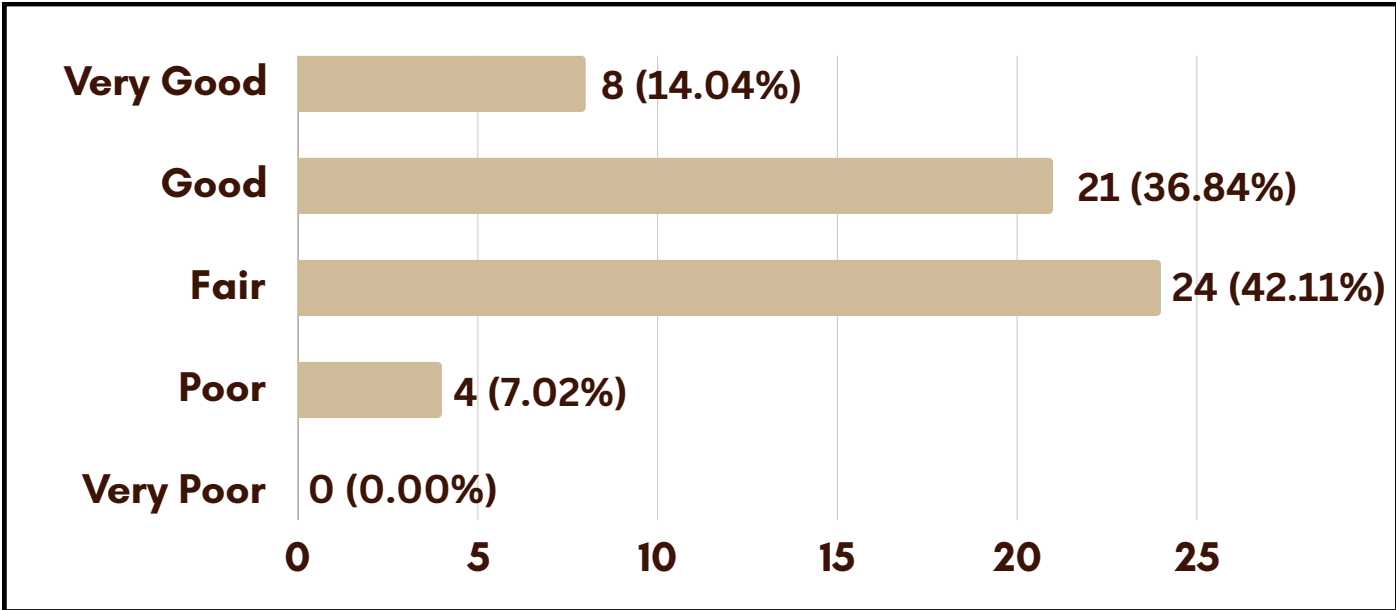


of Responses: 125

ASSESSOR'S OFFICE

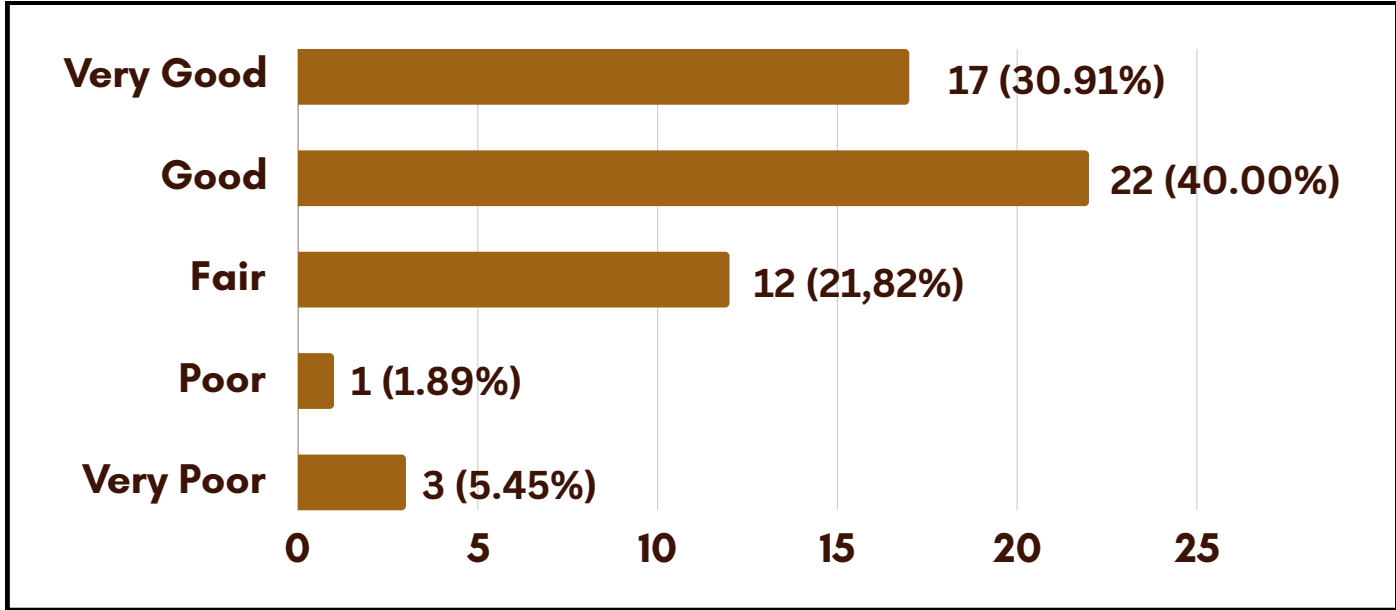
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



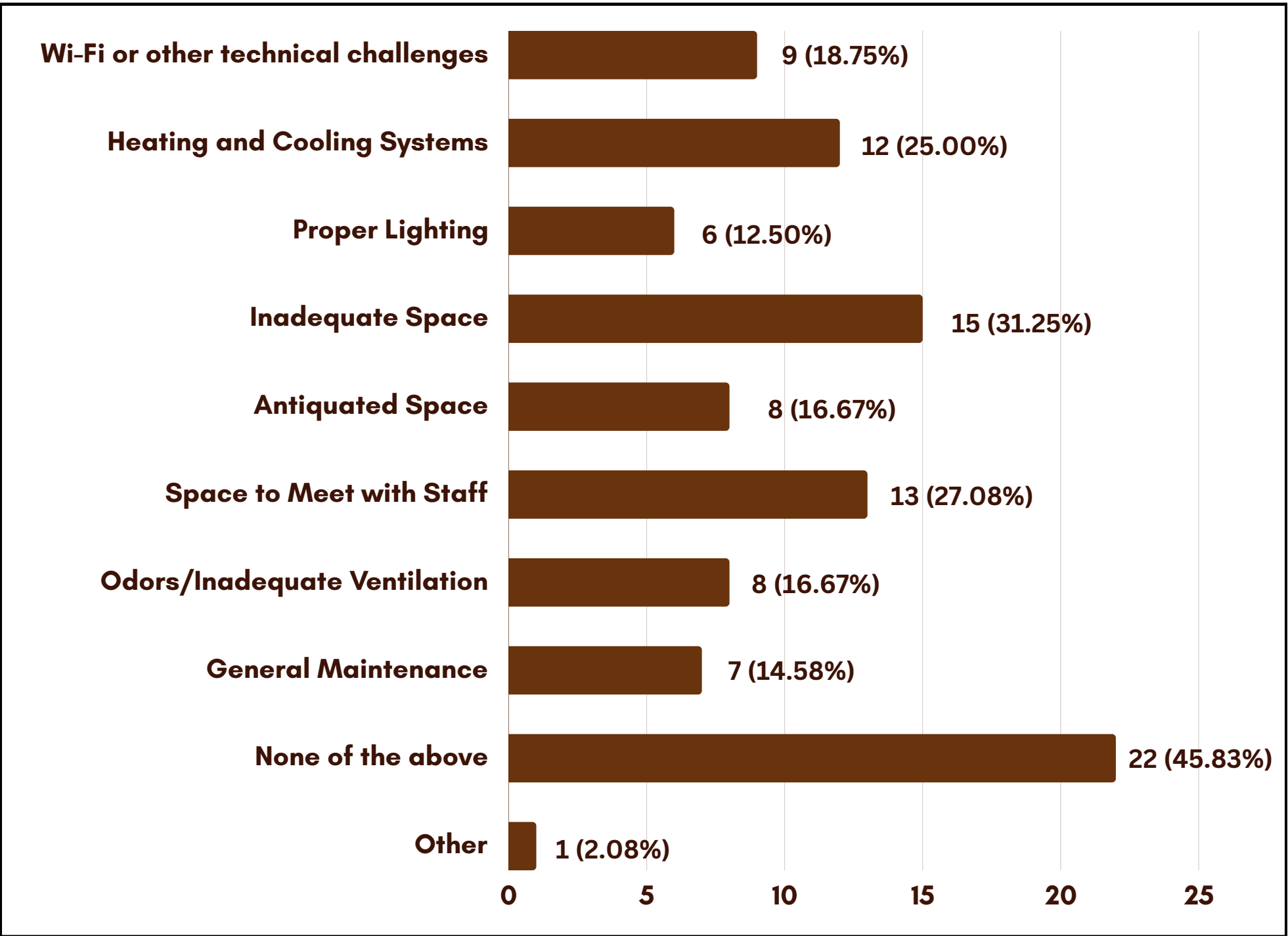
Average Rating Score: 2.58 # of Responses: 57

How was your experience parking at the facility?



Average Rating Score: 2.89 # of Responses: 55

Did you observe/experience any other facility needs? (Check all that apply)

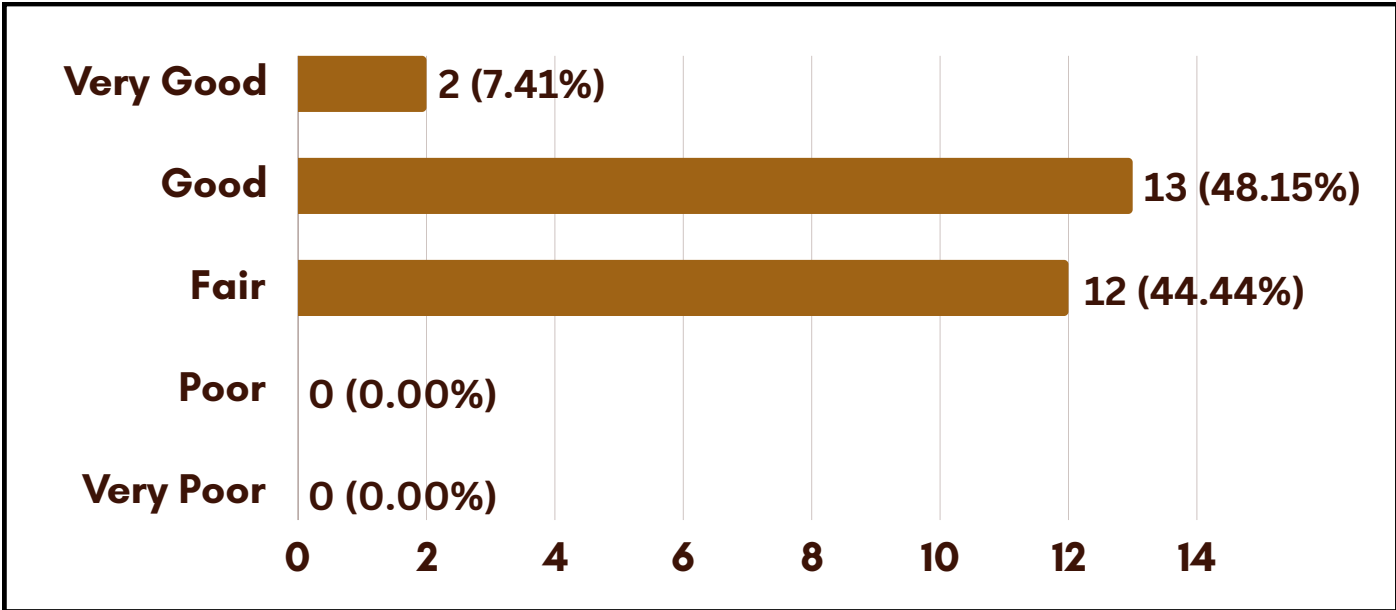


of Responses: 48

BUILDING DEPARTMENT

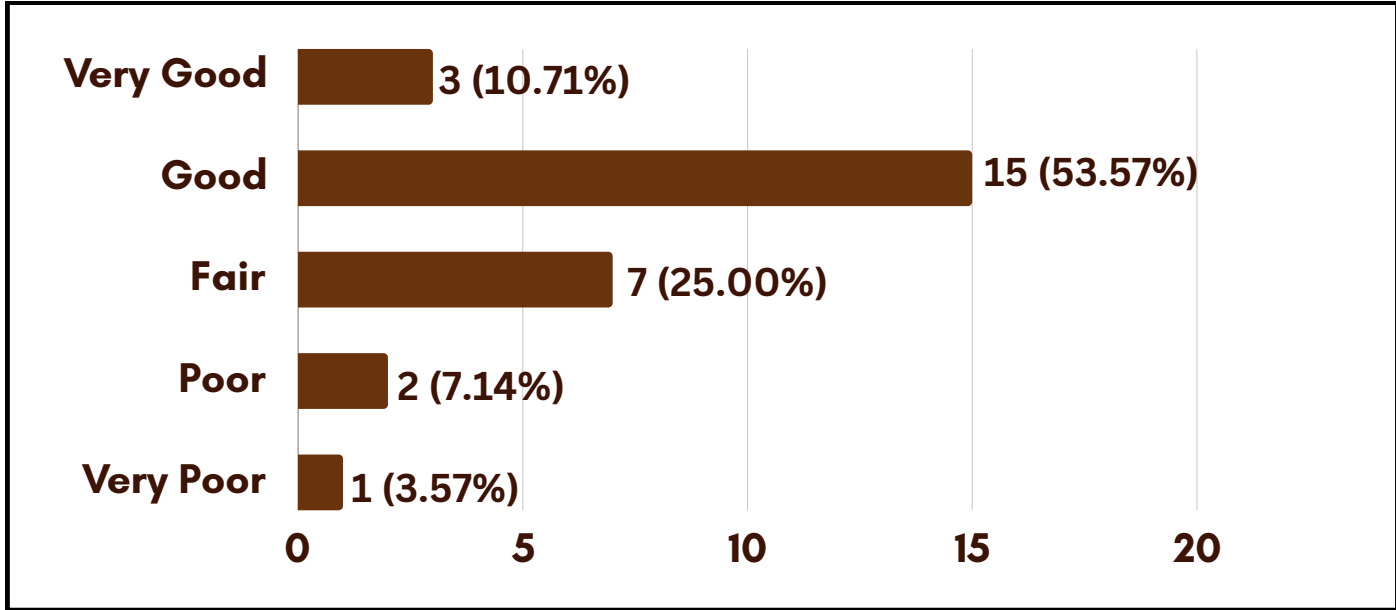
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



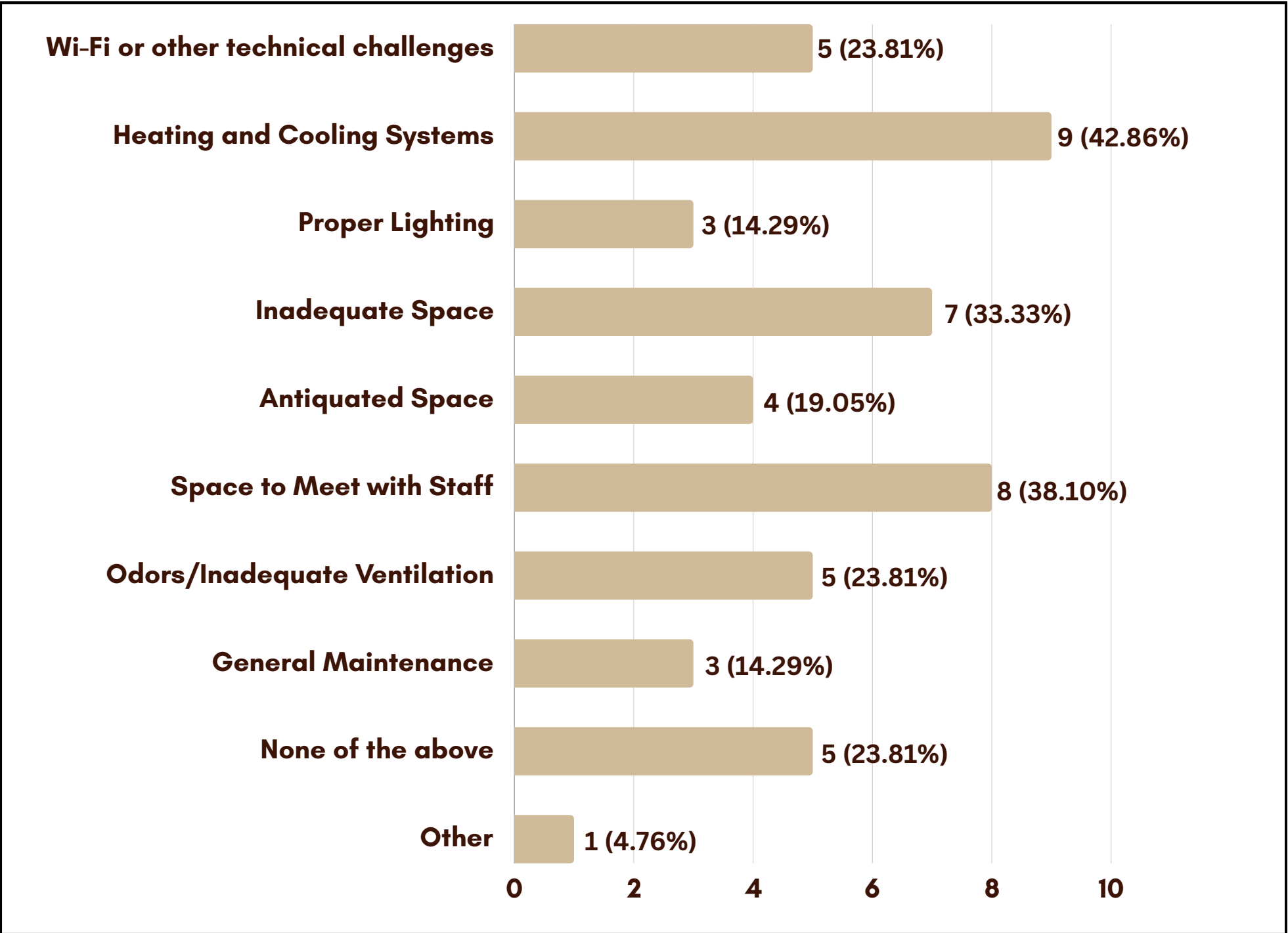
Average Rating Score: 2.63 # of Responses: 27

How was your experience parking at the facility?



Average Rating Score: 2.61 # of Responses: 28

Did you observe/experience any other facility needs? (Check all that apply)

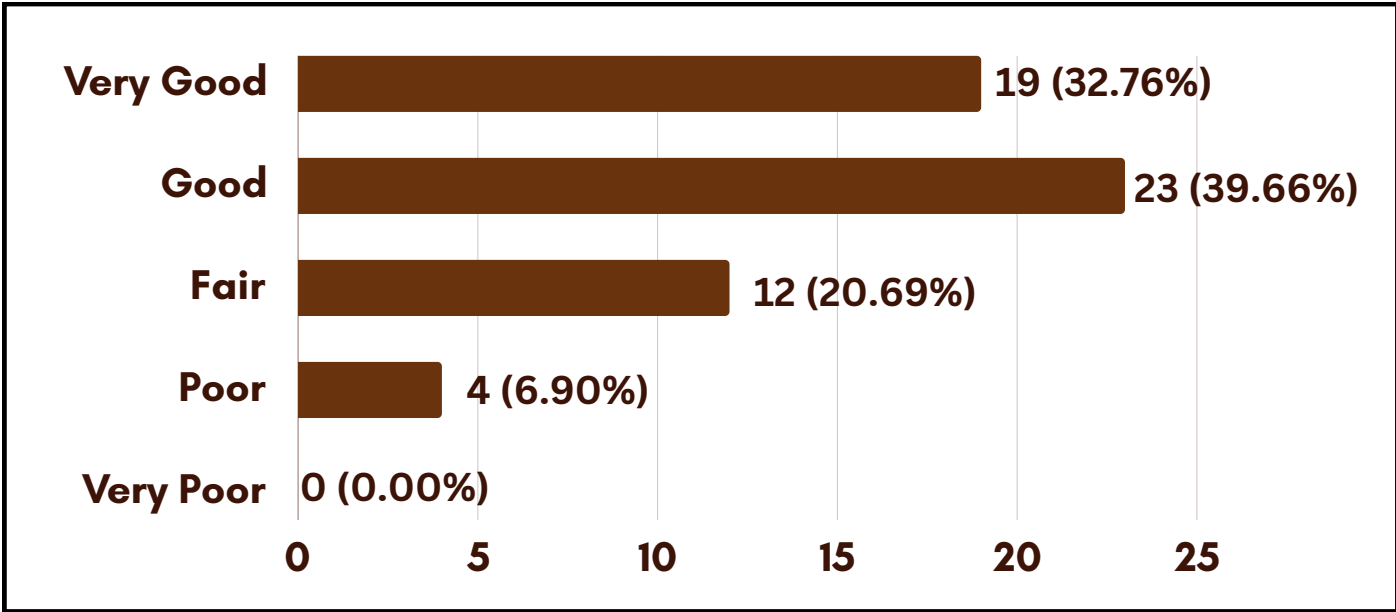


of Responses: 21

CLERK’S OFFICE (ADMIN BUILDING)

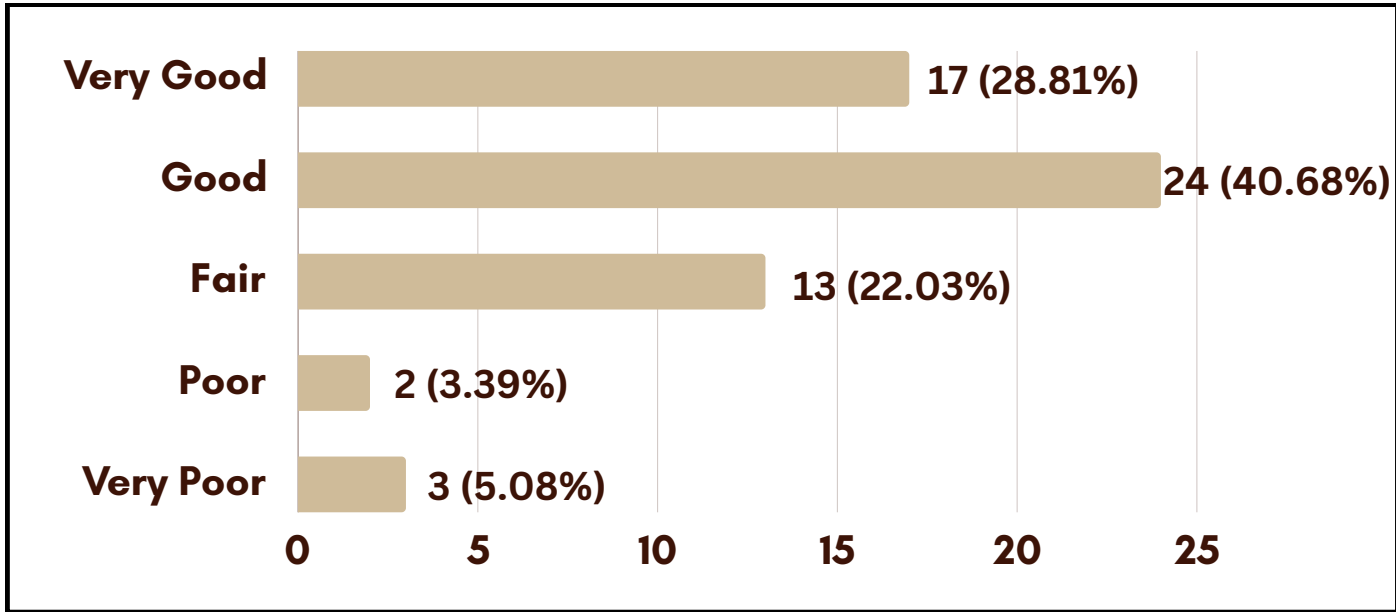
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



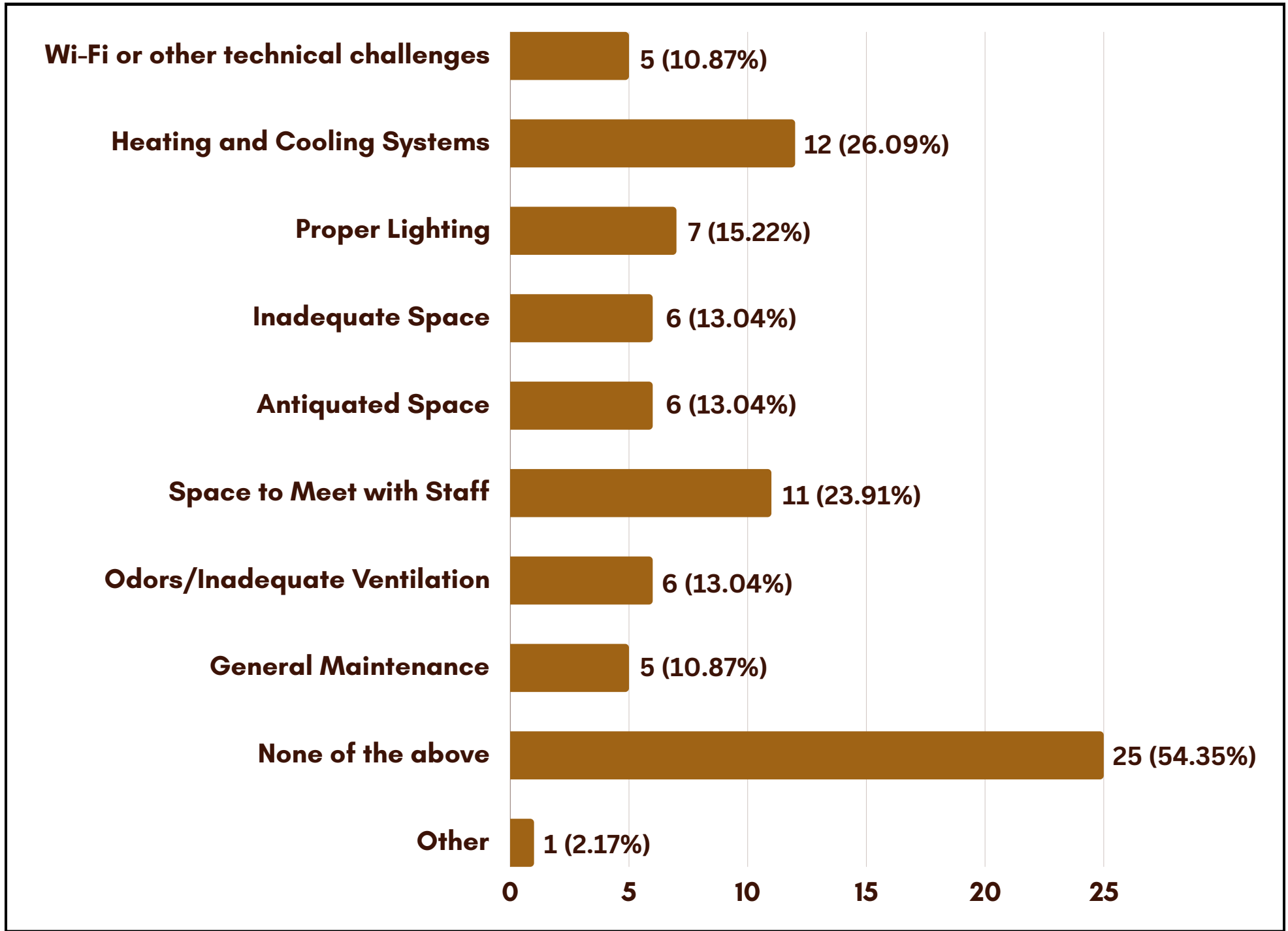
Average Rating Score: 2.98 # of Responses: 58

How was your experience parking at the facility?



Average Rating Score: 2.85 # of Responses: 59

Did you observe/experience any other facility needs? (Check all that apply)

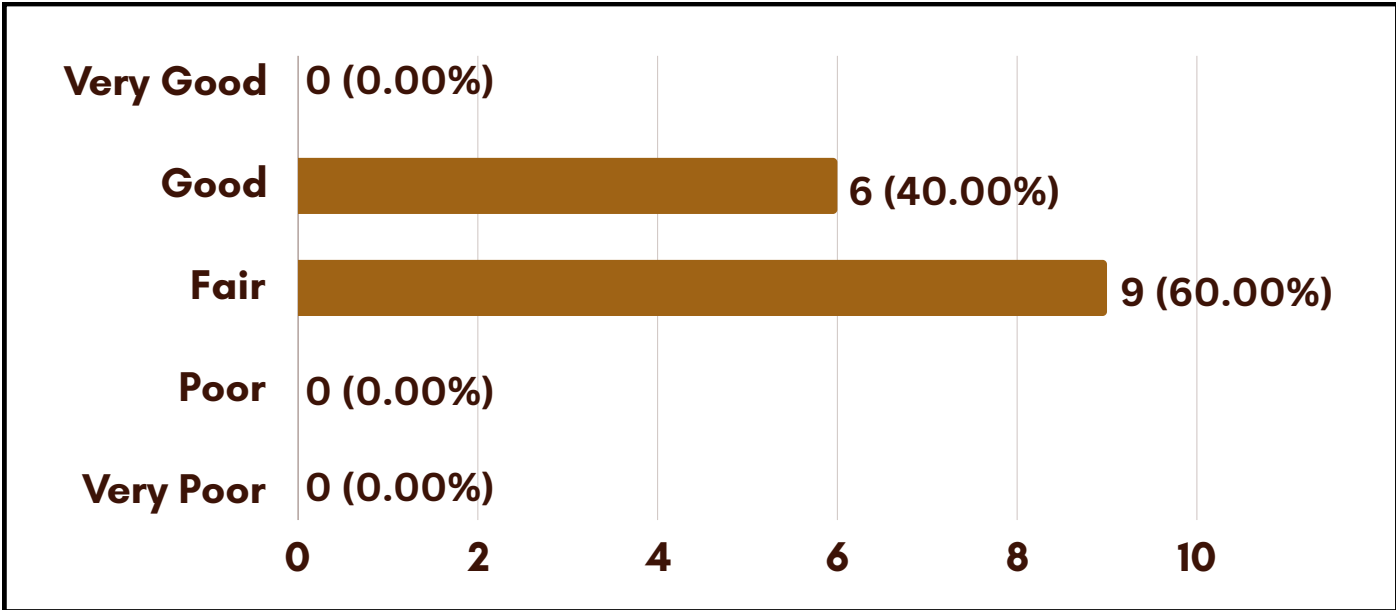


of Responses: 46

IT (INFORMATION TECHNOLOGY) OFFICE

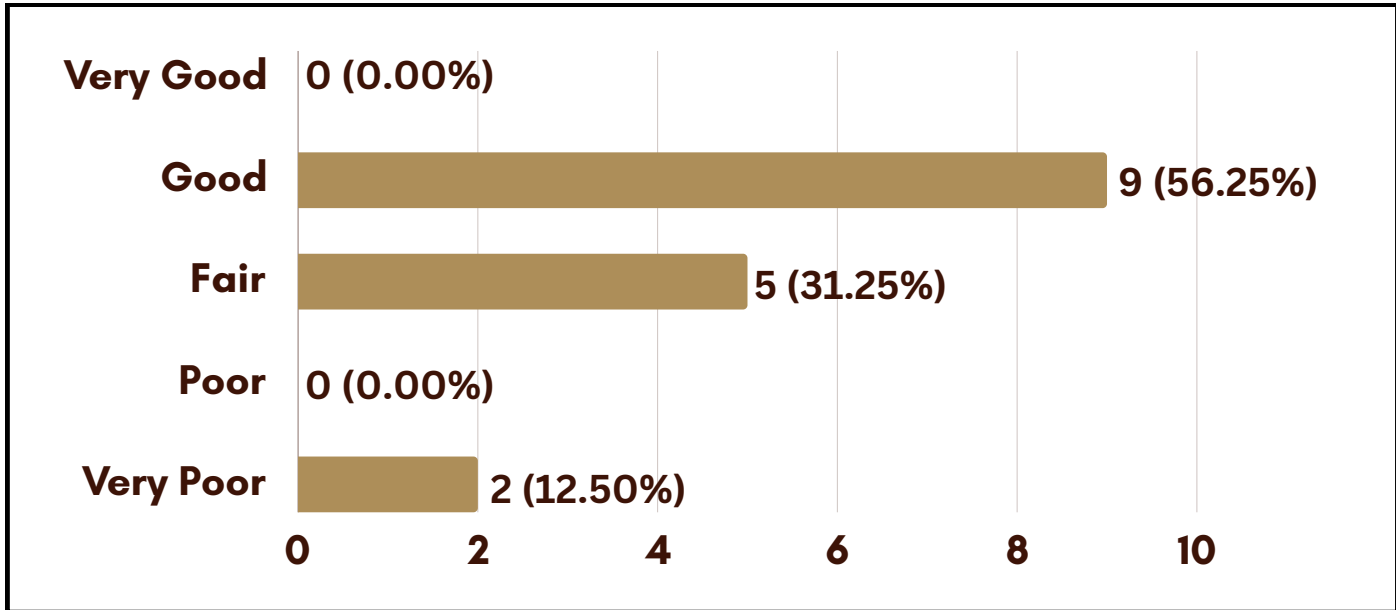
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



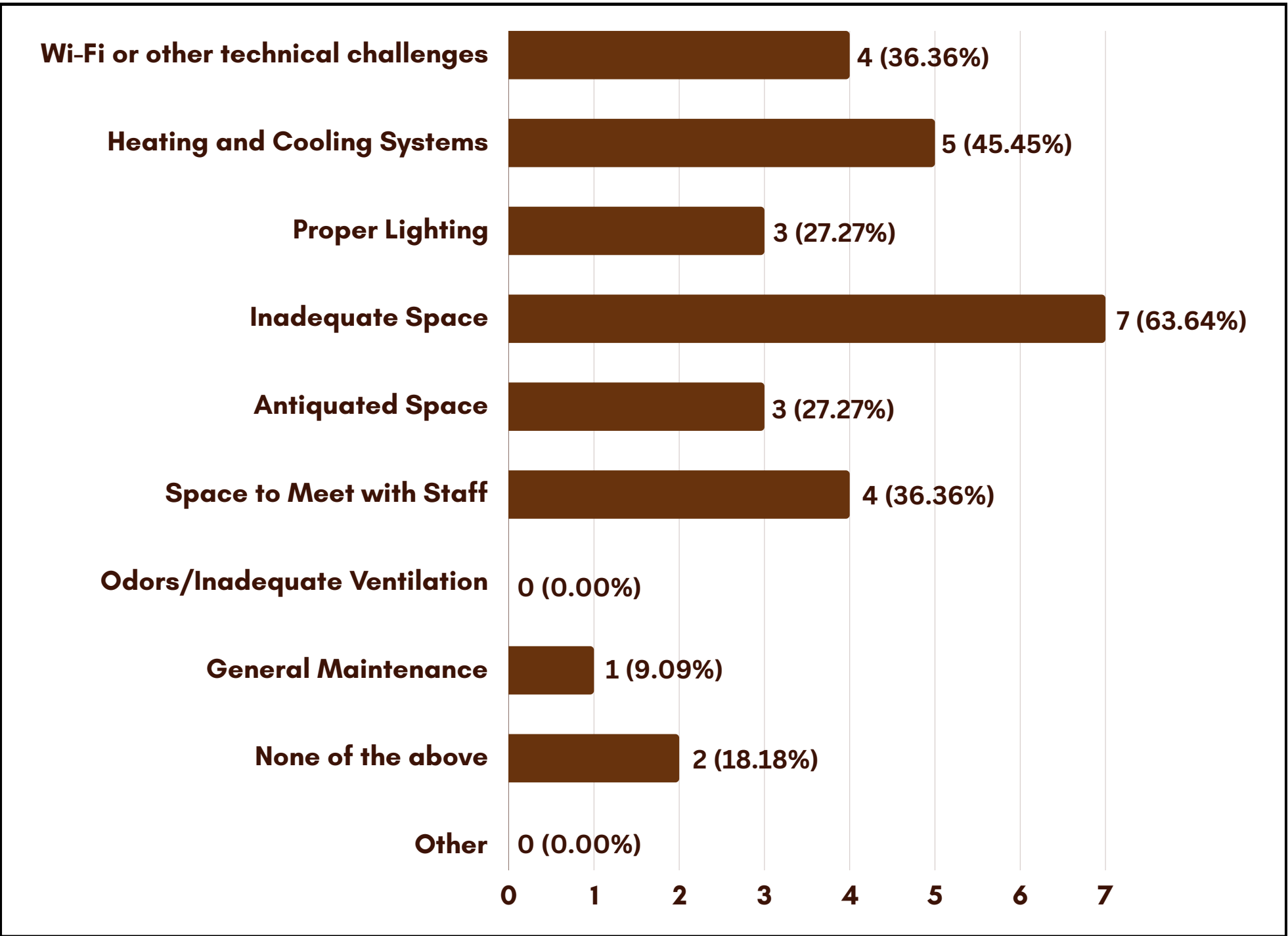
Average Rating Score: 2.40 # of Responses: 15

How was your experience parking at the facility?



Average Rating Score: 2.31 # of Responses: 16

Did you observe/experience any other facility needs? (Check all that apply)

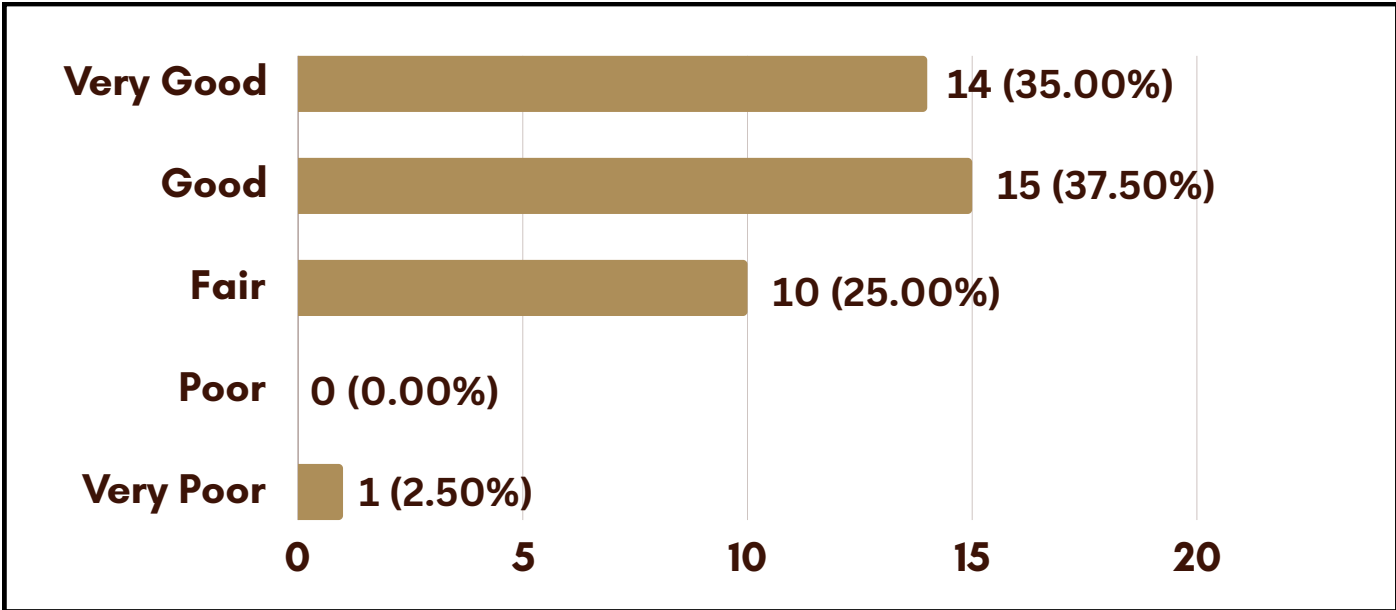


of Responses: 11

TREASURER’S OFFICE

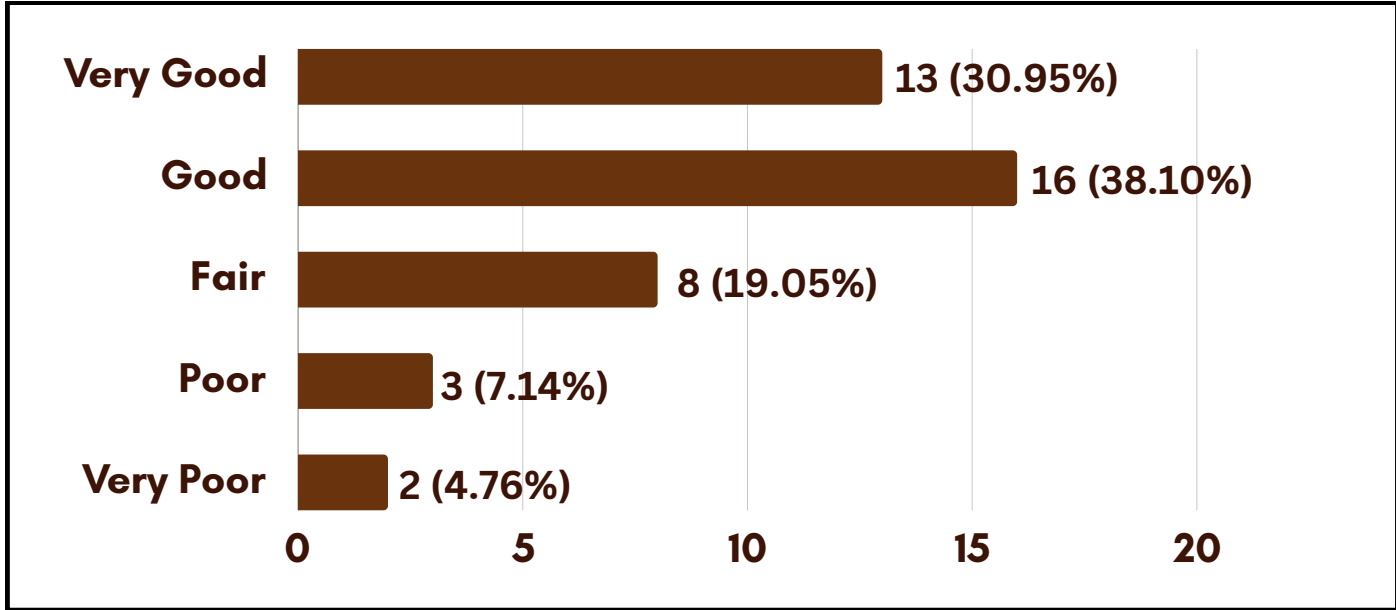
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



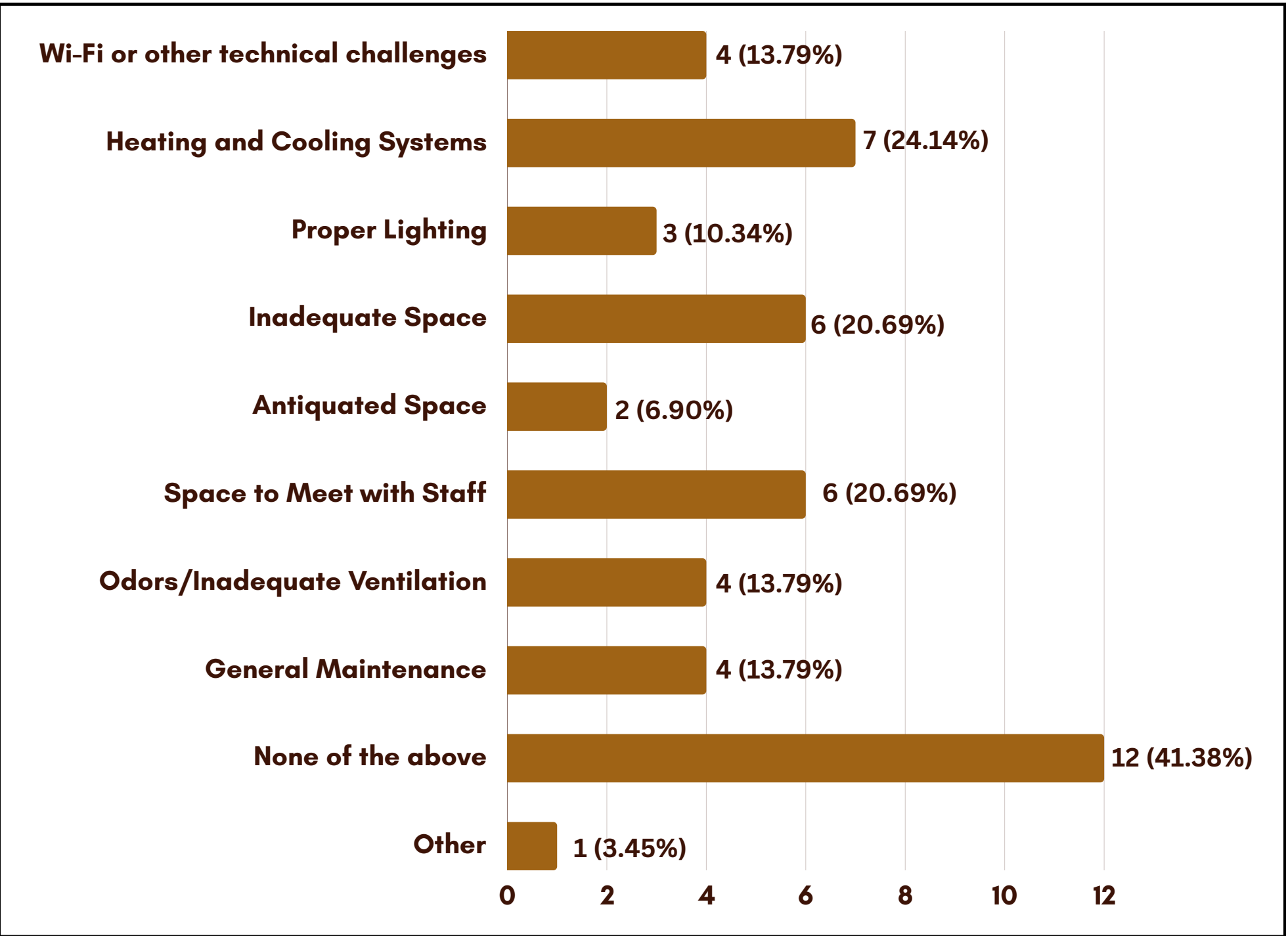
Average Rating Score: 3.03 # of Responses: 40

How was your experience parking at the facility?



Average Rating Score: 2.83 # of Responses: 42

Did you observe/experience any other facility needs? (Check all that apply)

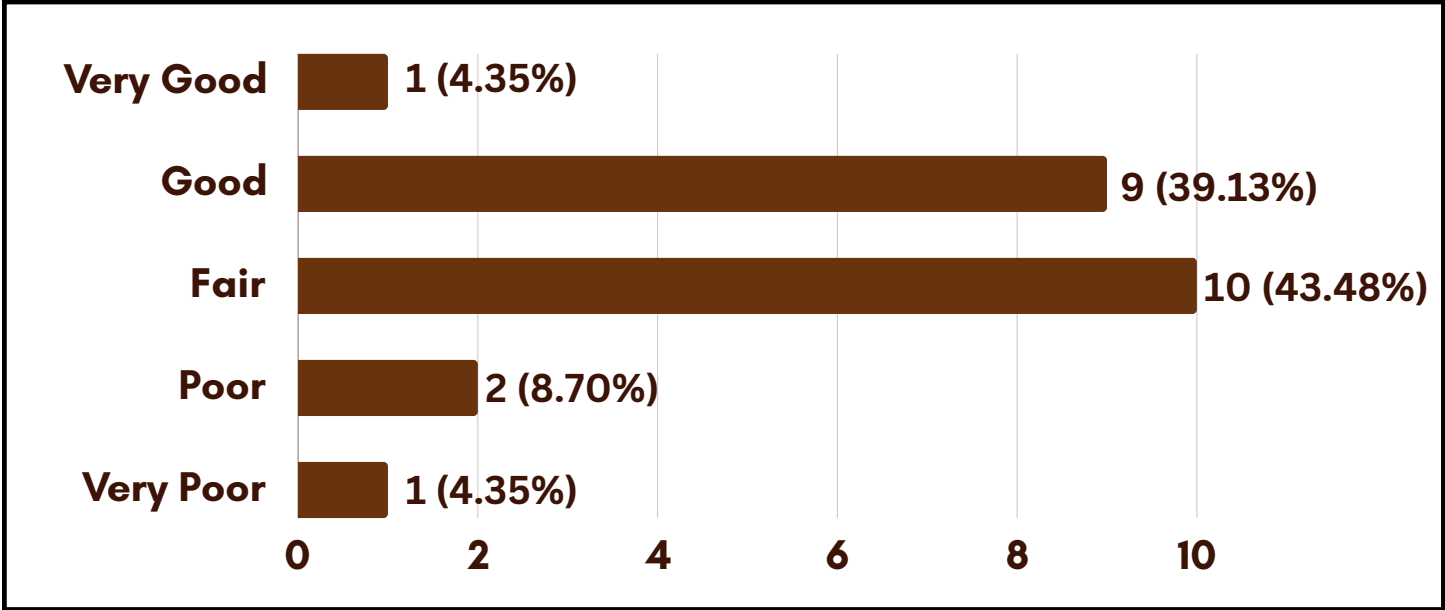


of Responses: 29

PLANNING AND ZONING

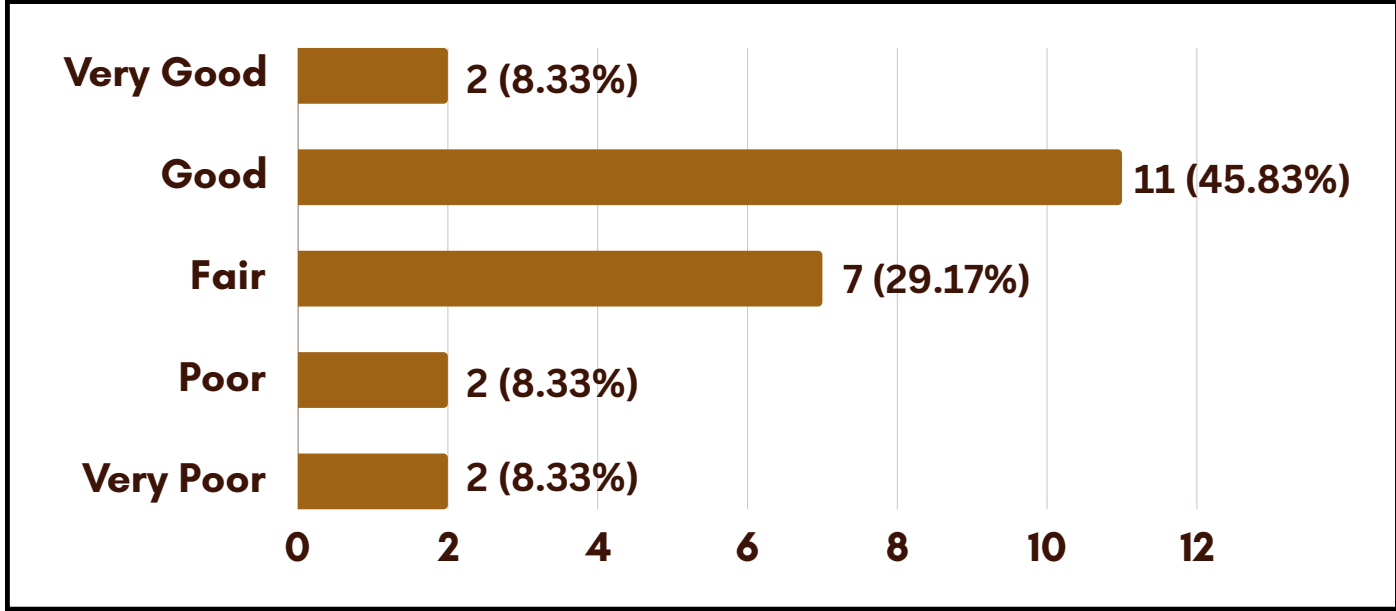
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



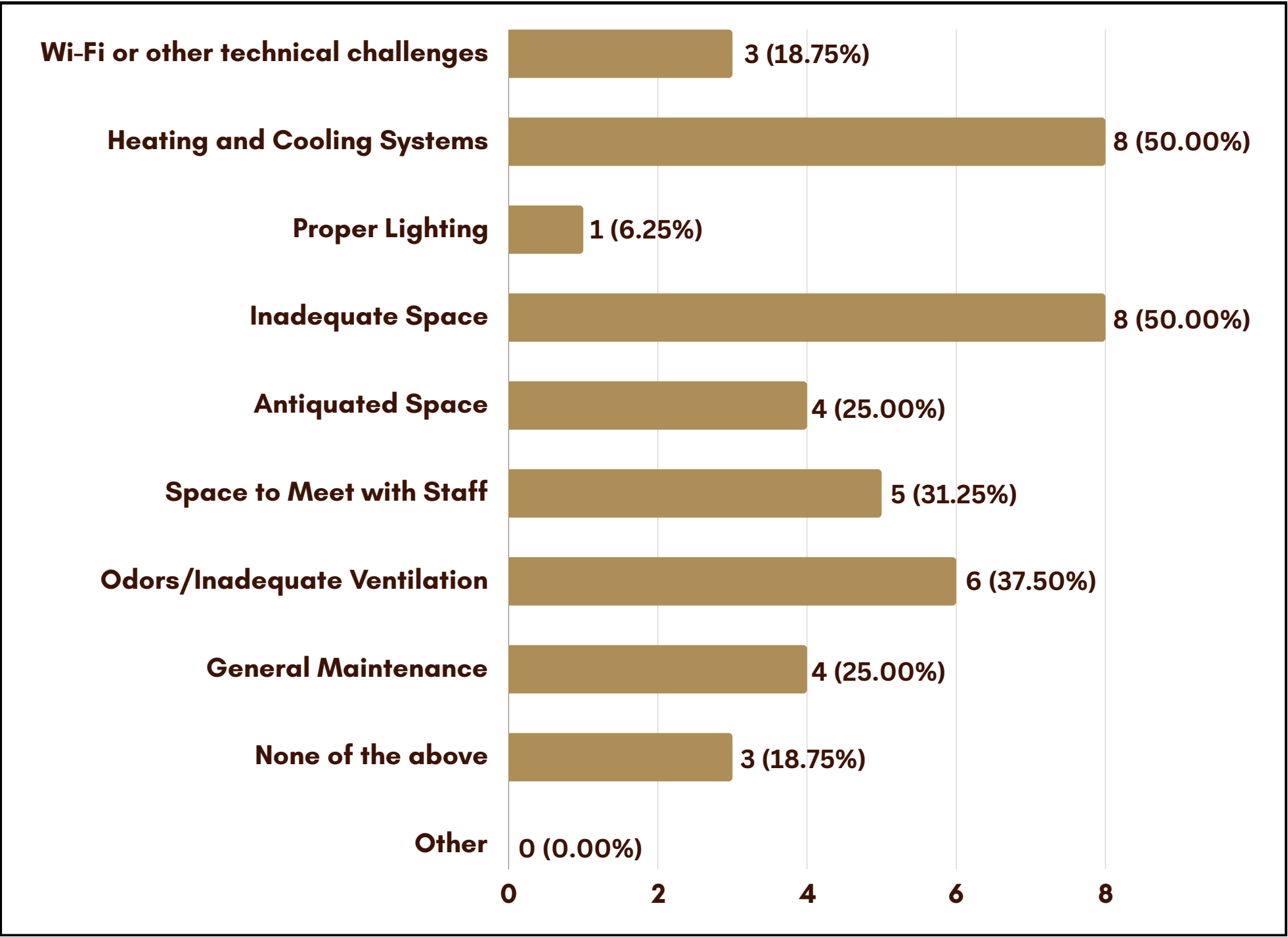
Average Rating Score: 2.30 # of Responses: 23

How was your experience parking at the facility?



Average Rating Score: 2.38 # of Responses: 24

Did you observe/experience any other facility needs? (Check all that apply)

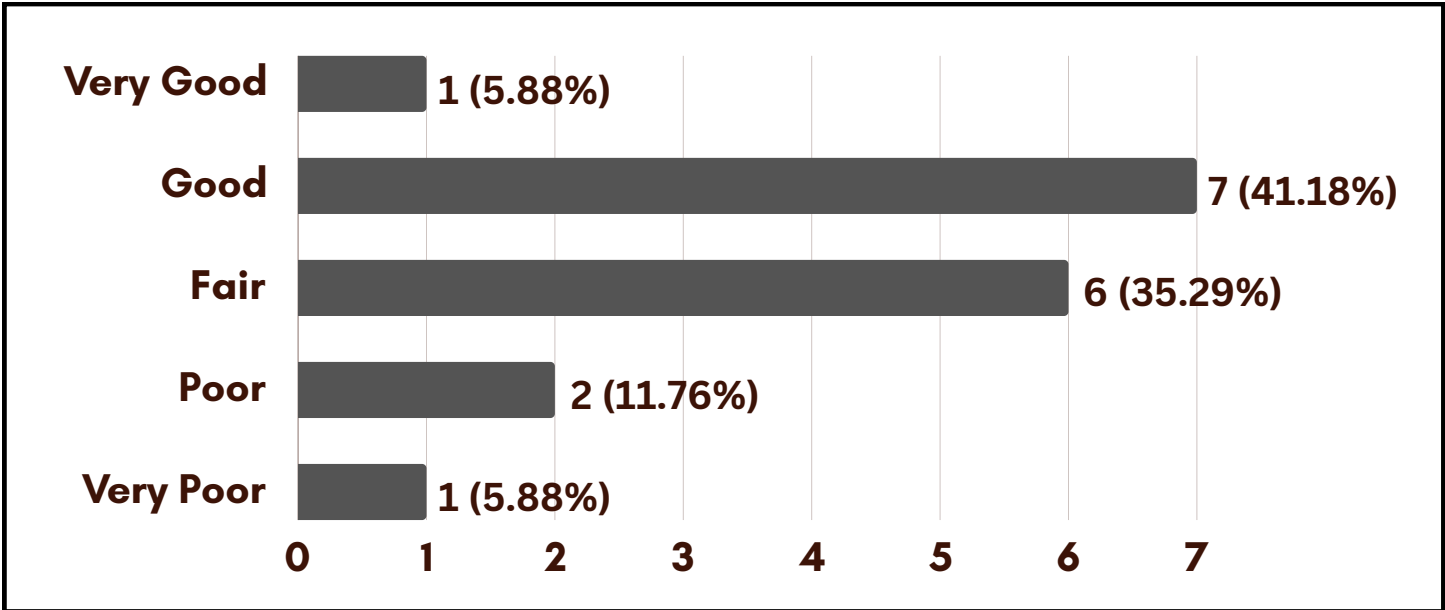


of Responses: 16

EXTENSION DEPARTMENT

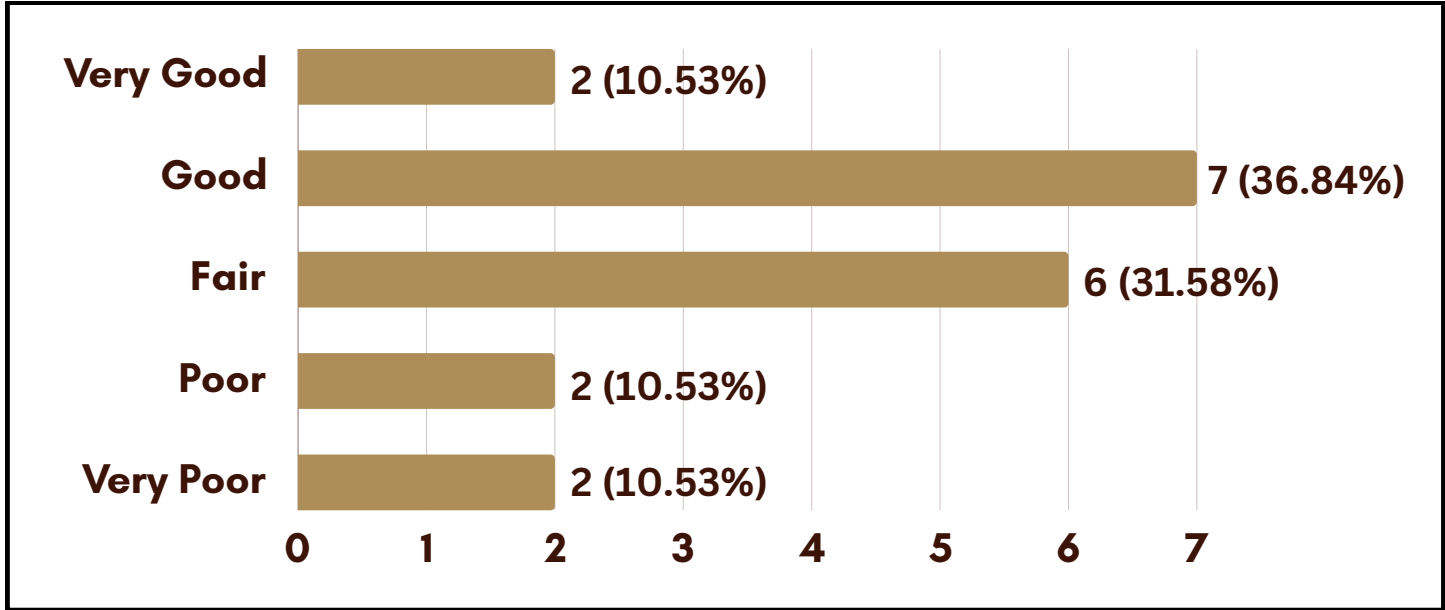
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



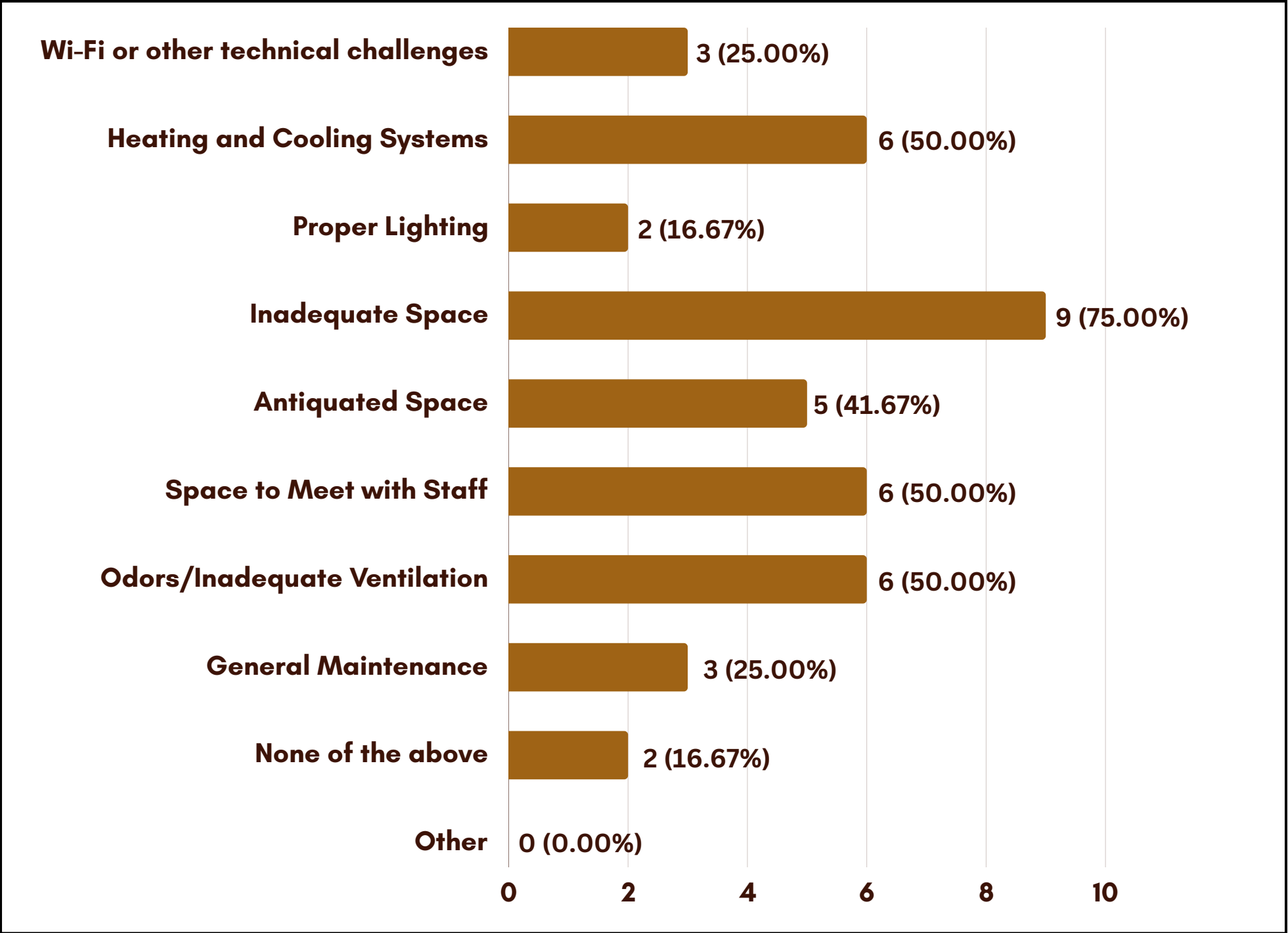
Average Rating Score: 2.29 # of Responses: 17

How was your experience parking at the facility?



Average Rating Score: 2.26 # of Responses: 19

Did you observe/experience any other facility needs? (Check all that apply)

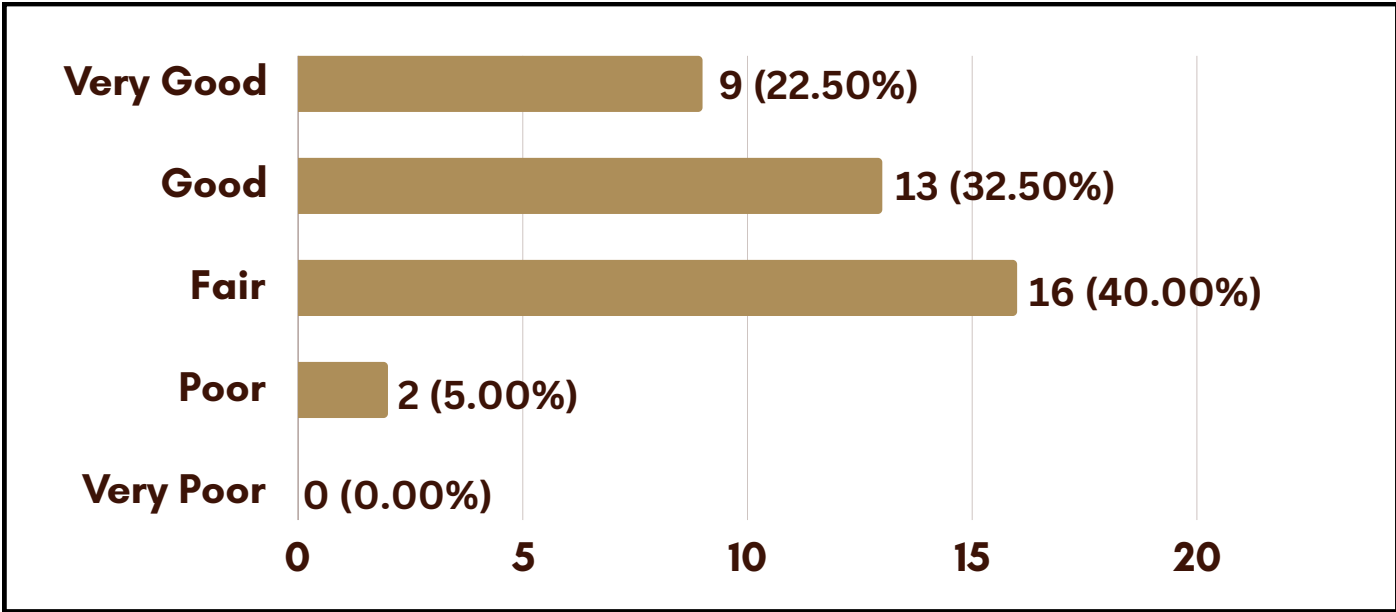


of Responses: 12

CLERK’S OFFICE (COURTHOUSE)

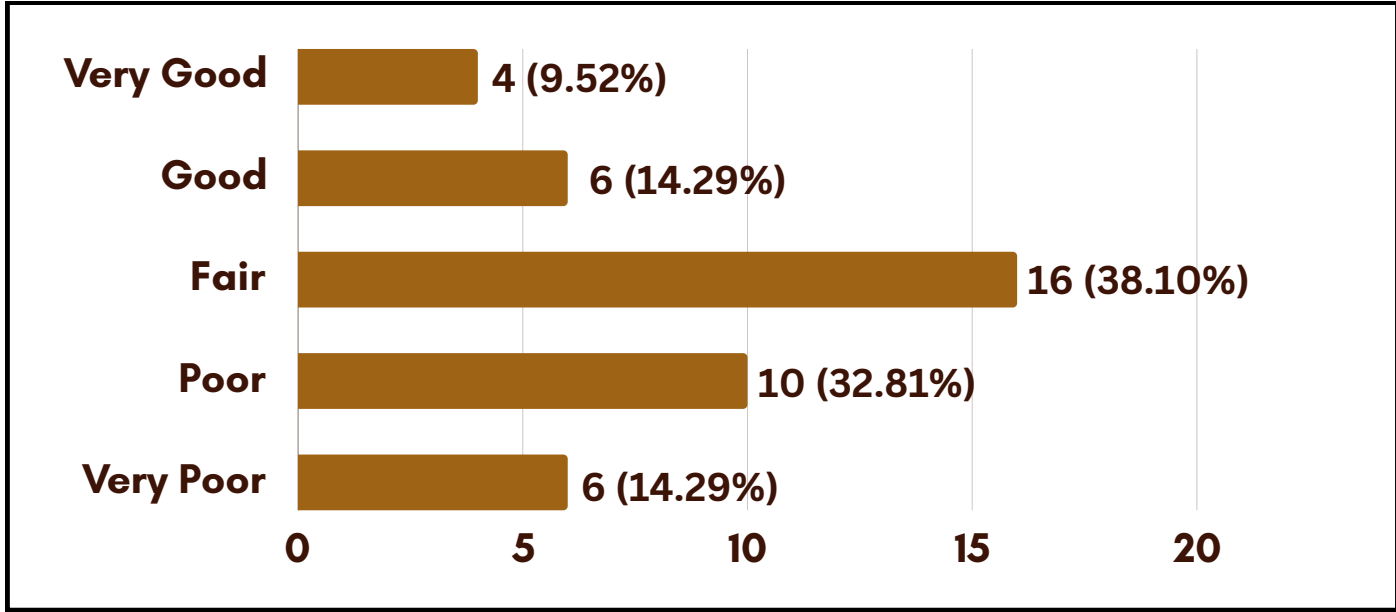
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



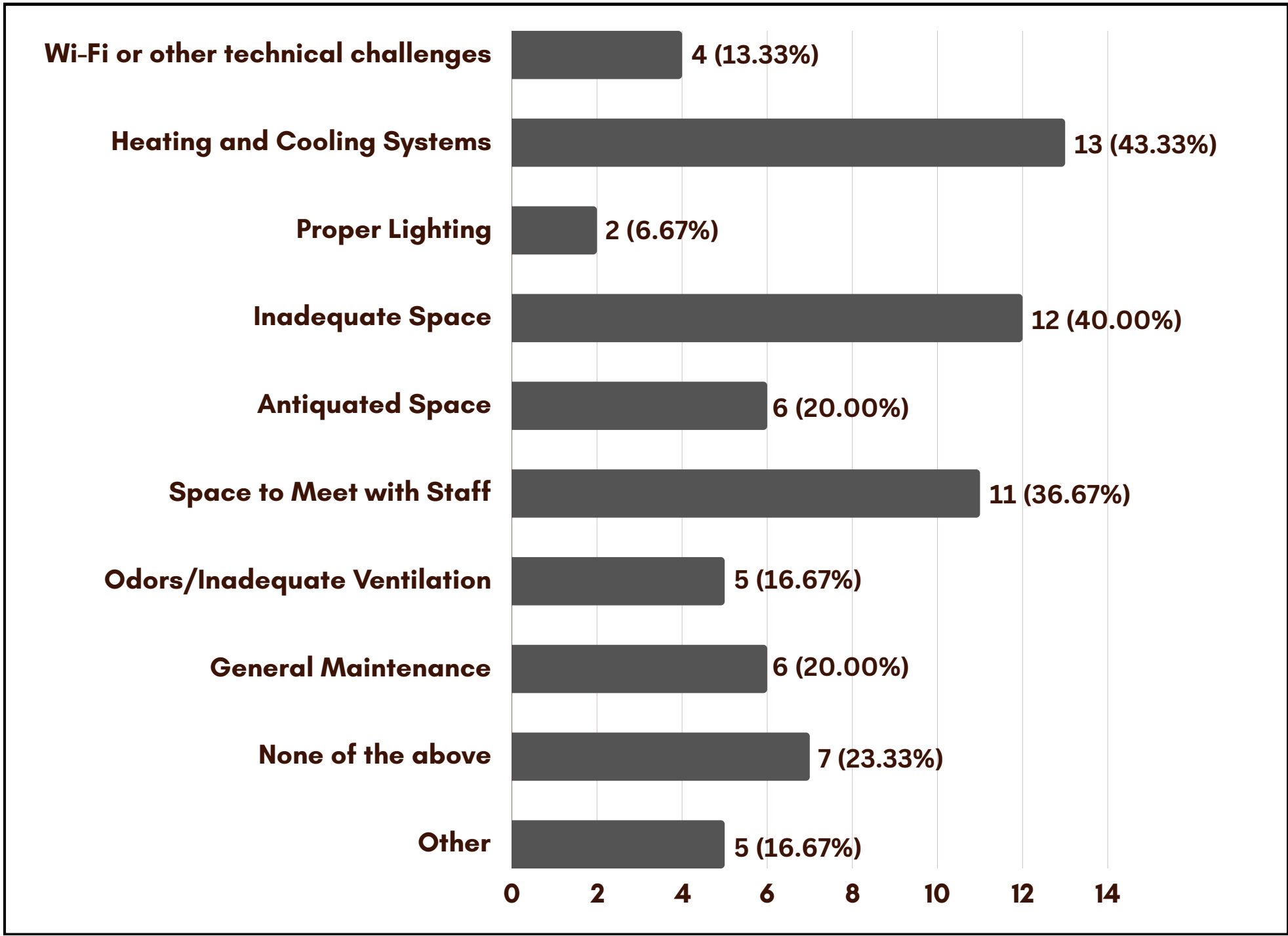
Average Rating Score: 2.72 # of Responses: 40

How was your experience parking at the facility?



Average Rating Score: 1.81 # of Responses: 42

Did you observe/experience any other facility needs? (Check all that apply)

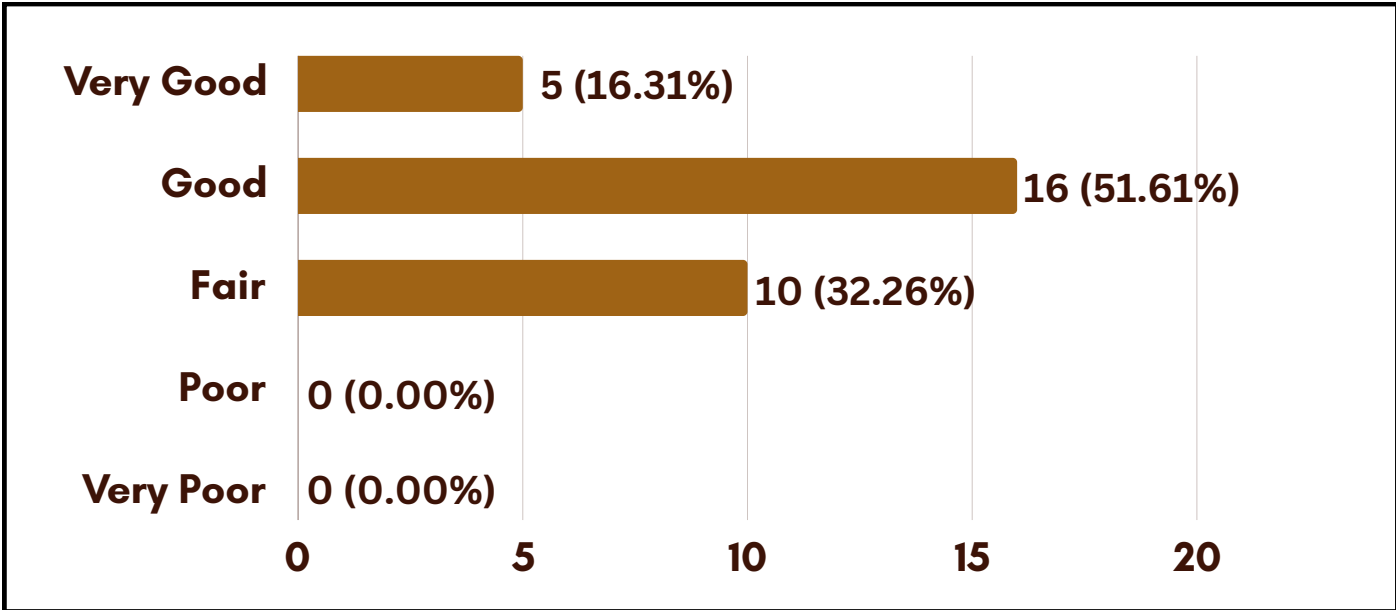


of Responses: 30

MAGISTRATE COURTROOM

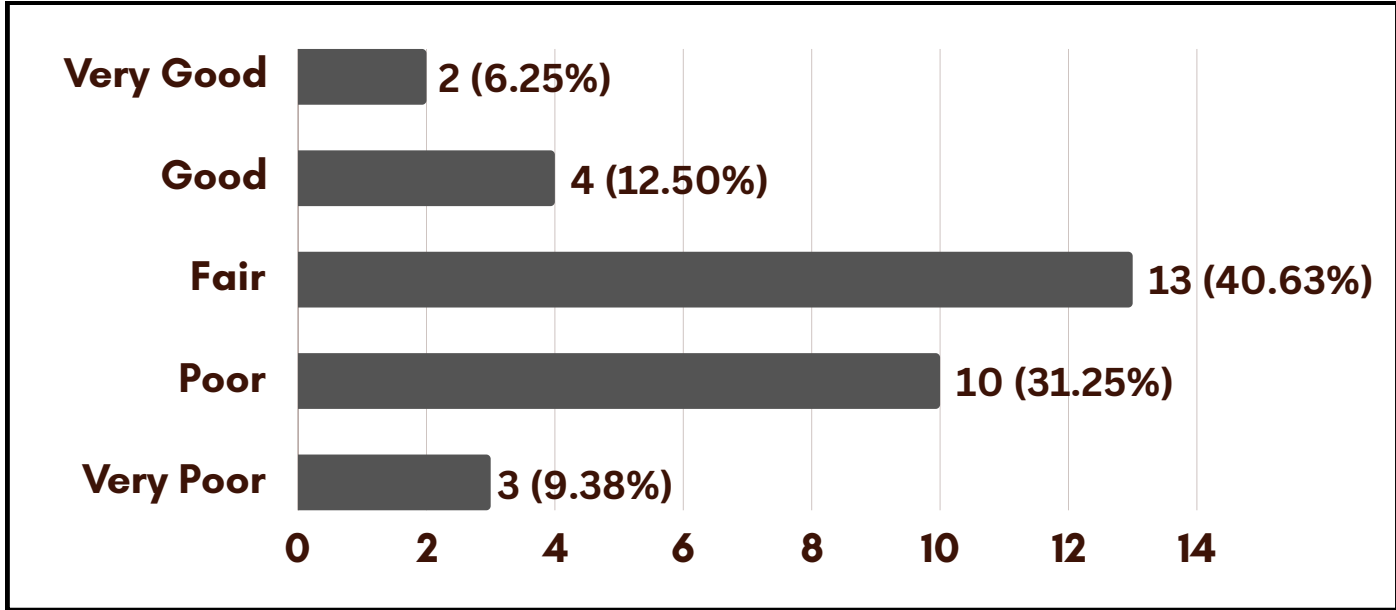
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



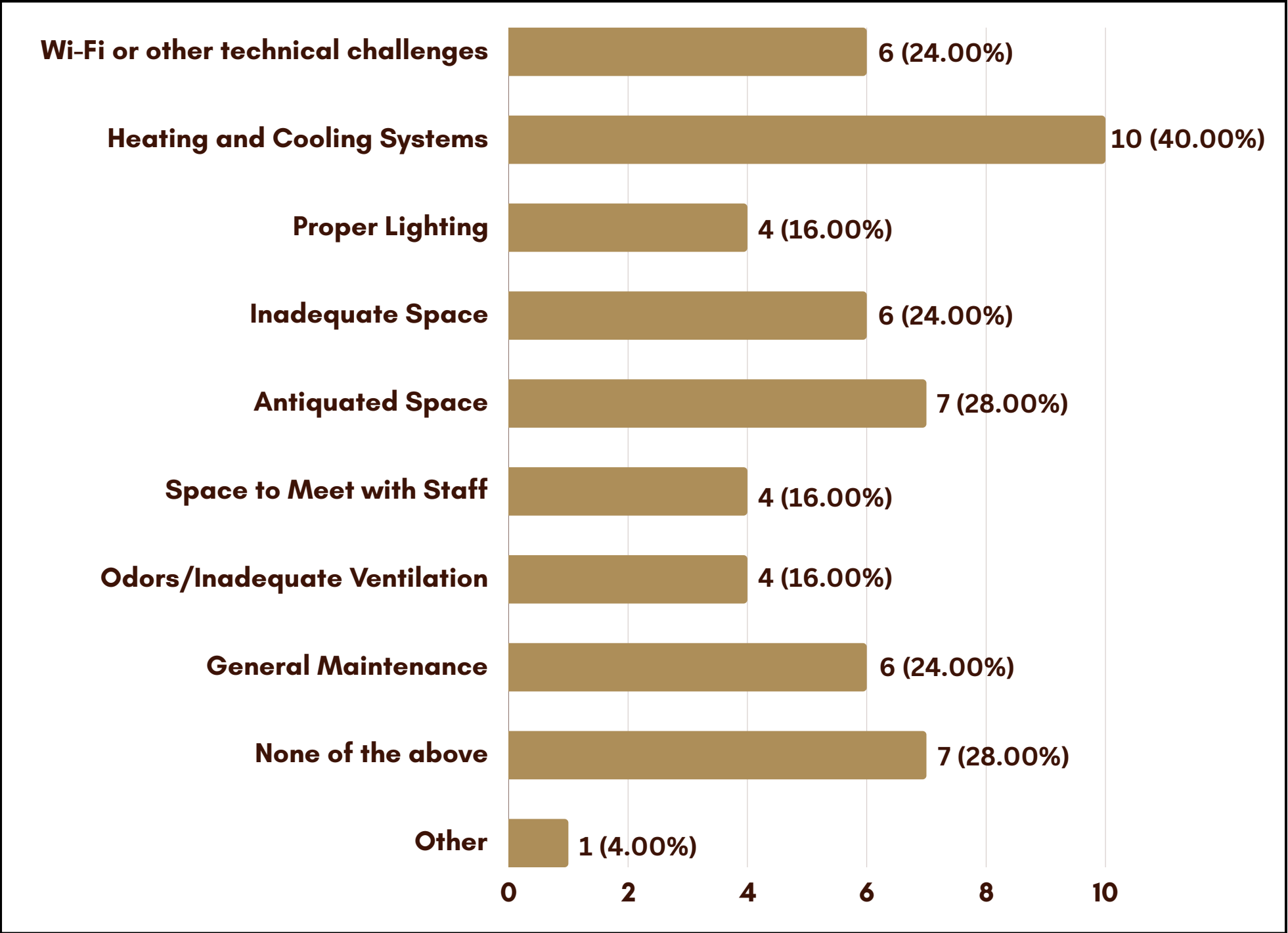
Average Rating Score: 2.84 # of Responses: 31

How was your experience parking at the facility?



Average Rating Score: 1.75 # of Responses: 32

Did you observe/experience any other facility needs? (Check all that apply)

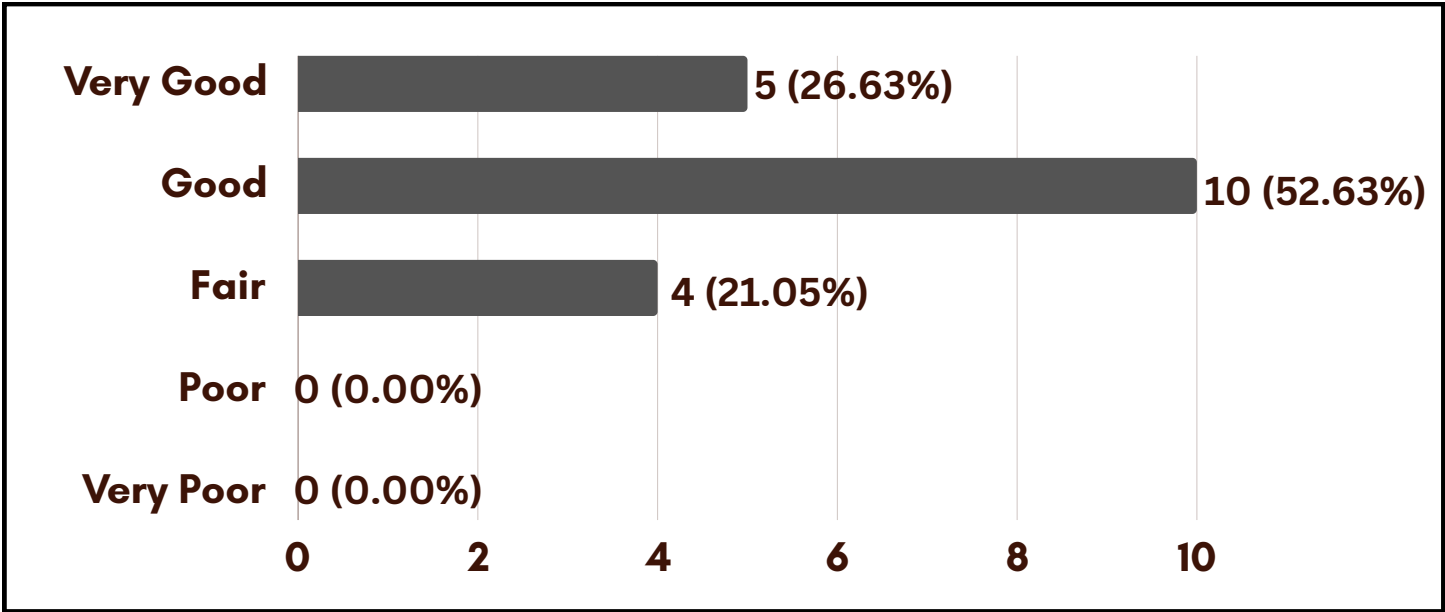


of Responses: 25

BRENT J. MOSS DISTRICT COURTROOM

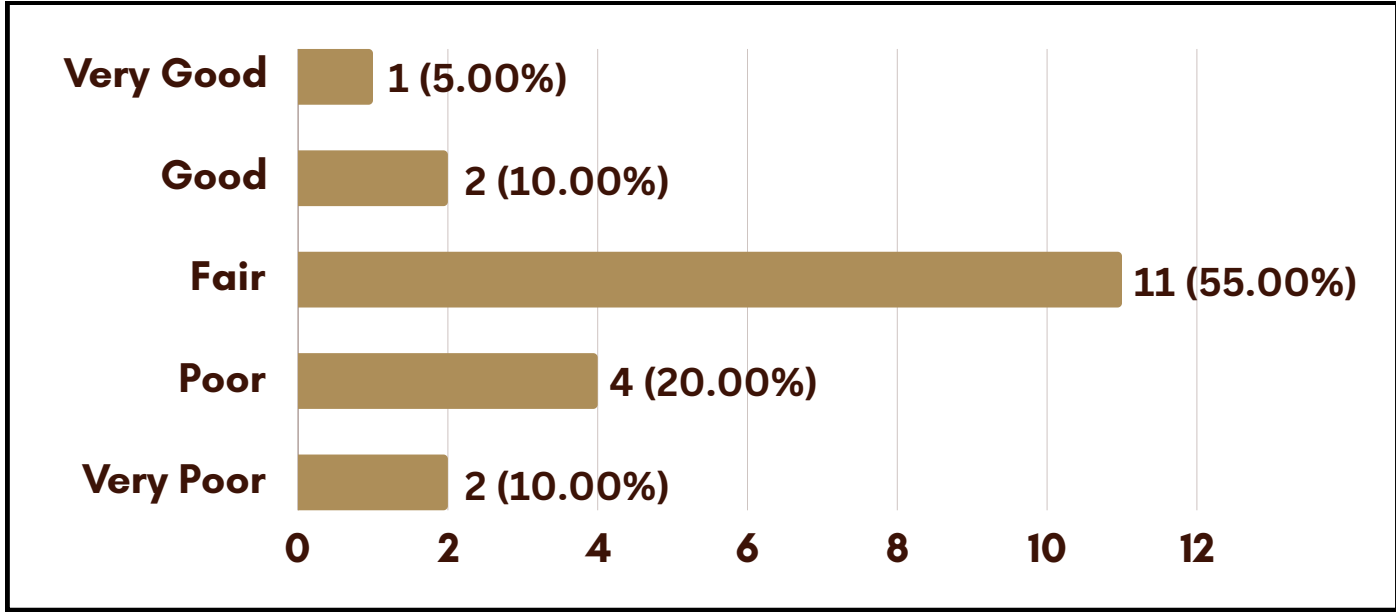
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



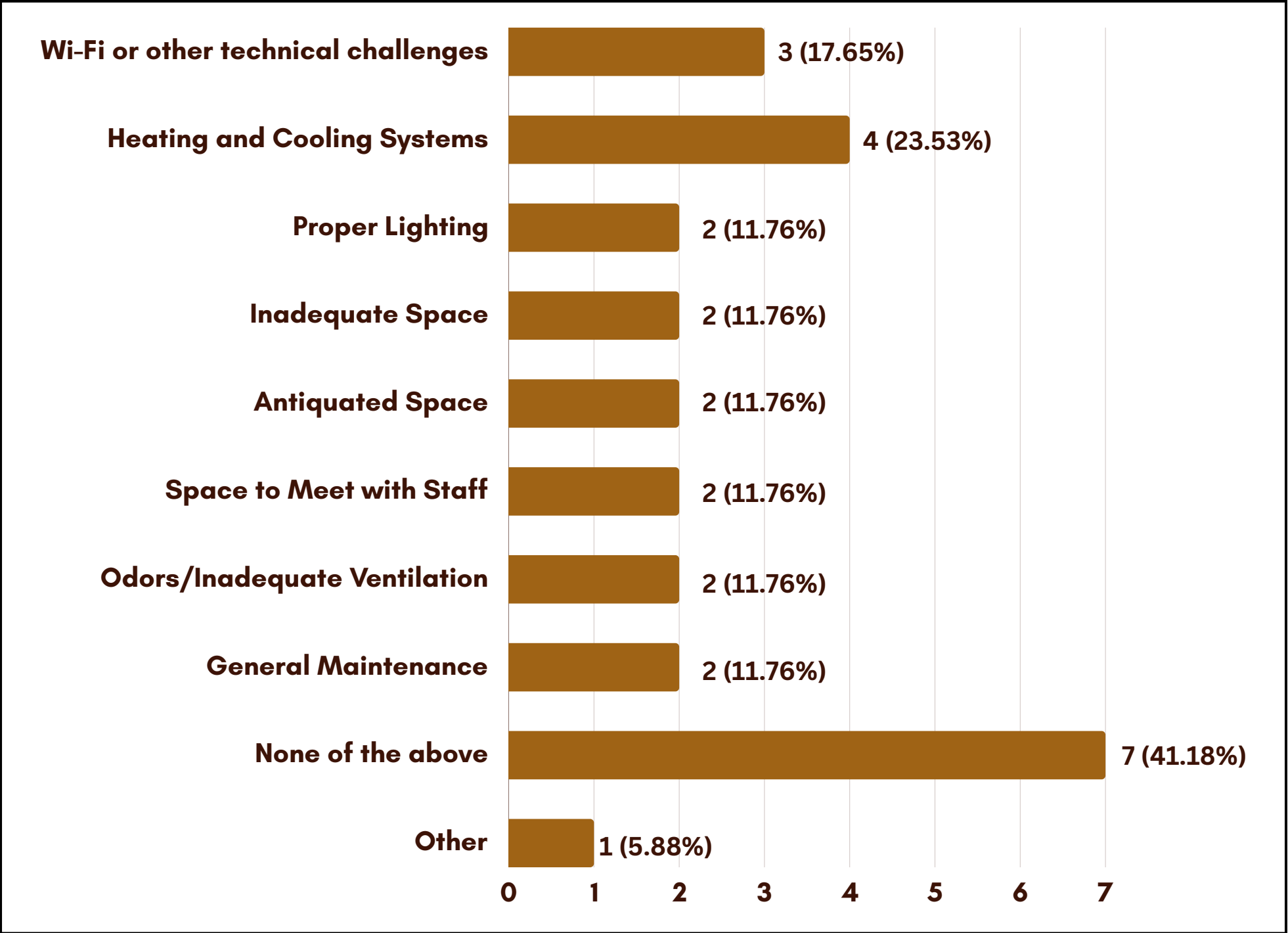
Average Rating Score: 3.05 # of Responses: 19

How was your experience parking at the facility?



Average Rating Score: 1.80 # of Responses: 20

Did you observe/experience any other facility needs? (Check all that apply)

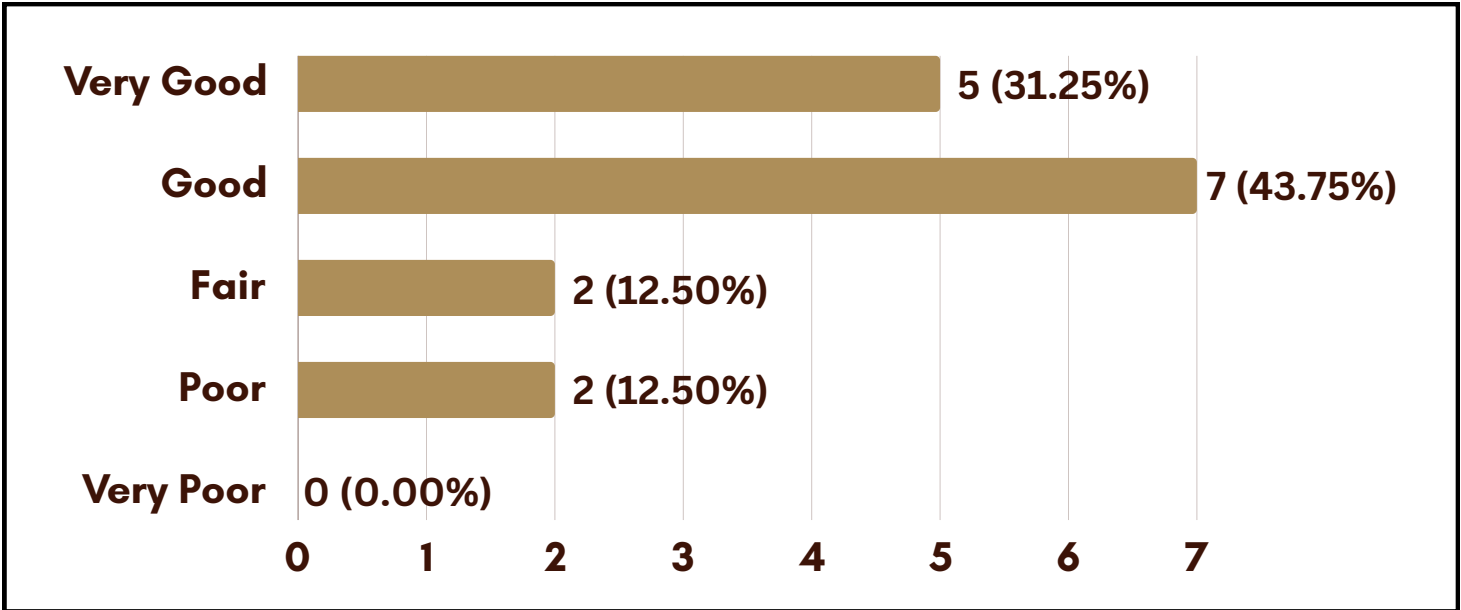


of Responses: 17

JUDGE’S OFFICE

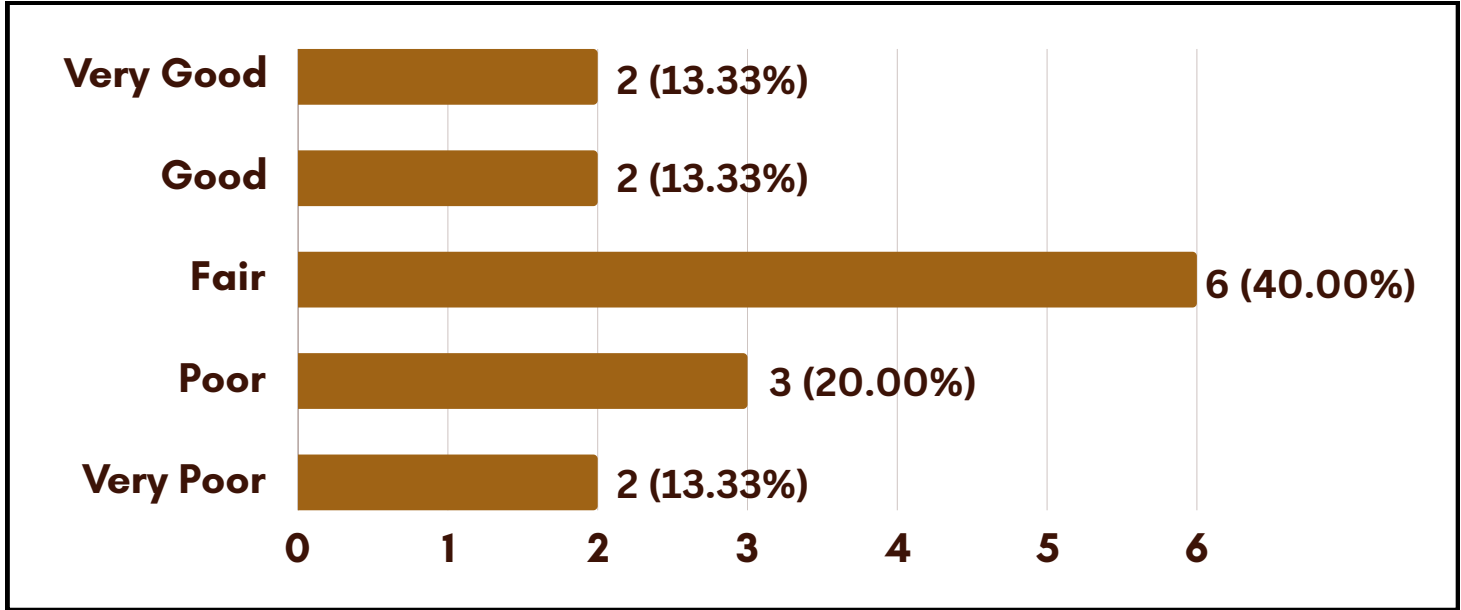
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



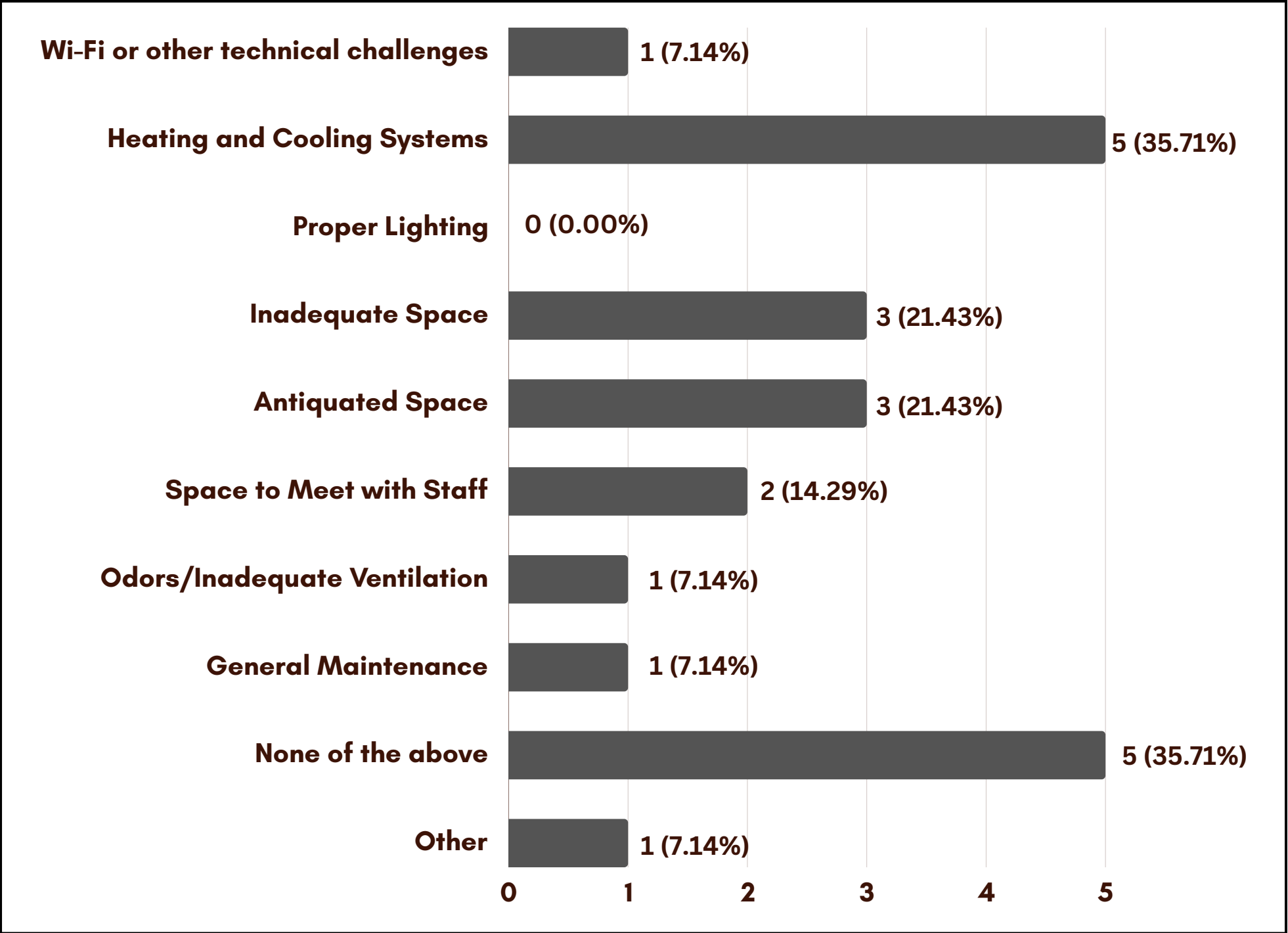
Average Rating Score: 2.94 # of Responses: 16

How was your experience parking at the facility?



Average Rating Score: 1.93 # of Responses: 15

Did you observe/experience any other facility needs? (Check all that apply)

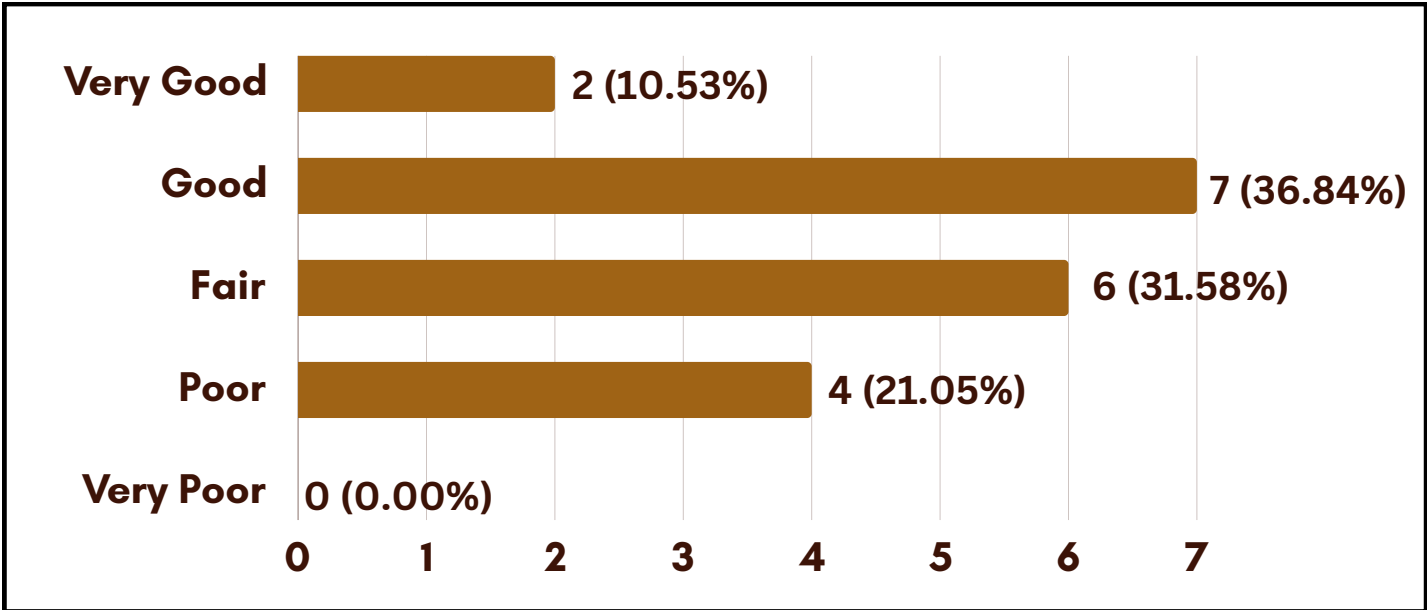


of Responses: 14

PROSECUTOR’S OFFICE

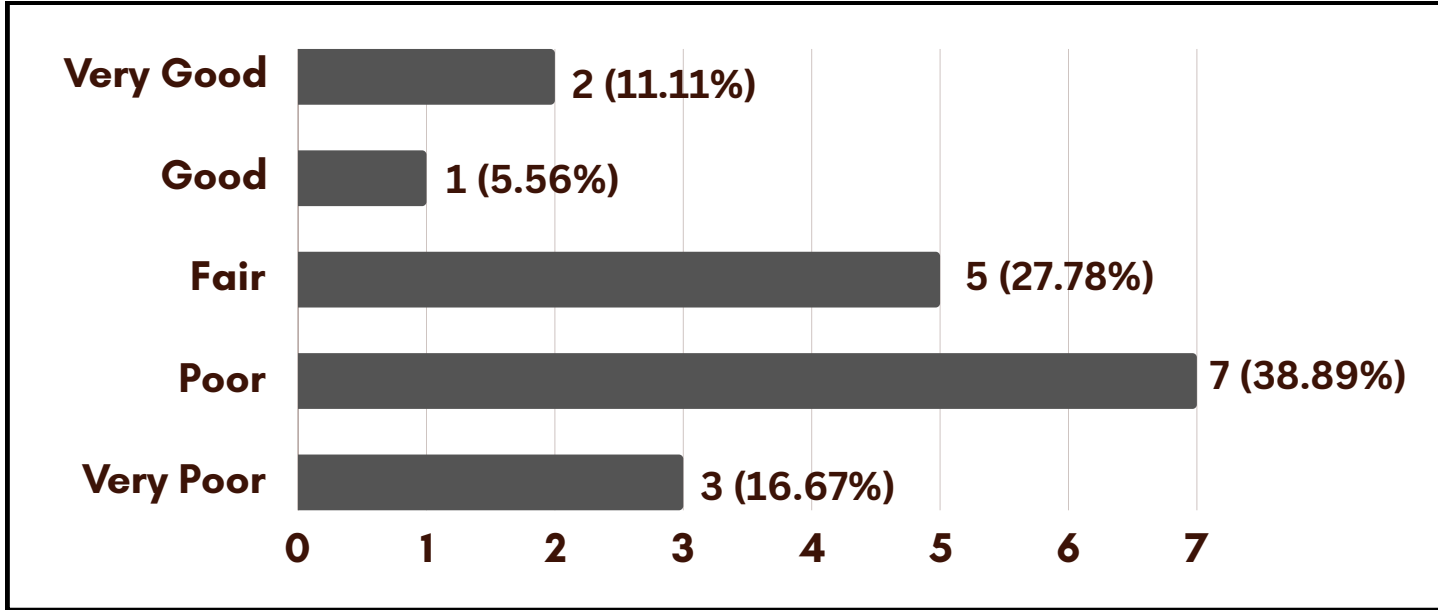
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



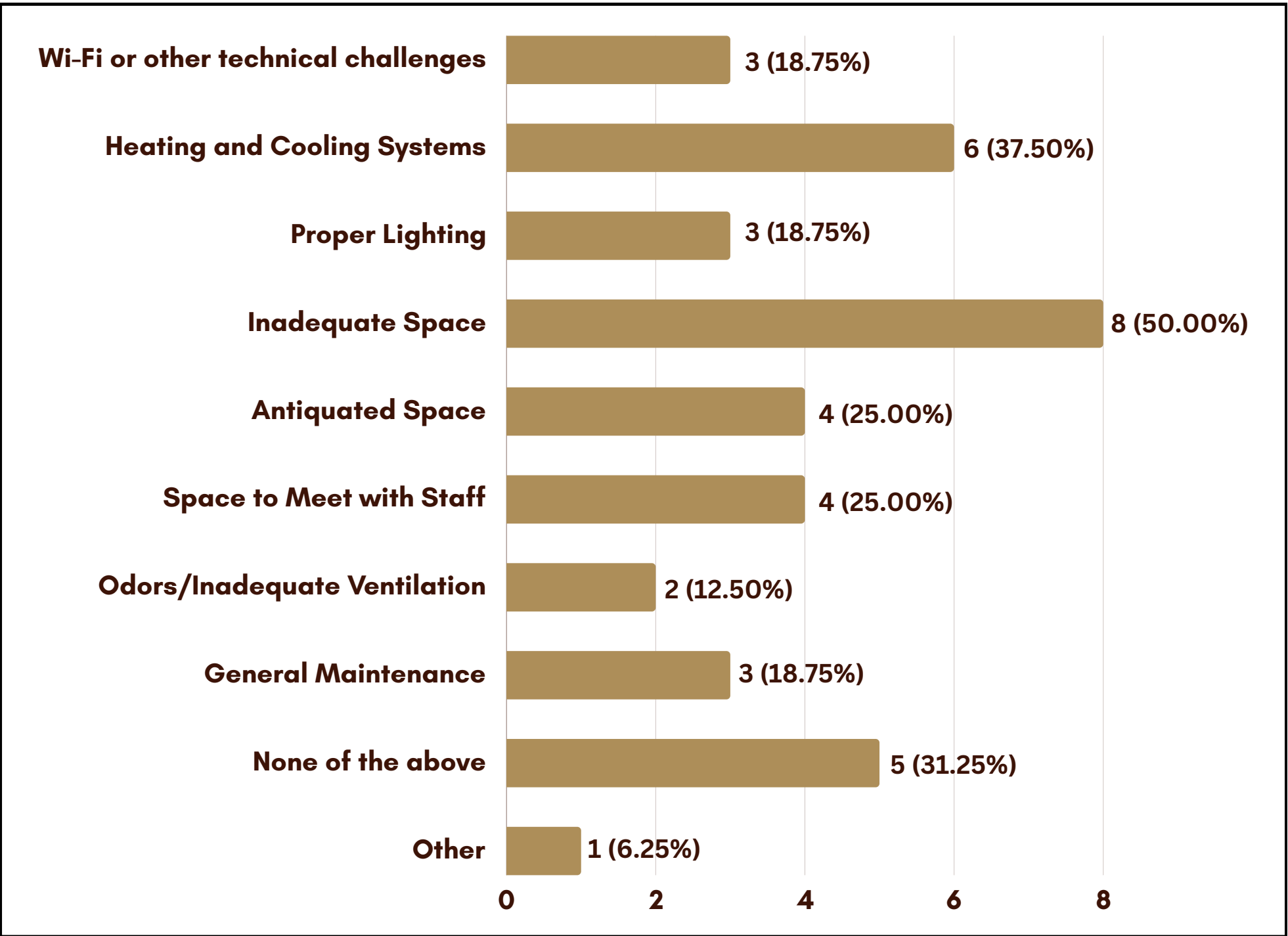
Average Rating Score: 2.37 # of Responses: 19

How was your experience parking at the facility?



Average Rating Score: 1.56 # of Responses: 18

Did you observe/experience any other facility needs? (Check all that apply)

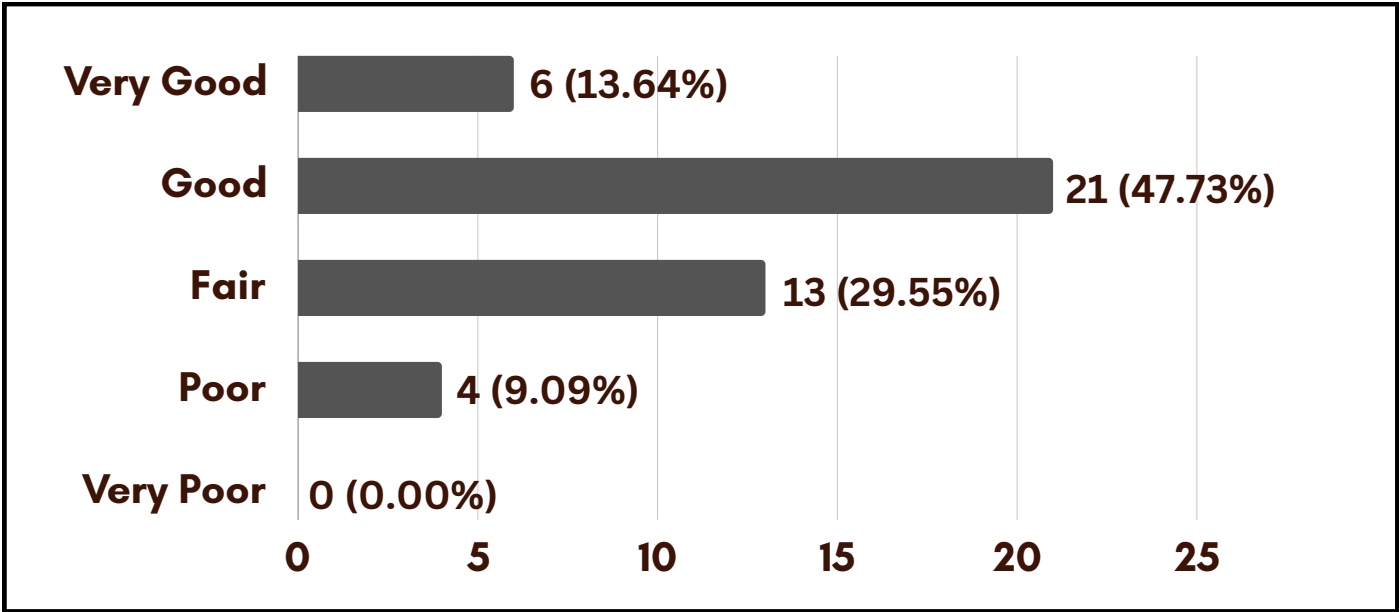


of Responses: 16

COUNTY COMMISSIONER MEETING ROOM

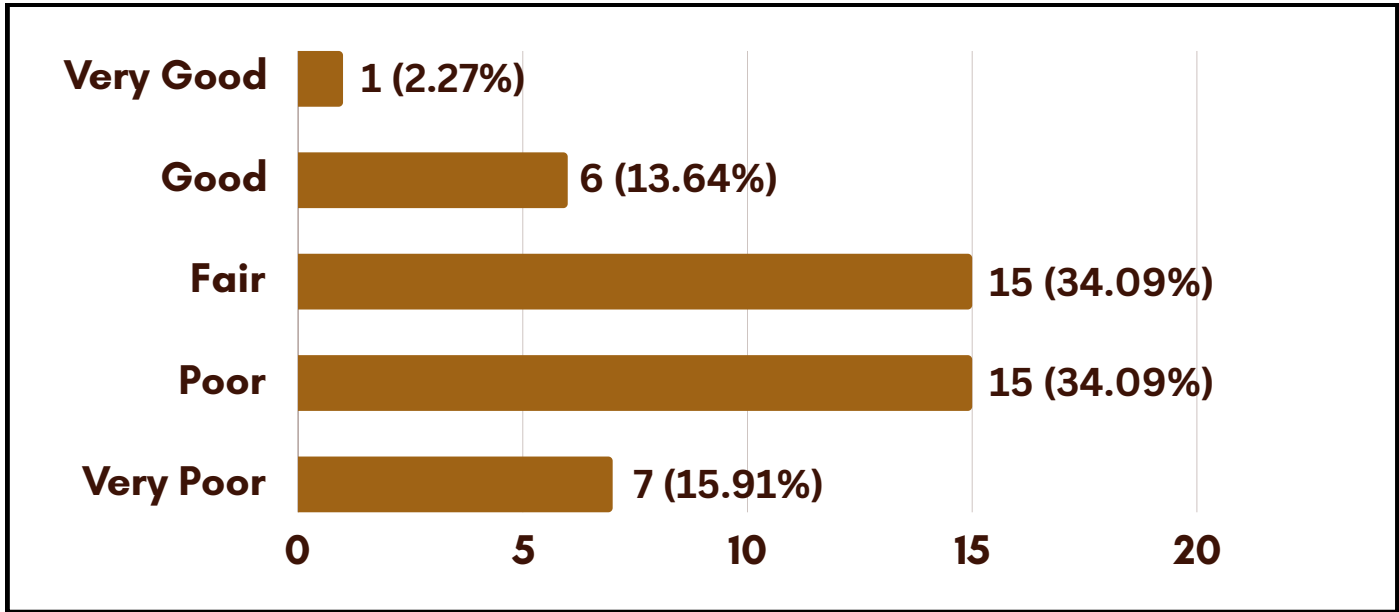
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



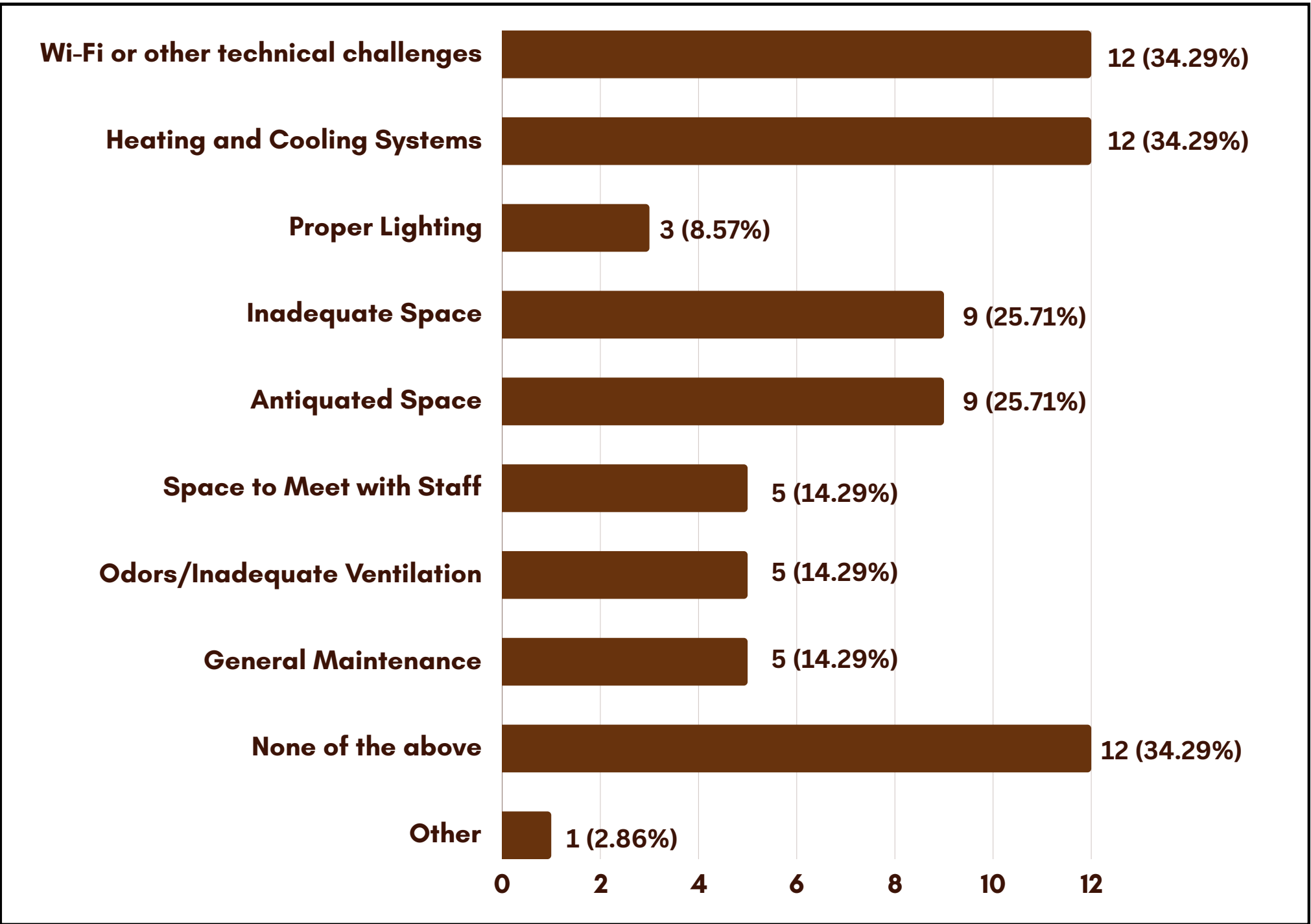
Average Rating Score: 2.66 # of Responses: 44

How was your experience parking at the facility?



Average Rating Score: 1.52 # of Responses: 44

Did you observe/experience any other facility needs? (Check all that apply)

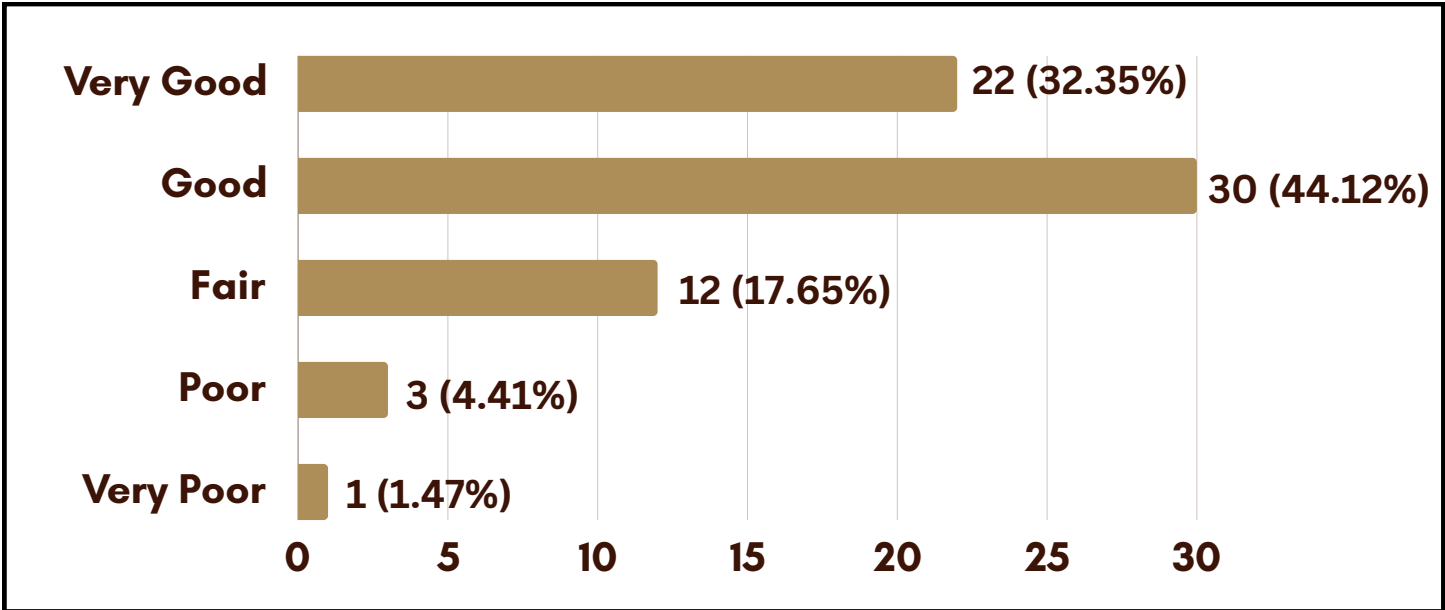


of Responses: 35

DEPARTMENT OF MOTOR VEHICLES (DMV)

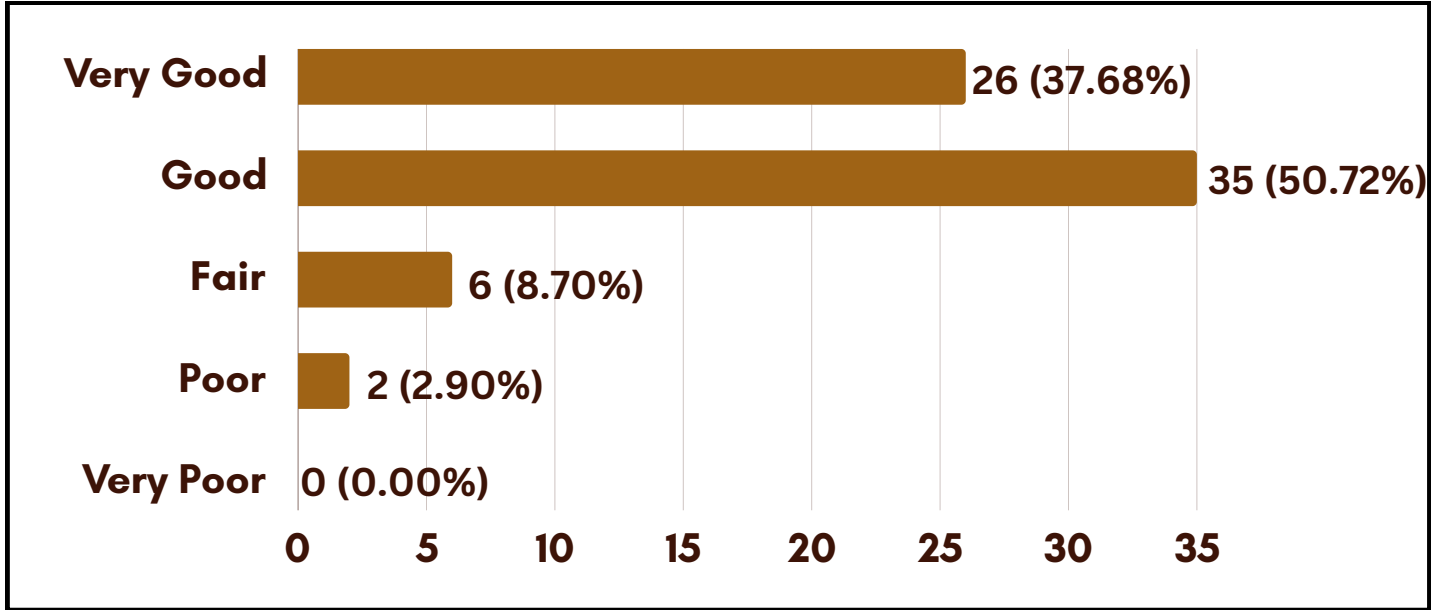
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



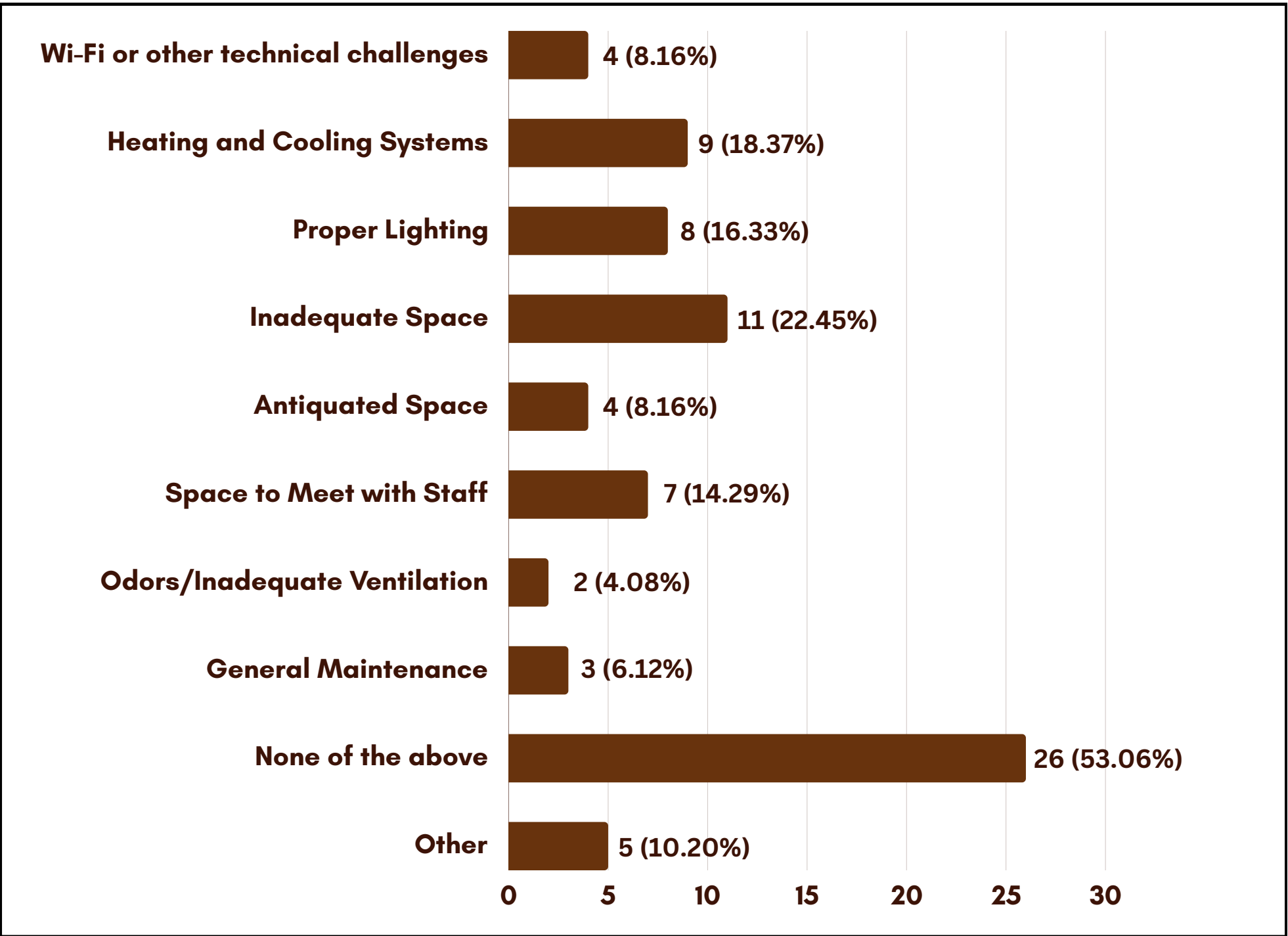
Average Rating Score: 3.01 # of Responses: 68

How was your experience parking at the facility?



Average Rating Score: 3.23 # of Responses: 69

Did you observe/experience any other facility needs? (Check all that apply)

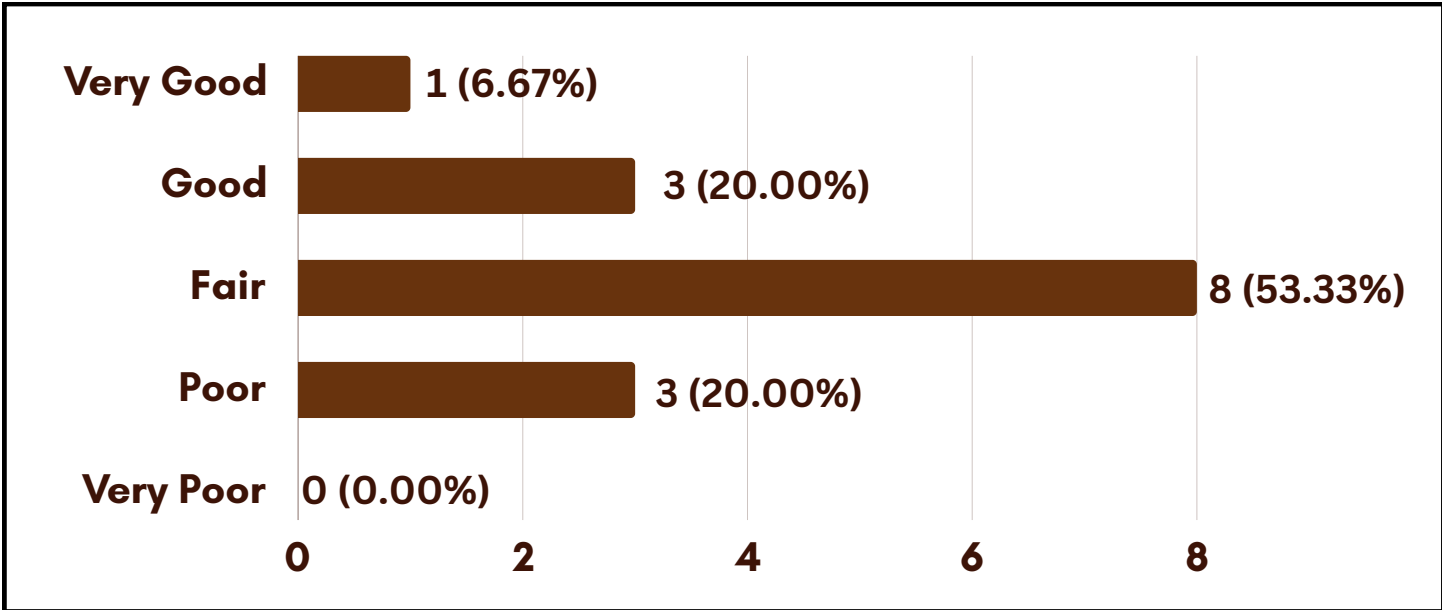


of Responses: 49

COUNTY JAIL

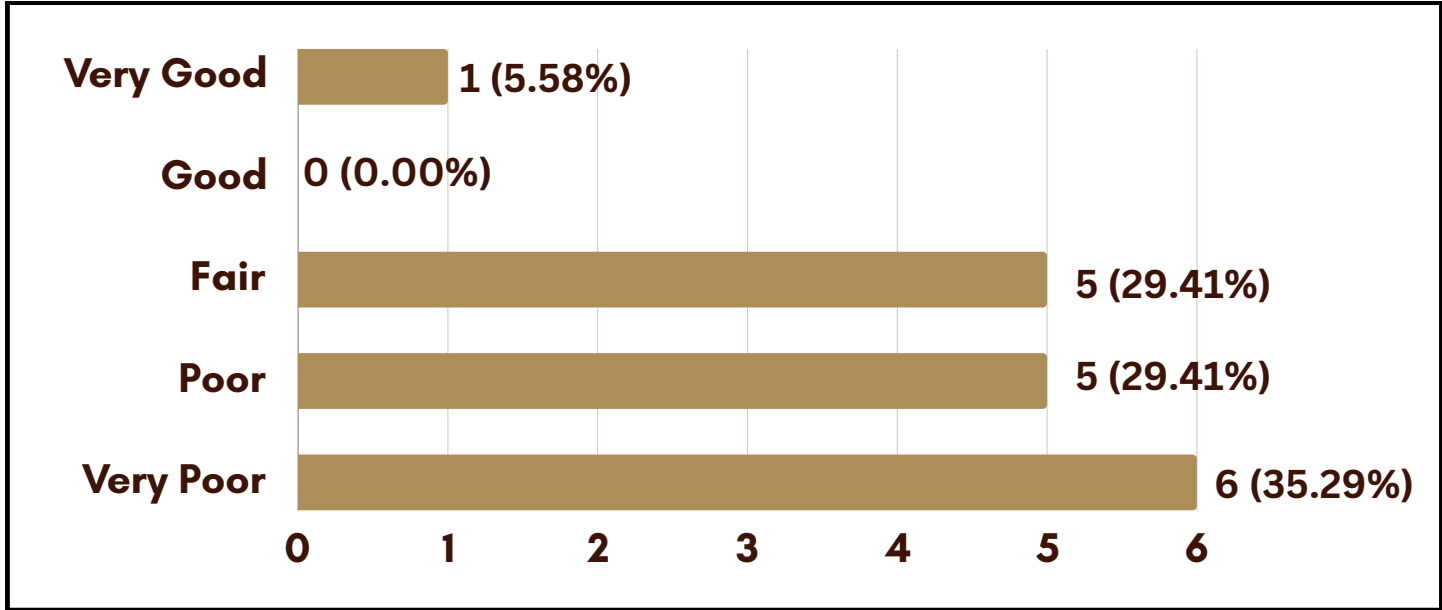
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



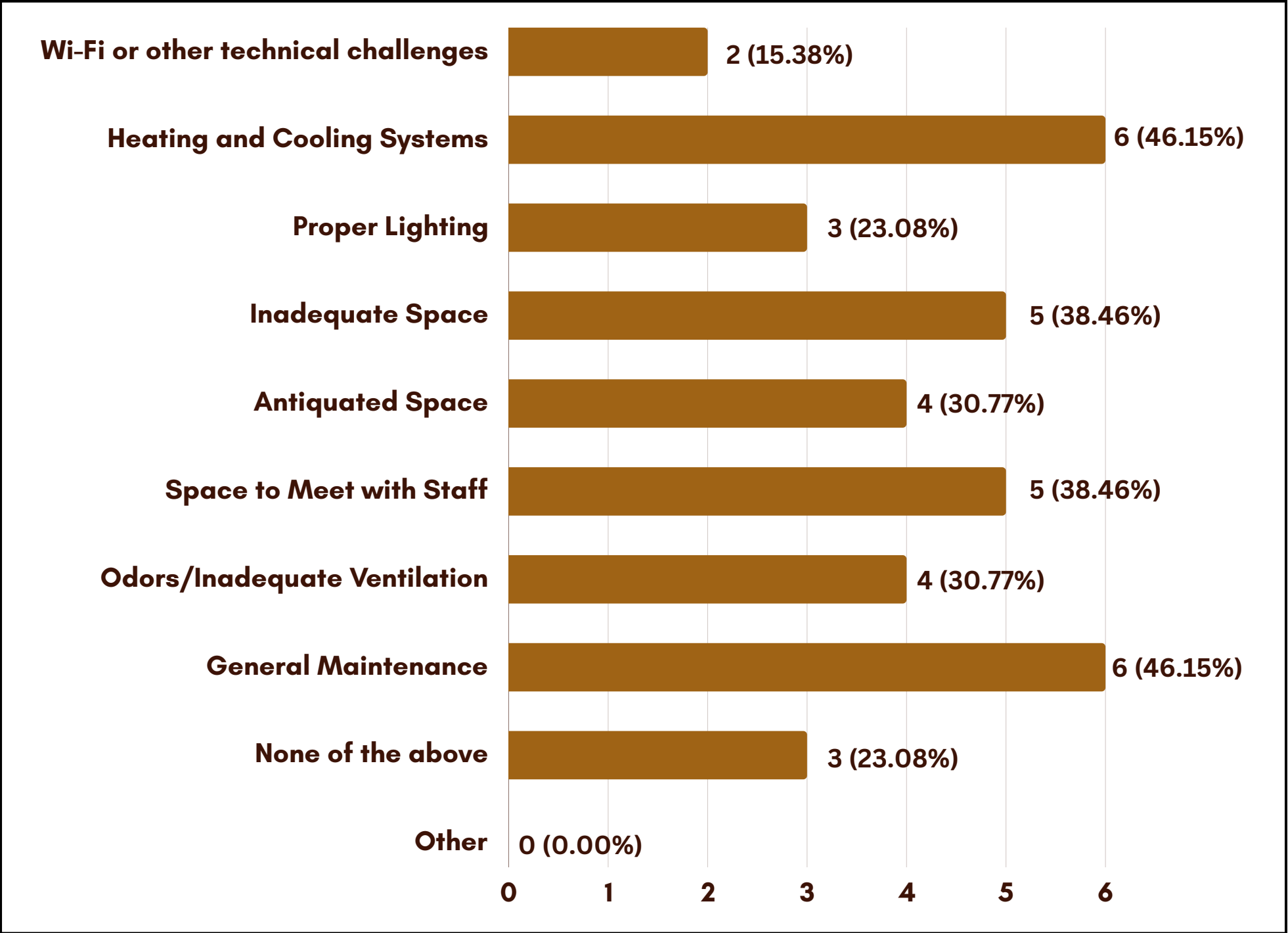
Average Rating Score: 2.13 # of Responses: 15

How was your experience parking at the facility?



Average Rating Score: 1.12 # of Responses: 17

Did you observe/experience any other facility needs? (Check all that apply)

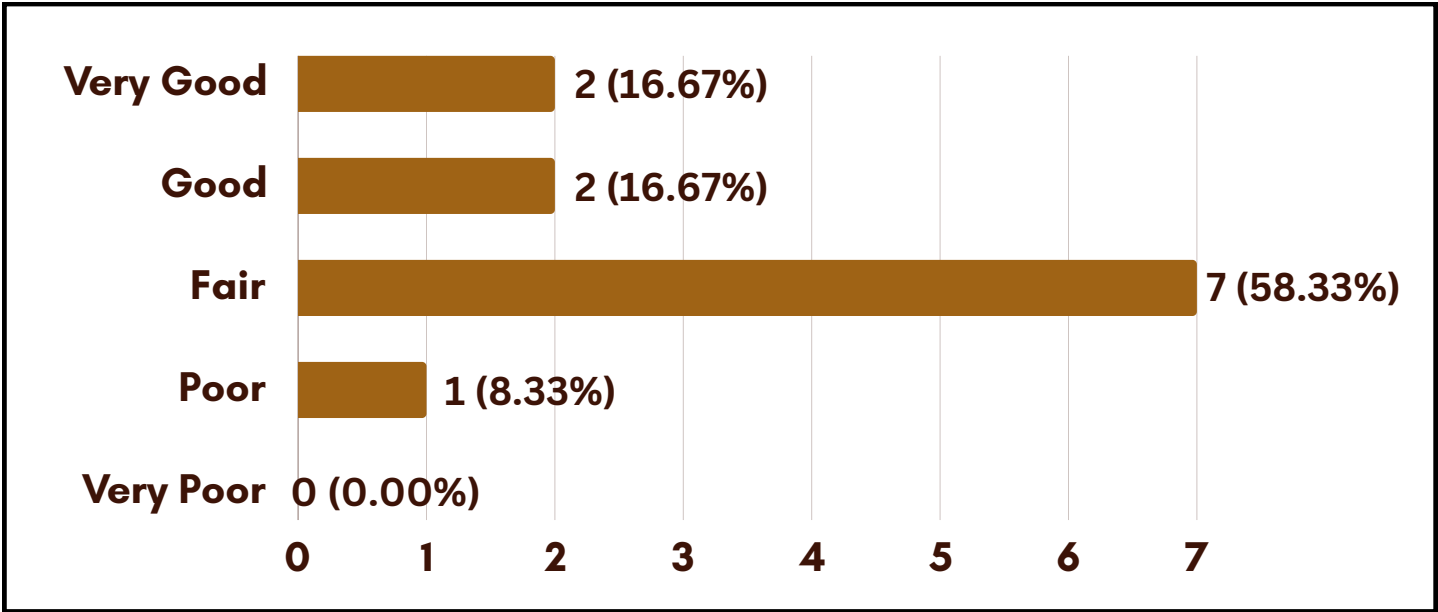


of Responses: 13

ADULT PROBATION

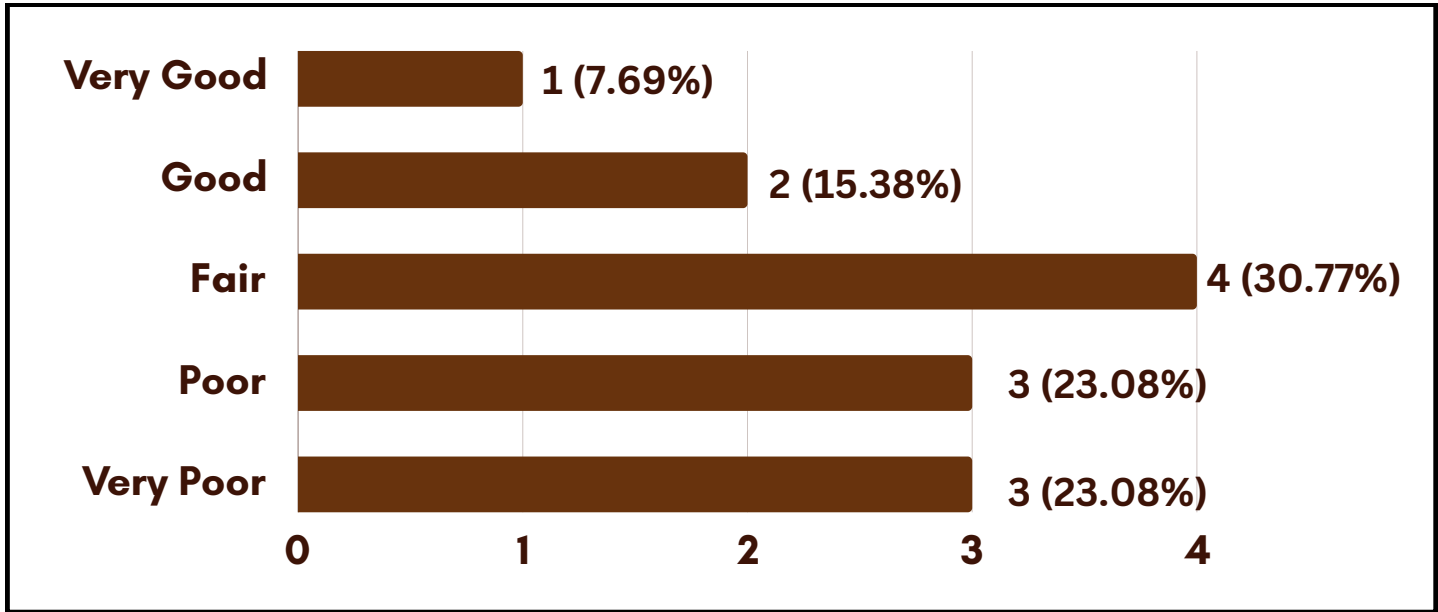
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



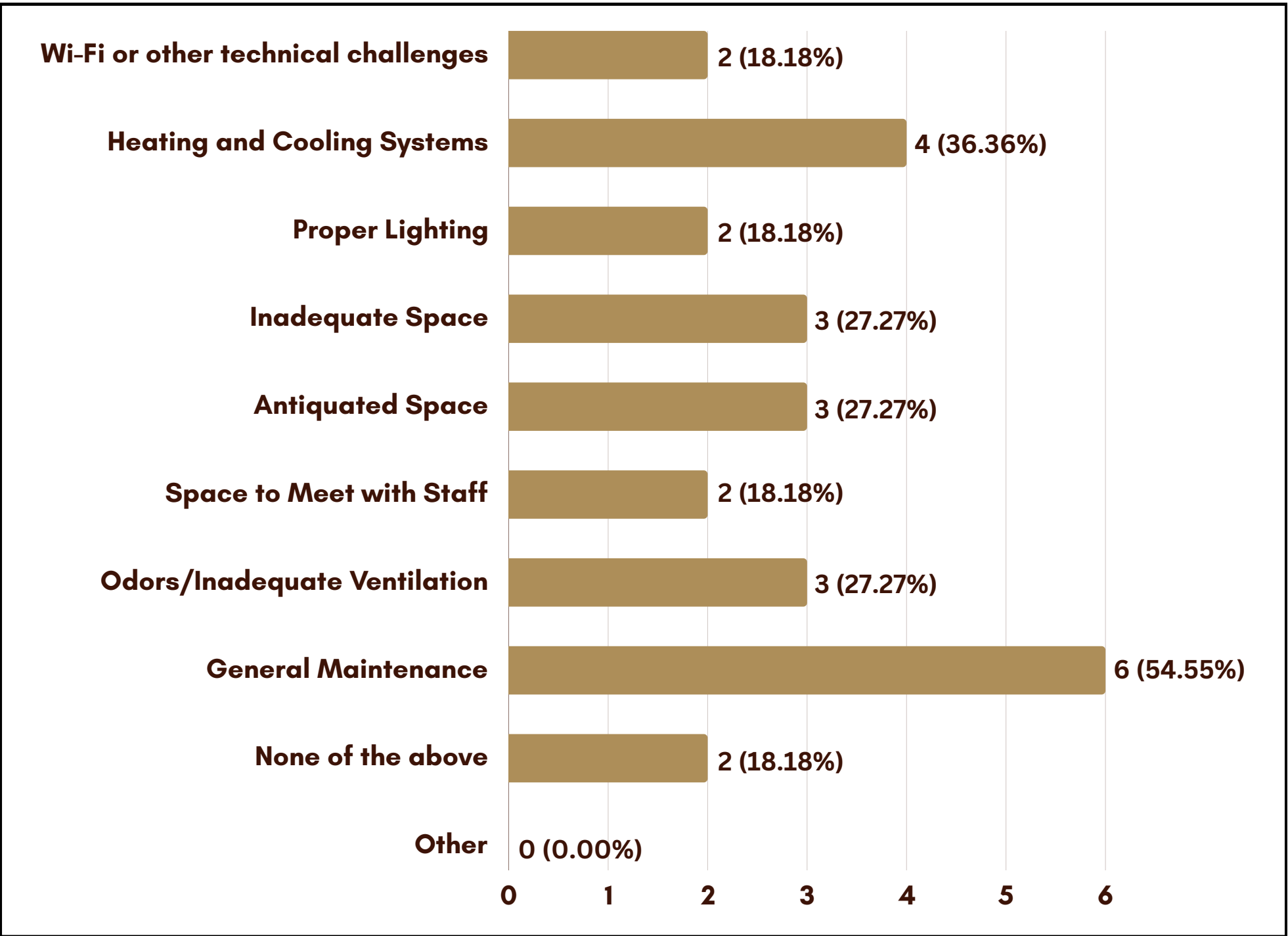
Average Rating Score: 2.42 # of Responses: 12

How was your experience parking at the facility?



Average Rating Score: 1.62 # of Responses: 13

Did you observe/experience any other facility needs? (Check all that apply)

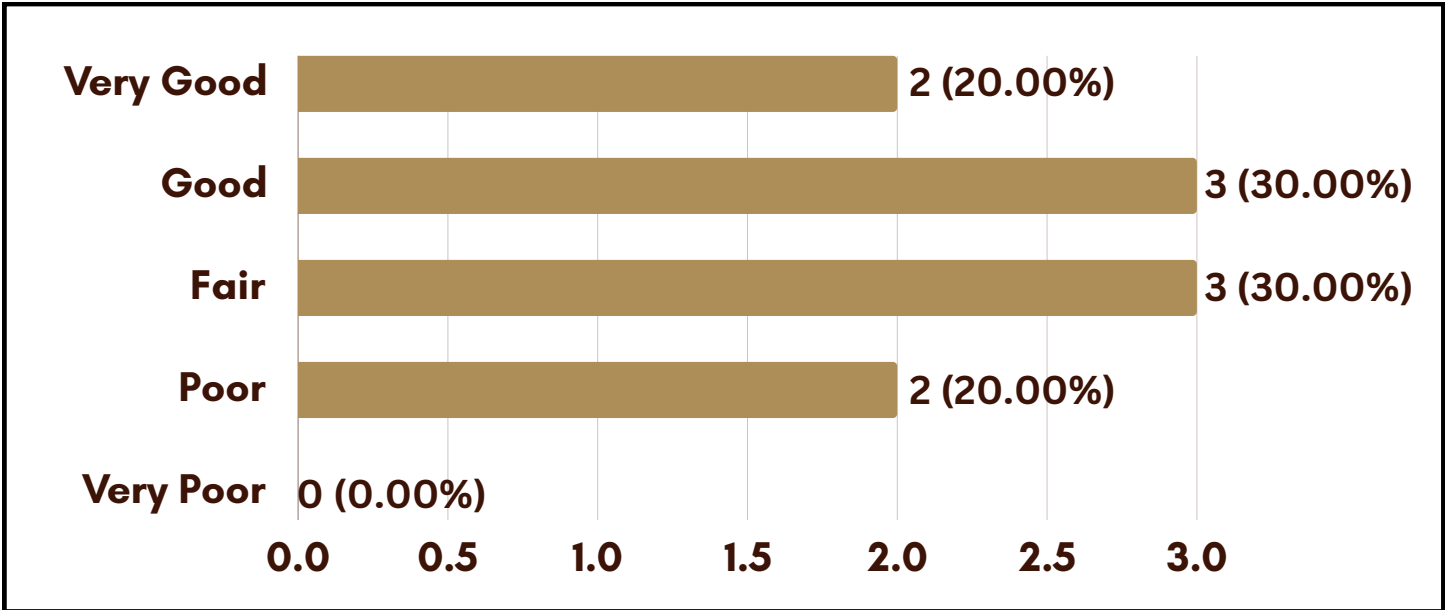


of Responses: 11

JUVENILE PROBATION

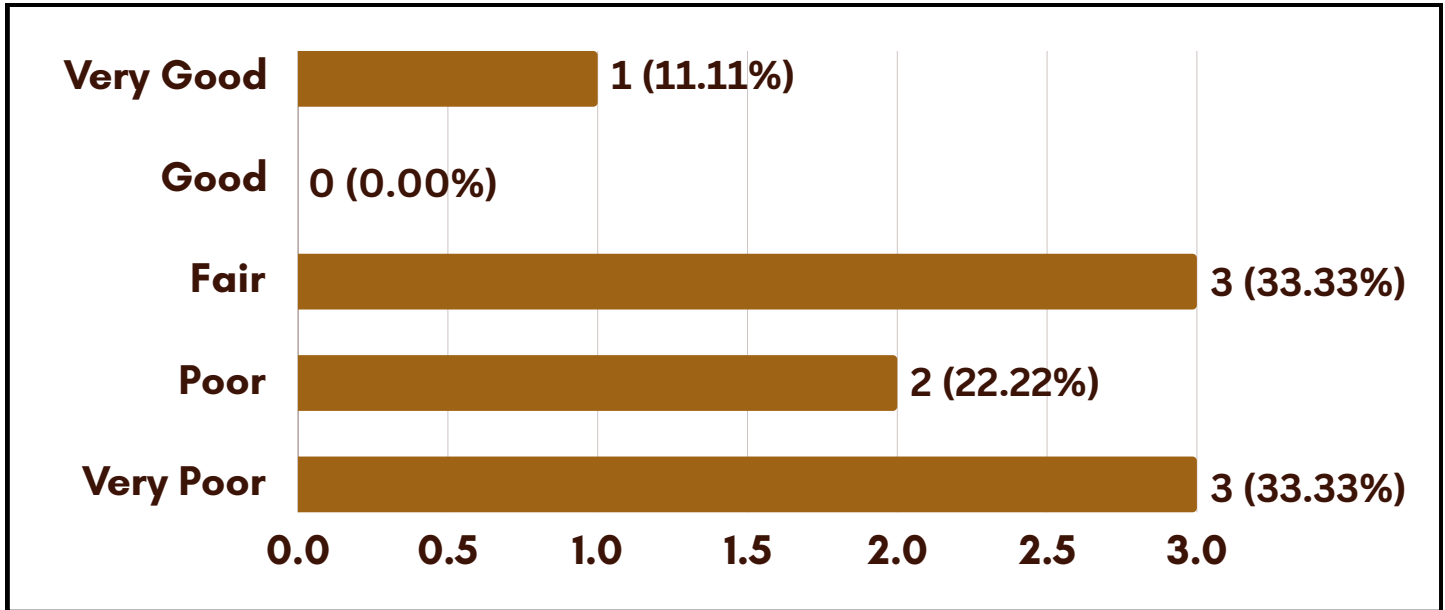
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



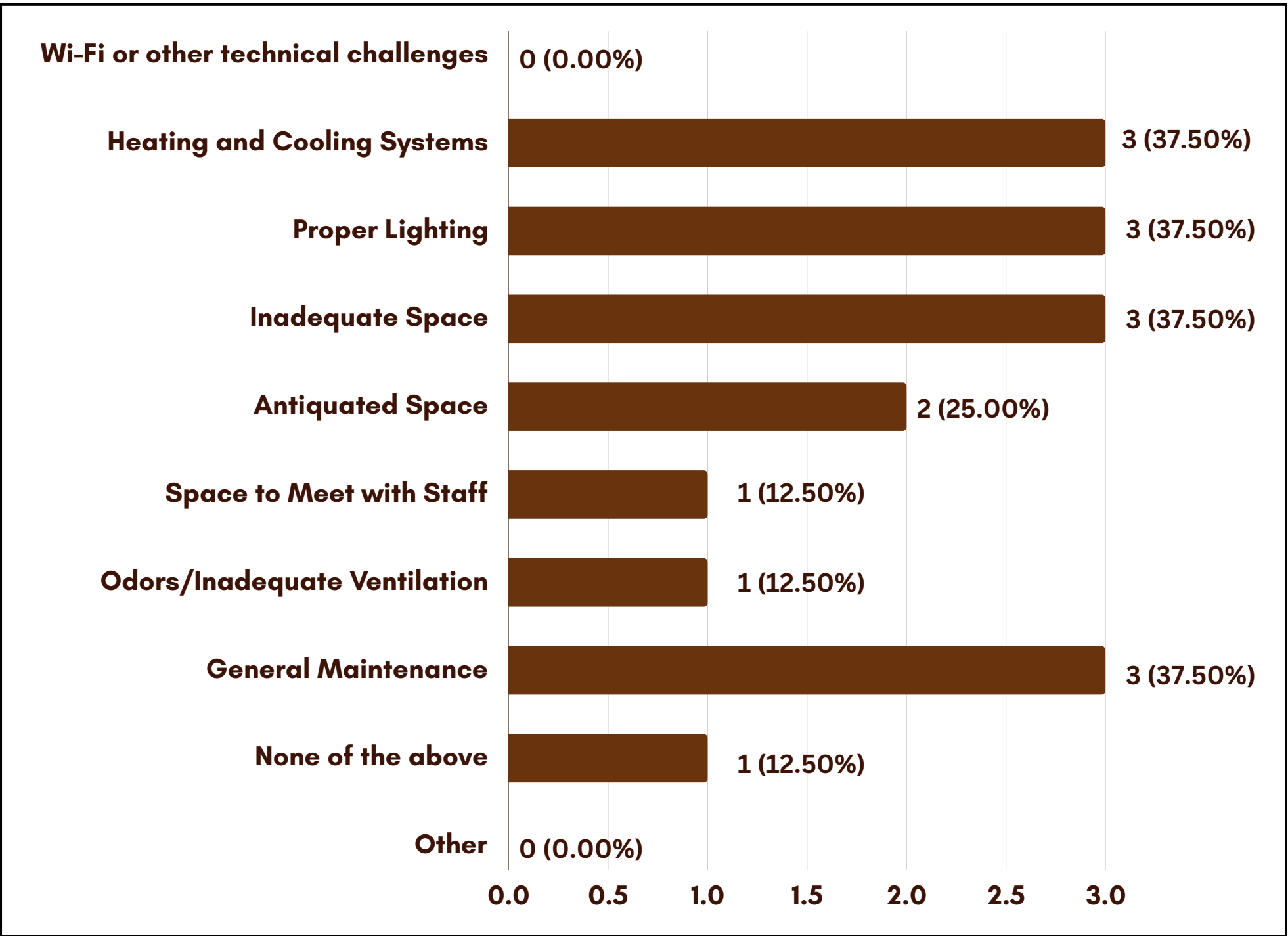
Average Rating Score: 2.50 # of Responses: 10

How was your experience parking at the facility?



Average Rating Score: 1.33 # of Responses: 9

Did you observe/experience any other facility needs? (Check all that apply)

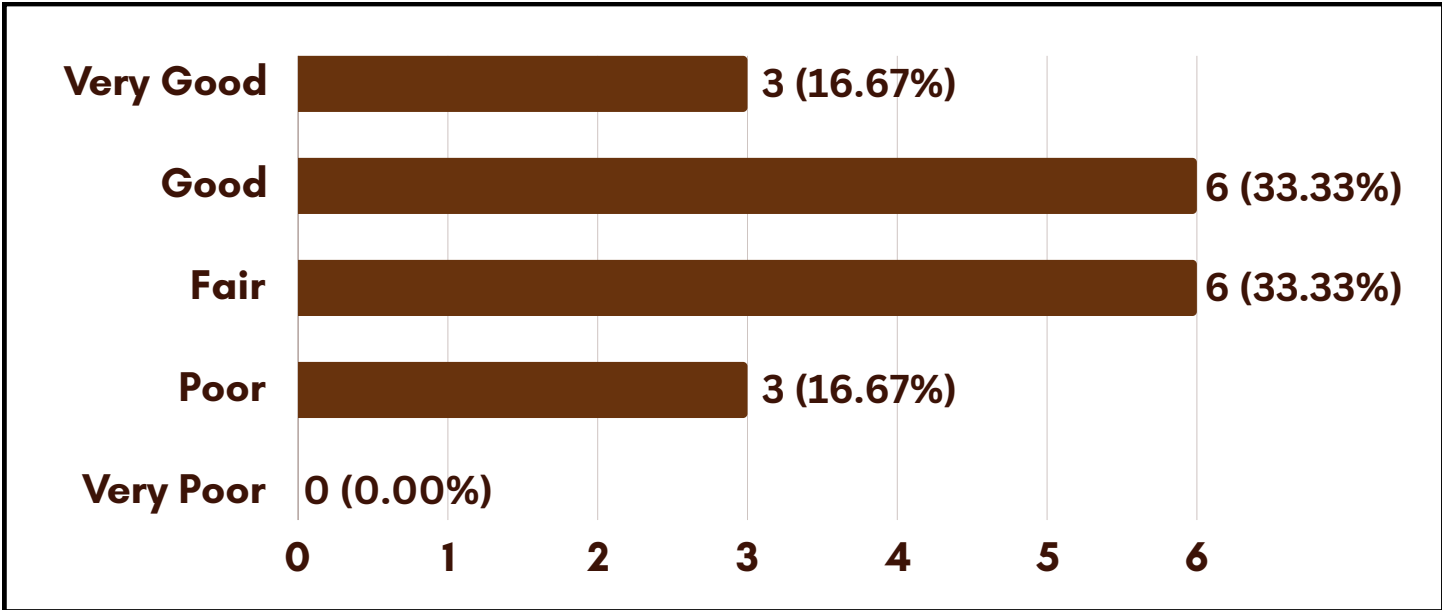


of Responses: 8

SHERIFF'S OFFICE (REXBURG)

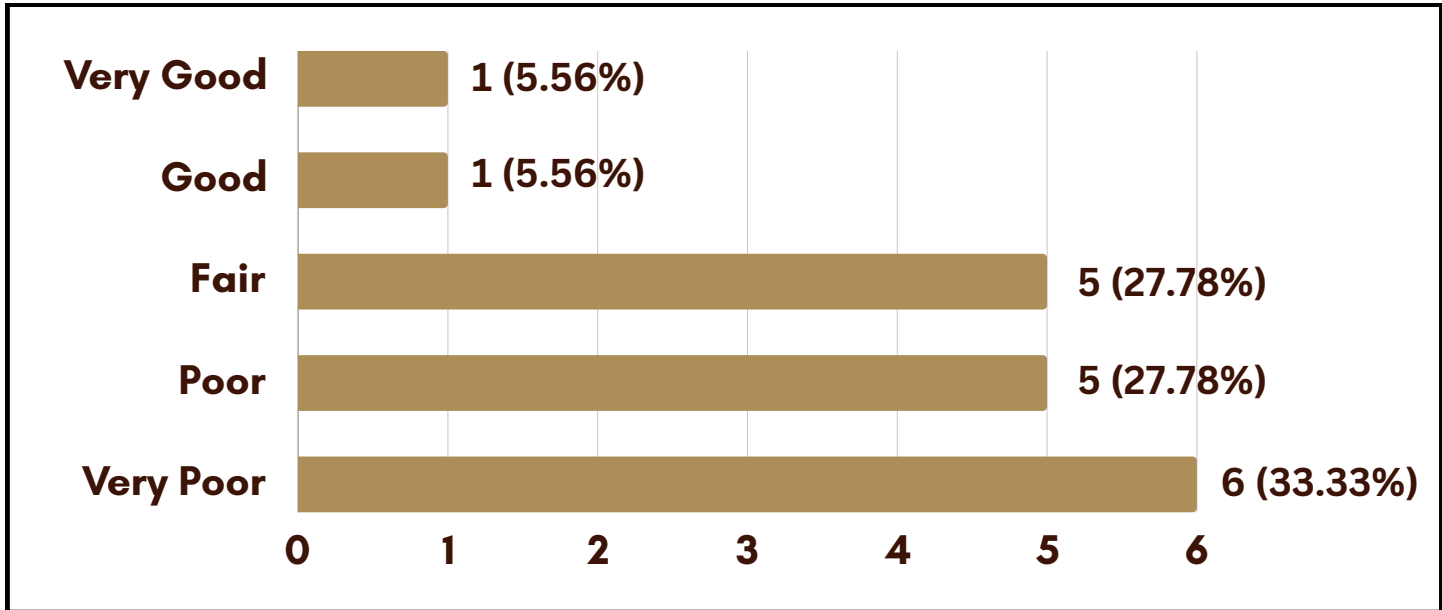
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



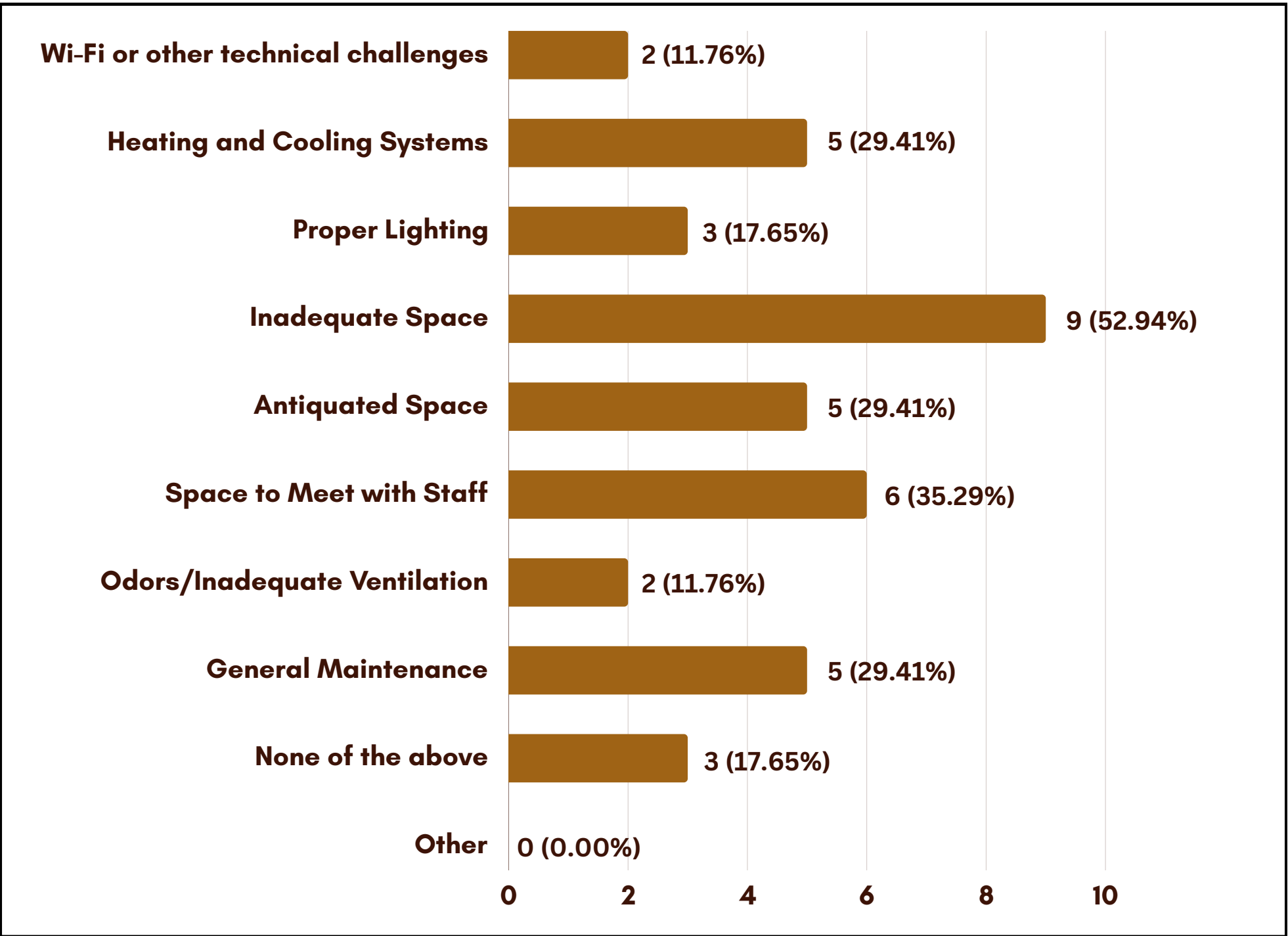
Average Rating Score: 2.50 # of Responses: 18

How was your experience parking at the facility?



Average Rating Score: 1.22 # of Responses: 18

Did you observe/experience any other facility needs? (Check all that apply)

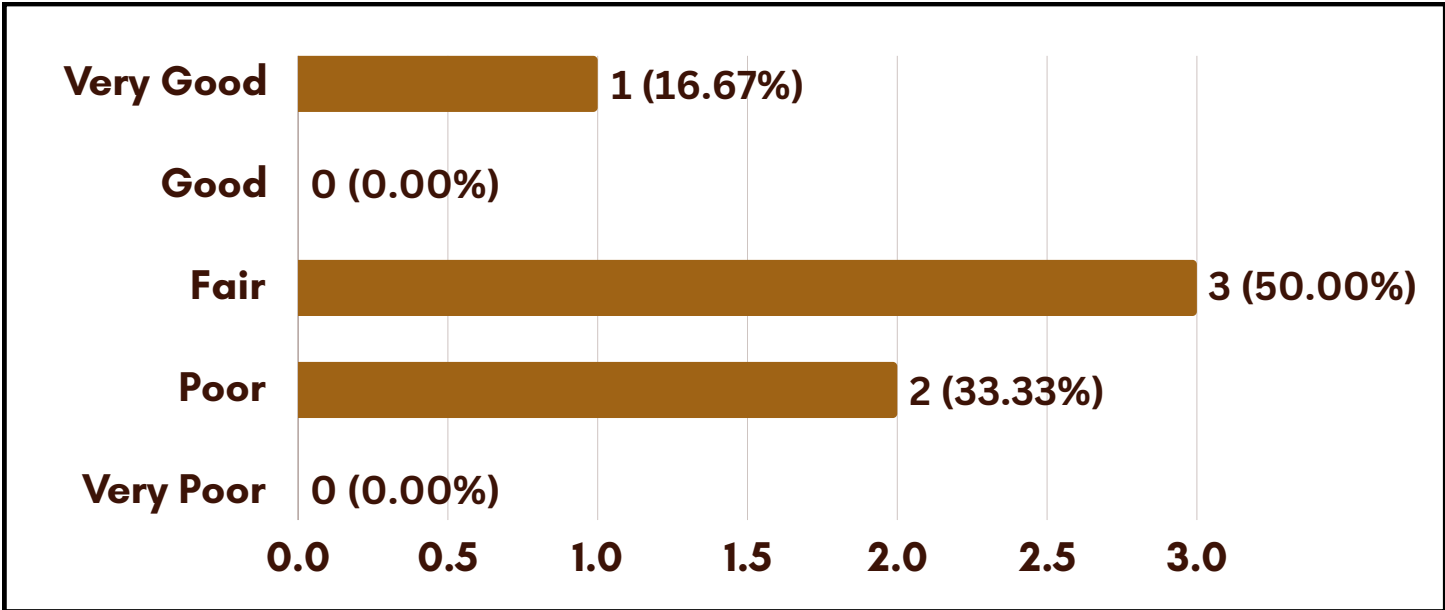


of Responses: 17

EMERGENCY DISPATCH

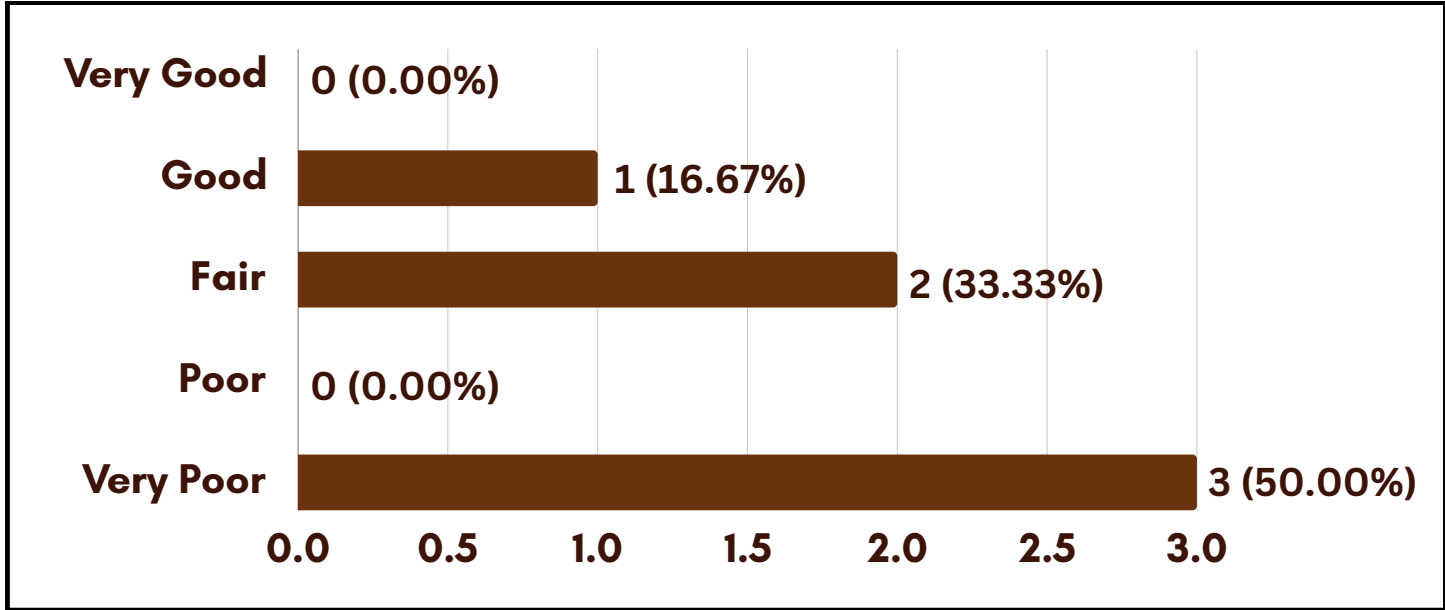
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



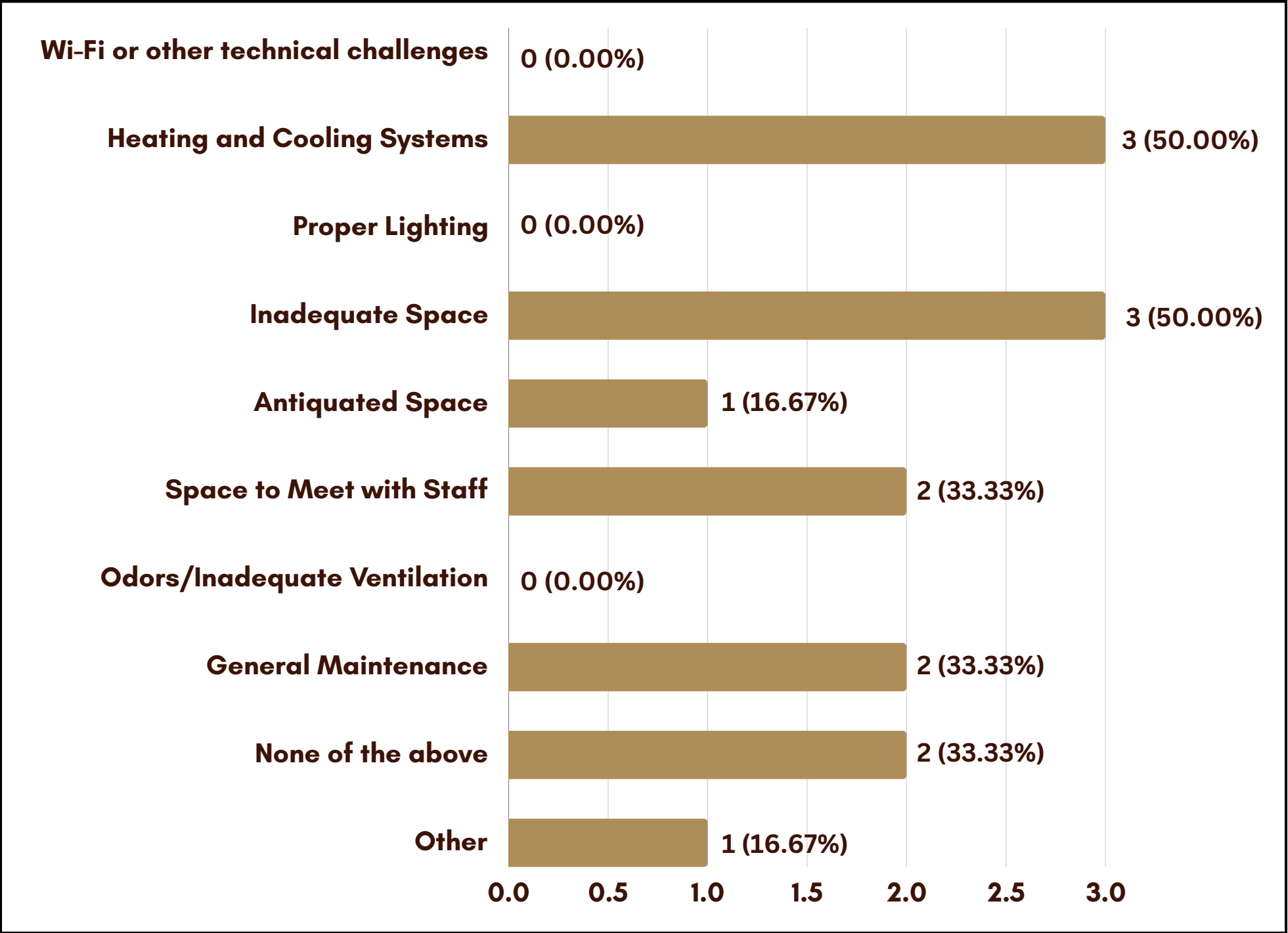
Average Rating Score: 2.00 # of Responses: 6

How was your experience parking at the facility?



Average Rating Score: 1.17 # of Responses: 6

Did you observe/experience any other facility needs?
(Check all that apply)

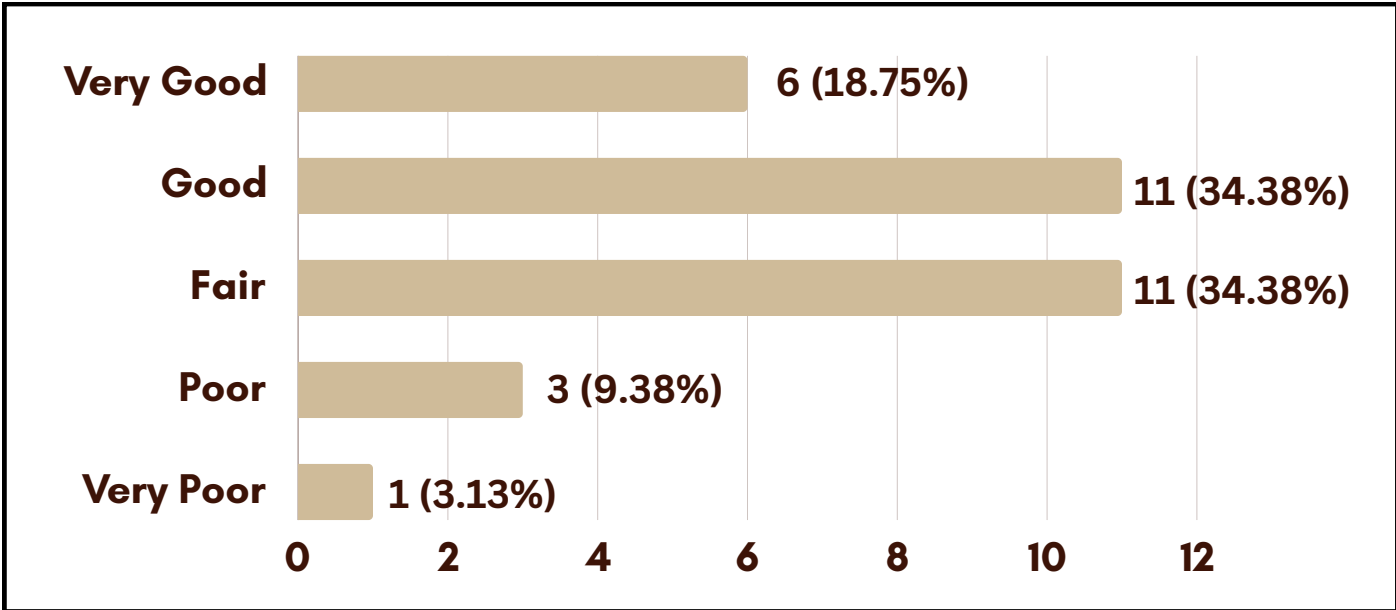


of Responses: 6

DRIVER’S LICENSE BUILDING

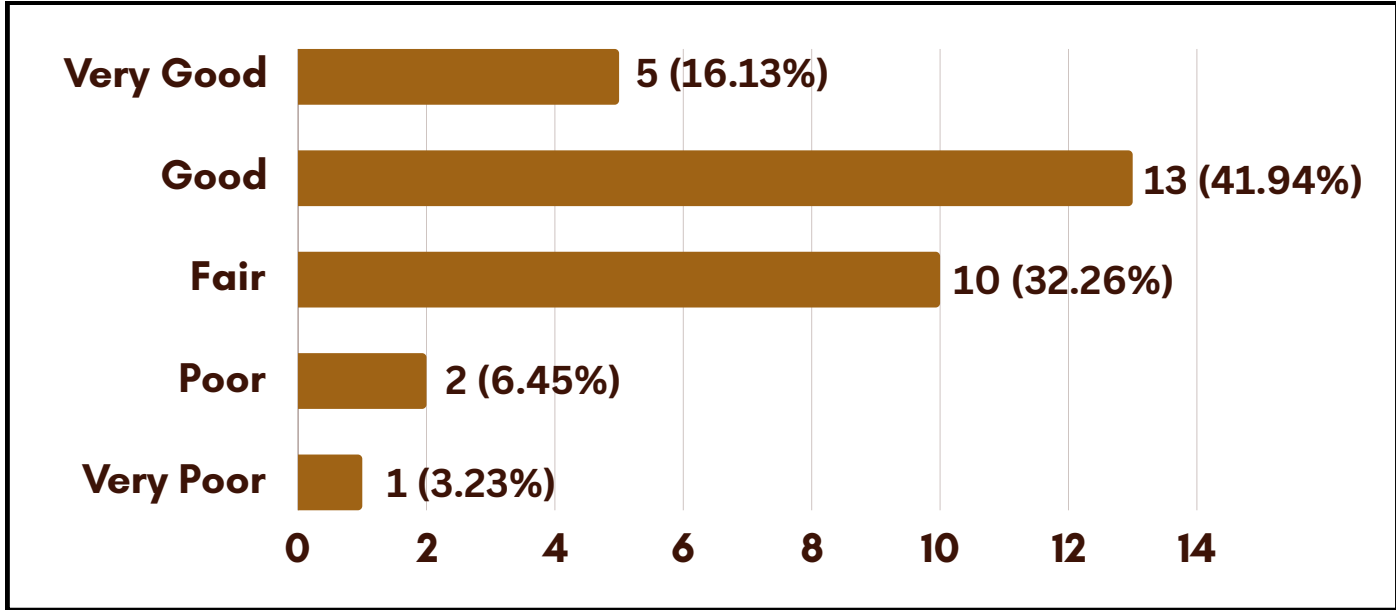
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



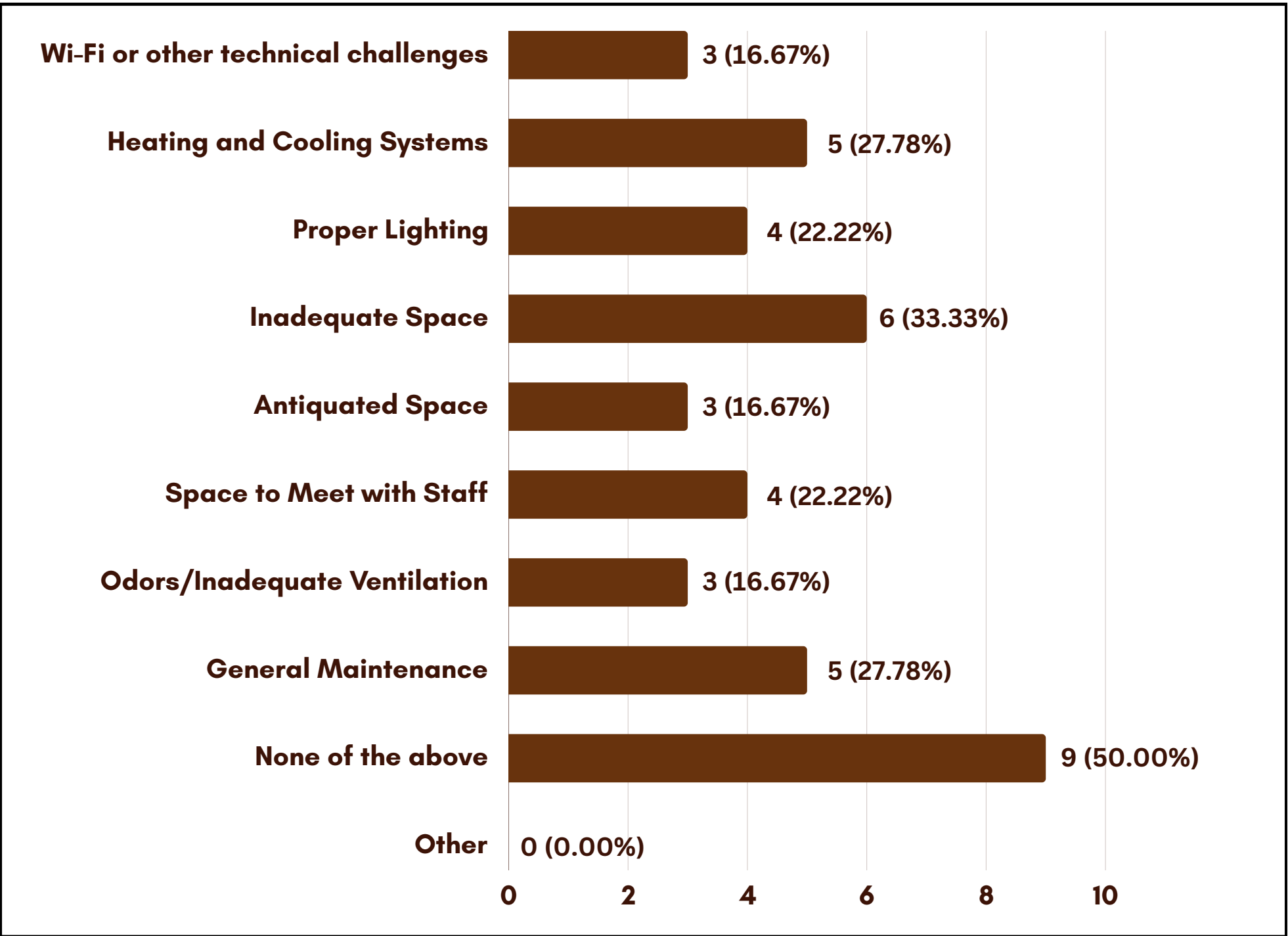
Average Rating Score: 2.56 # of Responses: 32

How was your experience parking at the facility?



Average Rating Score: 2.61 # of Responses: 31

Did you observe/experience any other facility needs? (Check all that apply)

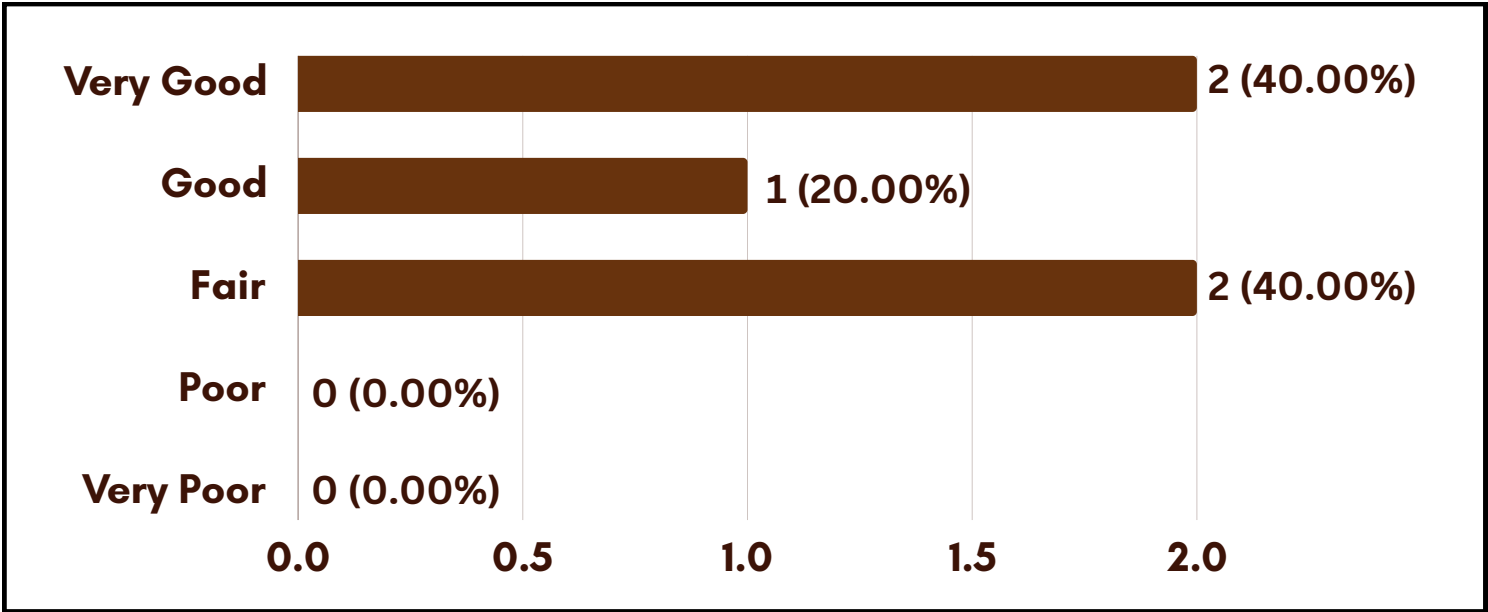


of Responses: 18

SHERIFF'S OFFICE (SUGAR CITY)

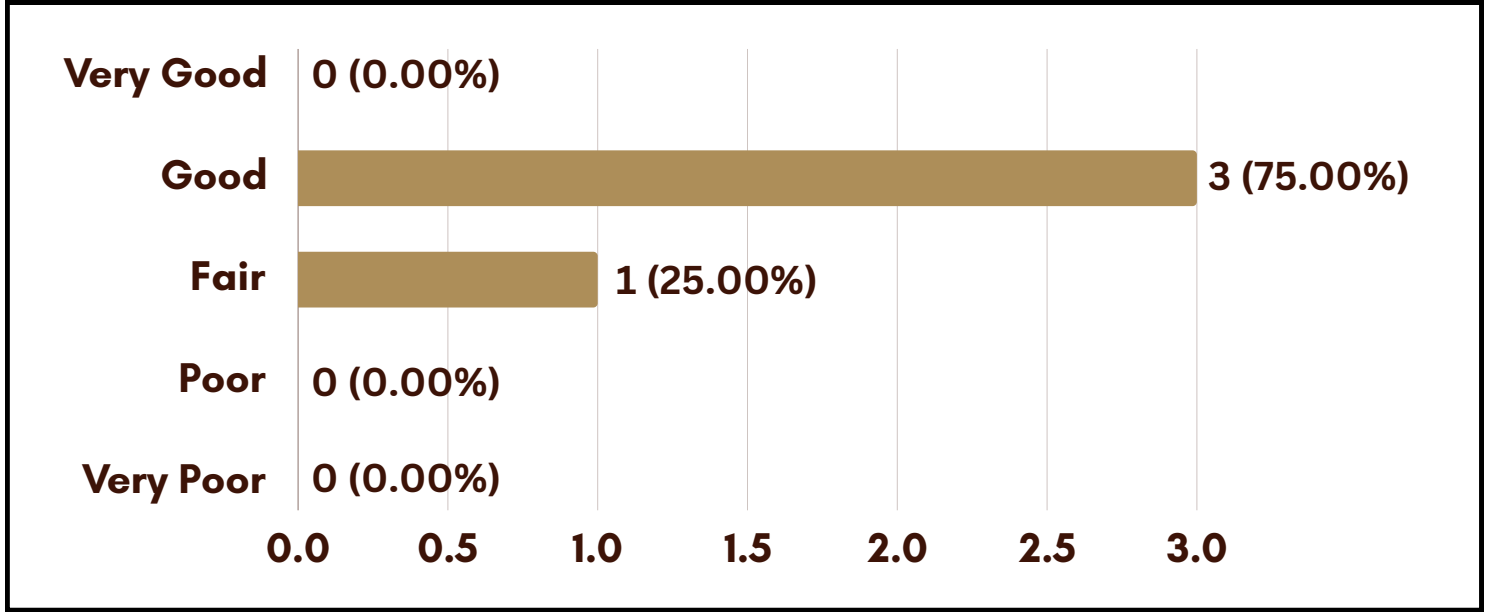
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



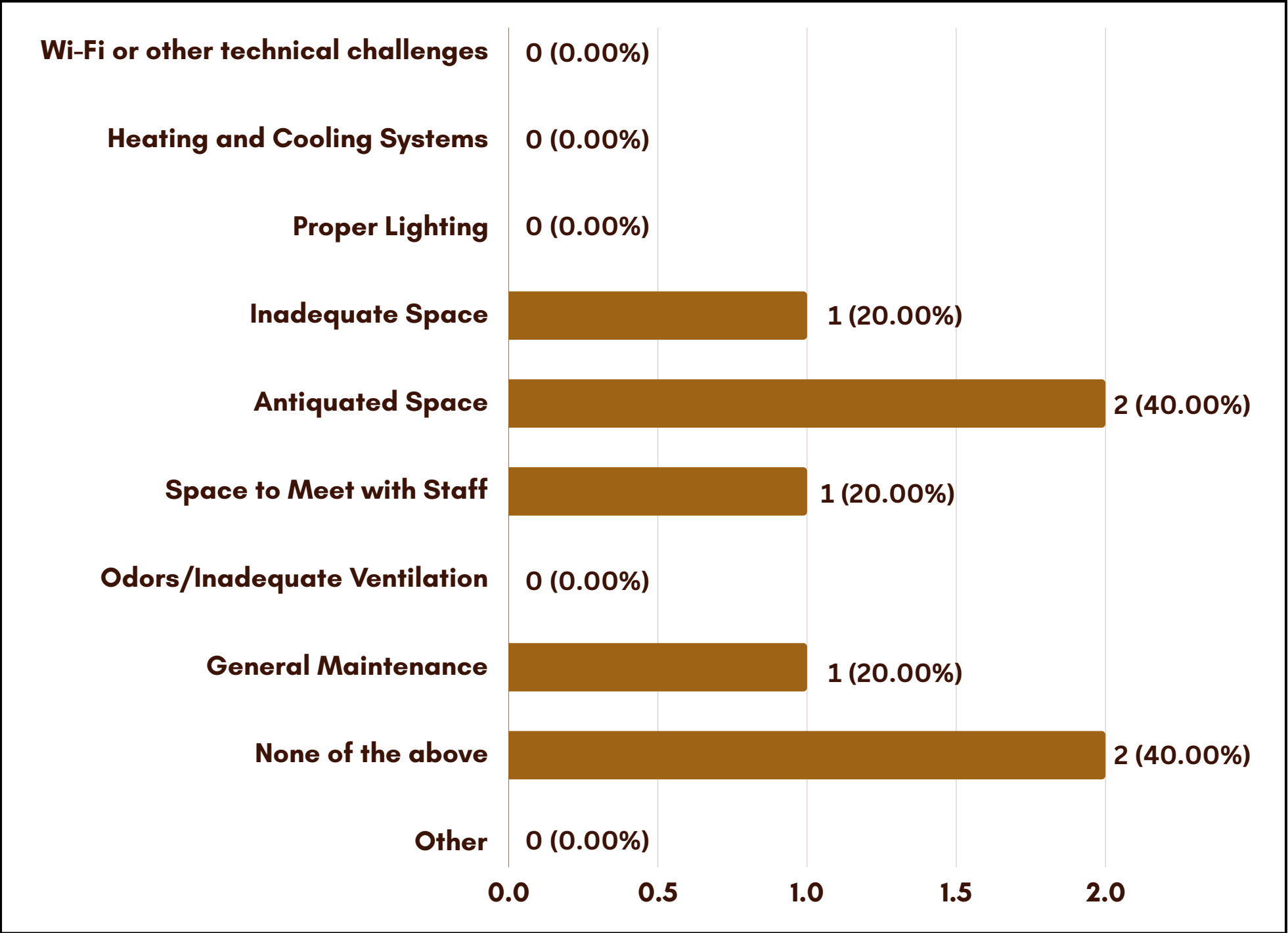
Average Rating Score: 3.00 # of Responses: 5

How was your experience parking at the facility?



Average Rating Score: 2.75 # of Responses: 4

Did you observe/experience any other facility needs? (Check all that apply)

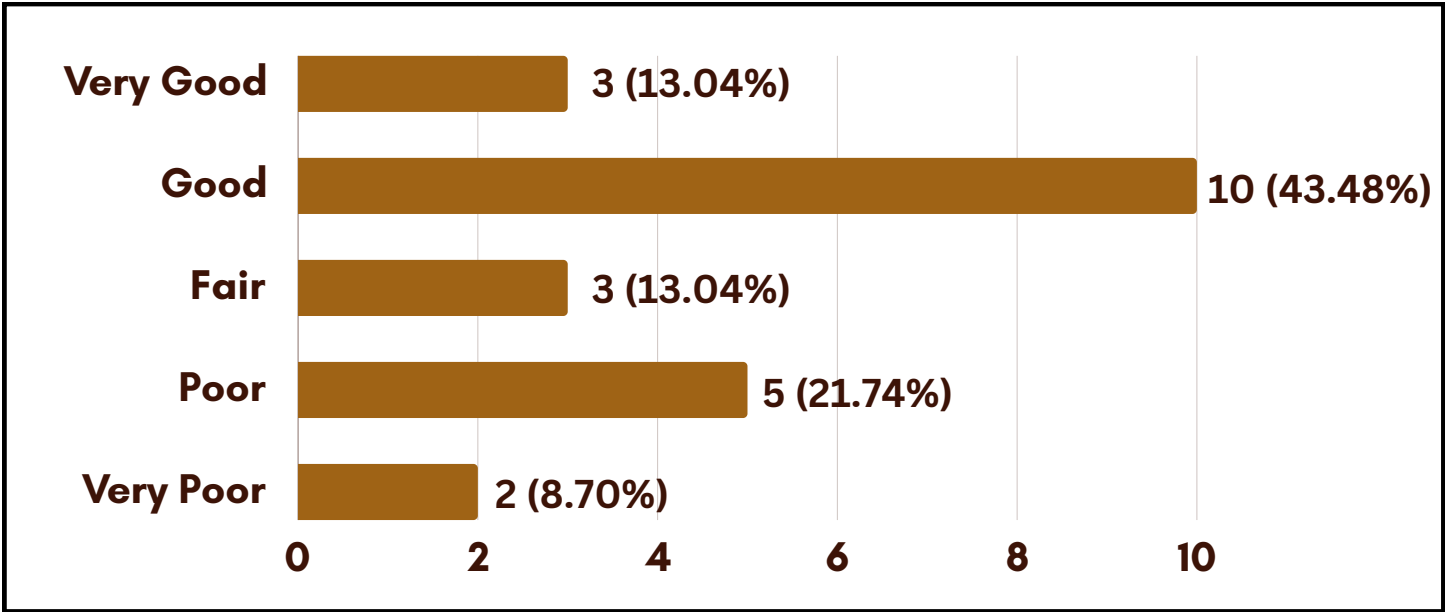


of Responses: 5

VETERAN’S HALL

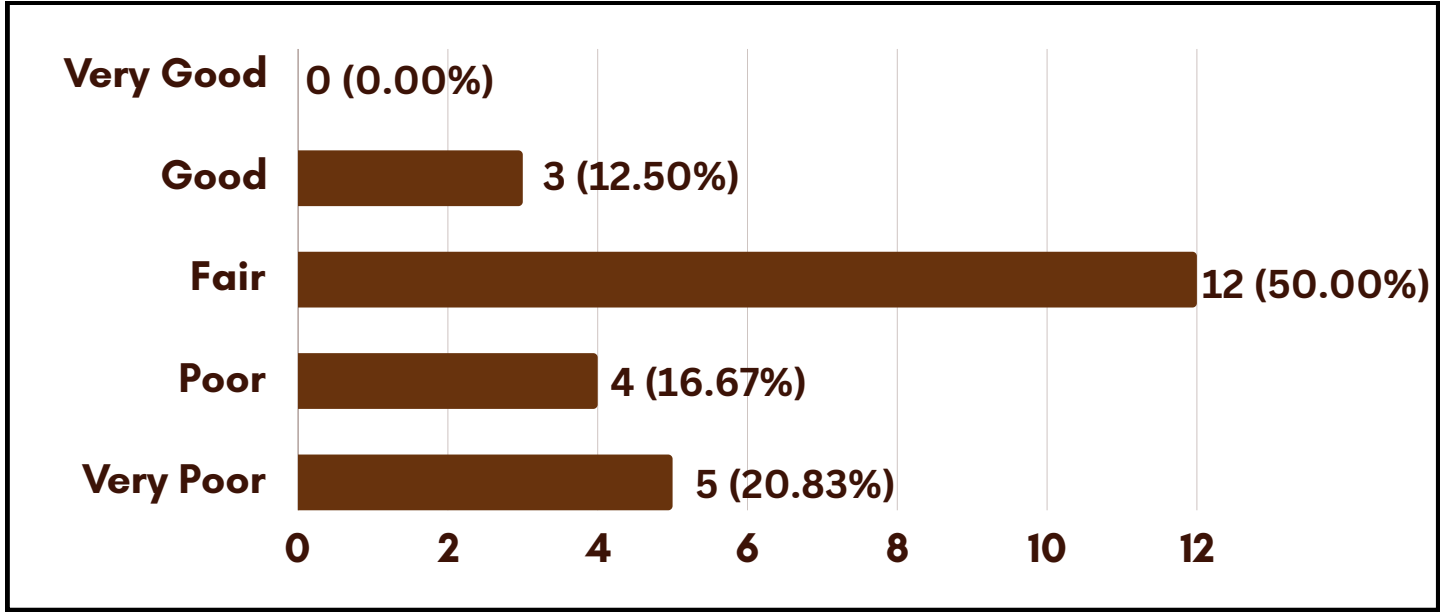
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



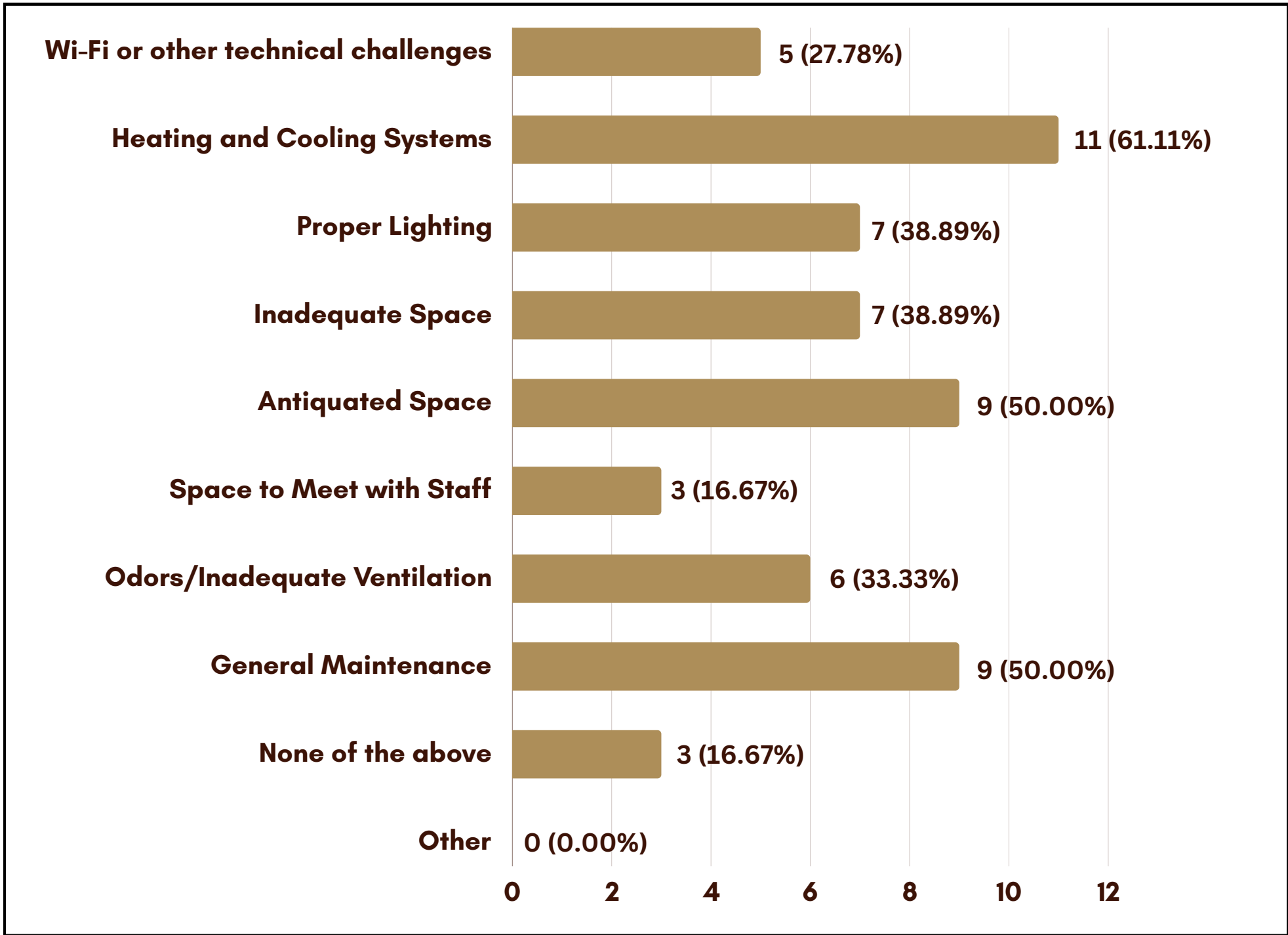
Average Rating Score: 2.30 # of Responses: 23

How was your experience parking at the facility?



Average Rating Score: 1.54 # of Responses: 24

Did you observe/experience any other facility needs? (Check all that apply)

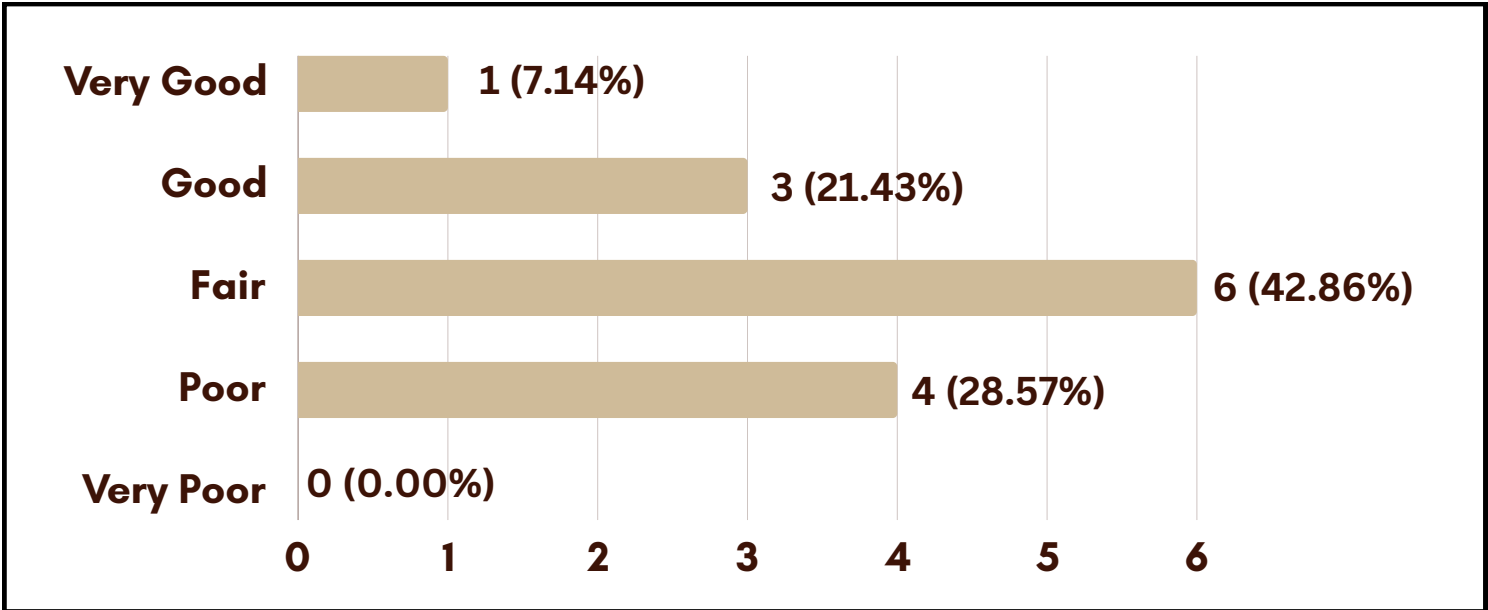


of Responses: 18

SENIOR CENTER

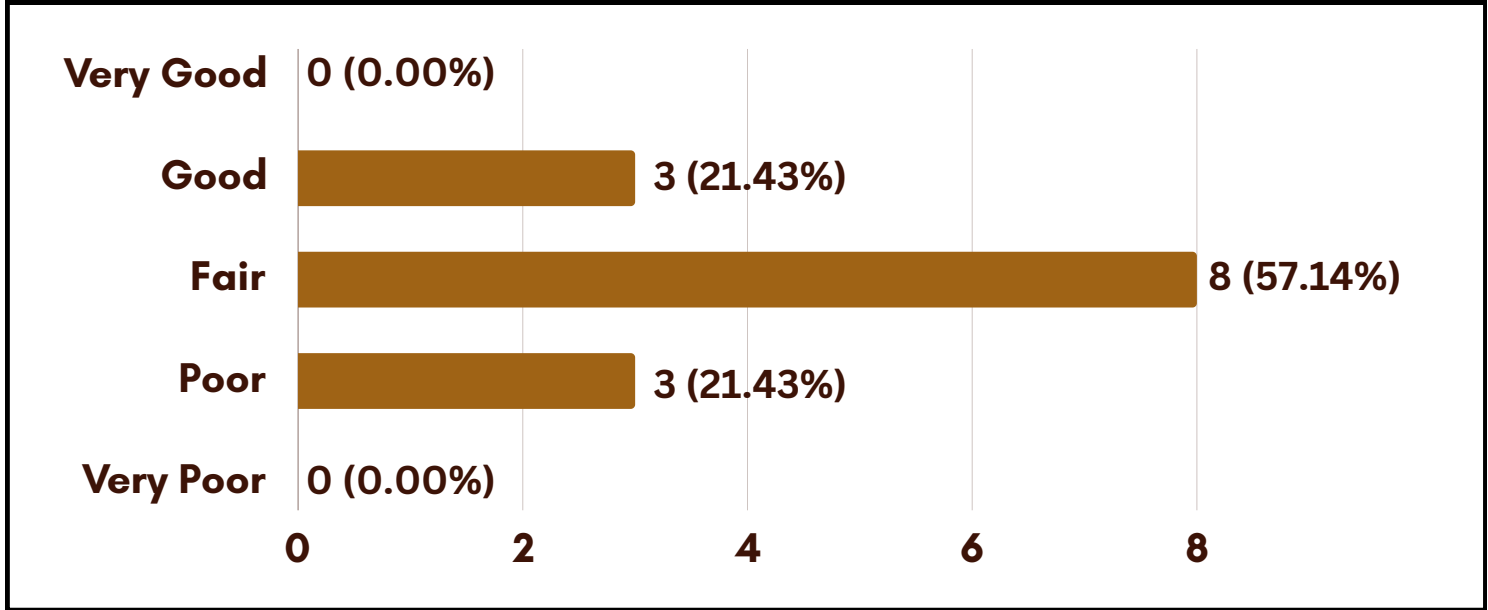
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



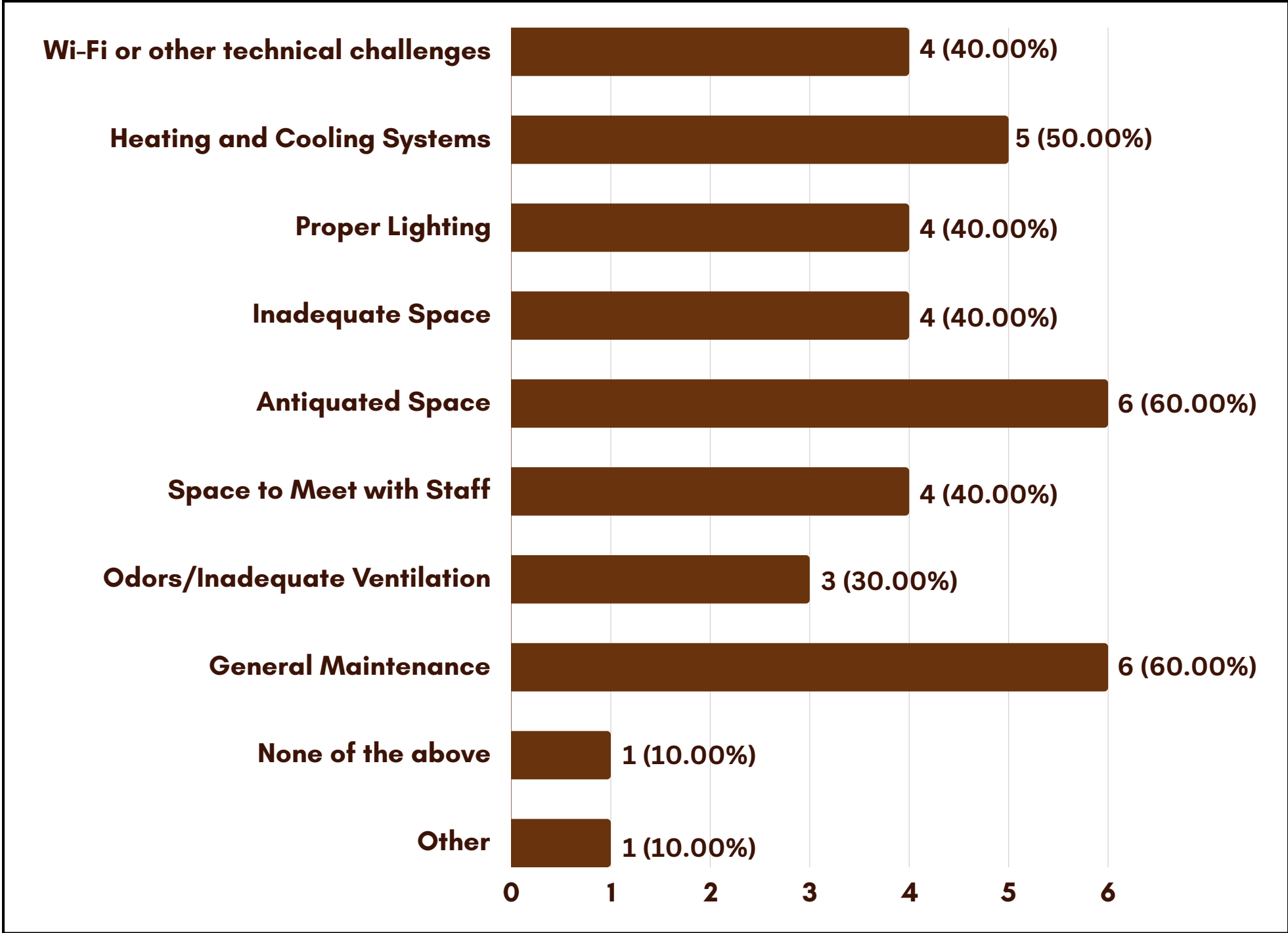
Average Rating Score: 2.07 # of Responses: 14

How was your experience parking at the facility?



Average Rating Score: 2.00 # of Responses: 14

Did you observe/experience any other facility needs? (Check all that apply)

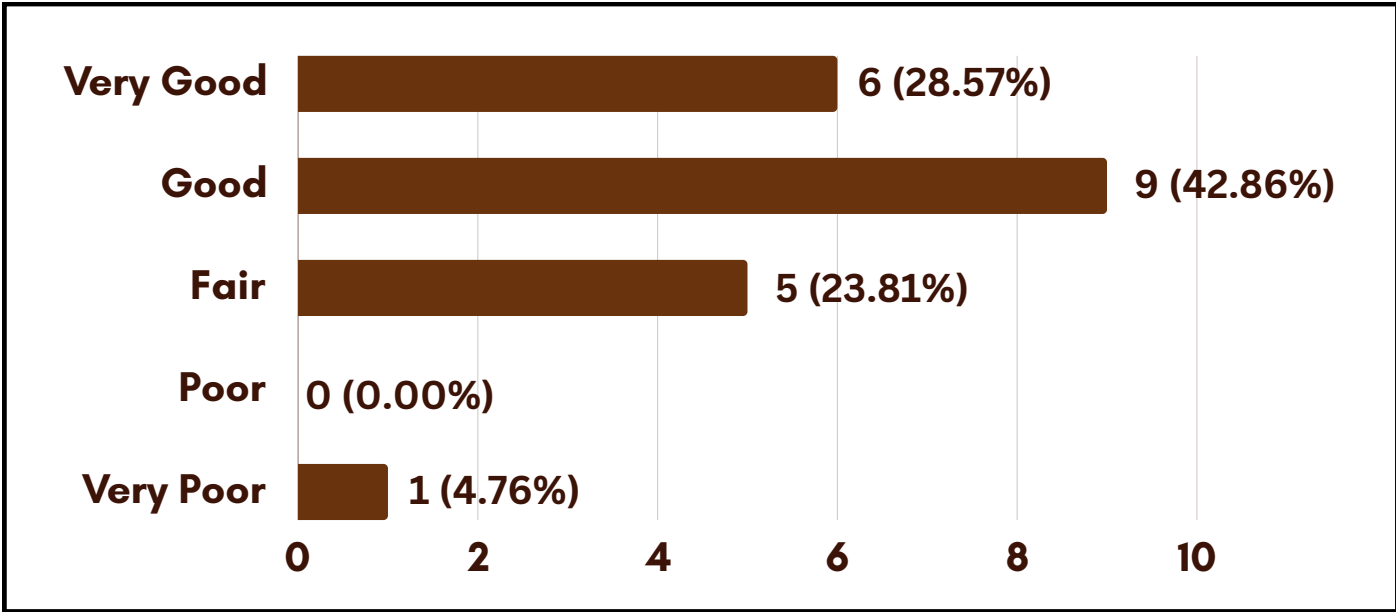


of Responses: 10

TRANSFER STATION

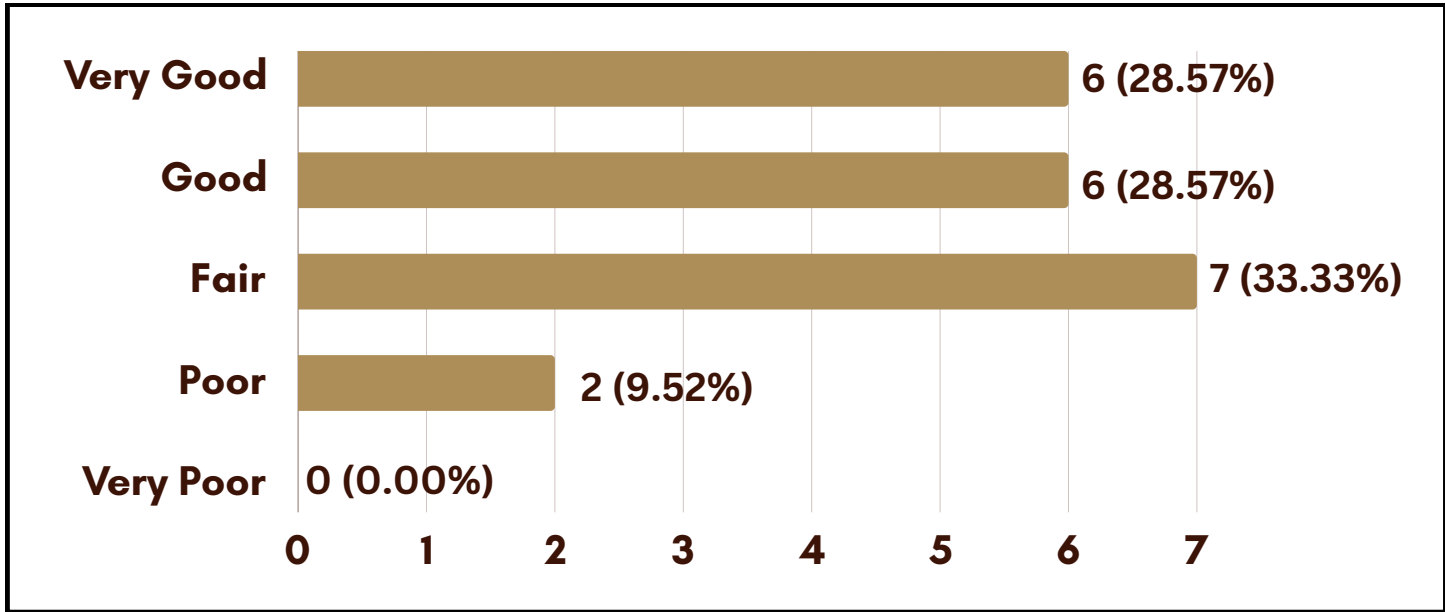
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



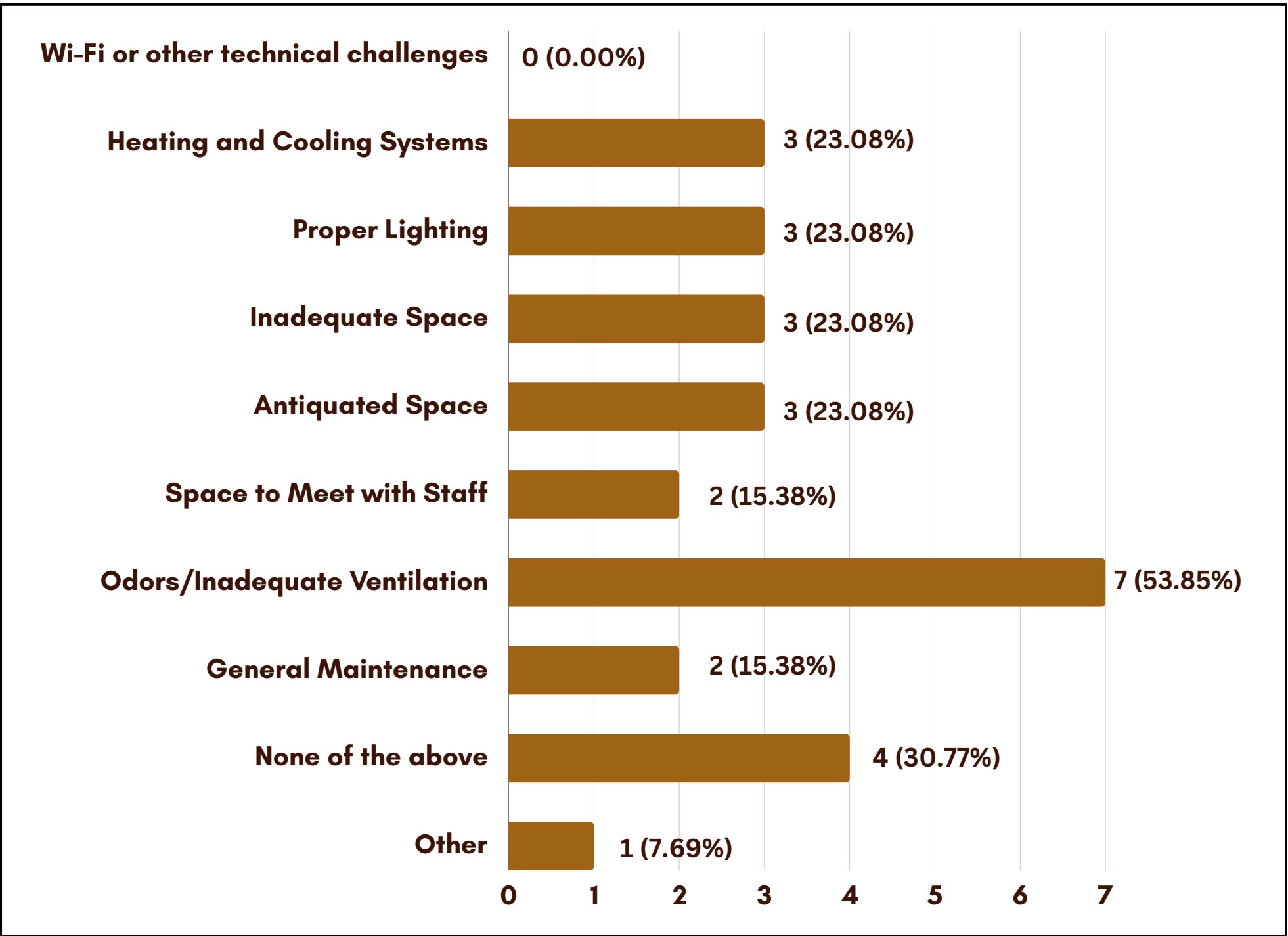
Average Rating Score: 2.90 # of Responses: 21

How was your experience parking at the facility?



Average Rating Score: 2.76 # of Responses: 21

Did you observe/experience any other facility needs? (Check all that apply)

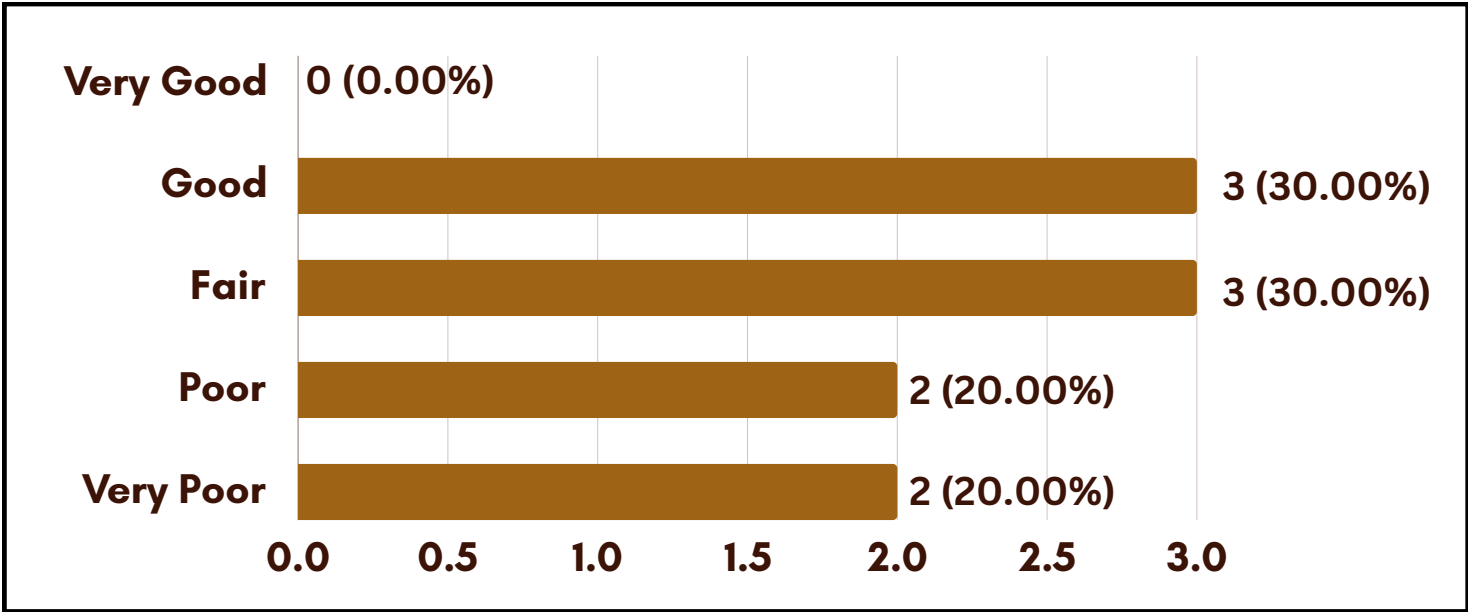


of Responses: 13

ROADS AND BRIDGES

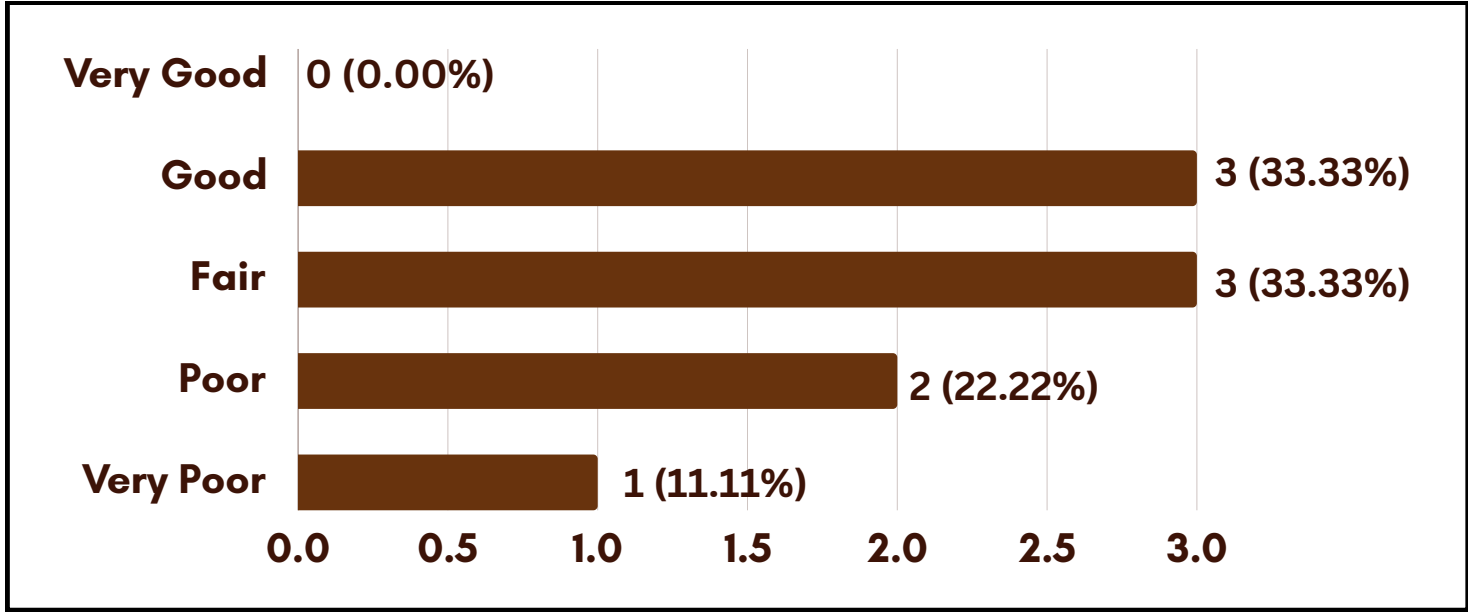
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



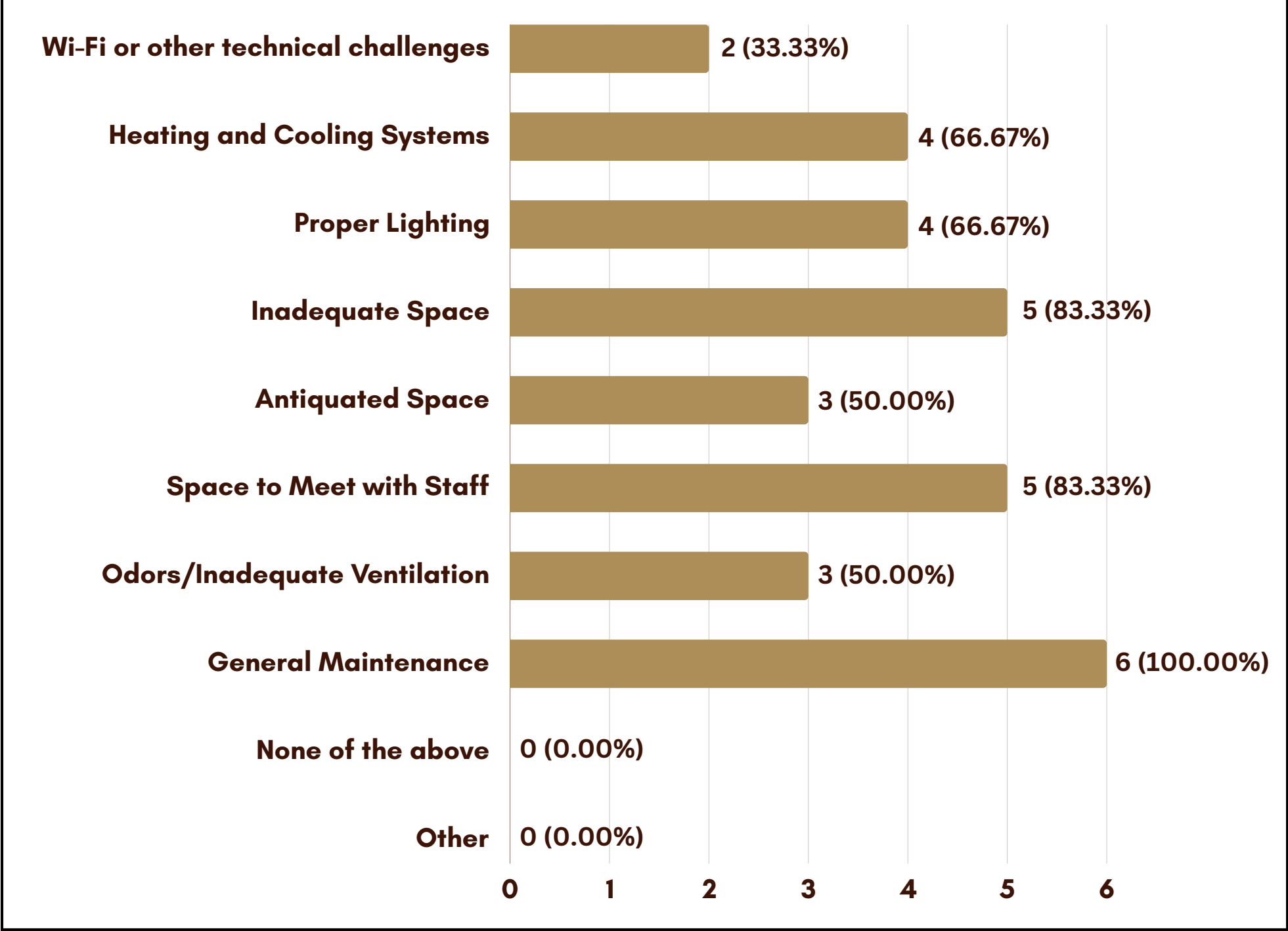
Average Rating Score: 1.70 # of Responses: 10

How was your experience parking at the facility?



Average Rating Score: 1.89 # of Responses: 9

Did you observe/experience any other facility needs? (Check all that apply)

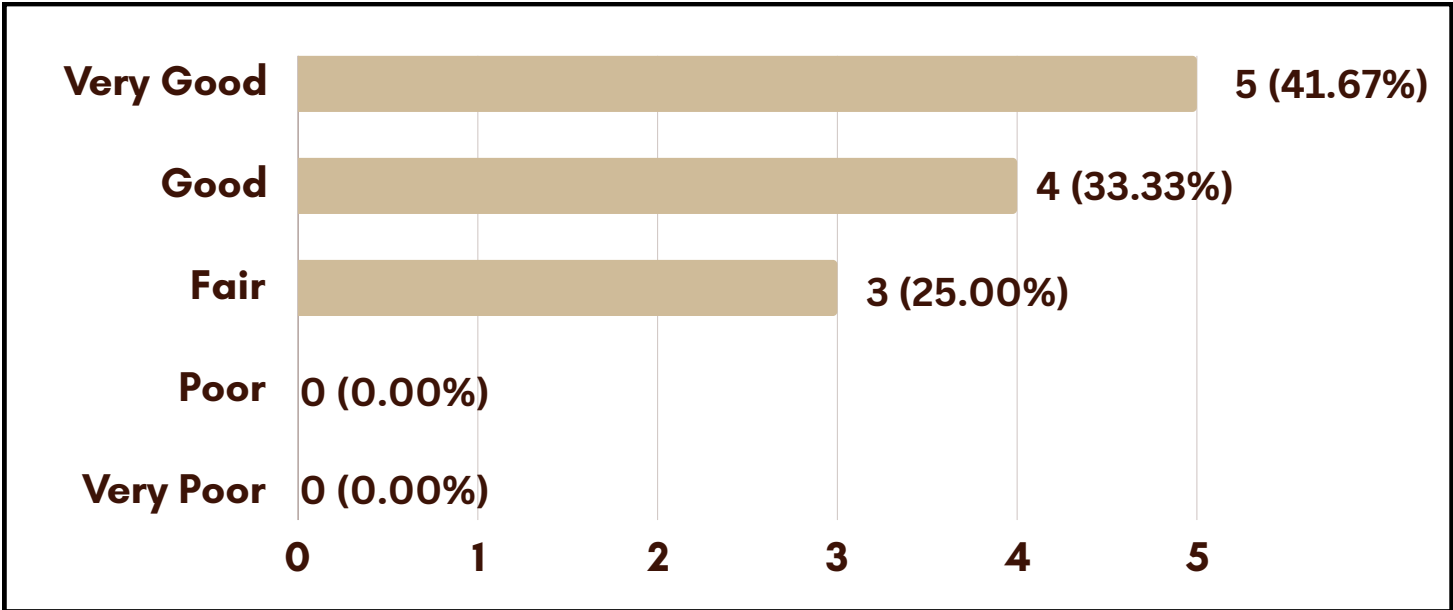


of Responses: 6

BUILDING MAINTENANCE & PARKS DEPARTMENT

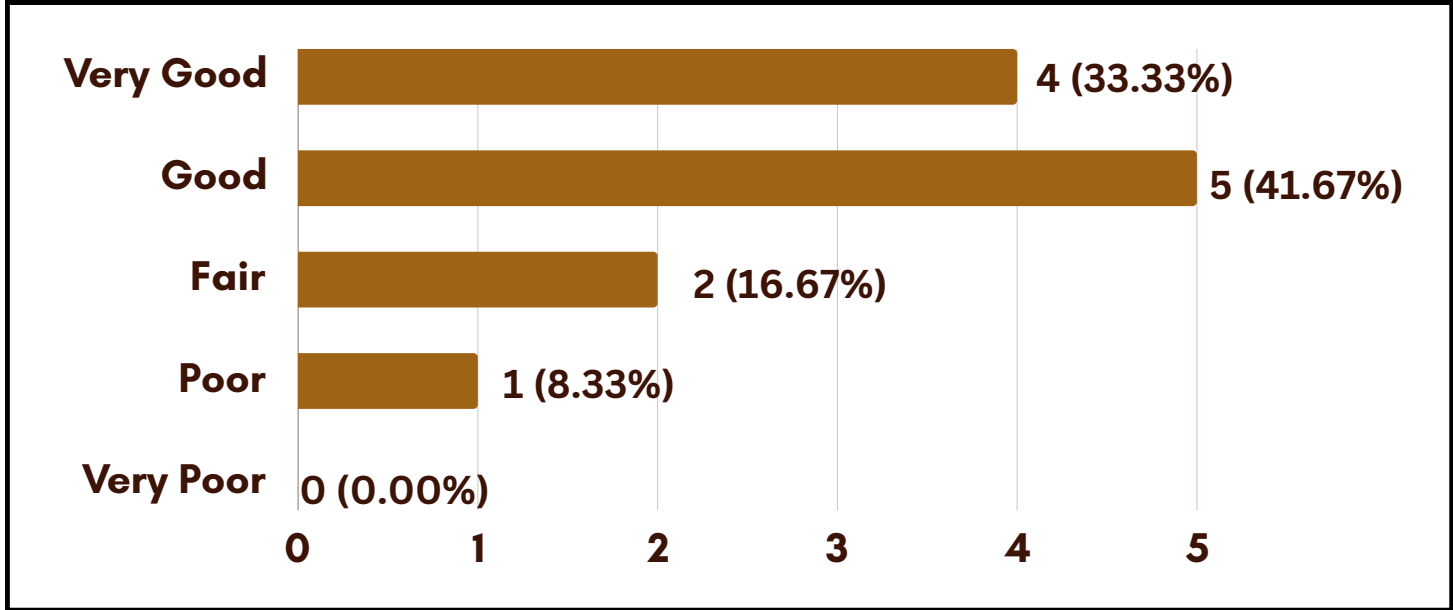
0 = Very Poor; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good

How would you rate the physical space of this facility?



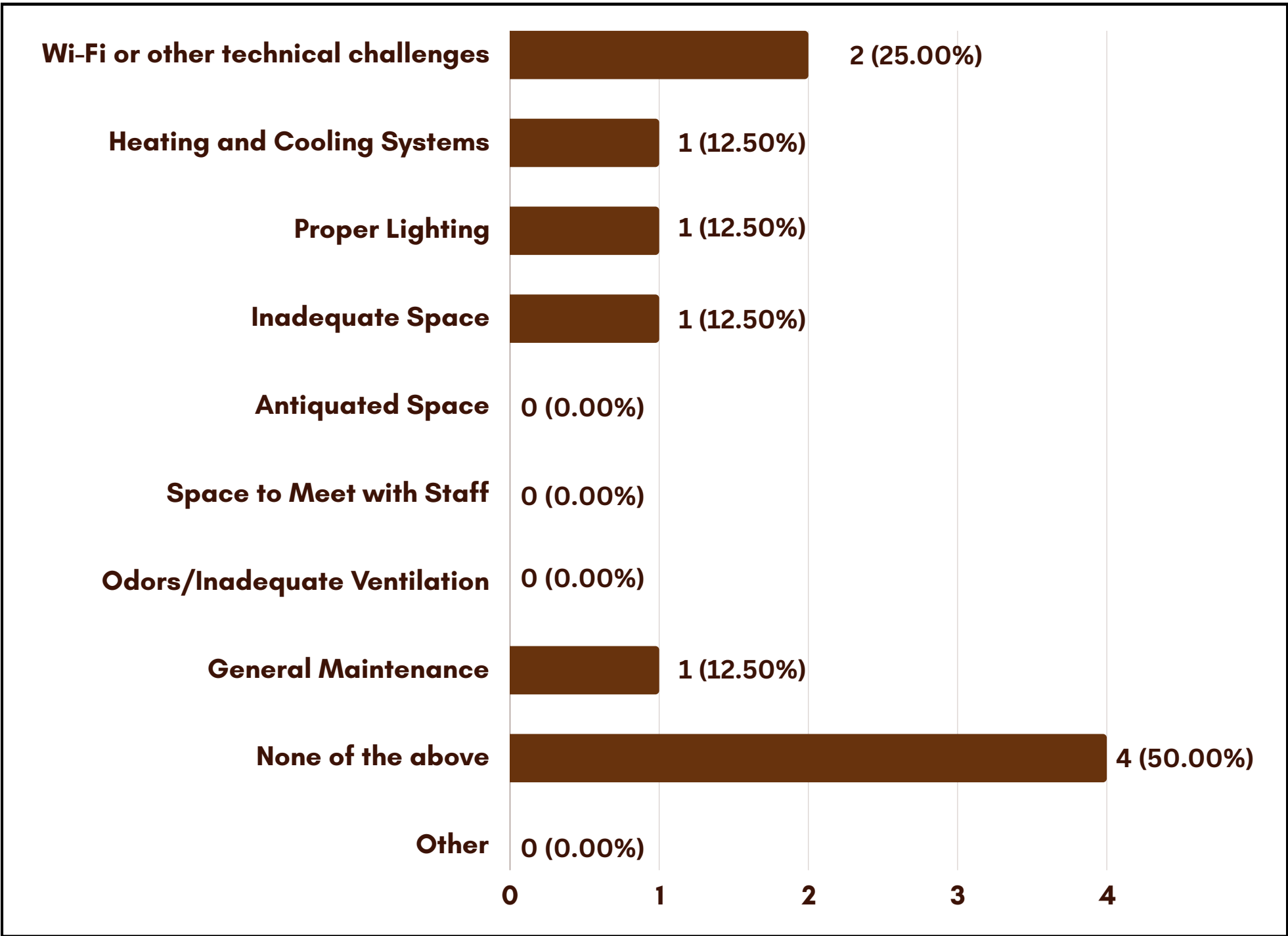
Average Rating Score: 3.17 # of Responses: 12

How was your experience parking at the facility?



Average Rating Score: 3.00 # of Responses: 12

Did you observe/experience any other facility needs? (Check all that apply)



of Responses: 8

OTHER FACILITIES

Respondents were asked if there were any other County facilities not included in the survey that they would like to provide feedback for. 11 respondents specified a facility not mentioned on the survey. A summary of their comments and rankings is below.

CORONER’S OFFICE

- **Mentioned by 8 respondents**
- Respondents were concerned about the lack of a Coroner’s Office
 - Ratings and comments referred to the lack of a designated Coroner’s facility

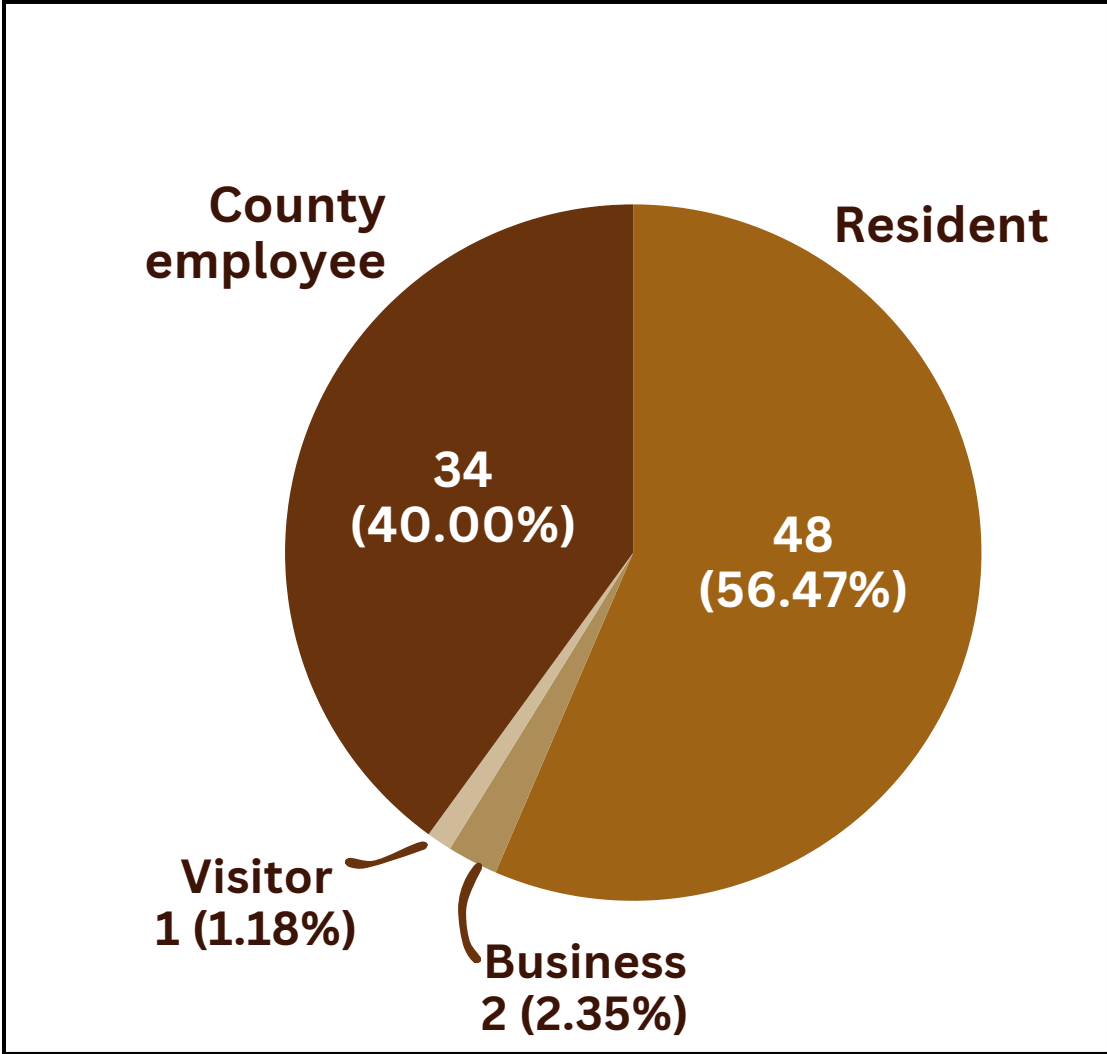
FAIRGROUNDS

- **Mentioned by 2 respondents**
- The physical space and parking was considered Very Poor to Fair
- Facility Needs included
 - Wi-Fi/technical challenges
 - Heating/cooling systems
 - Proper Lighting
 - Inadequate Space
 - Odors/Inadequate ventilation
 - General maintenance
 - Other - Small and needs better facilities

MADISON COUNTY FIRE DEPARTMENT

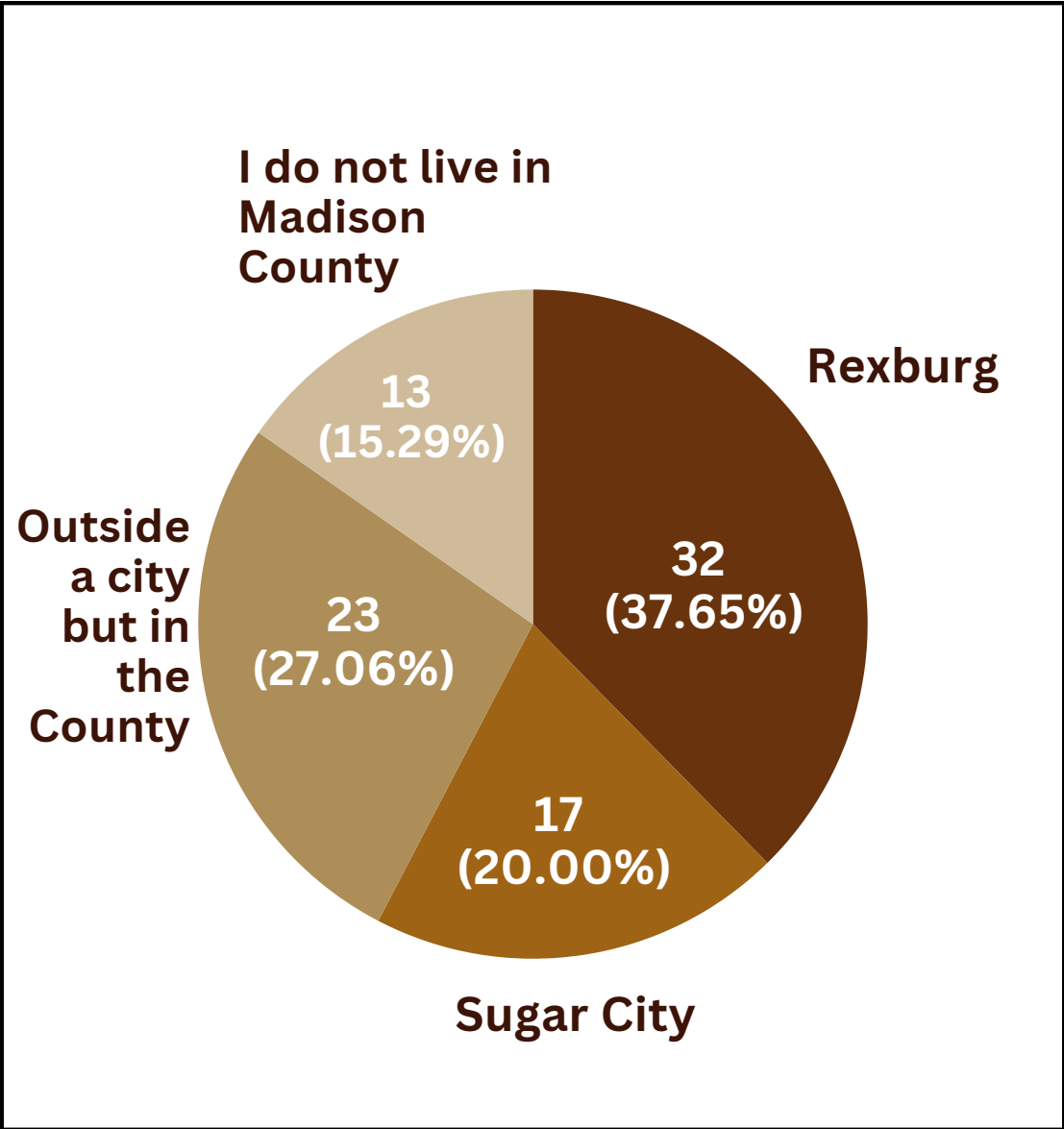
- **Mentioned by 1 respondent**
- The respondent rated the physical facility as Good and parking as Fair
- Facility Needs included
 - Wi-Fi/technical challenges
 - Space to meet with staff
- They mentioned it is a great building, but has limited parking when the Department is teaching classes

I am visiting the County as a:



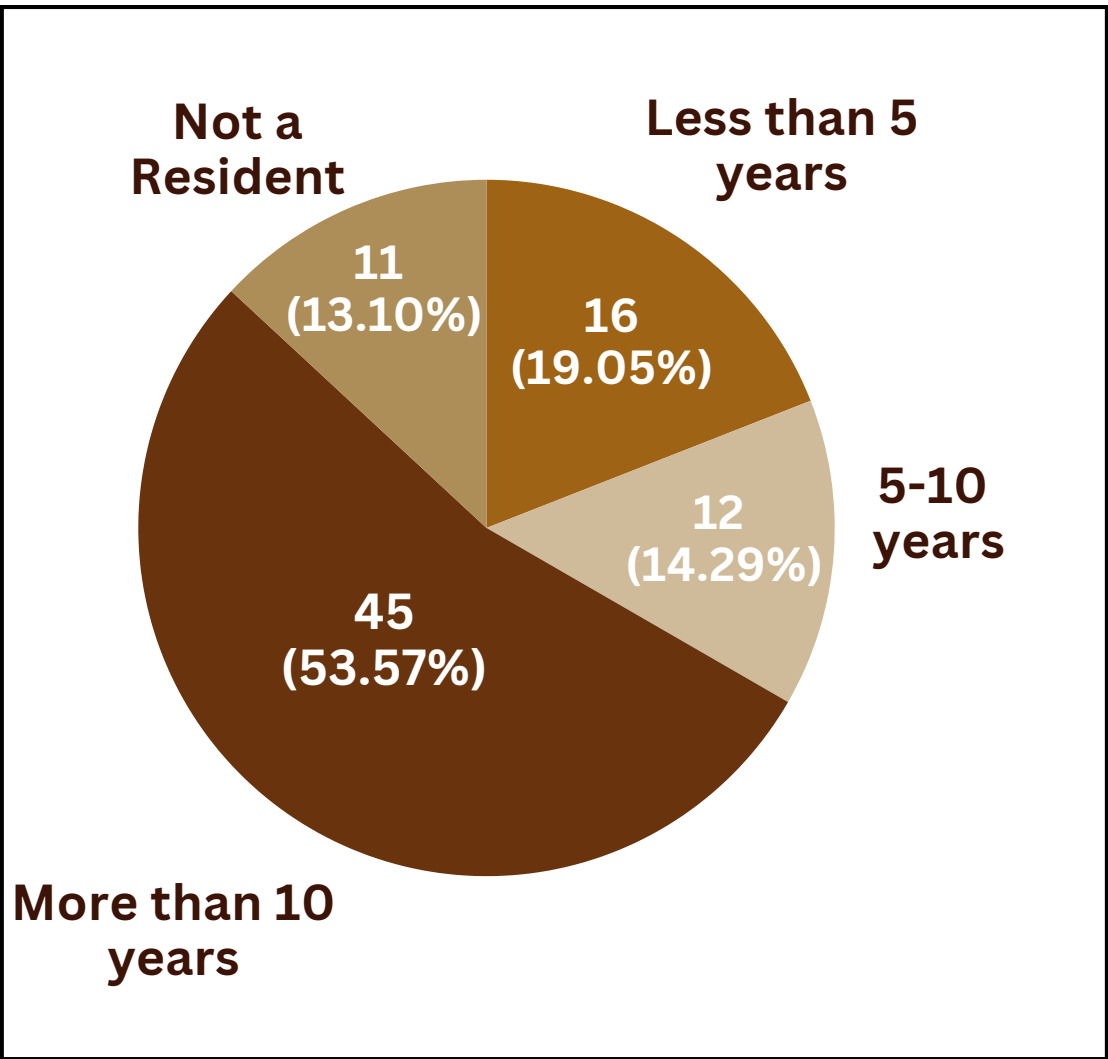
of Responses: 85

Where in the County do you live?



of Responses: 85

How long have you lived in Madison County?



of Responses: 84

KEY TAKEAWAYS

- Increasing participation in the survey would provide more perspective and better data. Improving outreach channels from the County is an opportunity that should be considered. Adding staff or these duties to a current staff could be valuable.
- Heating/Cooling Systems, Inadequate Space, and Space to Meet with Staff were the needs most frequently ranked in the top 3 for facility challenges.
- Average ranking for physical space
 - Lowest: Roads and Bridges (1.70)
 - Highest: Building Maintenance and Parks Dept. (3.17)
- Average ranking for parking
 - Lowest: County Jail (1.12)
 - Highest: DMV (3.23)
- Juvenile Probation, Adult Probation, and the County Jail all ranked poorly in parking and poor to fair for physical space





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cstoll@clearwaterfinancial.biz
208.800.9689



8.10 CITIZENS' COMMITTEE RECOMMENDATION LETTER



October 22, 2024

MFP/CFP CITIZENS COMMITTEE RECOMMENDATION TO MADISON COUNTY BOARD OF COMMISSIONERS

Honorable County Commissioners:

As members of the Madison County Citizens Committee, we appreciate the opportunity to provide input to the County's Master Facility and Comprehensive Financial Plans that will guide and prioritize future facility and budget planning. The objective of the Plan is to establish a path forward to ensure continuous delivery of public services as the County grows and evolves.

The Board is to be commended for undertaking this important proactive endeavor that has brought together stakeholders and the public to begin working toward the County's shared future. Our committee is comprised of individuals from all over the County who represent various community organizations. We applaud the Board for working in the best interests of your constituents by engaging in this process. We hope that the County continues to work with the community in the form of conducting an annual review of the Master Facilities and Comprehensive Financial Plans.

Based upon our Committee meetings, and subsequent review of extensive documentation, review of a public facilities survey, seeking public feedback, active discussion at many Committee meetings, and a collaborative prioritization process, we are prepared to share our observations and recommendations below. These recommendations are listed by level of importance.

1. Road and Bridges Complex Redevelopment
 - Demolish office, main shop and welding shop
 - Construct new office and shop building (44,100 SF)
 - Construct concrete pads for mixing, parking and additional uses
2. Administration Annex Remodel
 - Remodel to accommodate Clerk, Assessor, Treasurer, DMV/Licensing, Commissioner Admin/Meeting Planning/Zoning, Building Department, Veteran Services and Public Meeting Room (20,345 SF)
3. Sugar City Substation Expansion
 - Remodel existing building to facilitate for improved utilization for additional Sheriff/EMS (4,800 SF)
 - Construct an addition to the existing building to accommodate, Dispatch and Coroner (2,840 SF)
 - Construction covered parking, provide additional parking and security perimeter fence
4. Courthouse Remodel and Expansion Phase 1
 - Remodel Courthouse for improved courtroom security and function (28,159 SF)
 - Add an additional courtroom over the existing Women's Jail (5,238 SF)
5. Sheriff Administration Building Remodel (4,550 SF)
 - Remodel to facilitate Sheriff, department heads, administration support, civil, bailiff and IT staff
6. County Courthouse Remodel and Expansion Phase 2
 - Juvenile & Adult Probation and Prosecuting Attorney (8,760 SF)

On behalf of the County, we will continue to provide review of and input to the MFP and CFP as the processes continue.

Thank you again for this opportunity.

Sincerely,

MFP/CFP Citizens Committee Representative

Members:

Arlynn Jacobson
Andrew Layney

Brent McFarland
Brent Crowther

Sharon Oakey
Juan Oldham

8.11 PUBLIC ENGAGEMENT REPORT



Public Engagement Report

Public engagement and outreach communications were elements of the MFP/CFP process to provide transparency, gather and disseminate information, and provide opportunities for community members to participate and share their input. Engagement and communication activities throughout the project process are summarized below:

Stakeholder Interviews

Early in the MFP/CFP process, the consultant team conducted interviews with internal and external stakeholders. Internal interviews are valuable as they help give the perspective of the employees who use the facilities the most. They can also help identify facility and service delivery challenges and develop plans for future activity. External interviews are an integral part of the MFP/CFP process to help identify common challenges and opportunities, learn of plans, gather valuable data, and identify potential collaborations and partnerships. Fourteen (14) internal interviews were conducted. The team conducted Twelve (12) external interviews with other public agency officials in the region and individuals representing business, community, and nonprofit organizations. A summary of stakeholder interviews can be found in [Appendix 8.6 Stakeholder Summary](#).

Citizens' Committee

The Committee was comprised of six (6) community members to ensure community needs were addressed and that resident concerns were relayed and incorporated into the process. Committee members participated attended a total of one (1) in-person meetings and four (4) virtual meetings where they offered early feedback, valuable local and industry-specific insights, and input on prioritization of scenarios, all of which helped refine the final Plan. The Committee's final letter of consideration can be found in [Appendix 8.10 Citizens' Committee Letter](#).

Facility Survey

One hundred twenty-eight (128) people responded to a survey regarding 17 County facilities. Demographic data was also collected. The survey was released on January 4, 2024, and remained open through October 18, 2024. The survey was promoted on the City's website, utility mailer, and social media posts from Commissioners. The survey gathered visitor and employee feedback regarding facility needs and conditions. While the community feedback is valuable and should be contemplated, the low participation rate of 128 respondents may not represent the entirety of the community and should be taken into consideration when incorporating the feedback into decision making as it relates to the MFP.

Summary of Survey Feedback

- Increasing participation in the survey would provide more perspective and improved data. Increasing outreach channels from the County is an opportunity that should be considered. Adding staff or assigning these duties to a current staff could help the County in its communication efforts.
- Heating/Cooling Systems, Inadequate Space, and Space to Meet with Staff were the needs most frequently ranked in the top 3 for facility challenges.



- Average ranking for physical space
 - Lowest: Roads and Bridges (1.70)
 - Highest: Building Maintenance and Parks Dept. (3.17)
- Average ranking for parking
 - Lowest: County Jail (1.12)
 - Highest: DMV (3.23)

The final survey results report appears in [Appendix 8.9 Survey Results](#).

County Facility Tour Video

A tour of each County facility was filmed by department heads. These videos offer residents a current view of facility conditions and serve as a historical record for the County. Videos can be accessed [here](#).

Dedicated Project Webpage

The [MFP/CFP project-specific webpage](#) was created early in the process, providing an overview of the steps and timeline. The page was updated to include reports, quarterly updates, and County Commission presentations.

Social Media

CWF provided the County with social media content. Each social media post highlighted information and images to drive viewers to the webpage for information early and throughout the process. Posts encouraging participation in the survey drove additional respondents to take the survey. See examples of posts below. As mentioned above, the County does not have dedicated staff to deploy and manage communications including social media. The social posts that were sent deployed originated from one of the Commissioners personal accounts. It is recommended that the County invest resources to improve communications and transparency to create a continual dialogue with the community.

Press Releases

A project kick off press release was issued to news media outlets. The story was highlighted by the Rexburg Standard Journal on [March 1, 2024](#).



VOICE YOUR THOUGHTS

Click the link
[BIT.LY/MADISONFACILITYSURVEY](https://bit.ly/madisonfacilitysurvey)
or
scan the QR code



**10-MINUTE
COUNTY FACILITY SURVEY**



Telephone (208) 359-6244
Fax (208) 356-8396

P.O. Box 389 / 134 E Main
Rexburg, ID 83440

FOR IMMEDIATE RELEASE

CONTACT
Dustin Parkinson, County Commissioner
dparkinson@co.madison.id.us
208 221 4112

Madison County Kicks Off Master Facilities Plan Process

REXBURG, ID, March 1, 2024 — Madison County began the initial phase of a Master Facilities Plan process in November of 2023 that will help guide future planning and budgeting for County facilities and real property assets. The multi-phase process will encompass assessment of existing facilities, development of projected future space needs and service delivery scenarios,



Madison County is planning for the future.

Madison County is developing a Master Facilities Plan to establish proactive strategies for future County facilities, services, and finances while planning for growth.

*This survey will require 10 minutes to complete.
Thank you for participating.*

Scan the QR code or
Visit bit.ly/madisonfacilitysurvey and share your feedback.





Click the link
[BIT.LY/MADISONFACILITYSURVEY](https://bit.ly/madisonfacilitysurvey)
or Scan the QR code



COUNTY FACILITY SURVEY

We're planning for the future and we want to hear from you.

Madison County is developing a Master Facilities Plan which includes physical assessment of existing facilities.

Your feedback as a facility user is an important part of this process.

Would you take a moment to share your input regarding your most recent visit(s) to County facilities? This should take no more than ten minutes of your time.



Scan the QR code or
visit bit.ly/madisonfacilitysurvey
to link to the survey and share your feedback.



Madison County

Source: Clearwater Financial



8.12 DEPARTMENT PLANNING MATRIX



Madison County Master Facilities Plan
Department Planning Matrix

Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
<i>Estimated project costs assume construction as of November 2024. Projects starting after this period should assume a 7% inflation per year.</i>						
<i>NOTE: Similar color blocks identify related or joint projects</i>						
Roads and Bridges Campus Rebuild Estimated Project Costs: \$8,811,180 TO \$15,646,680. See Scenario Cost Estimates for details						
1	Roads & Bridges Complex Rebuild	1-5 years	Roads and Bridge: Office	Road and Bridge Complex: Stand alone	Staff resides in current building until new building is constructed on the same campus.	Rebuilt Roads & Bridges Campus.
1	Roads & Bridges Complex Rebuild	1-5 years	Roads and Bridge: Main Shop	Road and Bridge Complex: Stand alone	Staff resides in current building until new building is constructed on the same campus.	Rebuilt Roads & Bridges Campus.
1	Roads & Bridges Complex Rebuild	1-5 years	Roads and Bridge: Welding Shop/ Cold Storage/ Sign Shop	Road and Bridge Complex: Stand alone	Staff resides in current building until new building is constructed on the same campus.	Rebuilt Roads & Bridges Campus.
1	Roads & Bridges Complex Rebuild	1-5 years	Roads and Bridge: Sand/ Salt Storage	Road and Bridge Complex: Stand alone	Staff resides in current building until new building is constructed on the same campus.	Rebuilt Roads & Bridges Campus.
1	Roads & Bridges Complex Rebuild	1-5 years	Roads and Bridge: Cold Storage	Road and Bridge Complex: Stand alone	Staff resides in current building until new building is constructed on the same campus.	Rebuilt Roads & Bridges Campus.
Administration Building Remodel Estimated Project Costs: \$6,612,125 TO \$9,256,975. See Scenario Cost Estimates for details						
2	Administration Complex Remodel	1-5 years	Clerk	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Assessor	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Treasurer	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building

Madison County Master Facilities Plan
Department Planning Matrix

Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
2	Administration Complex Remodel	1-5 years	HR	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	IT	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Commissioners Admin Office	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Planning & Zoning	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Building Department	Administration Building	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Commissioner Meeting Room	Courthouse	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building

Madison County Master Facilities Plan
Department Planning Matrix

Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
2	Administration Complex Remodel	1-5 years	Veterans Services	Courthouse	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Licensing	Independent stand alone building.	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2	Administration Complex Remodel	1-5 years	Main DMV	Independent stand alone building.	General maintenance until remodel and expansion project is started. Determine relocation options during construction. (construction trailers/other). Plan to relocate into remodeled / Administration building when completed.	Remodeld Administration Building
2 and TBD	Fairgrounds	1-5 years	County Extension- 4H	Administration Building	General maintenance until remodel and expansion project is started at Admin building and or new space is available at the fairgrounds.	Relocate to the new Fairground location once it is constructed.
Sugar City Substation Remodel and Expansion Estimated Project Costs: \$1,750,944 TO \$2,939,144. See Scenario Cost Estimates for details						
3	Sugar City Substation	6-10 years	Coroner Admin	Courthouse 1st floor next to adult probation	Administration office to stay in the Courthouse 1st floor until new space is available in the remodeled and expanded Sugar City Substation.	Relocate to the remodeled and expanded Sugar City Substation location once completed.
3	Sugar City Substation	6-10 years	Coroner Clinical	Location Does Not Exist	Body Coolers to remain in current location. Use of Emergecy Bays at the hospital continue until new space is available in the remodeled and expanded Sugar City Substation.	Relocate to the remodeled and expanded Sugar City Substation location once completed.
3	Sugar City Substation	6-10 years	Sheriff: E911 Dispatch	Rented Independent stand alone building.	Remain in current rented location until until new space is available in the remodeled and expanded Sugar City Substation.	Relocate to the remodeled and expanded Sugar City Substation location once completed.

Madison County Master Facilities Plan
Department Planning Matrix

Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
3	Sugar City Substation	6-10 years	Sheriff: Substation Staff	Sugar City Substation	General maintenance until project can be started. Move offices to another County location or to the garage portion of building during remodel portion of the project.	Remodeld and expanded Sugar City Substation.
3	Sugar City Substation	6-10 years	Sheriff: Patrol	Sheriff Administration Building	Remain in the Sheriff Administration Building until a new space is available in the remodeled and expanded Sugar City Substation.	Remodeld and expanded Sugar City Substation.
3	Sugar City Substation	6-10 years	Sheriff: Detectives	Sheriff Administration Building	Remain in the Sheriff Administration Building until a new space is available in the remodeled and expanded Sugar City Substation.	Remodeld and expanded Sugar City Substation.
Courthouse Remodel and Expansion Estimated Project Costs: \$25,855,375 TO \$30,525,625. See Scenario Cost Estimates for details						
4	Courthouse Remodel & Expansion Phase 1	10-15 years	Courtrooms	Courthouse 2nd floor	General maintenance until building remodel can occur.	Add additional Courtroom and remain in the remodeled and expanded Courthouse.
4	Courthouse Remodel & Expansion Phase 1	10-15 years	County Clerk	Courthouse 2nd floor	General maintenance until building remodel can occur.	Location to stay the same. Remodeled and expanded Courthouse.
4	Courthouse Remodel & Expansion Phase 1	10-15 years	Justices	Courthouse 2nd floor	General maintenance until building remodel can occur. Consider moving into vacated Commissionr Room space once this function is relocated to the Administration building.	Location to stay the same. Remodeled and expanded Courthouse.
4	Courthouse Remodel & Expansion Phase 1	10-15 years	Jury Rooms	Courthouse 2nd floor	General maintenance until building remodel can occur.	Location to stay the same. Remodeled and expanded Courthouse.
4	Courthouse Remodel & Expansion Phase 1	10-15 years	Defendants	Courthouse 2nd floor	General maintenance until building remodel can occur. If smaller justices offices are relocated to vacated commissioner public meeting space, consider allocating this space for attorney/defendant meetings.	Location to stay the same. Remodeled and expanded Courthouse.
Sheriff Administration Building Remodel Estimated Project Costs: \$1,478,7805 TO \$2,229,500. See Scenario Cost Estimates for details						
5	Sheriff Administration	15-20 years	Sheriff: Sheriff and Sheriff department heads, admin, civil, IT , bailiff staff	Sheriff Administration Building	Departments stay in the same location until the building can be remodeled	Location stays the same. Remodel Sheriff in main admin building: Sheriff + general admin and admin support.
Courthouse Remodel and Expansion Phase 2. Estimated Project Costs: \$2,847,000 TO \$4,292,400. See Scenario Cost Estimates for details						
6	Courthouse Remodel & Expansion Phase 2	15-20 years	Juvenile Probation	Juvenile Probation Building. Independent stand alone building.	Move to remodeled Courthouse once Commissioner Hearing room vacated	Location to move to remodeled Courthouse Facility, floor 1. Sell property and gain future taxes on location.

Madison County Master Facilities Plan
Department Planning Matrix

Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
6	Courthouse Remodel & Expansion Phase 2	15-20 years	Adult Probation	Courthouse Administration 1st floor.	Remodel space. Furniture size could be reduced to better fit. Possible partition walls in large offices to create more work stations.	Location to stay the same. Will remodel Courthouse Administration 1st floor for this department.
6	Courthouse Remodel & Expansion Phase 2	15-20 years	Prosecuting Attorney	Courthouse Administration 1st floor.	Remodel space. Furniture size could be reduced to better fit. Possible partition walls in large offices to create more work stations.	Location to stay in this building and or remodeled Courthouse space. Depending on Courthouse remodel could move into that space, providing more space for juvenile and adult probation remodels.
TBD: These project costs will need to be determined in the future as the need arises						
7	East Jail	TBD	Sheriff: Detention	East Jail - adjacent and connected to Courthouse.		Location stays the same. General maintenance (review notes to see if anything is needed now)
8	West Jail	TBD	Sheriff: Detention	West Jail - adjacent and connected to Sheriff Administration building.	Not at capacity, no need for expansion. Prioritize needed projects and plan for ongoing maintenance to address: sight and sound barriers for M/F. expand sallyport if an option, upgrade plumbing, kitchen issues, roof, etc.	Location stays the same. Upgrade (per list of needs) Combined Male/ Female Jail- location stays the same
9	Public Works	TBD	Public Works Pest and Weeds	Independent stand alone building.	General Maintenance. Outside covers for chemicals and some machines. Plan for future expansions of garage spaces.	Location stays same. General Maintenance. Outside covers for chemicals and some machines. Plan for future expansions of garage spaces.
9	Public Works	TBD	Public Works/Solid Waste Transfer Station Shop	Independent stand alone building.	No immediate changes needed	Location stays same if EIRSD is okay with it. Or could move to RB campus.
TBD: These project costs and the priority will need to be determined with the Fair Board and other County resources available						
2 and 10	Fairgrounds	TBD	County Extension- 4H	Administration Building	General maintenance until remodel and expansion project is started at Admin building and there is space at the new fairgrounds.	Relocate to new Fairground Location once it is constructed
10	Fairgrounds	TBD		Existing Fairground Location	Not in flood plain	Relocate to new Fairgrounds location once it is constructed. Sell existing property and gain ongoing tax revenue.
These facilities will transfer ownership and no longer be the County's responsibility						
			Solid Waste: Transfer Station and Office	Independent stand alone building.	No longer County Responsibility	No longer County Responsibility

Madison County Master Facilities Plan
Department Planning Matrix

Project Priority	Project	Timeline	Department	Current Location	Short-term Solution	Long-term Solution
			Solid Waste: Scale House	Independent stand alone building.	No longer County Responsibility	No longer County Responsibility
The remaining facilities and projects will be monitored but not prioritized at this time						
			Senior Center	Senior Center Building. Independent stand alone building.	The County does not own this facility. An MOU is being developed to outline maintenance and operational responsibilities for both the Senior Center and the County.	Continued annual lease of existing space to pay for ongoing M/O
			Ferguson House _ Crisis Home	Crisis Center Residential Home building. Independent stand alone building.	Owned by the County and managed by the local nonprofit Crisis Center. MOU documentation is under review.	Continued annual lease of existing space to pay for ongoing M/O
			Drug Court Transition Home	Transition Residential Home building. Independent stand alone building.	Owned by the County, serving Madison, Fremont, and Teton Counties. The County is evaluating revenue from out-of-county use and MOU documentation.	Continued annual lease of existing space to pay for ongoing M/O
			Veterans Services (VFW) and Picnic Shelter	VFW Building. Independent stand alone building. Adjacent to the Fairgrounds.	The Division of Military is reviewing future plans for this building, located next to the fairgrounds site slated for sale. Sale and redevelopment may impact VFW operations, including parking and outdoor space. The County Extension also uses the VFW kitchen for classes, which will require planning if access changes before the new fairgrounds are operational.	Continued annual lease of existing space to pay for ongoing M/O

8.13 PROJECT COSTS & TAX IMPACTS



RANK	PROJECT	COST	Possible Sources of revenue	General Obligation Bond Tax impact increase per \$100K assess value (proposed levy rate increase)	Bond Tax Impact Increase per \$100K assessed value (monthly)	Bond Tax Increase Per \$100K assessed value (annual)	Estimated Cost in 10 years based on 7% inflation
1	Roads & Bridges Complex Rebuild - lower cost range	\$8,811,180	Grants, ARPA, LAFTC Funds, County savings/Capital Improvement Fund, general fund, annual appropriations lease purchase Agreement, development impact fees, general obligation bonds	\$13.51	\$3.09	\$37.03	\$17,332,924.70
1	Roads & Bridges Complex Rebuild - higher cost range	\$15,646,680		\$23.47	\$5.36	\$64.37	\$30,779,387.80
2	Administration Building Remodel - lower cost range	\$6,612,125	Grants, ARPA, LAFTC Funds, County savings/Capital Improvement Fund, surplus property general fund, development impact fees, general obligation bonds	\$10.10	\$2.31	\$27.71	\$13,007,050.67
2	Administration Building Remodel - higher cost range	\$9,256,975		\$14.11	\$3.23	\$38.69	\$18,209,870.94
3	Sugar City Substation Expansion for EAS, Sheriff & Coroner - lower cost range*	\$1,750,944	Grants, ARPA, LAFTC Funds, County savings/ capital Improvement Fund, general fund, annual appropriations Lease Purchase Agreement, development impact fees, general obligation bonds	\$2.86	\$0.07	\$7.85	\$3,444,371.87
3	Sugar City Substation Expansion for EAS, Sheriff & Coroner - higher cost range*	\$2,939,144		\$4.78	\$1.09	\$13.10	\$5,781,741.11
4	Courthouse Remodel & Expansion Phase 1. Courts & Clerk - lower cost range	\$25,855,375	Grants, ARPA, LAFTC Funds, County savings/Capital Improvement Fund, surplus property, general fund, development impact fees, general obligation bonds	\$38.75	\$8.84	\$106.24	\$50,861,436.02
4	Courthouse Remodel & Expansion Phase 1. Courts & Clerk - higher cost range	\$30,525,625		\$45.64	\$10.43	\$125.14	\$60,048,524.65
5	Sheriff Administration Building Remodel - lower cost range*	\$1,478,750	Grants, ARPA, LAFTC Funds, County savings/Capital Improvement Fund, surplus property, general fund, annual appropriations Lease Purchase Agreement, development impact fees, general obligation bonds	\$2.47	\$0.06	\$6.77	\$2,908,925.07
5	Sheriff Administration Building Remodel - higher cost range*	\$2,939,144		\$3.61	\$0.82	\$9.89	\$5,781,741.11
6	County Courthouse Remodel and Expansion Phase 2. Probation and Prosecuting Attorney - lower cost range	\$2,847,000	Grants, ARPA, LAFTC Funds, County savings/Capital Improvement Fund, surplus property, general fund, annual appropriations lease purchase agreement, development impact fees, urban renewal, general obligation bonds	\$4.56	\$1.04	\$12.51	\$5,600,479.91
6	County Courthouse Remodel and Expansion Phase 2. Probation and Prosecuting Attorney - higher cost range	\$4,292,400		\$6.74	\$1.54	\$18.47	\$8,443,800.49

* general obligation bonds for this dollar amount by itself may be too costly. Combining several project costs together will be more cost effective

All Projects - lower cost range	\$47,355,374		\$72.99	\$16.68	\$200.14	\$93,155,188.24
All Projects - higher cost range	\$64,890,324	Various	\$99.88	\$22.82	\$274.00	\$127,649,088.93

Madison County Home Value Average \$399,199
madison County Taxable Value \$3,528,918,910

Capital Projects Fund
ARPA Funds: \$600K
LATC Funds: \$2M
\$2.6M Total

PRIORITY	PROJECT	Low Cost Estimate	High Cost Estimate
1	Roads & Bridge Complex Rebuild: 529 Airport Rd, Rexburg, ID 83440	\$ 8,811,180.00	\$ 15,646,680.00
2	Administration Building Remodel: 134 E Main St, Rexburg, ID 8344	\$ 6,612,125.00	\$ 9,256,975.00
3	Sugar City Substation Expansion for EAS, Sheriff & Coroner 240 Sugar Ave, Sugar City, ID 83448	\$ 1,750,944.00	\$ 2,939,144.00
4	Courthouse Remodel & Expansion Phase 1. Courts & Clerk 159 E Main St, Rexburg, ID 83440	\$ 25,855,375.00	\$ 30,525,625.00
5	Sheriff Administration Building Remodel 145 E Main St Rexburg, ID	\$ 1,478,750.00	\$ 2,229,500.00
6	County Courthouse Remodel and Expansion Phase 2. Probation and Prosecuting Attorney 153 E Main St. Rexburg, ID	\$ 2,847,000.00	\$ 4,292,400.00
Totals of Prioritized Projects		\$ 47,355,374.00	\$ 64,890,324.00
Smaller Projects for Ongoing Monitoring and Prioritization			
7	Detention Center (East Jail) Inmate Housing Facilities 15 N 2 nd E, Rexburg, ID 83440	\$ 800,000.00	\$ 1,300,000.00
8	Detention Center (West Jail) Inmate Housing Facilities 145 E Main St, Rexburg, ID 83440	\$ 4,500,000.00	\$ 7,500,000.00
9	Public Works 610 Airport Rd, Rexburg, ID 83440	Not identified	Not identified
Totals of Smaller Projects		\$ 5,300,000.00	\$ 8,800,000.00
Larger Projects for Ongoing Monitoring and Prioritization			
10	Existing County Fairgrounds 460 W 2 nd N, Rexburg, ID 83440 (Demo of current facilities)	\$ 233,600.00	\$ 313,600.00
10	New County Fairgrounds 3124 W. 3800 S., Rexburg, ID (estimate of replacement of current facilities at new location)	\$ 9,866,300.00	\$ 22,366,300.00
Totals of Larger Projects		\$ 10,099,900.00	\$ 22,679,900.00
Not Prioritized			
	Senior Center	\$ 1,100,000.00	\$ 1,800,000.00
	Ferguson Center	\$ 73,000.00	\$ 150,000.00
	Drug Court Transition Home	Not identified	Not identified
	VFW	Not identified	Not identified

Madison County Home Value Average \$399,199

Madison County Taxable Value \$3,528,918,910

Capital Improvement Projects Fund

\$2M LATC funds

\$600K ARPA

\$2.6M

**8.14 INTERNATIONAL
ASSOCIATION OF CORONERS &
MEDICAL EXAMINERS (IACME)
ACCREDITATION CHECKLIST,
ACCREDITATION
REQUIREMENTS -
INTERNATIONAL ASSOCIATION
OF CORONERS & MEDICAL
EXAMINERS (THEIACME.COM)**



International Association of Coroners & Medical Examiners

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A. Medicolegal Office Practices

1. Professional Membership

- | | | | |
|---|-----|----|-----|
| a. One member of the medicolegal staff shall be a member in good standing with the IAC&ME. | Yes | No | |
| b. The Chief Medicolegal officer (Coroner or Medical Examiner) should be a member in good standing with the IAC&ME. | Yes | No | N/A |

2. Office Contact Information

- | | | | |
|---|-----|----|-----|
| a. The coroner/medical examiner office (C/ME) telephone number shall be published in the local/regional phone book. | Yes | No | |
| b. The C/ME contact information should be posted and labeled on the county website. | Yes | No | N/A |
| c. The office should have a "general" email address. | Yes | No | N/A |
| d. The primary C/ME staff members should have office email addresses. | Yes | No | N/A |

3. Office Space and Equipment

- | | | | |
|--|-----|----|-----|
| a. The office should provide workspace for all administrative employees. | Yes | No | N/A |
| b. The office should provide workspace for all investigative employees. | Yes | No | N/A |
| c. The office should provide workspace for all forensic employees. | Yes | No | N/A |
| d. The office should provide workspace for all morgue employees. | Yes | No | N/A |
| e. The office should have access to gathering space for office functions (i.e., training, break rooms, restrooms, etc.). | Yes | No | N/A |



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- | | | | |
|---|-----|----|-----|
| f. The office should have workspace for meeting with families. | Yes | No | N/A |
| g. The office shall provide enough general storage space so that items are not stacked in hallways or open areas. | Yes | No | |
| h. The office shall provide lockable storage space separate from public areas. | Yes | No | |
| i. Computers, fax/copy machines, and phones should be available to staff. | Yes | No | N/A |
| j. Administrative staff shall be provided enough equipment to handle the daily caseload. | Yes | No | |
| k. Investigative staff shall be provided enough equipment to handle the daily caseload. | Yes | No | |
| l. The office should have high-speed Internet access. | Yes | No | N/A |
| m. The office shall have a written policy covering Internet use and password protection. | Yes | No | |

4. Office Space Security and Safety

- | | | | |
|--|-----|----|-----|
| a. The facility shall have a security system in place. | Yes | No | |
| b. Access to the office shall be controlled and limited for both the staff and the public. | Yes | No | |
| c. A building diagram should be posted with evacuation routes shown. | Yes | No | N/A |
| d. Administrative and morgue areas shall be separated by sealed doors. | Yes | No | |
| e. First aid kit should be mounted, visible and accessible to office staff. | Yes | No | N/A |



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- | | | | |
|---|-----|----|-----|
| f. Work areas should be maintained in a safe and appropriate manner. | Yes | No | N/A |
| g. The office shall provide 24-hour locked storage for evidence and property. | Yes | No | |
| h. Case files shall be in a secured, lockable location. | Yes | No | |
| i. Lighting in all work areas shall be appropriate. | Yes | No | |
| j. A preventative maintenance program for the facility should be in place (e.g. HVAC, electrical and mechanical). | Yes | No | N/A |
| k. Heating, ventilation and air conditioning system shall be appropriate for the size of the office and caseload. | Yes | No | |
| l. The office should have a routine maintenance or cleaning schedule and contract (bonded agency). | Yes | No | N/A |

5. Office Policy and Procedures

- | | | | |
|--|-----|----|-----|
| a. The office shall have a policy/procedure manual that contains appropriate standards of internal operating procedures or guidelines. | Yes | No | |
| b. The office shall have a policy/procedure manual accessible to staff members. | Yes | No | |
| c. The office policy/procedure manual shall include currently applicable C/ME statutes. | Yes | No | |
| d. The office should make available the County/Office Human Resources guidelines. | Yes | No | N/A |
| e. The office shall have a written policy for reporting probable contagious diseases to Public Health Agencies. | Yes | No | |
| f. The office shall have written policy for handling religious/ cultural sensitivity and autopsy objections. | Yes | No | |
| g. The office shall have written policy regarding media contact. | Yes | No | |



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h. The office shall have an established policy/ procedure describing which cases receive partial autopsies. Yes No

i. The office shall have an established policy/ procedure describing which cases receive complete autopsies. Yes No

6. Records, Property Storage, Release and Retrieval Policies and Procedures

a. The office shall have written policy covering record storage, maintenance, retrieval, and security. Yes No

b. Record storage space shall be secure, with controlled access. Yes No

c. The office should maintain retrievable records for data analysis for a minimum of 5 years. Yes No N/A

d. The office shall have written policy describing property/ evidence collection, inventory, and disposition. Yes No

e. The office shall have written documentation created and maintained on all deaths reported to the office. Yes No

f. Verify that the office creates and maintains records on all investigations that occur within the jurisdiction. Yes No

g. All case reports should describe how case jurisdiction (acceptance or declining of a case) was determined. Yes No N/A

h. The office shall maintain a case numbering system that tracks case reports, receiving, examination and release of the body. Yes No

i. The office shall maintain enough storage space to store 5 years worth of records in the office. Yes No

j. The office shall have written policy regarding case tracking, caseloads and completion times (including all reports). Yes No

k. The office shall have written policy regarding chain of custody. Yes No

l. The office shall have written policy regarding confidentiality. Yes No



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| m. The office shall have written policy regarding release of information. | Yes | No |
| n. The office shall have written policy regarding release of photographs. | Yes | No |
| o. The office shall have written policy regarding release of documents. | Yes | No |
| p. The office shall have written policy regarding prescription drug handling, secured storage, and disposition. | Yes | No |
| q. The office shall have written policy regarding illicit drug handling, secured storage, and disposition. | Yes | No |
| r. The office shall have written policy regarding the handling, secured storage, and disposition of money. | Yes | No |
| s. The office should have a written policy regarding the collection and storage of specimens for DNA analysis. | Yes | No N/A |

7. Annual Reporting

- | | | |
|---|-----|--------|
| a. The office shall prepare an annual report with both descriptive and statistical data. | Yes | No |
| b. The annual report should contain a narrative description of jurisdiction served, population and C/ME statutes. | Yes | No N/A |
| c. The annual report should contain a narrative description of office goals and objectives. | Yes | No N/A |
| d. The annual report should contain the number of deaths reported to the office. | Yes | No N/A |
| e. The annual report should contain the number of cases accepted by the office. | Yes | No N/A |
| f. The annual report should contain the number of cases by manners of death. | Yes | No N/A |
| g. The annual report should contain the number of cases by "general" cause of death (within each MOD category). | Yes | No N/A |



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|--|-----|----|-----|
| h. The annual report should contain the number of cases receiving scene investigation by C/ME investigator. | Yes | No | N/A |
| i. The annual report should contain the number of bodies transported by the office. | Yes | No | N/A |
| j. The annual report should contain the number of bodies transported to the office. | Yes | No | N/A |
| k. The annual report should contain the number of external examinations performed. | Yes | No | N/A |
| l. The annual report should contain the number of partial autopsies performed. | Yes | No | N/A |
| m. The annual report should contain the number of full autopsies performed. | Yes | No | N/A |
| n. The annual report should contain the number of hospital autopsies under C/ME jurisdiction. | Yes | No | N/A |
| o. The annual report should contain the number of cases where toxicology was performed. | Yes | No | N/A |
| p. The annual report should contain the number of unidentified bodies. | Yes | No | N/A |
| q. The annual report should contain the number of organ and tissue referrals and donations made to the organ procurement organization (OPO). | Yes | No | N/A |
| r. The annual report should contain the number of unclaimed bodies. | Yes | No | N/A |
| s. The annual report should contain the number of exhumations by the C/ME. | Yes | No | N/A |
| t. The annual report should contain a data table of categories of cause and manner of death. | Yes | No | N/A |
| u. The annual report should be available to the public (i.e., published on the state/county website). | Yes | No | N/A |



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8. Quality Assurance Policies

- | | | | |
|---|-----|----|-----|
| a. The office should have written policy regarding office performance improvement. | Yes | No | N/A |
| b. The office should have written policy regarding office quality assurance. | Yes | No | N/A |
| c. The office should have written policy regarding case reviews. | Yes | No | N/A |
| d. The office should have written policy regarding report reviews (investigative and autopsy). | Yes | No | N/A |
| e. The office shall have a standard method/system to keep track of case status (e.g., complete/incomplete cases). | Yes | No | |
| f. The office should have a targeted time-line for case report completion | Yes | No | N/A |
| g. The office should participate in national/state data collection efforts (e.g., violent death.). reporting, child fatality review, in-custody deaths, etc | Yes | No | N/A |
| h. The office shall contact OSHA or Consumer Product Safety when appropriate cases arise. | Yes | No | |
| i. The agency's policy/procedure manual shall require criminal background checks for all new employees. | Yes | No | |
| j. The office should have written policy for reviewing unidentified cases. | Yes | No | N/A |
| k. The office shall have written policy for determining case jurisdiction. | Yes | No | |
| l. The office shall enter unidentified decedents into NamUs. | Yes | No | |
| m. The office should work with law enforcement to report unidentified decedent data for NCIC. | Yes | No | N/A |
| n. The office shall have written policy regarding notifying NOK. | Yes | No | |
| o. The office shall have written policy regarding decedent identification methods. | Yes | No | |



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p. The office should participate in local or state level child fatality review teams. Yes No N/A

q. The office should participate in local or state level elder death review teams. Yes No N/A

r. The office should participate in local or state level domestic fatality review teams. Yes No N/A

s. The office shall complete death certificates consistent with CDC guidelines. Yes No

9. Public Service

a. The office should perform public education when requested by schools, clubs, hospitals, etc.. Yes No N/A

b. The office should participate in education programs for law enforcement, EMS and fire agencies. Yes No N/A

c. The office should have a website or webpage. Yes No N/A

10. Organ and Tissue Donation

a. The office shall have written policy regarding organ and tissue procurement. Yes No

b. The office should cooperate with organ and tissue procurement organizations. Yes No N/A

c. The office should keep statistics on organ and tissue donation cases. Yes No N/A

11. Mass Fatality Planning

a. The office shall implement a comprehensive disaster preparedness/mass fatality plan that is reviewed annually. Yes No

b. The office should have an MOU or Interagency Agreements for the access of needed equipment in the event of a mass fatality. Yes No N/A

c. The chief/lead investigator shall be certified in the minimum Incident Command System courses offered by FEMA. Yes No



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|---|-----|----|-----|
| d. The office should participate in mass disaster drills, table top exercises and functional drills annually. | Yes | No | N/A |
| e. The office should coordinate with surrounding jurisdictions regarding mass fatality planning. | Yes | No | N/A |
| f. Contact information should be readily available for pertinent officials and offices in case of a mass fatality incident. | Yes | No | N/A |
| g. The office mass fatality plan should address the collection of data for missing persons reports (call center). | Yes | No | N/A |
| h. The office should have a mass fatality case management process (e.g. manual or electronic). | Yes | No | N/A |
| i. The jurisdiction should have a protocol for a family assistance center which includes the C/ME office. | Yes | No | N/A |

12. Employee Safety and Training

- | | | | |
|--|-----|----|-----|
| a. The office shall have written policy to ensure compliance with government safety standards. | Yes | No | |
| b. The office shall have written policy regarding exposure to biohazards. | Yes | No | |
| c. The office shall document employee training. | Yes | No | |
| d. The county/office shall conduct new employee orientation training. | Yes | No | |
| e. The office should have an employee training program. | Yes | No | N/A |
| f. The office should keep records of required staff vaccinations (e.g., Hepatitis B vaccinations accepted or refused). | Yes | No | N/A |
| g. The office shall have a documented "field training" program for new investigators. | Yes | No | |
| h. The "chief/lead investigator" shall be registered by the American Board of Medicolegal Death Investigators (ABMDI) or its equivalent. | Yes | No | |



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| i. The majority of the C/ME investigators should be registered by the American Board of Medicolegal Death Investigators (ABMDI) or its equivalent. | Yes | No | N/A |
| j. The office shall require investigative staff to receive formal continuing education (CE). | Yes | No | |



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B. Investigative Practices

1. Investigations

- | | | | |
|--|-----|----|-----|
| a. The office shall have written policy covering case notification, acceptance of, and declining of cases. | Yes | No | |
| b. The office shall have established scene investigation policies/procedures. | Yes | No | |
| c. An investigator should be available 24hrs a day to respond to calls for service and scene investigation. | Yes | No | N/A |
| d. A staff member shall be available 24hrs a day to field calls for investigative services. | Yes | No | |
| e. The office shall have an established policy regarding infant death investigations (birth to 1 year - SUIDI Form). | Yes | No | |
| f. The office should have an established policy regarding death investigations of children. | Yes | No | N/A |
| g. The office should have an established policy regarding the communication with NOK in cases of sudden unexplained pediatric deaths. | Yes | No | N/A |
| h. The office should have written policy regarding personal communication of final certification findings in cases of sudden unexplained pediatric deaths. | Yes | No | N/A |
| i. The office should have written policy regarding memorial keepsakes in sudden unexplained pediatric deaths. | Yes | No | N/A |
| j. The office should have written policy regarding NOK interaction (holding, touching, etc.) in cases of non-suspicious pediatric deaths. | Yes | No | N/A |
| k. Doll re-enactments should be performed on all sudden unexplained infant deaths (when possible). | Yes | No | N/A |
| l. Run sheets from emergency medical technicians, ED records, and hospital charts shall be available to the investigator. | Yes | No | |
| m. The office shall have written policy regarding formal pronouncement or field declaration of death. | Yes | No | |
| n. The office shall have written policy regarding the transfer of case information across shifts or supervisors. | Yes | No | |



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| o. Paper bags shall be used to secure hands on suspected homicide cases and suspicious deaths when indicated. | Yes | No |
| p. Body bags should be secured and/or sealed on all jurisdictional deaths by the scene investigator (as appropriate). | Yes | No N/A |
| q. The office shall have a written policy regarding communication of investigative findings with law enforcement agencies. | Yes | No |
| r. Postmortem observations shall be performed and documented by the scene investigator. | Yes | No |
| s. The office shall have written policy regarding the documentation, collection, transport, storage and disposition of money from the scene. | Yes | No |
| t. The office shall have written policy regarding the documentation, collection, transport, storage and disposition of prescriptions medications from the scene. | Yes | No |
| u. The office shall have written policy regarding the documentation, collection, transport, storage and disposition of illicit drugs from the scene. | Yes | No |

2. Identification

- | | | |
|--|-----|----|
| a. The office shall have written policy covering identification procedures. | Yes | No |
| b. The office shall have written policy regarding the use of fingerprints, DNA, radiological or dental documentation to establish positive identification. | Yes | No |
| c. The office shall have written policy regarding allowing family members or friends to make positive visual identification. | Yes | No |
| d. The office shall have a case body numbering system in place for labeling all bodies. | Yes | No |
| e. The "method" of decedent identification shall be recorded. | Yes | No |
| f. The office shall require a signed statement of identification by the individual performing the identification. | Yes | No |
| g. The source of identification (i.e., government identification, license, etc.) shall be recorded and retained in case file. | Yes | No |



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| h. The office shall have written policy describing case types where fingerprints, dental exams, body x-rays, anthropology, or DNA analysis experts should be used. | Yes | No |
| i. The office shall have access to conduct fingerprint comparison. | Yes | No |
| j. The office shall have access to conduct dental examination. | Yes | No |
| k. The office shall have access to conduct body x-rays. | Yes | No |
| l. The office shall have access to forensic anthropology. | Yes | No |
| m. The office shall have access to forensic serology and DNA analysis. | Yes | No |
| n. Prior to disposition of unidentified bodies, the office shall perform the following tasks in order to permit potential future identification: fingerprint the body; photograph the body; examine and chart the dentition; take x-rays; store specimens for DNA and enter the data into NamUs. | Yes | No |
| o. The office shall establish scientific identification on all homicides (if possible). | Yes | No |

3. Written Documentation

- | | | |
|--|-----|--------|
| a. The office shall complete a comprehensive written investigative report on all jurisdictional cases. | Yes | No |
| b. A written report will be generated on all reportable cases (i.e. hospice deaths and nursing home deaths). | Yes | No |
| c. The office shall have a written policy requiring investigators to document initial history of the fatal event, the essential facts and circumstances of the case, decedent "histories" (when appropriate), and make a record of any witness accounts. | Yes | No |
| d. The office shall have a written policy requiring significant circumstantial and physical observations to be noted and recorded regarding the time of death; including the presence, location, and degree of rigor; the location, fixation, and color of postmortem livor; and, when indicated, the temperature of the body. | Yes | No |
| e. The investigative scene reports should be available to the Forensic Pathologist before autopsy. | Yes | No N/A |



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| f. Cause and manner of death should be recorded in the autopsy and/or investigative report, consistent with what is stated on the death certificate. | Yes | No | N/A |
| g. Copies of the death certificate should be included in the case file and retrievable (digital or paper). | Yes | No | N/A |
| h. Medical records should be obtained on all jurisdictional cases (when necessary). | Yes | No | N/A |
| i. The office should have written policy regarding written record retention. | Yes | No | N/A |
| j. The office should routinely obtain copies of first responder's reports (e.g., EMS, Fire, Police, witnesses). | Yes | No | N/A |
| k. The office shall conduct an independent investigation separate from Law Enforcement or other investigative entities. | Yes | No | |
| l. Investigative reports shall include 911 call time, office contact time, and scene arrival/departure times. | Yes | No | |
| m. The office shall document the notification of next of kin (who, where, when). | Yes | No | |

4. Photographic Documentation

- | | | | |
|--|-----|----|-----|
| a. The office shall have written policy regarding the use, security, and storage of case photographs. | Yes | No | |
| b. Photographic media shall be secured and retrievable by case number. | Yes | No | |
| c. Investigative scene photographs should be available to the Forensic Pathologist before autopsy. | Yes | No | N/A |
| d. The office shall have written policy requiring investigators to obtain scene photographs. | Yes | No | |
| e. Close-up (identification) photographs shall be taken of all decedents. | Yes | No | |
| f. Intermediate (orientation) photographs shall be taken at all scenes (e.g., to establish body condition/clothing and position in relation to the overall scene). | Yes | No | |



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| g. Distant photographs shall be taken at all scenes (e.g., to document the environment). | Yes | No |
| h. The office shall take photographs with and without scales in those cases when no frame of reference is present. | Yes | No |
| i. The office shall have written policy regarding digital media storage and back-up schedule (off-site storage). | Yes | No |
| j. The office should have written policy regarding photograph retention. | Yes | No N/A |



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C. Morgue Facilities

1. Body Handling and Transport

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|--|-----|----|
| a. The office shall have written policy for identifying decedents/remains for transport. | Yes | No |
| b. The office shall have written policy regarding the release of personal effects from the body at the scene. | Yes | No |
| c. The office shall have written policy regarding body handling safety, including biohazard precautions. | Yes | No |
| d. Bodies/bags shall be appropriately tagged and secured prior to transport (for chain of custody). | Yes | No |
| e. Body bags will be utilized in all cases that fall under the jurisdiction of the office. | Yes | No |
| f. Body transport vehicles shall be clean and properly maintained (regardless of who owns them). | Yes | No |
| g. Body transport stretchers shall be in good working condition and cleaned on a regular basis (regardless of who owns them). | Yes | No |
| h. Removal of a body (from scene and vehicles) shall be handled in a dignified manner. | Yes | No |
| i. The investigator shall control the body (at the scene) until removal in all cases that fall under the jurisdiction of the office. | Yes | No |

2. Body Receiving Area

- | | | | |
|--|-----|----|-----|
| a. The office shall have written policy regarding the receiving and releasing of bodies. | Yes | No | |
| b. The body receiving and handling area should be protected from public view. | Yes | No | N/A |
| c. The body receiving area shall be of adequate size to accommodate the caseload. | Yes | No | |
| d. All surface areas, floors, and walls in the body receiving area shall be clean. | Yes | No | |



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e. Body scales should be available and operable. Yes No N/A

f. Body scale should be calibrated and maintained consistent with manufacturer specifications. Yes No N/A

g. Body stretchers and carts shall be maintained and in good working condition. Yes No

h. The body receiving area shall be secured. Yes No

3. Refrigeration

a. The refrigerated storage shall be accessible to the autopsy and body receiving areas. Yes No

b. The refrigerated storage space shall be sufficient to maintain a normal caseload. Yes No

c. Temperature gauges shall be operable and checked regularly by staff. Yes No

d. Temperatures should be recorded/logged on a schedule by C/ME staff. Yes No N/A

e. Separate refrigerated storage should be available for decomposed bodies. Yes No N/A

4. Autopsy Facility

a. The office shall have written morgue policies available in the autopsy area. Yes No

b. The autopsy facility should be accredited by a recognized accrediting agency (i.e., IACME, JACO, NAME). Yes No N/A

c. Staff changing areas should be provided with showers for both male and female employees. Yes No N/A

d. Areas used for dissection (autopsy tables, body carts, etc.) shall be maintained and in good operating condition. Yes No

e. Organ scales, scientific equipment, suction and other pieces of equipment shall be calibrated and maintained. Yes No



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| f. First aid kits, safety showers and eyewashes shall be available and in good working order. | Yes | No |
| g. Ventilation system(s) shall adequately control odors. | Yes | No |
| h. Appropriate personal protective devices including face protection, chest and arm protection, gloves, shoe covers, and N95 respirators and/or PAPRS shall be available to staff. | Yes | No |
| i. The autopsy area shall be clean, with adequate lighting, cooling and heating. | Yes | No |
| j. The autopsy surfaces shall be routinely cleaned and sanitized. | Yes | No |
| k. Adequate space and equipment for tissue cutting and histology preparation shall be available. | Yes | No |
| l. A space shall be designated for tissue storage, and a method utilized to control odors. | Yes | No |
| m. The autopsy area shall be able to accommodate normal and peak case load; including the typical number of autopsies or external examinations, the standard complement of autopsy and laboratory personnel, and official participants or observers from cooperating agencies. | Yes | No |
| n. Material Safety Data Sheets (MSDS) sheets shall be posted in areas where chemicals are stored. | Yes | No |
| o. Safety showers, eye washes, and first aid kits shall be located in the autopsy area. | Yes | No |
| p. A building diagram shall be posted with evacuation routes clearly noted. | Yes | No |
| q. All biological samples shall be stored in an appropriate, well-ventilated, safe location. | Yes | No |

5. Forensic Autopsy Procedures

- | | | | |
|--|-----|----|-----|
| a. The office shall have written policy covering postmortem examination procedures. | Yes | No | |
| b. The office shall have written policy specifying the criteria for determination of when complete autopsies, partial autopsies, or external examinations are to be performed. | Yes | No | |
| c. The office should have written policy covering evidence collection. | Yes | No | N/A |



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| d. The office should have written policy covering tissue and body fluid specimen collection. | Yes | No | N/A |
| e. The office should have written policy covering evidence and specimen disposition and destruction. | Yes | No | N/A |
| f. The circumstances of death shall be reviewed prior to autopsy (if known). | Yes | No | |
| g. Fingerprints or DNA cards should be taken on all cases (if possible). | Yes | No | N/A |
| h. Fingerprints, dental examinations, body x-rays, forensic anthropology or forensic serology, and DNA analysis shall be performed on all unidentified cases (if possible). | Yes | No | |
| i. Body x-rays should be taken on all cases (if possible). | Yes | No | N/A |
| j. Dental examinations, forensic anthropology or forensic serology, and DNA analysis should be performed on all cases (if appropriate). | Yes | No | N/A |
| k. All collected specimens shall be labeled and logged with the case number, name, date and time of collection. | Yes | No | |
| l. The office shall have written policy regarding chain of custody utilized in the capturing of all biological specimens. | Yes | No | |
| m. Autopsy photographs shall be taken to record the examination. | Yes | No | |
| n. Identification (close-up) photographs shall be taken, labeled, and saved for all cases. | Yes | No | |
| o. Autopsies shall be performed in greater than 95% of suspected homicides at the time of death. | Yes | No | |
| p. Autopsies shall be performed in greater than 95% of all cases in which the manner of death is undetermined at the time an autopsy decision is made. | Yes | No | |
| q. A forensic pathologist shall personally examine all external aspects of the body before dissection. | Yes | No | |
| r. A forensic pathologist should be responsible to perform each postmortem examination, the diagnoses made, the opinions formed, and any subsequent opinion testimony. | Yes | No | N/A |
| s. All autopsy ex-situ dissections should be personally performed by a forensic pathologist. | Yes | No | N/A |



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| t. All pathology assistants, autopsy technicians, dieners, or others without medical training, shall work in the physical presence of and under the direct supervision of a forensic pathologist. | Yes | No | |
| u. Specimens should be routinely retained for toxicological and histological examination during autopsies. | Yes | No | N/A |
| v. The office shall have written policy covering the retention and disposition of organ and tissue specimens taken at autopsy, that addresses whether, or under what circumstances, next-of-kin are to be notified of each retention. | Yes | No | |
| w. Samples should be routinely obtained for potential DNA analysis. | Yes | No | N/A |
| x. Autopsy tissue and fluid specimens should be individually collected, adequately packaged, properly labeled, appropriately preserved, and archived using a consistent and logical specimen numbering system. | Yes | No | N/A |
| y. Specimen containers should be labeled with the case number and the date collected, the type of contents, the name of the deceased; the name of the responsible physician, and the name of the person securing the specimen. | Yes | No | N/A |
| z. Specimens collected for microbiological evaluation should be placed into appropriate transport media or sterile containers. | Yes | No | N/A |
| aa. Microbiologic specimens should be promptly transported to the service laboratory. | Yes | No | N/A |

6. Forensic Autopsy Procedures (suspected sexual assault)

- | | | | |
|--|-----|----|-----|
| a. Sexual assault kits shall be available and specimens collected when necessary. | Yes | No | |
| b. Control hair samples should be collected from the decedent by plucking a representative number of hairs from various body areas, e.g., scalp and pubic areas. | Yes | No | N/A |
| c. In cases of suspected sexual contact the pubic area should be lightly combed to obtain loose and foreign hairs, and native control hairs plucked and packaged separately. | Yes | No | N/A |
| d. In cases of suspected sexual contact, swabbing of body orifices should be obtained and examined for the presence of spermatozoa, the presence of seminal fluid, and DNA and/or serologic markers. | Yes | No | N/A |
| e. In cases of suspected sexual contact, bite marks should be processed according to procedures consistent with forensic Odontology practice (ABFO). | Yes | No | N/A |



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D. Laboratory Services

1. Radiologic Services

- | | | |
|---|-----|--------|
| a. The office shall have access to radiographic equipment. | Yes | No |
| b. The radiographic equipment should be in a convenient location near the autopsy room. | Yes | No N/A |
| c. The radiographic equipment shall be shielded in accordance with radiation safety standards. | Yes | No |
| d. The radiographic equipment and x-ray viewing devices shall be available to the Forensic Pathologist. | Yes | No |
| e. Radiographic equipment shall be operational and personnel properly trained to operate it. | Yes | No |
| f. Exposure tags (dosimeters) shall be mandatory for all personnel working in the immediate area of radiographic equipment. | Yes | No |

2. Toxicology Laboratory Services

- | | | |
|---|-----|--------|
| a. The C/ME office shall have access to a forensic toxicology laboratory. | Yes | No |
| b. The toxicology laboratory shall be accredited by the American Board of Forensic Toxicology (ABFT). | Yes | No |
| c. A toxicology laboratory report shall be issued for each case that receives analysis. | Yes | No |
| d. The office shall have written policy regarding the collection and storage of toxicology specimens. | Yes | No |
| e. The histology services should be performed by a certified laboratory. | Yes | No N/A |
| f. The office shall have written policy describing criteria for toxicology orders. | Yes | No |
| g. The office should maintain statistics regarding toxicology turnaround times. | Yes | No N/A |



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h. 90% of all toxicology examinations are completed within 90 calendar days of case submission. Yes No

i. 90% of all toxicology examinations are completed within 60 calendar days of case submission. Yes No N/A

3. Crime Laboratory Services

a. The office should have written policy covering the crime laboratory's roles and responsibilities. Yes No N/A

b. Laboratory services should be available to perform fingerprinting, serologic and/or DNA testing, ballistics, and trace evidence examination. Yes No N/A

c. The crime laboratory shall be accredited by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD-LAB). Yes No



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Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education and accreditation.

E. Forensic Specialists

1. Forensic Pathologists

- | | | |
|--|-----|--------|
| a. The forensic autopsies shall be performed by board-certified forensic pathologists (ABP). | Yes | No |
| b. The forensic pathologist(s) shall be licensed to practice medicine in the state in which they practice. | Yes | No |
| c. The licensure of the forensic pathologist(s) shall be verified annually. | Yes | No |
| d. An autopsy report shall be prepared on each case autopsied. | Yes | No |
| e. 90% of all autopsy reports are completed within 90 calendar days of autopsy performance. | Yes | No |
| f. 90% of all autopsy reports are completed within 60 calendar days of autopsy performance. | Yes | No N/A |
| g. Medical staff shall be of sufficient size so that no forensic pathologist is required to perform more than 325 autopsies/year (total by pathologist, inside AND outside cases included). | Yes | No |
| h. Medical staff should be of sufficient size so that no forensic pathologist is required to perform more than 250 autopsies/year (total by pathologist, inside AND outside cases included). | Yes | No N/A |
| i. The office should have written policy regarding contracting with additional forensic pathologists (as needed). | Yes | No N/A |

2. Other Forensic Specialists

- | | | |
|--|-----|--------|
| a. The office should have written policy covering forensic specialist support services. | Yes | No N/A |
| b. The office should have written policy describing cases which require contacting forensic specialists. | Yes | No N/A |
| c. The office should be affiliated with a board-certified forensic odontologist (ABFO). | Yes | No N/A |
| d. The office should be affiliated with a board-certified forensic anthropologist (ABFA). | Yes | No N/A |



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e. The office shall have access to other forensic specialists (i.e. botany, radiology, neuropathology, entomology, etc.).

Yes No

f. Forensic specialists should be certified by an accredited agency/association (i.e. FSAB accredited).

Yes No N/A

g. Forensic specialists shall be required to submit a written report.

Yes No

**8.15 CORONER: COUNTY
CORONERS AND DEATH
INVESTIGATIONS EVALUATION
REPORT SUMMARY, OFFICE OF
PERFORMANCE EVALUATIONS,
IDAHO LEGISLATURE,
FEBRUARY 2024. R2303
HIGHLIGHTS.PDF (IDAHO.GOV)**



County Coroners and Death Investigations

Report highlights

February 2024

Idaho Code provides little direction for coroners on many of their duties, creating an inconsistent death investigation system across the state.

3.9% of deaths in Idaho were autopsied during 2018–2022, the third lowest nationally. Nationwide 7.8% of deaths were autopsied over this period.

49% of child deaths from external or unknown causes were autopsied in Idaho during 2018–2022, the lowest in the nation. The national autopsy rate was 79% over the same period.

92% of homicides in Idaho were autopsied during 2018–2022, which was the lowest in the nation. National standards recommend at least 95% of homicides be autopsied.

\$17,969 was the median coroner salary in Idaho in 2022, about half as much as the next lowest median salary for a county-elected official.

Low budgets impact the ability of coroners to adequately conduct death investigations by limiting coroners' access to investigatory tools, access to autopsies, and ability to hire and train deputy coroners.

Idaho has no state-level entity that provides oversight or assistance to coroners.

Without state-level assistance, coroners instead must rely on other coroners for informal assistance or guidance when needed, and use Ada and Canyon Counties and Spokane County, Washington to conduct their autopsies.

Many states with coroners have state-level entities that provide coroner oversight or assistance. These entities often promulgate rules and regulations for coroners to follow when conducting death investigations and often conduct autopsies for coroner offices.

Idaho Code is ambiguous on coroner duties.

Idaho Code does not define what is considered a death attended by a physician, creating uncertainty between coroners and medical personnel about who should be certifying some deaths.

Idaho Code does not define the roles and responsibilities of law enforcement and coroners in a death investigation, leading to instances where a decedent is moved by law enforcement before a coroner is notified of the death. Many states specify that the body of a decedent is under the jurisdiction of the coroner and cannot be moved without the coroner's consent.

Idaho Code does not provide direction on what types of deaths should be autopsied, what information coroners can publicly disclose from death investigations, or how to address spiritual or religious objections to autopsies.

It is unclear how much continuing education coroners are actually completing.

Coroners are required to partake in coroner's school after entering office and complete 24 hours of continuing education every two years. Most coroners in Idaho are either not reporting completed education or are not participating in education altogether. Additionally, reported education completed by coroners has been dropping since 2015. We found that there are no consequences for not completing the required continuing education.

View the report at: www.legislature.idaho.gov/ope/



8.16 INTERNATIONAL HEALTH FACILITY GUIDELINES - HEALTH FACILITY BRIEFING & DESIGN PART B: MORTUARY UNIT



Part B – Health Facility Briefing & Design **215 Mortuary Unit**



*i*HFG

International Health Facility Guidelines
2023

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215 Mortuary - General

1 Introduction

The Mortuary Unit or “Morgue” is a facility for the temporary holding and storage of bodies. It may also be used for viewing and/ or identification of the deceased persons.

The needs of hospital staff, relatives of the deceased and attendant authorised persons should be considered in the design, layout and functionality of the unit to provide a safe and private environment.

The design must address the following:

- Number of bodies to be stored
- Method of storage i.e., refrigerated cabinets, cool room, freezing capacity
- Separation of entries for families to view/ identify bodies
- Delivery of bodies from inside the hospital and external delivery (if applicable)
- Transfer of bodies outside the facility

It should be noted that the standard hospital Morgue facility should not be used for the storage of bodies associated with criminal investigations. In such cases the body is regarded as evidence, and enhanced security should be provided. Such facilities are generally centralised and Government controlled.

Autopsy facilities are optional. According to the local laws Autopsy may be centralised and provided only in certain Government facilities. This FPU does not cover centralised Government Morgues.

2 Functional & Planning Considerations

Operational Model

Hours of Operation

Working hours will be on a routine eight hours per day, five days per week. Work times are assumed 8.00am-5.00pm. The Hospital Morgue Unit will also be accessible to authorised personnel 24 hours per day and 7 days per week.

Body Holding Capacity

The size of the Mortuary Unit is primarily determined by the body holding capacity. The body holding capacity should be proportional to the number of beds in the hospital and its operational policies.

There are two options available for body-holding provisions:

- Walk-in cool room for multiple trolleys
- Bank of individual refrigerated cabinets each accommodating 2, 3 or 4 bodies

In addition to the body holding capacity, consideration should be given to the following:

- Security of bodies
- Isolation and bariatric needs
- Expected length of time for retention of bodies

Morgue cold chambers could be provided in two ways as follows:

- Positive temperature +2/+4°C (the most common type)
- Negative temperature -15°C/-25°C (used by forensic institutes for the storage of bodies that have not yet been identified)

3 Unit Planning Models

The Unit should be ideally located in the same building as the main health facility away from any public area to ensure that it is appropriately screened from visibility.

It should be ideally located at ground level to allow easy and discrete access to deliver and/ or remove bodies via an exit lobby. If ground level is congested or not available, the second-best alternative is the basement.

The size of the Unit will depend on the size of the facility, the calculated number of bodies to be stored and its Operational Policy. The size is also influenced by the cultural and religious factors. In some societies, bodies must be buried within a short time and therefore the Mortuary Unit tends to be very small.

Functional Zones

The Hospital Mortuary Unit consists of the following key Functional Zones:

- Entry Lobby/ Exit Lobby
- Body Holding Area
- Body Washing Area
- Waiting/ Viewing Area
- Storage and Support Area
- Staff Area

Entry Lobby/ Exit Lobby

The Entry Lobby to the Unit is commonly connected with an internal corridor of the facility where the body enters from. This also forms an air lock prior to entering the Body Holding Area. The Exit Lobby will provide access for body retrieval from the Body Holding Area directly to the outside where a vehicle could be parked close by.

Transport Trolley parking can be considered in the Lobbies if additional space is required to accommodate mobile equipment. Both Lobbies should have access to hand washing facilities.

Body Holding Area

The Body Holding Area provides refrigerated space for the temporary storage of bodies. One part of the Area will include refrigerated cabinets stacked or placed side by side to the quantity as defined in the Operational Policy. Separate cabinets should be provided for isolation purposes. Ample space to be provided in front of refrigerated cabinets for maneuvering and withdrawing trays using special lifting devices which are typically battery operated.

Alternatively, if cool rooms are preferred a minimum of 3m² per body holding (body on a loose tray or trolley) should be provided.

In both options (refrigerated cabinets and cool rooms) the bodies may be stacked 2, 3 or 4 high. It is recommended that some body cabinets (or bays) should be larger for bariatric or bloated bodies.

A hand wash basin is required and ideally positioned with easy access to the entry and exit lobbies. A workstation for body registration and removal records can be provided here or in a separate office within the Unit.

Based on a risk assessment in the hospital service plan, a small percentage of bodies may be bloated due to drowning. For such bodies, extra-large fridge bays will be required.

Within the body holding area or an adjacent corridor or bay, facilities for charging the electrical trolley lifters should be provided.

Body Washing Area

Body Washing Area to be located adjacent to the Body Holding Area. Stainless Steel tables with integral plumbing facilities and extendable hose should be found in the center of the room.

A separate sink and hand wash basin are required. A stainless-steel bench, waste bins and storage facilities should be provided in this area.

Autopsy Area (Optional and Restricted)

The provision of Autopsy is governed by the Laws of the Country. Autopsy may not be permitted in all Hospitals, especially in Private Hospitals. The permission to provide Autopsy services should be checked with the responsible authorities.

The Autopsy Area should be located adjacent to the body cool store and have ready access to a clean-up or Dirty Utility area. Autopsy rooms should provide height adjustable post-mortem table/s which are easily cleanable and free from areas and details which may harbor potentially infectious material.

Downdraught ventilated tables are preferred. Each table should have a hot and cold water supply and a waste outlet.

Waiting/ Viewing Area

Provide discrete and dedicated entry to the Unit for family members. This can be directly from outside and separate from the Exit Lobby.

Separate Male and Female Waiting areas may be required according to custom. Waiting areas are separate from Viewing Area. Waiting areas should have direct visibility through internal windows into the adjoining Viewing Area. Toilet facilities for both male and female should be provided in close proximity to the Waiting area.

Storage and Support areas

Provide sufficient storage area to the Unit for plastic body bags and sealing machine and other consumables. Lockable storage for personal effects from the deceased should be considered.

Provide Clean-up room including storage of waste and used linen within the Unit.

Provide Cleaner's room including cleaning equipment, materials and agents.

Staff Area

Staff Area to include the following:

- Changing facilities including lockers and toilets
- Storage of Clean Linen (can be inside the Change Rooms)
- Office(s) if required
- Meeting Room/s for education and tutorial sessions as well as meetings (optional or shared)

4 Functional Relationships

A functional Relationship can be defined as the correlation between various areas of activity which work together closely to promote the delivery of services that are efficient in terms of management, cost and human resources.

External Relationships

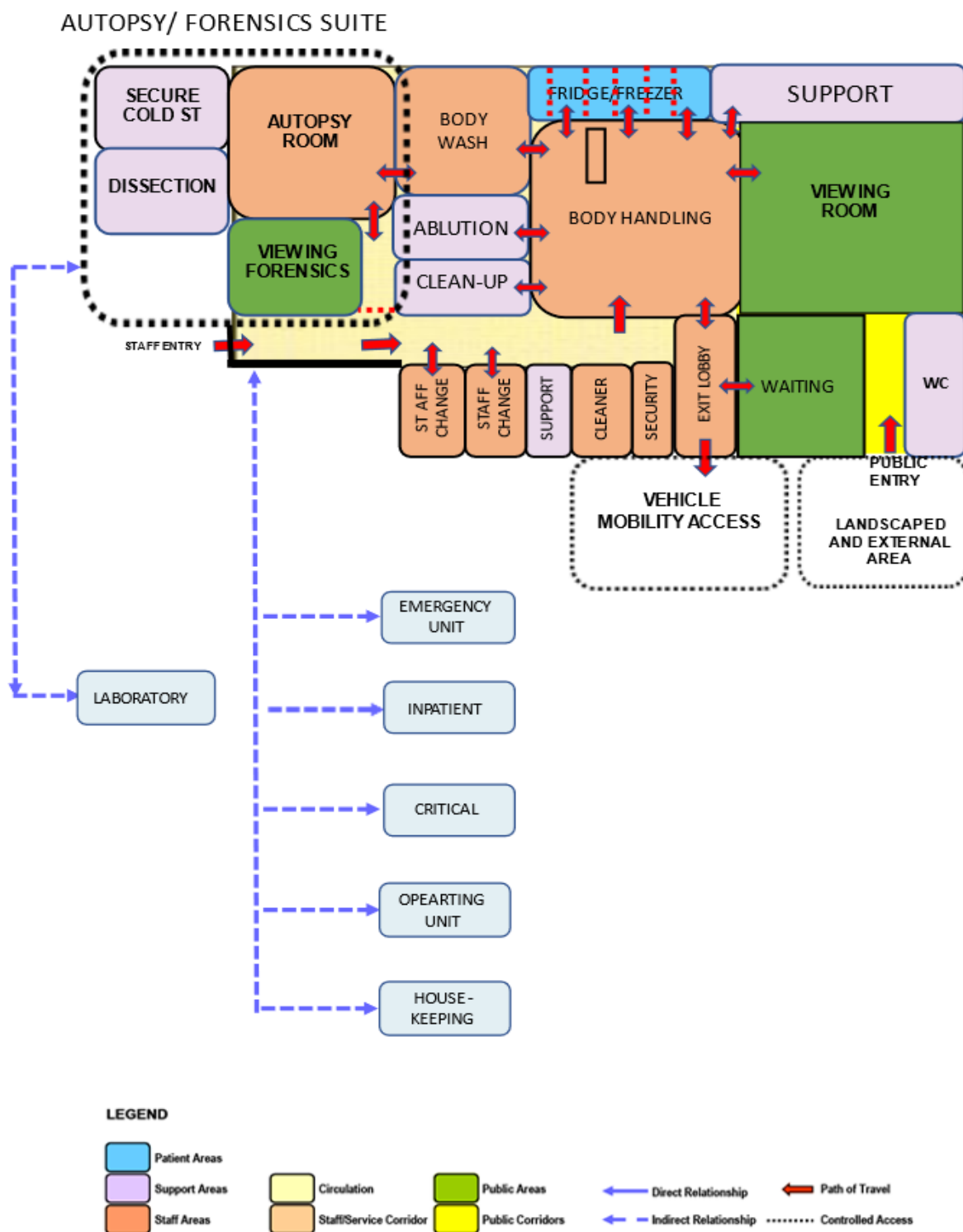
Mortuary/ Holding facilities shall be accessible through an interior and exterior entrance and shall be located to avoid the need for transporting bodies through public areas. It should also be located in close proximity to Anatomical Pathology laboratories (if provided) and relevant clinical areas for transportation of laboratory specimens, if Autopsy is performed.

Internal Relationships

The Waiting Area and Viewing Area should be collocated however there should be no access to other sections of the Morgue for viewers.

Entry Lobby, Exit Lobby and Administrative Area form part of a single area.

Functional Relationships Diagram



5 Design Considerations

General

The design of the Unit shall provide staff with sufficient space, working surfaces and appropriate equipment to safely carry out their duties. Infection control, cooling and ventilation must be considered.

The Viewing Room and Waiting Areas shall be pleasant spaces with consideration given to adjustable lighting and possibly provision of a music system.

The Unit shall be ergonomically designed to avoid any potential injury to staff, family members and maintenance personnel.

Body storage up to triple stacked fits within the general ceiling height of 2700mm used in hospitals. However, quadruple stacked storage will likely require additional height.

Designers should check the exact height of the refrigerators or body racks to inform the correct ceiling height.

Easy access should be provided for the maintenance staff, especially in relation to the refrigeration facilities.

Environmental Considerations

Acoustics

Acoustic design shall ensure that conversations in adjoining rooms cannot be overheard by relatives in the viewing/ waiting areas.

Accessibility

External

Mortuary Unit is to have separate access as follows:

- Direct access from the Hospital for delivery of the body
- Direct but separate and discreet access for relatives of the deceased from all relevant areas of the hospital to Mortuary Unit's waiting/ viewing area
- Adequate access for vehicle parking and screening provision surrounding the collection of bodies.
- Adequate access for ambulances delivering bodies
- Adequate access for police vehicles

Internal

The Body Holding Room is to have direct access to/from:

- The hospital corridor for use by staff
- Viewing Room
- Discreet access from body hold/ cool room to hearse and ambulance or private vehicle parking bays

Safety and Security

Selection of interior finishes to the Mortuary Unit shall consider the impact on safety aspects including adequate drainage, protection from protrusions or sharp edges, stability and height of equipment or fittings, adequate protection against infection and other hazards.

The security aspects of the Unit will include storage of the bodies, valuables left by the deceased, staff personal belongings and security, access and egress in particular after hours.

If an autopsy facility is available, the storage and disposal of specimens during the removal shall be handled with care via a secure refrigerated storeroom.

Finishes

Floor finishes shall be non-slip for all wet areas or areas subject to water. It should be impervious, easy to clean, sealed with covering at the edges and have adequate drainage. Drains should be fitted with appropriately filtered traps for ease of hosing down.

Wall surfaces in the body holding area should be washable and/or scrubbable.

Ceiling linings within the Unit are to be washable, impermeable, and non-porous.

Refer to Part C - Access, Mobility and OH&S.

Fittings, Fixtures and Equipment

The Equipment layout of the Mortuary Unit shall ensure:

- Adequate provision for operation and maintenance
- Provision of services as required
- Door sized to allow for delivery and removal of the equipment
- Design for the required heat loads
- Adequate provision for weight loads

Building Service Requirements

This section identifies unit specific services briefing requirements only and must be read in conjunction with Part E - Engineering Services for the detailed parameters and standards applicable.

Information and Communication Technology

It is recommended that an intercom be provided from the main/ exit (external) door/s to the to the body holding area to alert attendants.

Heating Ventilation and Air-conditioning (HVAC)

The temperature of the body holding area should be maintained within a comfortable range not exceeding 20-21°C. The ventilation system should be isolated from other ventilation systems by being designed to minimize the spread of odors and airborne pathogens.

The working area of the body holding is regarded as a non-refrigerated area. The autopsy area is also regarded as a non-refrigerated area with the temperature ranging from 20 to 21°C. This non-refrigerated area, which handle bodies should be kept under negative pressure. Refrigerated cabinets or rooms do not require negative pressure.

The operating temperatures of all cooled and freezing facilities should be continuously monitored and fitted with alarms which are activated when the temperature exceeds a predetermined level. The alarms should be transmitted to a permanently manned station.

The risk of a single source of failure for the refrigeration systems should be considered and if necessary, backups should be provided.

All HVAC units and systems are to comply with services identified in Standard Components and Part E – Engineering Services.

Power Supply

Provide protective covers to power supply outlets to protect outlets from wetting. Provide an emergency back-up system for the power supply to the refrigeration with high priority equipment and illumination.

Refer to Part E - Engineering Services for details.

Infection Control

Bodies stored in the Mortuary Unit which may contain infectious diseases must be contained.

Cleaned instruments and materials shall be re-circulated under normal procedures through the Sterile Supply Unit or autoclaved within the Mortuary Unit. The unit shall be designed to control infections utilizing the following:

- Layout designed to minimise cross contamination in work areas
- Provision of a small wash-down/ disposal/ booting area
- Provision of an adequate number of hand wash facilities
- Provision of appropriate cleaning, waste storage and waste disposal
- Use of suitable materials and finishes
- Specimen storage facilities
- First aid facilities
- Adequate isolation of space and ventilation systems which present potential hazard

Safety Showers and Eye Wash

Provision of safety shower and eye wash or eye/ face wash equipment within the Unit.

Hand Basins

Handbasins for staff hand washing are required in areas where handling of the bodies occurs.

Antiseptic Hand Rubs

Antiseptic Hand Rub dispensers can be provided within the Unit and to comply with Part D - Infection Control. Antiseptic Hand Rubs, although very useful and welcome, cannot fully replace Handwash Bays. A combination of both is required.

Refer to Part D – Infection Control for additional details.

6 Components of the Unit

Standard Components

Standard Components are typical rooms within a health facility, each represented by a Room Data Sheet (RDS) and a Room Layout Sheet (RLS).

The Room Data Sheets are written descriptions representing the minimum briefing requirements of each room type, described under various categories:

- Room Primary Information; includes Briefed Area, Occupancy, Room Description and relationships, and special room requirements).
- Building Fabric and Finishes; identifies the fabric and finish required for the room ceiling, floor, walls, doors, and glazing requirements.
- Furniture and Fittings; lists all the fittings and furniture typically located in the room; Furniture and Fittings are identified with a group number indicating who is responsible for providing the item according to a widely accepted description as follows:

Group	Description
1	Provided and installed by the Builder/ Contractor
2	Provided by the Client and installed by the Builder/Contractor
3	Provided and installed by the Client

- Fixtures and Equipment; includes all the serviced equipment typically located in the room along with the services required such as power, data and hydraulics; Fixtures and Equipment are also identified with a group number as above indicating who is responsible for provision.
- Building Services; indicates the requirement for communications, power, Heating, Ventilation and Air conditioning (HVAC), medical gases, nurse/ emergency call and lighting along with quantities and types where appropriate. Provision of all services items listed is mandatory.

The Room Layout Sheets (RLS's) are indicative plan layouts and elevations illustrating an example of good design. The RLS indicated are deemed to satisfy these Guidelines. Alternative layouts and innovative planning shall be deemed to comply with these Guidelines provided that the following criteria are met:

- Compliance with the text of these Guidelines
- Minimum floor areas as shown in the schedule of accommodation
- Clearances and accessibility around various objects shown or implied
- Inclusion of all mandatory items identified in the RDS

The Mortuary Unit will consist of Standard Components to comply with details described in these Guidelines. Refer also to Standard Components Room Data Sheets and Room Layout Sheets.

Non-Standard Components

Non-standard rooms are those which have not yet been standardized within these guidelines. As such there are very few Non-standard rooms. These are identified in the Schedules of Accommodation as NS and are separately covered below.

Mortuary - Body Washing / Embalming Room

Body Washing Area to be located adjacent to the Body Holding Area. Stainless Steel table with integral plumbing facilities and extendable hose should be found in the center of the room. A separate sink and hand wash basin are required. Stainless steel benches, waste bins and storage facility can be found in this area.

Autopsy Area

The Autopsy Area should be located adjacent to the body cool store and have ready access to a clean-up area. Autopsy rooms should provide height adjustable post-mortem table/s which are easily cleanable and free from areas which may harbor potentially infectious material.

Downdraught ventilated tables are preferred. Each table should have a hot and cold water supply and a waste outlet.

7 Schedule of Equipment (SOE)

Room Name		
Mortuary - Autopsy Room, Room Code (mor-au-i)		
Bench: stainless steel	Scale: morgue, in-floor, digital	Shelf: SS, under
Cabinet: instrument	Scale: organ/ tissue/ swab	Table: autopsy, with sink, vented
Light: procedure, single, ceiling mounted	Sharps disposal: on trolley, 11L	Trolley: mortuary, hydraulic
Linen carrier: dirty, single	Shelf: SS, over	Trolley: SS, multi-purpose
Waste bin: clinical, 120 litres		
Mortuary - Body Washing & Embalming Room, Room Code (mor-bw-i)		
Basin: handwash, Type B	Waste bin: clinical, 120 litres	Table: body wash, with sink
Embalming unit: benchtop	Sharps disposal: on trolley, 11L	Trolley: SS, multi-purpose
Mortuary - Clean-up Area, Room Code (mor-cu-i)		
Waste bin: clinical, 120 litres	Rack system: cool room, with 5 body trays	Trolley: mortuary, hydraulic
CT Scanning - Procedure Room, Room Code (ctpr-i)		
Basin: scrub, Type A	Scanning unit: CT, 128-slice	Waste bin: General, 20 Litres

8 Schedule Of Accommodation

The Schedule of Accommodation (SOA) provided below represents generic requirements for this Unit. It identifies the rooms required along with the room quantities and the recommended room areas. The simple sum of the room areas is shown as the Sub Total. The Total Area is the Sub Total plus the circulation percentage. The circulation percentage represents the minimum recommended target area for internal corridors in an efficient and appropriate design.

Within the SOA, room sizes are indicated for typical units and are organized into Functional Zones. Not all rooms identified are mandatory therefore, optional rooms are indicated in the Remarks. These guidelines do not dictate the size of the facilities, therefore, the SOA provided represents a limited sample based on an assumed unit size.

The actual size of the facilities is determined by Service Planning or Feasibility Studies. Quantities of rooms need to be proportionally adjusted to suit the desired unit size and service needs.

The table below shows a typical Unit within a Hospital from RDL 4 to 6.

Any proposed deviations from the mandatory requirements, justified by innovative and alternative operational models may be proposed within the departure forms included in Part A of these guidelines for consideration by the health authority for approval.

Mortuary Unit

ROOM/ SPACE	Standard Component	RDL 4 - 6			Remarks
	Room Codes	Qty x m2			
Mortuary Unit					
Waiting – (Male/Female)	wait-15-i	2	x	15	Gender separation according to local custom
Viewing Room	mor-vr-i	1	x	8	Provide viewing windows to the waiting areas
Toilet – Accessible (Male/ Female)	wcac-i	2	x	6	Separate for Male and Female or shared with other WCs if nearby.
Airlock - Entry	airl-6-i	1	x	6	
Office - Workstation	off-ws-i	1	x	5	
Bay - Mobile Equipment	bmeq-4-i	1	x	4	For transport equipment/ trolley
Bay - Handwashing, Type B	bhws-b-i	1	x	1	
Mortuary - Exit Lobby	mor-ex-i	1	x	7	
Mortuary - Cool Store/ Body Holding Room	mor-cs-i	1	x	35	Sized for 12 body holding capacity; body holding area with refrigerated cabinets, triple stacked, or 16 bodies quadruple stacked (not including the fridges)
Mortuary - Body Washing / Embalming Room	NS	1	x	16	Typically used before the transfer of bodies
Ablution Room	ablu-13-i similar	1	x	5	Adjacent to body washing room
Cleaners Room	clrm-6-i	1	x	6	
Mortuary - Clean-up Room	mor-cu-i	1	x	6	
Disposal Room	disp-8-i similar	1	x	5	
Change – Staff (Male/ Female)	chst-12-i similar	2	x	6	Lockers, WC and optional shower (allow additional 2m2 per shower cubicle); separate Male and Female
Store - General	stgn-8-i	1	x	8	
Office - Single	off-s9-i	1	x	9	Optional
Sub Total		166.5			
Circulation %		20			
Area Total		200			

Autopsy (Optional cased on the hospital service plan and Govt permission)

ROOM/ SPACE	Standard Component	RDL 4 - 6			Remarks
	Room Codes	Qty x m2			
Mortuary Unit					
Autopsy Room	NS	1	x	15	Number of bays as per the service plan The area is per station
Viewing Room	obs-i similar	1	x	8	Police and forensic personnel only, Bench and chairs Optional
Secure Sample Store	stgn-8-i similar	1	x	5	Lockable, Optional Refrigerators
Dissection Bay /Room	mor-bw-i	1	X	18	May be integrated with the Autopsy Room
Police / Legal Office	off-s9-i	1	X	9	
Dirty Utility Room - with access to Autopsy	dtur-14-i	1	X	14	
Sub Total		56			
Circulation %		20			
Area Total		67			

Please note the following:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the Standard Components.
- All the areas shown in the SOA follow the No-Gap system described elsewhere in these Guidelines.
- Exact requirements for room quantities and sizes shall reflect Key Planning Units (KPU) identified in the Clinical Service Plan and the Operational Policies of the Unit.
- The room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit.
- Offices are to be provided according to the number of approved full-time positions within the Unit.

9 Further Reading

In addition to Sections referenced in this FPU, i.e., Part C- Access, Mobility, OH&S and Part D - Infection Control and Part E - Engineering Services, readers may find the following helpful:

- International Health Facility Guidelines (IHFG) www.healthdesign.com.au/ihfg
- The Facility Guidelines Institute (US), Guidelines for Design and Construction of Hospitals, 2018. Refer to website www.fgiguilines.org
- The Facility Guidelines Institute (US), Guidelines for Design and Construction of Outpatient Facilities, 2018. Refer to website www.fgiguilines.org
- Health Building Note 00-04 Circulation and communication spaces, Department of Health (UK), 2013 refer to:
 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/187026/Health_Building_Note_00-04_-_Circulation_and_communication_spaces_-_updated_April_2013.pdf
- Health Building Note - HBN 20, Facilities for mortuary and post-mortem room services, NHS Estates (UK), 2001, refer to website: <https://www.gov.uk/government/collections/health-building-notes-core-elements>.

iHFG Standard Components

Room Layout Sheet

Room Name Loading Dock

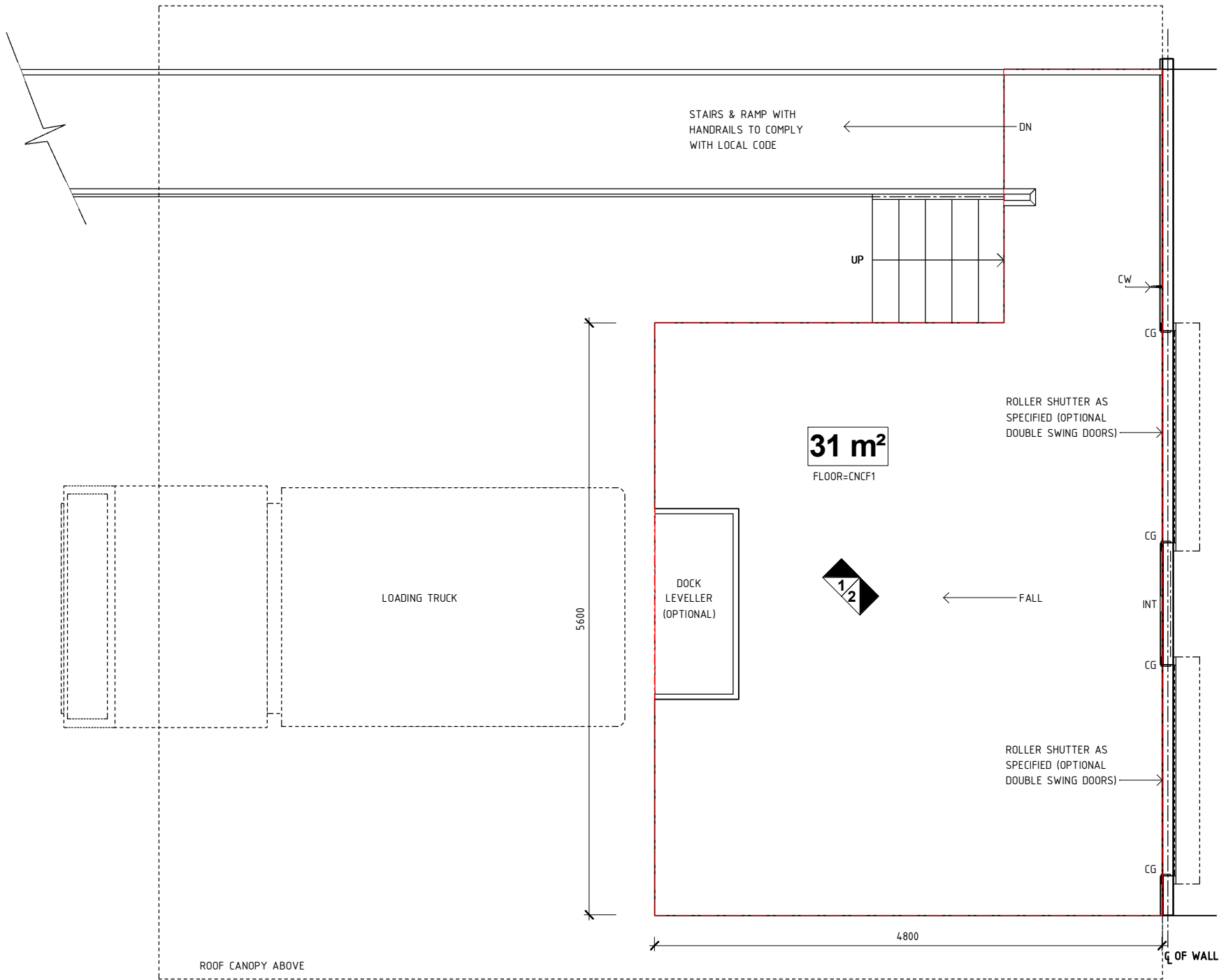
RLS Room Code

lodk-i

RDS Room Code

lodk-i

CG	CORNER GUARD
CNCF1	CONCRETE FLOORING – TROWEL, SEALED
CW	COLD WATER OUTLET
INT	INTERCOM



PLAN

REV	DESCRIPTION	DATE	BY	REV	DESCRIPTION	DATE	BY	COMPATIBILITY						
1	FIRST ISSUE	24.10.10	CC	4	GENERAL REVISION	28.12.22	BV		DESIGNED		APPROVED	DATE	SCALE(S)	SHEET
2	GENERAL REVISION	30.08.11	SK						BV	SA	28.12.22	1 : 50	1 OF 4	
3	GENERAL REVISION	31.10.12	CT						REVIT FILE NAME		PAPER DRAWING ID		ISSUE	
International Health Facility Guidelines International Health Facility Guidelines at: www.healthdesign.com.au/iHFG Editable version of Standard Components on Health Facility Briefing System (HFBS) at: www.healthdesign.com.au ©TAHPI 								lodk-i		lodk-i-1		4		

iHFG Standard Components

Room Layout Sheet

Room Name

Loading Dock

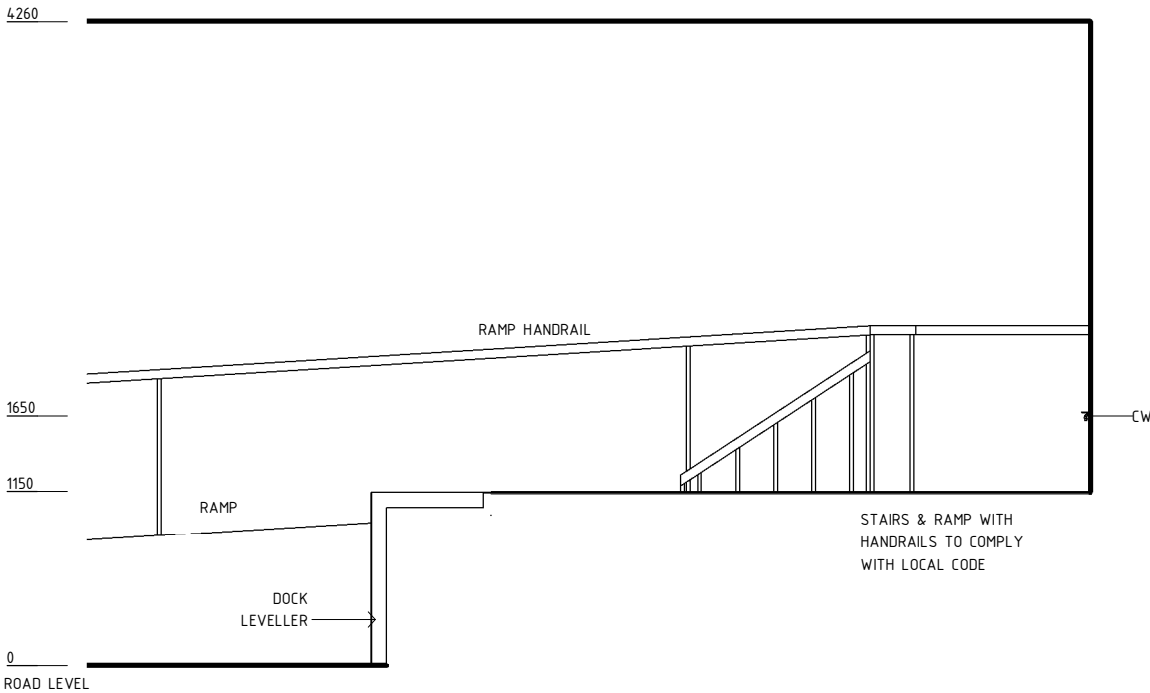
RLS Room Code

lodk-i

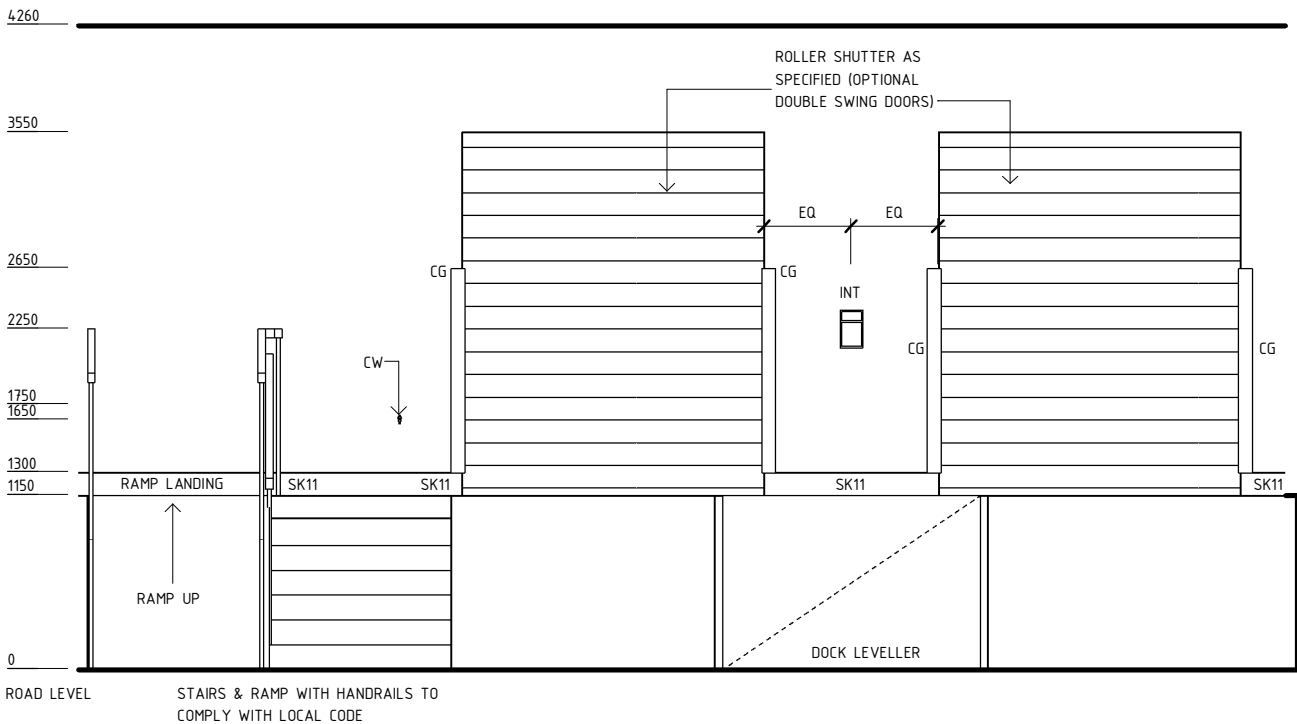
RDS Room Code

lodk.i

CG	CORNER GUARD
CW	COLD WATER OUTLET
INT	INTERCOM
SK11	CONCRETE SKIRTING



ELEVATION 1



ELEVATION 2

REV	DESCRIPTION	DATE	BY	REV	DESCRIPTION	DATE	BY	COMPATIBILITY					
1	FIRST ISSUE	24.10.10	CC	4	GENERAL REVISION	28.12.22	BV	iHFG					
2	GENERAL REVISION	30.08.11	SK										
3	GENERAL REVISION	31.10.12	CT										
iHFG International Health Facility Guidelines International Health Facility Guidelines at: www.healthdesign.com.au/iHFG Editable version of Standard Components on Health Facility Briefing System (HFBS) at: www.healthdesign.com.au ©TAHPI ISO 9001 QUALITY MANAGEMENT SYSTEM								DESIGNED	APPROVED	DATE	SCALE(S)	SHEET	
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iHFG Standard Components

Room Layout Sheet

Room Name

Loading Dock

RLS Room Code

lodk-i

RDS Room Code

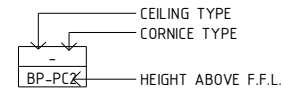
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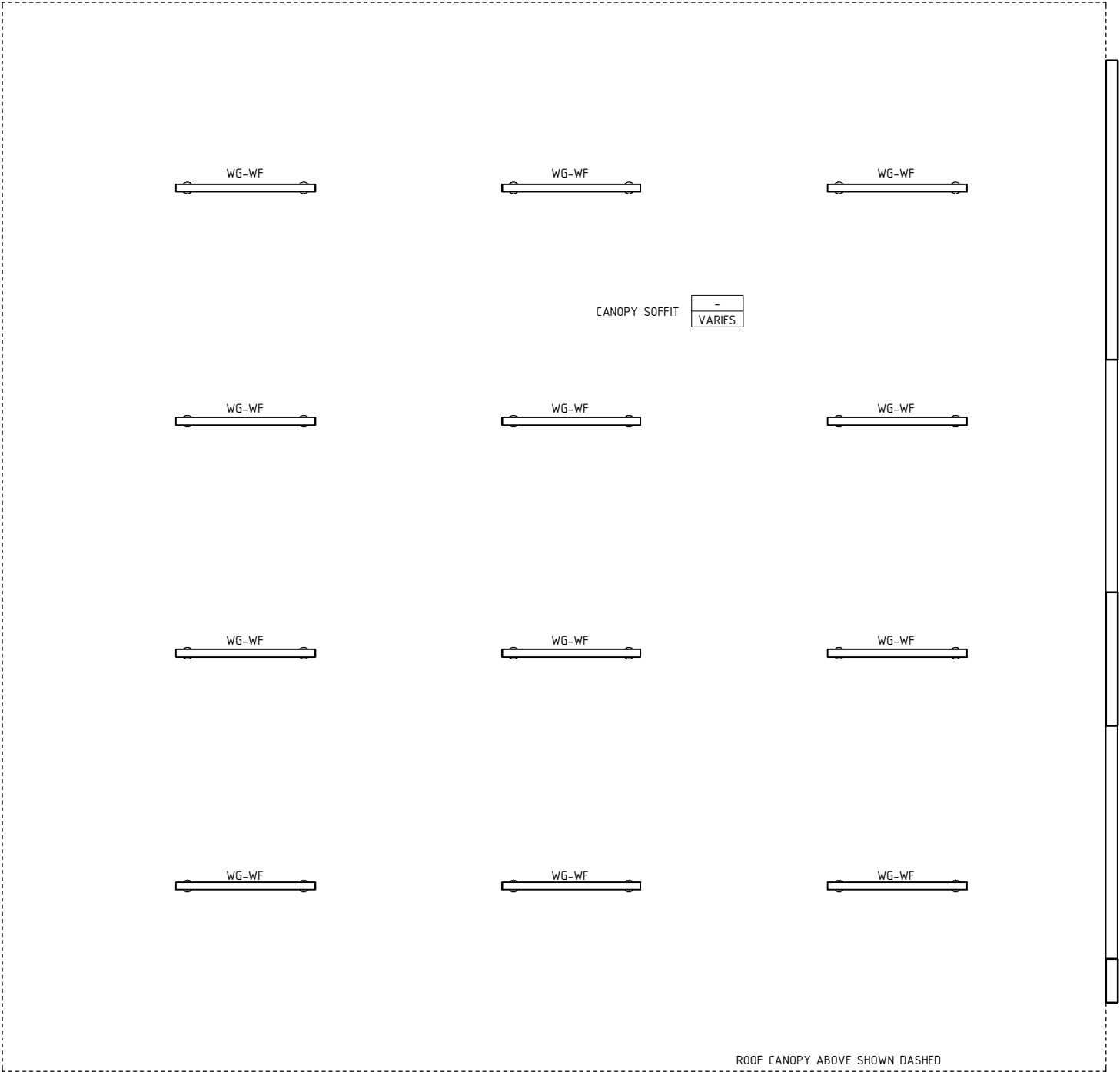
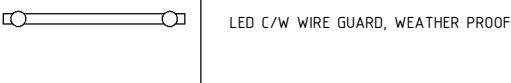
THIS DRAWING TO BE READ IN CONJUNCTION WITH R.D.S.
(ROOM DATA SHEETS) WHICH TAKES PRECEDENCE.

ALL SERVICES INDICATED ARE INDICATIVE AND SUBJECTED TO
DETAILED PROJECT SPECIFIC ENGINEERING DESIGN.

CEILING LEGEND:



ELECTRICAL LEGEND:



REFLECTED CEILING PLAN

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2	GENERAL REVISION	30.08.11	SK																									
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iHFG International Health Facility Guidelines International Health Facility Guidelines at: www.healthdesign.com.au/iHFG Editable version of Standard Components on Health Facility Briefing System (HFBS) at: www.healthdesign.com.au ©TAHPI ISO9001 QUALITY MANAGEMENT SYSTEM <table><tr><th>DESIGNED</th><th>APPROVED</th><th>DATE</th><th>SCALE(S)</th><th>SHEET</th></tr><tr><td>BV</td><td>SA</td><td>28.12.22</td><td>1 : 50</td><td>3 OF 4</td></tr><tr><td colspan="2">REVIT FILE NAME</td><td colspan="2">PAPER DRAWING ID</td><td>ISSUE</td></tr><tr><td colspan="2">lodk-i</td><td colspan="2">lodk-i-3</td><td>4</td></tr></table>									DESIGNED	APPROVED	DATE	SCALE(S)	SHEET	BV	SA	28.12.22	1 : 50	3 OF 4	REVIT FILE NAME		PAPER DRAWING ID		ISSUE	lodk-i		lodk-i-3		4
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iHFG Standard Components

Room Layout Sheet

Room Name

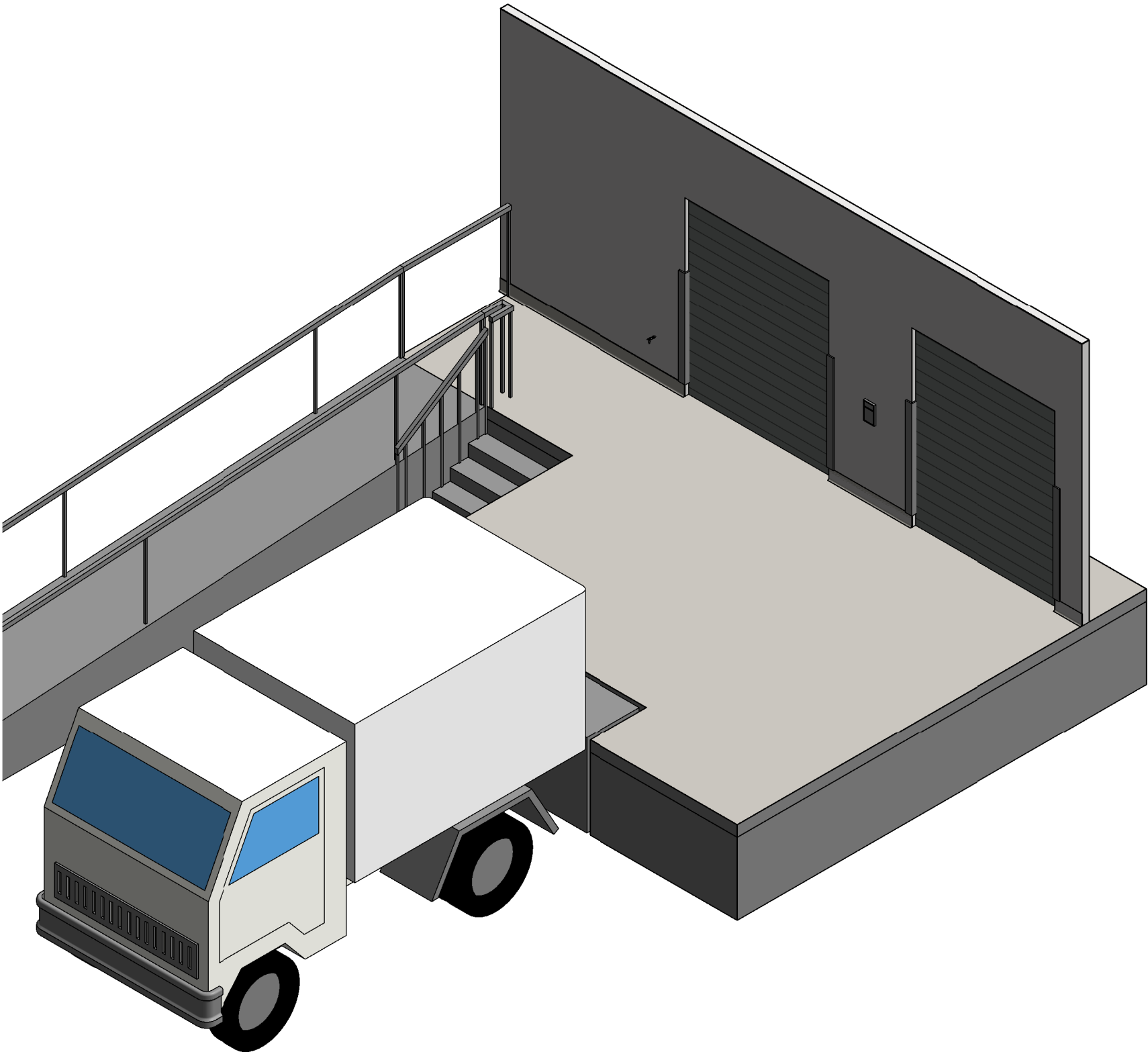
Loading Dock

RLS Room Code

lodk-i

RDS Room Code

lodk-i



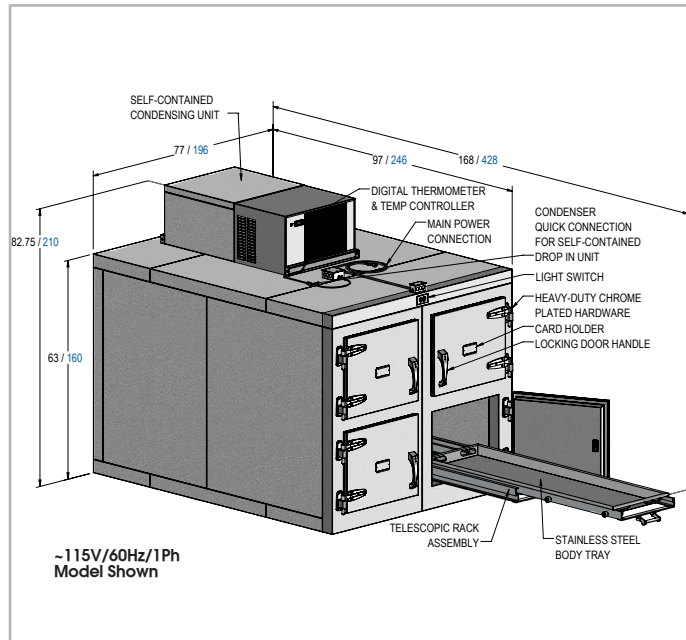
ISOMETRIC VIEW

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1	FIRST ISSUE	24.10.10	CC	4	GENERAL REVISION	28.12.22	BV		DESIGNED		APPROVED	DATE	SCALE(S)	SHEET
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3	GENERAL REVISION	31.10.12	CT						REVIT FILE NAME		PAPER DRAWING ID		ISSUE	
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Morgue Refrigerator (4 Body), Telescoping End Opening, Transfer Options - KA1400

End opening telescoping morgue refrigerators are designed with individual door openings. A telescoping mechanism fully supports the body tray. When the door is open and the end of the telescoping mechanism is fully extended, the tray is in full head-to-toe view. The cadaver can be removed alone or with the body tray.



SPECIFICATIONS

Construction

- Front: Stainless steel with a no. 4 finish
- Top, sides, back, interior: Stucco embossed aluminum
- Interior flooring: Smooth aluminum with plywood reinforced understructure
- Insulation: 4" foamed in place urethane
- (4) Three-piece telescopic fabricated of extruded aluminum with nylon rollers
- Overlap door with magnetic gasket

Materials

- Stainless steel and stucco embossed aluminum exterior
- Heavy-duty chrome-plated hardware for long lasting use
- Stainless steel removable trays

Dimensions

- Overall: 77" W x 97" D x 83" H
- Doors: 27" W x 22" H

Utilities / Power

- 115V / 60Hz / 1 Ph
- 208-230V / 50-60Hz / 1 Ph available (may affect dimensions & features)

Controls

- Vapor proof light with switch

Performance

- Drop-in self-contained refrigeration system with digital thermometer and easy to adjust temperature controller
- Operating Temperature: 38°F / 3.3°C

Installation

- Unit ships knocked down and will require assembly

Options & Accessories

- Custom sizes for larger cases
- Full length interior roller racks
- HD plastic storage boards



www.mopec.com

800.362.8491

800 Tech Row

Madison Heights, MI 48071

8.17 JAIL STANDARDS



IDAHO JAIL STANDARDS



STANDARDS FOR DETENTION FACILITIES

IDAHO SHERIFFS' ASSOCIATION

IDAHO SHERIFFS' ASSOCIATION JAIL STANDARDS

Originally created in 1978 with major revisions in 1990 as a result of a collaborative effort funded by grant number 89-J01 GHD6 from the National Institute of Corrections and the Department of Justice. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position of policies or the U.S. Department of Justice. Subsequent revisions made in 2003, 2004, 2006, 2009, 2010, 2011, 2013, 2014, 2015, 2017, 2018

Revision: February, 2018

JAIL STANDARDS COMMITTEE

2018

Sheriff Paul Wilde (chair)

Bonneville County

VACANT (v-chair)

Sheriff Chad Huff

Payette County

Sheriff Tom Carter

Twin Falls County

Sheriff Patti Bolen

Valley County

Sheriff Tom Carter

Twin Falls County

Sheriff Kelly Wells

Caribou County

Sheriff Lorin Nielson

Bannock County

Sheriff Shaun Gough

Gooding County

Sheriff Dave Kramer

Boundary County

Sheriff Perry Grant

Owyhee County

Sheriff Jim Jeffries

Power County

Sheriff Matt Thomas

Washington County

Sheriff Ryan Zollman

Adams County

Sheriff Kieran Donahue

Canyon County

Sheriff Ben Wolfiner

Kootenai County

Sheriff Daryl Wheeler

Bonner County

Sheriff Ryan Zollman

Adams County

Sheriff Steve Anderson

Jefferson County

Capt. Jay Davis

Blaine County

Capt. Doug Hughes

Twin Falls County

Lt. Andy Kiehl

Canyon County

Capt. Tad Bybee

Bannock County

Capt. Mark Cowley

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Commissioner Mike Fitzgerald

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Commissioner-VACANT

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Blaine County (District 4)

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County (District 5)

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Tim Higgins

IDOC

Rebecca Doramus

P.O.S.T.

Carl Ericson

ICRMP

Vaughn Killeen

Executive Director

Cindy Malm

Jail Standards Coordinator

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INTRODUCTION

BACKGROUND

In June of 1975, the Idaho Governor's Council on Criminal Justice issued a report, which described the majority of Idaho Jails as being "Obsolete, inadequate, and incapable of complying with state law." It became quickly evident to the Sheriffs statewide that these inadequate conditions would soon become the target of litigation. Throughout the decade of the seventies, the Federal Courts had become increasingly involved in correctional matters, primarily as a result of inmate initiated Section 1983 civil rights actions. Faced with the prospect of spiraling liability and insurance costs resulting from such litigation, the Idaho Sheriffs' Association took the initiative to provide leadership and direction to bring about needed reform in Idaho jails.

In October of 1978, the Idaho Sheriffs' Association applied to the National Institute of Corrections for funding of a project to develop and implement minimum standards for Idaho jails. That project and subsequent efforts resulted in the establishment of the Idaho Jail Standards and an on-going mechanism for the inspection of Idaho jails. The inspections were conducted annually by a Jail Standards Coordinator and teams of practitioners selected from five regional areas. Each team assisted the Coordinator with inspecting the jails located within their respective regions. The Coordinator worked under a contract with the Idaho Association of Counties. Based upon the inspection findings, the Sheriffs' Association certified jails as Class C (short-term), Class B (intermediate-term), or Class A (full-term) facilities. The inspection process was governed by the Jail Standards Committee of the Idaho Sheriffs' Association.

Since the effort began in 1978, conditions and practices in Idaho jails significantly improved. There existed a high level of awareness among Idaho Sheriffs as to their legal responsibility to operate and maintain constitutionally adequate facilities. Within the often-limited resources available to them, the majority of Idaho Sheriffs took steps to meet this responsibility. Unfortunately, the Idaho Jail Standards were not regularly reviewed and were not updated to reflect the ongoing evolution of corrections standards, case law, or professional practices. The Idaho Sheriffs' Association became concerned that the Standards had become outdated and no longer served as a reliable instrument with which to measure the adequacy of jail facilities and operations.

In an attempt to address this concern, the Idaho Sheriffs' Association requested short-term technical assistance from the National Institute of Corrections for the purposes of evaluating the Idaho Jail Standards and making recommendations for revisions, as appropriate. The consultants' findings indicated a need for a major revision of the Standards. The consultant recommended that the following steps be taken:

1. The Idaho Jail Standards should be revised and updated to reflect the ongoing evolution in corrections standards and related case law and to promote professional practices in Idaho jails. The standards for the three classes of jails as currently defined should be scrapped in favor of two sets of standards -- one for short-term holding facilities and one for detention facilities.
2. Written operational procedures should be developed to guide the Jail Standards Committee of the Idaho Sheriffs' Association in the implementation and administration of the Standards.
3. Appropriate inspection instruments and related forms for documentation and reporting of inspection findings and follow-up corrective action should be developed.

With funding assistance from the National Institute of Corrections, the Association moved forward to implement these recommendations. The Association contracted with Mark D. Martin, Chief of the Jail Standards Division of the Nebraska Commission on Law Enforcement and Criminal Justice, to research and draft the revised Standards. In

addition, with the consultant's assistance, the Association established written operational guidelines for the implementation of the newly revised Standards. These guidelines defined the roles and responsibilities of the Association, the Jail Standards Committee, and the Jail Standards Coordinator with regard to the implementation of the Standards. The guidelines further defined a process for the systematic inspection, follow-up, and certification of Idaho jails.

Two sets of Standards were established. The Standards for Holding Facilities were established to apply to facilities used for the temporary detention of pretrial inmates for up to seventy-two hours, prior to arraignment, transfer, or release. The Standards for Detention Facilities were established to apply to full-service jails, which, by statute, hold persons who are: (Revised 12/17)

- a. Committed in order to secure their attendance as witnesses in civil cases,
- b. Charged with a crime and are committed for trial,
- c. Committed for contempt, or
- d. Sentenced to confinement up to one year upon conviction of a crime.

These Standards are not intended to be used in any legal proceeding to establish a "duty of care" or evidence of a legal duty to any person or entity. Rather, these standards are intended: (Revised 12/17)

- a. As a statement of professional goals to be achieved.
- b. To promote recognition of needed improvements, both as to facilities and operations.
- c. To promote operational efficiency.
- d. To encourage professionalism in the operation of Idaho jails.

These Standards are intended as standards for the operation of Idaho jails. They in no way prohibit the Sheriff from providing greater services, security, or programs to enhance the operation of his or her facility.

INSPECTION AND CERTIFICATION PROCESS

The Idaho Sheriffs' Association has established a means whereby Sheriffs can demonstrate compliance with these Standards in their respective jail facilities through a systematic inspection and follow-up process. Regularly scheduled inspections of county jails shall be conducted annually. The jail inspector shall have primary responsibility for jail inspections. (Revised 12/13); (Revised 12/17)

Following each jail inspection, the jail inspector shall prepare an executive summary of the inspection noting full compliance with any recommendations or noting items not in compliance with recommendations. A non-compliance executive summary may state suggestions to bring the facility into compliance and provide for a time certain to be considered for full compliance. The jail inspection check list and other documents pertinent to the inspection shall be kept along with the executive summary according to the Sheriffs' Association record's retention policy. A copy of the executive summary shall be sent to the Sheriff within thirty (30) days of the inspection process being completed. The facility must have met 100 percent of the Mandatory Standards and 75 percent of the recommended standards to be eligible for a Certificate of Compliance.

The inspection report executive summary will list the deficiencies and will provide a date agreed upon, but no later than July 31st of each year, to correct the deficiencies in order to be recommended for a Certificate of Compliance for the year. (Revised 12/13); (Revised 12/17)

The jail inspector shall submit a list of facilities that are in compliance with Jail Standards to the Committee at the December Jail Standards meeting. The Committee will vote to approve those facilities that are in compliance with Jail Standards and those facilities will receive Certificates of Compliance for the year. (Revised 12/17)

The inspection and certification process is designed to provide Sheriffs a systematic way to address jail deficiencies. The Association recognizes that some deficiencies may take an extended period of time to correct. Jails that are

under court order which governs the operation of, or standards of compliance shall adhere to, and be judged by the appropriate court order. (Revised 12/17)

In 2013, the Idaho Counties Risk Management Program (ICRMP) partnered with the Idaho Sheriffs' Association's Jail Inspection Program in an effort to reduce liability in Idaho Jails. ICRMP selected the following eight mandatory standards for their focus: (Added 12/17)

- a.** Personnel
- b.** Training and Staff Development
- c.** Fire Safety and Emergency Procedures
- d.** Inmate Observation/Security Checks
- e.** Strip Searches and Body Cavity Searches
- f.** Health Care Services
- g.** Inmate Rights Regarding Rape, Sexual Assault, or Sexual Activity
- h.** Physical Facility

Following each standard is the designation of mandatory (M) or recommended (R).

CHAPTER 1

ADMINISTRATION, ORGANIZATION, AND MANAGEMENT

Organizational Structure

- 01.01** The facility has a designated administrator who is responsible for all facility operations. **(M)** (Revised 12/09)
- 01.02** The facility has a written statement, which describes its mission, philosophy, and goals. **(R)** (Revised 12/09)
- 01.03** The facility has a written plan with an organizational chart, which describes the facility organization. **(M)** (Revised 12/09)

Policies and Procedures

- 01.04** There are written policies and procedures describing all aspects of facility administration and operation. **(M)** (Revised 12/03) (Revised 12/09)
- 01.05** All policies and procedures are reviewed by the facility administrator on an annual basis and are revised as frequently as necessary. When policies and procedures are revised, a copy of the policies and procedures being replaced is kept on permanent file. **(M)** (Revised 12/03) (Revised 12/09) (Revised 12/17)
- 01.06** Written policies and procedures are made available to all staff. **(M)** (Revised 12/09)
- 01.06.01** Written policies and procedures form the basis for orientation and training of new facility employees. **(M)** (Revised 12/03) (Revised 12/09)
- 01.06.02** There is a procedure for dissemination of new or revised policies and procedures to facility employees prior to implementation. **(M)** (Revised 12/09)

CHAPTER 2

FISCAL MANAGEMENT

- 02.01** The Sheriff or his/her designee prepares and presents an annual budget request that ensures an adequate allocation of resources for facility operations and programming. Budget requests shall be prepared in the manner and detail prescribed by the Sheriff's Office and the County Board. **(M)** (Revised 12/03) (Revised 12/09)
- 02.02** The facility utilizes a fiscal system, which accounts for all income and expenditures on an ongoing basis. **(R)** (Revised 12/09)
- 02.03** The fiscal process of the Sheriff's Office includes an annual financial audit of the facility. **(R)** (Revised 12/03) (Revised 12/09)
- 02.04** The methods used for collecting, safeguarding, and disbursing monies, including inmates' personal funds held by the facility, comply with accepted accounting procedures. **(R)** (Revised 12/09)
- 02.05** All monies collected by the facility are secured daily in an officially designated and secure place. **(R)** (Revised 12/09)
- 02.06** The facility administrator maintains documentation of the number and type of positions authorized and the number and type of positions filled or vacant at any time. The payroll is based upon documented time and attendance records of all facility employees. **(R)** (Revised 12/09)
- 02.07** The facility administrator maintains current and complete records of all property, equipment, and stores. An inventory is to be conducted in the manner and detail prescribed by the County Board. **(R)** (Revised 12/03) (Revised 12/09) (Revised 12/17)
- 02.08** The facility administrator shall submit a completed "Inmate Cost per Day" formula worksheet to the Idaho Sheriffs' Association Jail Coordinator by December 15th of each year. **(M)** (Added 12/06) (Revised 12/15) (Revised 12/17)

CHAPTER 3

PERSONNEL

Staffing

- 03.01** The facility is staffed by facility employees awake and on duty on a twenty-four hour basis when inmates are housed. **(M)** (Revised 12/09)
- 03.02** The facility has sufficient staff to perform all functions relating to the security, custody, and supervision of inmates and as needed to operate the facility in conformance with the Idaho Jail Standards. **(M)** The Sheriff or his/her designee prepares and/or updates a staffing plan on an annual basis, prior to the annual budget request which details staff assignment in the facility and the number of full and part-time positions. **(R)** Facilities shall be staffed with a minimum of two detention deputies at all times who have either been certified by POST or will be certified within one year of employment as a detention officer. Certified reserve deputies or similarly certified deputies such as patrol deputies may be used as the second deputy on a fill-in basis. Both deputies shall be physically capable of immediately responding to jail emergencies at all times. **(M)** (Revised 12/03) (Revised 12/06) (Revised 12/09) (Revised 12/11) (Revised 12/13)
- 03.03** A female employee is available at all times when female inmates are housed. A female employee of the Sheriff's Office assigned primarily to a non-jail position, but who is properly trained and available as needed to assist with female inmates, may satisfy this requirement. **(R)** If a female employee is not available, a minimum of two male employees must be present when dealing with female inmates. **(M)** (Revised 12/03) (Revised 12/06) (Revised 12/09) (Revised 12/17)
- 03.04** Persons employed in the jail who are not detention deputies shall not work directly with inmates unless necessary for their position in the jail or under exigent circumstances. **(M)** (Added 2/18)

Qualifications

- 03.05** All persons employed as county detention deputies, as defined within Idaho Code Section 19-5101 (b), shall meet the standards for employment established by the Idaho Peace Officer Standards and Training Council. **(M)** The Sheriff or his/her designee maintains documentation of compliance with POST standards for employment in the respective personnel files of each new employee. **(R)** (Revised 12/03) (12/06) (Revised 12/09) (Re-numbered 12/17)

CHAPTER 4

TRAINING AND STAFF DEVELOPMENT

- 04.01** The facility has a written training and staff development plan. **(R)** The training program is coordinated by a designated employee and is based on, and consistent with the facility's written policies and procedures. **(R)** (Revised 12/03) (12/09)
- 04.02** All new employees are provided an accepted orientation program. **(M)** (Revised 12/03) (Revised 12/09)
- 04.03** All county detention deputies employed after July 1, 1997 have been trained and certified within one (1) year of employment as required by the Idaho Peace Officer Standards and Training Council, unless granted additional time by the Council. **(M)** (Revised 12/03) (12/06) (Revised 12/09)
- 04.04** The basic training specified in Chapter 04.03 above, conditional upon its development and adoption, may be provided by the Idaho Peace Officers Standards and Training Academy or provided in schools or other agencies certified by the Idaho Peace Officer Standards and Training Council. (Revised 12/17)
- 04.05** New sheriff's office employees with prior training received from other sources shall be considered to have met the requirements of Chapter 04.03 above upon the approval of a waiver by the Idaho Peace Officer Standards and Training Council for equivalent training. Documentation of the waiver shall be maintained in the employee's personnel file. **(M)** (Revised 12/03)
- 04.06** All new support staff and part-time employees receive orientation appropriate to their job assignments and additional training, as needed. **(R)** (Received 12/09)
- 04.07** In addition to basic training, all certified detention deputies receive a minimum of forty (40) hours of in-service training every two years. **(M)** (Revised 12/03) (Revised 12/09) (Revised 12/17)
- 04.08** All facility employees receive training in the execution of the facility's written emergency plans and in the use of emergency equipment. **(M)** (Revised 12/09)
- 04.09** All facility employees who are authorized to enforce inmate rules receive training in the enforcement of these rules. **(M)** (Revised 12/09) (Revised 12/17)
- 04.10** All facility employees authorized to perform duties which require certification beyond basic P.O.S.T. Detention Officers Certification, keep those certifications current at all times. **(M)** (Revised 12/09) (Revised 12/17)
- 04.11** The agency or county maintains a complete and current record, including certificates issued of all training received for each facility employee. **(M)** (Revised 12/03) (Revised 12/09) (Revised and Re-numbered 12/17)

CHAPTER 5

FACILITY INFORMATION SYSTEMS

Records and Data Management

- 05.01** The detention facility has a written policy and procedure to govern the collection, management, and retention of information pertaining to inmates and the operation of the facility. **(M)** (Revised 12/03) (Revised 12/09) (Revised 12/17)

Release of Information

- 05.02** Prior to release of non-public information to agencies other than criminal justice authorities or other agencies with court orders for access, a written release of information is obtained from the inmate involved with a copy placed in the inmate's file folder. **(R)** (Revised 12/03) (Revised 12/09)
- 05.03** Inmates are permitted reasonable access to information in their own files and records. The facility administrator may restrict the inmate's access to certain information, or provide a summary of the information, as per Idaho Public Records Law 9-342(3) (e) when its disclosure to the inmate presents a threat to individual safety and the security of the facility. **(R)** (Revised 12/06) (Revised 12/09) (Revised 12/17)

Facility Records

- 05.04** The facility maintains an accurate record of all persons committed to the facility, including the inmate's name, date and time of commitment, cause and authority for commitment, time and date of discharge, and authority for discharge. **(M)** (Revised 12/03) (Revised 12/09) (Revised 12/17)
- 05.05** The facility maintains a record on each shift in which the following, at a minimum, are recorded: **(M)** (Revised 12/03) (Revised 12/09) (Revised 12/17)
- a.** Personnel on duty
 - b.** Time and results of cell checks and inmate counts
 - c.** Names of inmates received or discharged with times recorded
 - d.** Time of meals served
 - e.** Shift activities, including any action taken on the handling of any unusual or routine incidents
 - f.** Entry and exit of all visitors, including physicians, attorneys, volunteers and others
- 05.06** The facility maintains a record of disciplinary detention and restrictive housing areas. The following information, at a minimum, is recorded: **(M)** (Revised 12/03) (Revised 12/09) (Revised 12/14) (Revised 12/17)
- a.** All admission and release to restrictive housing including time and date
 - b.** All visits to inmates housed in restrictive housing
 - c.** Any services or programs provided to inmates housed in restrictive housing
 - d.** Any disciplinary action taken on inmates housed in restrictive housing

- e. Any deprivation or removal of an authorized item, with the reason noted
- 05.07 The facility maintains a master file or roster board indicating the current cell assignment and status of all inmates housed in the facility. **(M)** (Revised 12/03) (Revised 12/09)
- 05.08 The facility shall have a policy that requires employees promptly prepare written reports of all incidents resulting in physical harm to any individual or the facility, or threatening the safety of any individual or security of the facility for review by the facility administrator. **(M)** (Revised 12/03) (Revised 12/09)
- 05.09 The facility maintains a record of all meals served to inmates, including items served, time and date served. **(M)** (Revised 12/03) (Revised 12/09) (Revised 12/17)
- 05.10 The facility maintains a visitor's register. **(R)** (Revised 12/03) (Revised 12/09) (Revised 12/17)
- 05.11 The facility maintains a record of all inmates who are temporarily removed from the facility or housed off-site. **(M)** (Added 12/17)

Inmate Records

- 05.12 The facility maintains a current record for each inmate which contains, at a minimum, the following: **(M)** (Revised 12/03) (Revised 12/09) (Re-numbered 12/17)
 - a. Booking and intake records
 - b. Court orders/records
 - c. Photographs or digital image and fingerprints (Revised 12/03)
 - d. Itemized and detailed inventory forms for all clothing, property, money and valuables taken from the inmate (Revised 12/03)
 - e. Record of deposits/withdrawals from the inmate's account
 - f. Classification records
 - g. Record of participation in programs and services
 - h. Rule infraction reports
 - i. Records of disciplinary actions
 - j. Grievances filed and their dispositions
 - k. Incident reports involving the inmate
 - l. Release records
- 05.13 The facility maintains a separate file for each inmate's medical records which contains, at a minimum, the following: **(M)** (Revised 12/03) (Revised 12/09) (Re-numbered 12/17)
 - a. Medical screening form
 - b. Any mental health screening form
 - c. Any subsequent health appraisal forms
 - d. Any requests for medical attention
 - e. All records of medical encounters, including time, date and provider of the services
 - f. All findings, diagnoses, and treatments
 - g. Copy of all prescriptions and records of dispensing
 - h. Any release of medical information forms completed
 - i. Any consent or refusal of medical services forms completed
 - j. Other pertinent medical information
- 05.14 There are written policies and procedures to determine access to medical files which, at a minimum, shall address the following: **(M)** (Revised 12/03) (Revised 12/09) (Revised and Re-numbered 12/17)

- a. A review of all requests for access to medical records. (Revised 12/06) (Revised 12/17)
 - b. Identifies those persons who need to have access to medical records in order to protect staff members, inmates and other persons who may come in contact with inmates.
 - c. Establishes protocols to be followed in order to have “routine” access to medical records and “non-routine” requests for access to medical records.
 - d. Recognizes that once an inmate is no longer incarcerated, his or her medical records must be securely stored and a procedure is in place that limits access to such medical information consistent with applicable local, state and/or federal laws.
 - e. Establishes measures to be taken to mitigate damage or harm arising from improper access to or release of such records.
 - f. Provides sanctions for attempted and/or completed improper access to or release of such records.
 - g. Clearly identifies mandatory training for facility employees, contractors and such other persons as are deemed necessary to be aware of applicable laws, policies and procedures regarding such records.
 - h. Provides a process to report improper access to or use of medical records.
- 05.15** The facility has available, and upon request, can provide to the Idaho Sheriffs’ Association the physical records which identify the following: **(M)** (Revised 12/09) (Revised and Re-numbered 12/17)
- a. Total Monthly Bookings
 - b. Total Prisoner Days
 - c. Housing Status (in house, housed off-site, housed in programs)
 - d. Transport Holds
 - e. Sentence Type (pre-sentenced, sentenced)
 - f. Gender
 - g. Charge Type (felony, misdemeanor, civil)
 - h. Hold Type (county, other county, state, federal/tribal)
 - i. Juveniles Detained as Adults
 - j. State Prisoners on Parole or Probation

Idaho Victim’s Information Notification Every Day (VINE) (Revised 12/17)

- 05.16** Idaho’s Vine program is completely reliant upon the data agencies enter into their Jail Management Systems (JMS). As a result, the following standards are approved to assure the automated information and notification service is able to achieve its intended purpose of providing the most current and accurate offender status to ensure victim safety and rights. (12/11) **(M)** (Revised and Re-numbered 12/17)
- 05.17** Staffing – Agency VINE Coordinator **(M)** (Re-numbered 12/17)
- a. Identified person who facilitates communication between the agency, JMS vendor, VINE vendor and the ISA Victim Service Coordinator.
 - b. Agency Coordinator should be trained in VINEWatch procedures including blocking and changing VINE data, and assigning other agency users to VINEWatch.
 - c. Manage communication protocol with VINE vendor when there is or will be an interruption of data flow.
- 05.18** Training and Staff Development – VINE training will be included in: **(M)** (Re-numbered 12/17)
- a. New employee orientation
 - b. Every other year refresher training
- 05.18** Jail Management System **(M)** (Revised and Re-numbered 12/17)
- a. Data entry critical to timely notification.

- b.** Conduct Emergency Override Line (EOL) procedures when agency is off line with VINE.
- c.** Cross check agency JMS data with VINE data monthly.
- d.** JMS shall interface with VINE and upgrades should be considered a high priority.

CHAPTER 6

FIRE SAFETY AND EMERGENCY PROCEDURES

- 06.01** The facility has written policy and procedure, which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff. **(M)** (Revised 12/09)
- 06.02** The facility maintains documentation by the Idaho State Fire Marshal, local Fire Department or other qualified entity that the facility complies with the current fire safety standards based on an annual inspection of the facility. **(M)** (Revised 12/09)
- 06.03** The facility has a designated employee who is trained and familiar with applicable regulations, inspection processes, and fire safety practices to serve as fire safety officer. **(M)** (12/06) (Revised 12/09)
- 06.03.01** The fire safety officer conducts regular fire safety inspections of the facility. **(M)** (Revised 12/03) (12/06) (Revised 12/09) (Revised 12/17)
- 06.03.02** The fire safety officer schedules and coordinates one fire drill annually that includes fire and medical response to the facility. In addition, all employees must receive fire safety training annually. **(M)** (Revised 12/03) (12/06) (Revised 12/09) (Revised 12/17)
- 06.03.03** The fire safety officer coordinates the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly. **(M)** (12/06) (Revised 12/09) (Revised 12/17)
- 06.03.04** The time, date and results of all fire safety inspections, fire drills, and equipment testing and inspection are documented. **(R)** (Revised 12/09) (Re-numbered 12/17)
- 06.04** The facility has a written evacuation plan which includes routes of evacuation and provisions for housing of inmates after evacuation. The evacuation route is posted where inmates and staff may familiarize themselves with it. **(M)** (Revised 12/09) (Revised 12/17)
- 06.05** The facility has equipment necessary to provide emergency electrical power to maintain essential services, security, and safety in the event of a power failure. **(R)** (Revised 12/09) (Re-numbered 12/17)
- 06.06** Fire Safety and Emergency Procedures - VINE **(M)** (Added 12/17)
- a.** Agency Coordinator shall be familiar with and responsible for implementing Emergency Override Line (EOL) procedures.
- b.** Agency Coordinator shall notify ISA Victim Service Coordinator as soon as possible.
- c.** Agency Coordinator shall notify VINE vendor as soon as possible.
- 06.07** The detention facility is equipped with at least one Automated External Defibrillator (AED) and all employees are trained in the use of the AED. **(M)** (Revised 12/03) (Revised 12/09) (Revised and Re-numbered 12/17)

CHAPTER 7

SECURITY AND CONTROL

07.01 The facility has written policy and procedure to govern all aspects of facility security and control and addresses, at a minimum, the following: **(M)** (Revised 12/09)

- a. Inmate supervision and management;
- b. Inmate and facility searches and contraband control;
- c. Control of keys, tools and weapons;
- d. Security inspections and maintenance of security systems; and
- e. Emergency procedures.

Inmate Supervision and Management

07.02 Facility employees physically observe all inmates at least every thirty (30) minutes on an irregular schedule and the time of all such checks is to be logged. **(M)** More frequent checks are made of persons who are suicidal, who have special needs, or who pose a threat to the safety of the facility warranting closer observation. **(M)** (Revised 12/09)

07.03 Inmates authorized to participate in programs outside the jail shall be supervised based on their risk to the community. **(M)** (Revised 12/09) (Revised 12/17)

07.04 Policies governing supervision of female inmates by male employees and male inmates by female employees are based on equal employment opportunity and inmate privacy needs. **(M)** Except in emergencies, or the safety of the inmate is in question, facility employees are not permitted to observe inmates of the opposite sex in toilet and shower areas. **(M)** Male and female employees are available, as needed, to conduct or assist in the admissions process of female and male inmates, conduct searches of inmates, and perform other sensitive procedures involving inmates. **(M)** (ref. 03.03) (Revised 12/03) (Revised 12/09)

07.05 The facility has a system to physically count inmates. At least three (3) documented inmate counts, during which the inmates' physical presence is confirmed, shall be conducted every twenty-four (24) hours. **(M)** (Revised 12/09)

07.05.01 At least one (1) count shall be conducted each shift.

07.05.02 The system shall also provide strict accountability of inmates on work release, educational release, or other temporary leave status who may be absent from the facility for certain periods of the day.

07.06 The facility has staff located in or adjacent to inmate housing areas to permit facility employees to hear and respond promptly to problems or emergency situations. Where staff posts are not located in or adjacent to inmate housing areas, an audio electronic surveillance and communication system is available. **(M)** (Revised 12/09) (Revised 12/17)

07.07 Visual electronic surveillance equipment, where available, is used primarily to monitor hallways, stairwells, points of access through the security perimeter, and common areas. **(R)** If inmate living areas

are visually monitored with electronic equipment, provisions are made to shield shower and toilet areas to protect inmate privacy. **(M)** (Revised 12/09) (Re-numbered 12/17)

- 07.08** There is a written policy regarding the use of physical force by facility employees and the use of force is restricted to instances of justifiable self-protection, the protection of others or property, the prevention of escapes, or the suppression of disorder and then only to the degree necessary to restore order. **(M)** (Revised 12/09) (Re-numbered 12/17)

07.08.01 The use of physical force as punishment is prohibited. **(M)** (Revised 12/09)

07.08.02 Prior to the end of shift, or as soon as practical, following any use of force, facility employees prepare a written report for review. **(R)** (Revised 12/03) (Revised 12/09) (Revised 12/17)

- 07.09** Restraint equipment is used only as a precaution against escape during transfer or as prevention against inmate self-injury, injury to others, or damage to property. **(M)** (Revised 12/09) (Revised and Re-numbered 12/17)

07.09.01 Restraint equipment is applied only for the time absolutely necessary. **(M)** (Revised 12/03) (Revised 12/09)

07.09.02 The use of restraint equipment, other than for routine use during transfer, is approved by the supervisor or senior employee on-duty and documented in a report. **(M)** (Revised 12/09) (Revised 12/19)

Security

- 07.10** The facility has a security perimeter to prevent access to the facility by unauthorized personnel. **(M)** (Revised 12/09) (Revised 12/11) (Re-numbered 12/17)

07.11 All security perimeter entrances, cell block doors, and doors opening into a corridor within the security perimeter are kept locked except when in use and doors to vacant units, unoccupied cells, and storage units are kept secured. **(R)** (Revised 12/09) (Re-numbered 12/17)

07.12 The facility administrator or his/her designee conducts at least weekly inspections of all locks, bars, windows, floors, walls, ventilator covers, access plates, glass panels, protection screens, doors and other security equipment. **(R)** The date, time, and results of these inspections are recorded on a checklist or log and identified problems are promptly corrected. **(R)** (Revised 12/09) (Re-numbered 12/17)

Searches and Contraband Control

07.13 The facility administrator maintains a list of items designated as contraband and contraband is described in inmate rules and visiting rules and employees are familiar with items included on the list. **(R)** (Revised 12/09) (Re-numbered 12/17)

07.14 The facility has a facility search plan for the control of contraband which provides for unannounced and irregularly timed searches of cells, dayrooms, and activity, work or other areas accessible to inmates. **(R)** (Revised 12/09) (Re-numbered 12/17)

07.15 Contraband control procedures provide for the inspection of all materials and supplies coming into the facility. **(M)** (Revised 12/09) (Re-numbered 12/17)

- 07.16** The facility has a plan for the searching of inmates for the control of contraband, which includes, at a minimum, the following provisions: **(R)** (Revised 12/09) (Revised and Re-numbered 12/17)
- a.** Search of inmates upon re-entering the security perimeter
 - b.** Search of new inmates in accordance with Chapter 15.05
 - c.** Unannounced and irregularly timed searches of inmates
 - d.** Frequent searches and close supervision of inmate workers (Revised 12/17)
 - e.** Provision for strip searches
 - f.** Provision for body cavity searches at such times where there exists probable cause to believe that the inmate is in possession of contraband
- 07.17** All strip and body cavity searches are conducted in private and in a manner which preserves the dignity of the inmate to the greatest extent possible and under sanitary conditions. All strip searches shall be conducted by facility employees of the same sex as the inmate (unless the inmate's conduct necessitates the use of force to complete the search). All body cavity searches shall be conducted by a licensed physician or medical personnel. No persons of the opposite sex of the inmate, other than a licensed physician or medical personnel shall be present during strip or body cavity searches unless the inmate's conduct necessitates the use of force to complete the search. **(M)** (Revised 09/07) (Revised 12/09) (Re-numbered 12/17)
- 07.18** Intersex and transgender inmates will be asked their gender search preference and will acknowledge their choice by signature. **(M)** (Added 12/17)
- 07.19** All contraband items found during facility or inmate searches are seized and the seizure and disposition of the contraband is documented. **(M)** When a crime is suspected to have been committed within the facility, all evidence is maintained and made available to the proper authorities. **(M)** (Revised 12/09)

Key Control

- 07.20** All facility employees are familiar with the locking system of the jail and are able to release inmates immediately in the event of a fire or other emergency. **(M)** (Revised 12/09)
- 07.21** The facility has a key control system which includes the following provisions: **(M)** (Revised 12/09) (Revised 12/17)
- a.** All keys not issued to employees are to be stored in a secure depository, which is inaccessible to unauthorized persons at all times.
 - b.** There is an accounting procedure for the issuance and return of keys.
 - c.** There is a procedure for reporting and repair of any broken key or lock.
 - d.** A duplicate set of keys is maintained in a separate, secure place.
 - e.** Inmates are prohibited from handling keys.
 - f.** Emergency keys are to be readily accessible for issuance in accordance with emergency procedures,
 - g.** A key inventory is maintained in which each lock is identified with its location, number of keys available, and key labels recorded.
 - h.** Precautions are taken to ensure the security of non-key operated locks such as electrical switches or mechanical levers.

Tool Control

- 07.22** The facility has a tool control system, which includes the following provisions: **(R)** (Revised 12/09)
- a.** All facility owned tools and other potentially dangerous equipment are securely stored in a locked area or outside the security perimeter.

- b. There is an accounting system to record the issuance and return of all facility-owned tools and equipment.
- c. Facility employees carefully monitor the use of tools and equipment by maintenance and repair workers within the security perimeter to ensure that none are left unattended, lost or forgotten.
- d. Tools and equipment are used by inmates within the security perimeter only under the direct supervision of facility employees.
- e. The loss or misplacement of tools or equipment is promptly reported to the facility administrator.

Control of Firearms, Chemical Agents, Electronic Control Devices and Other Weapons

- 07.23** All firearms, chemical agents, electronic control devices and other weapons assigned to the facility are stored in an arsenal, vault, or other secure area under lock. **(M)** (Revised 12/03) (Revised 12/09)
- 07.23.01** The weapons storage area is inaccessible to unauthorized persons. **(M)** (Revised 12/09)
- 07.23.02** There is an accounting procedure for the issuance and return of all weapons. **(M)** (Revised 12/09)
- 07.23.03** All weapons are inventoried at least annually to determine their condition and expiration dates. **(M)** (Revised 12/06) (Revised 12/09)
- 07.24** Except in emergency situations, no firearms, chemical agents, or other weapons are permitted within the security perimeter unless authorized. **(R)** (Revised 12/03) (Revised 12/09)
- 07.24.01** Facility employees shall use only those firearms or other security equipment issued through, or approved by the sheriff or his designee and only when authorized by the facility administrator. Facility employees shall use only those weapons for which they have received training and are qualified to use. **(M)** (Revised 12/03)
- 07.24.02** The facility provides a weapons locker or similar arrangement at security perimeter entrances for the temporary storage of weapons belonging to law enforcement officers who must enter the facility. **(M)** (Revised 12/09)
- 07.25** Facility employees discharging firearms, using chemical agents or any other weapon, or otherwise using force to control inmates, shall document the incident in a written report to the facility administrator prior to the end of shift. **(M)** (Revised 12/03)

Emergency Procedures

- 07.26** The facility has written policy and procedure for the handling of emergency situations including, at a minimum, the following: **(M)** (Revised 12/09)
- a. Escape
 - b. Hostage taking
 - c. Riots or major disturbances
 - d. Suicide
 - e. Natural disasters
 - f. Mass arrest
 - g. Evacuation

CHAPTER 8

SPECIAL MANAGEMENT INMATES

- 08.01** The facility has written policy and procedure to govern the management of inmates housed in restrictive housing, protective custody, medical/mental health housing and disciplinary detention. (Revised 12/03) **(M)** (Revised 12/09) (Revised 12/11) (Revised 12/14) (Revised 12/17)
- 08.02** When immediate restrictive housing is ordered to protect the inmate or others, such order is reviewed within three (3) days, excluding weekends and holidays, by the classification deputy, disciplinary deputy, or other appropriate authority having jurisdiction over the type of restrictive housing ordered. **(M)** (12/06) (Revised 12/09) (Revised 12/14)
- 08.03** The facility has a written policy that the classification deputy or the facility administrator may place an inmate in restrictive housing or protective custody when the inmate's presence in the general population poses a serious threat to life, property, self, staff or other inmates. Restrictive housing may be warranted when: **(M)** (12/06) (Revised 12/09) (Revised 12/14) (Re-numbered 12/17)
- a.** The inmate is pending investigation or trial for a criminal act allegedly committed while in custody.
 - b.** The inmate is pending transfer.
 - c.** The inmate requests or requires restrictive housing for his/her own protection.
 - d.** The facility physician orders restrictive housing for medical reasons.
 - e.** The inmate's behavior while confined in disciplinary detention indicates the need for further restrictive housing from the general population upon release from disciplinary detention.
- 08.04** The facility has a written policy that the status of inmates in restrictive housing or protective custody is reviewed by the classification deputy after seven (7) days and then every thirty (30) days thereafter. **(R)** (12/06) (Revised 12/09) (Revised 12/14) (Re-numbered 12/17)
- 08.05** The facility has a written policy that inmates in restrictive housing or protective custody are to be released only after a review by the classification deputy or facility administrator. **(R)** (12/06) (Revised 12/09) (12/14) (Re-numbered 12/17)
- 08.06** Cells used for restrictive housing provide living conditions which are approximately equivalent to the conditions in general population. **(R)** An inmate is placed in an unequipped cell only if it is necessary to prevent suicide or other self-destructive acts or to prevent damage to the cell or equipment. **(R)** (Revised 12/09) (Revised 12/14) (Re-numbered 12/17)
- 08.07** Restrictive housing inmates shall be able to maintain acceptable levels of personal hygiene. **(M)** (Revised 12/14) (Re-numbered 12/17)
- 08.08** The facility has a policy regarding access of inmates in disciplinary detention, restrictive housing and protective custody to telephone access or other method of communication to contact legal counsel. **(M)** (Revised 12/09) (Revised 12/14) (Re-numbered 12/17)
- 08.09** The facility has a policy regarding inmates in restrictive housing or protective custody having access to programs and services to the same extent as the general population, except where such participation

threatens the safety and security of the staff, inmates, facility, or community. **(M)** (Revised 12/09)
(Revised 12/14) (Revised and Re-numbered 12/17)

- 08.10** The facility has a policy regarding inmates in restrictive housing or protective custody being deprived of an authorized item, or activity, only when necessary to ensure the inmate's safety or the well-being of staff and other inmates and, when an item or activity is withheld, a written report is made of the action. **(M)**
(Revised 12/09) (Revised 12/14) (Revised and Re-numbered 12/17)

CHAPTER 9

FOOD SERVICES

- 09.01** The facility has written policy and procedure to govern the facility's food services operation. **(M)** (Revised 12/09)

Menu Planning and Dietary Requirements

- 09.02** The facility's food service operation is supervised by a designated employee or contractor who is qualified by experience and/or training. **(R)** (Revised 12/09)
- 09.03** Menus provide a nutritionally balanced diet and a minimum of 2500 calories daily. **(M)** (Revised 12/09)
- 09.04** All menus are planned, dated, and available for review at least one week in advance and notations are to be made of any changes in the menu. Menus are kept at least two (2) years after use. **(R)** (Revised 12/09)
- 09.05** The facility has a policy regarding special diets prescribed by a physician are followed according to the physician's written instructions or the written instructions of a local dietician. **(M)** (Revised 12/09)
- 09.06** Provisions are made for special diets when an inmate's religious beliefs require adherence to particular dietary practices. **(M)** The facility administrator shall contact appropriate clergy to secure diet specifications, as necessary. In the provision of religious diets, the facility administrator may exclude such items as those containing alcohol or controlled substances which may threaten the safety and order of the facility or other food items which may create an unreasonable burden to the facility to make available to the requesting inmate. (Revised 12/09)
- 09.07** The facility maintains a record of all meals served to inmates and the time and date served are recorded. **(M)** (Revised 12/09)
- 09.08** Menus and records of meals served are reviewed at least annually by a dietician or nutritionist to verify nutritional adequacy and the facility maintains documentation of the dietician's or nutritionist's review and verification. Menus are revised to eliminate any deficiencies noted. **(M)** (Revised 12/09)

Menu Preparation and Serving

- 09.09** Three meals, two of which are hot, are served daily and no more than fourteen (14) hours elapse between the evening meal and breakfast. Meals are served at approximately the same time every day. **(M)** (Revised 12/09)
- 09.10** Food flavor, texture, temperature, appearance and palatability are considered in food preparation and food shall be served promptly after preparation. Procedures ensure that hot food is served hot and cold food is served cold. **(R)** (Revised 12/09)
- 09.11** Food is neither withheld from inmates, nor the menu varied either as a disciplinary sanction or as a reward without prior approval of the sheriff or designee, after consultation with legal counsel. **(M)** (Revised 12/03) (Revised 12/09)

- 09.12** All meals are prepared and served under the direct supervision of facility employees to prevent contamination, favoritism, careless serving, or waste. **(R)** (Revised 12/03) (Revised 12/09)
- 09.13** The facility has a policy regarding the issuance and return of all food preparation and eating utensils. **(R)** (Revised 12/09)
- 09.14** The facility has a system to account for all food and supplies in order to prevent pilferage. Yeast, vanilla extract, and similar substances that are often pilfered are accessible only to facility employees. **(R)** (Revised 12/09)

Sanitation

- 09.15** Food service and related sanitation practices provide the following: **(M)**
- 09.15.01** The facility administrator shall solicit at least an annual sanitation inspection by a qualified health officer. The results of the inspection shall be documented and the facility administrator shall take prompt action to correct any identified problems. **(M)**
 - 09.15.02** A daily inspection of all food service areas and equipment shall be conducted by the facility administrator, food service personnel, or other facility employee who is familiar with food service sanitation requirements and practices. **(M)**
 - 09.15.03** If inmate food is obtained through a contract for food service from another source outside the facility, the food service provider meets all local health, sanitation and licensing requirements. **(M)**
- 09.16** All persons assigned to food service work, including inmates, are carefully screened and determined to be in good health and free from any communicable or infectious diseases, parasites, or open, infected wounds. **(M)** (Revised 12/09)
- 09.17** All persons assigned to food service work are required to maintain adequate personal hygiene and cleanliness. **(M)** (Revised 12/09)
- 09.18** All persons assigned to food service work are familiar with appropriate food service sanitation practices and requirements. **(R)** (Revised 12/09)
- 09.19** The facility has a policy regarding all dishes and food carts used in the preparation, serving, or consumption of food are washed and rinsed promptly after every meal. **(R)** (Revised 12/09) Disposable utensils and dishes are not reused. **(M)** (Revised 12/09) (Revised 12/17)
- 09.20** The facility has a policy regarding a daily cleaning schedule is established and followed to ensure the entire food service area is kept clean and sanitary. **(M)** (Revised 12/09)
- 09.21** All storage and pantry areas are maintained in clean and sanitary condition at all times, and kept free from contamination from any source at all times. **(M)** (Revised 12/09)
- 09.22** All garbage is stored in water tight containers with plastic trash liners and tight fitting covers and is removed daily. **(M)** (Revised 12/09)

Food Service Storage

- 09.23** All food or food products, prepared or in bulk, are stored in a clean environment. Non-perishable food shall be stored off the floor on washable shelving and shall be protected from flies, rodents, vermin,

overhead leakage, and away from excessive heat. All perishable food, meat and dairy products, fresh fruit and fresh vegetables shall be refrigerated at the proper temperature to maintain them in their best condition until used. **(M)** (Revised 12/09) (Revised 12/17)

09.24 All items stored for future use are rotated on a first in, first out basis. **(M)** (Revised 12/09)

09.25 Soaps, detergents, waxes, cleaning compounds, insect spray, and any other toxic or poison materials are kept in a separate, locked storage area. **(M)** (Revised 12/09)

Food Service Facilities

09.26 Kitchen floors shall be constructed of smooth, durable material to provide an easily cleanable surface. **(R)** (Revised 12/17)

09.27 All kitchen walls, shelves, ceilings, and cabinets shall be finished with smooth, washable light-colored finishes to provide easily cleanable surfaces. **(R)** (Revised 12/17)

09.28 At least 20 foot-candles of artificial lighting shall be provided in the kitchen. **(M)**

09.29 Adequate ventilation shall be available to dispel excessive heat, steam, condensation, obnoxious odors, vapors, smoke, and fumes from the kitchen area. **(M)**

09.30 All vent openings to outside air shall be screened to prevent entrance of dirt, dust, and other contaminants. **(M)**

09.31 Adequate supplies of hot and cold water shall be available in the kitchen. Water required for washing and rinsing shall be available in sufficient quantities at the temperatures required. **(M)**

09.32 Toilet and lavatory facilities shall be available to food service workers in the vicinity of the kitchen. **(M)**

CHAPTER 10

SANITATION AND HYGIENE

Facility Sanitation and Maintenance

- 10.01** The facility maintains documentation by state and/or local health officials or other qualified persons that the kitchen complies with state and local sanitation and health codes based on at least an annual inspection of the facility. **(M)** (Revised 12/09)
- 10.02** The facility administrator or his/her designee conducts at least weekly sanitation and maintenance inspections of all areas of the facility. **(R)** (Revised 12/09)
- 10.03** The facility has a plan of the control of vermin and pests which includes monthly inspections. If fumigations are necessary, they are done by a licensed pest control professional. **(R)** (Revised 12/09) (Revised 12/17)
- 10.04** The facility has a written housekeeping plan for all areas of the physical plant which provides for daily housekeeping and maintenance by assigning specific duties to inmates and staff, which includes the following provisions: **(R)** (Revised 12/09) (Revised 12/17)
- a.** All work is assigned and supervised by facility employees. No inmates are allowed to assign work to other inmates;
 - b.** Bars, screens, ledges, and other exposed surfaces are to be dusted and/or washed at least weekly or when soiled, dirty or otherwise necessary;
 - c.** Floors are swept daily and scrubbed and rinsed at least weekly. Floors are to be kept free from hazardous objects at all times;
 - d.** Walls and ceilings are to be washed as needed and inmates are to be prohibited from placing pictures, pin-ups or other objects on walls or ceilings which might be used to conceal contraband or offer a breeding place for vermin;
 - e.** Toilets, lavatories, sinks and other sanitary equipment are to be cleaned with hot, sudsy water daily;
 - f.** Shower facility is to be cleaned thoroughly daily;
 - g.** Each inmate is to be responsible for keeping his/her own cell area clean at all times. Cells and dormitories are to be kept free of accumulations of food or unnecessary articles, which might attract vermin;
 - h.** Adequate cleaning tools and supplies are to be provided to inmates to be used under the supervision of facility employees. Supplies are not to be stored in inmate cells or rooms. Mops and other cleaning tools are to be thoroughly cleaned after each use and stored in a well-ventilated place. Inmate access to cleaning equipment, tools, and supplies is controlled;
 - i.** Mop sinks and janitor's closets are to be cleaned thoroughly after each use;
 - j.** To the extent possible, cleaning and janitorial supplies are to be nontoxic to humans. All poisonous and caustic compounds used for cleaning are to be clearly labeled and kept in a locked storage area apart from all other articles.
- 10.05** Painted surfaces are not scaled or deteriorated. **(R)** Repainted surfaces are painted with a light, soft-toned, fire-retardant, and washable paint. **(R)** (Revised 12/09)

- 10.06** All plumbing, lighting, ventilation equipment, furnishings, and security hardware in inmate living areas are kept in good working order and any broken fixture, equipment, furnishings, or hardware is promptly repaired or replaced as soon as practical. **(M)** (Revised 12/09)
- 10.07** Where the facility's water supply is obtained from a private source, the source is properly located, constructed, and operated to protect it from contamination and pollution and the water meets all current standards set by the applicable state and/or local authority as to bacteriological, chemical, and physical tests for purity. **(M)** (Revised 12/09)

Inmate Personal Hygiene

- 10.08** Sufficient shower facilities with adequate supplies of hot and cold water are available in inmate living areas to permit inmates to shower or bathe daily. **(M)** Inmates shall be encouraged to shower or bathe at least three times per week. (Revised 12/09)
- 10.09** Provisions are made for inmates to receive a haircut at least monthly and to shave a minimum of three times a week. **(R)** The facility has a policy assuring that razors issued for inmate use are not shared. **(M)** (Revised 12/09) (12/17)
- 10.10** Upon booking, the facility provides without charge the following articles necessary for maintaining proper personal hygiene: **(M)** (Revised 12/06) (Revised 12/09)
- a. Soap
 - b. Toothbrush
 - c. Toothpaste or powder
 - d. Comb
 - e. Products for female hygiene needs
 - f. Underwear
- 10.11** Toilet paper is available at all times in inmate toilet areas. **(M)** (Revised 12/09)
- 10.12** The facility provides for the issue of clean clothing, bedding, linens, and towels to new inmates held overnight in general housing. At a minimum, the following is to be provided: **(M)** (Revised 12/09) (Revised 12/17)
- a. A set of standard facility clothing or uniform
 - b. Fire-retardant mattress
 - c. Pillow and pillow cases unless the mattress has a built-in pillow
 - d. Two (2) sheets or one (1) sheet and one (1) mattress cover
 - e. Sufficient blankets to provide comfort under existing temperature conditions; and
 - f. One (1) clean towel
- 10.13** Laundry services are to be sufficient to allow required clothing, bedding, and towel exchanges for inmates. **(M)** (Revised 12/09)
- 10.13.01** Inmate clothing is to be laundered or exchanged at least twice weekly. (Revised 12/17)
 - 10.13.02** Linen is to be changed and laundered or exchanged at least once weekly or more often, as necessary.
 - 10.13.03** Blankets in use are to be laundered or exchanged at least monthly, or before reissue to another inmate.

10.13.04 Towels are to be laundered or exchanged at least twice ~~(2)~~ weekly.

10.14 The facility inventory of clothing, bedding, linen, and towels exceeds the maximum inmate population so a reserve is always available. **(R)** (Revised 12/09)

CHAPTER 11

MEDICAL CARE SERVICES

Medical Care Authority

- 11.01** The facility must have a written agreement with a physician or nurse practitioner licensed in the State of Idaho who has ultimate responsibility for the medical care provided to inmates within the facility. The physician or nurse practitioner with ultimate authority for the medical care service provided is the Medical Director for the facility. **(M)** (Revised 12/09) (Revised 2/18)

If the facility has contracted with a hospital or clinic to provide medical care services for inmates in the facility, that hospital or clinic shall identify a physician or nurse practitioner licensed in the State of Idaho who will have ultimate responsibility for the medical care service provided by that hospital or clinic. (Revised 12/09) (Revised 2/18)

- 11.02** All matters of medical care service judgment shall be the sole province of the responsible Medical Director. For the purpose of this Chapter, the term “**medical care**” shall include medical care, dental care and mental health care. “Dental care” shall be defined as dental treatment (not limited to extractions) where the health of the inmate during confinement might otherwise be adversely affected. “Mental health care” shall be defined as a severe mental health issue such that the health of the inmate during confinement might otherwise be adversely affected. **(M)** (Revised 12/09) (Revised 2/18)

- 11.03** The facility shall have written policies and procedures to govern the delivery of medical, mental health and dental services. The written policies and procedures shall address, at a minimum, the following: **(M)** (Revised 12/09) (Revised 2/18)

- a. Receiving screening
- b. Collection of health appraisal data
- c. Non-emergency medical
- d. Emergency medical and dental services
- e. First-aid
- f. Screening, referral, and care of mentally ill, suicide-prone, developmentally challenged, and disabled inmates (Revised 12/15)
- g. Arrangements for providing chronic and convalescent care
- h. A process for inmates to report severe mental health issues, including contemplated suicide
- i. A policy for the appropriate prescription and administration of behavior-altering and/or mental health medications
- j. A policy for supervision of inmates with suicidal tendencies
- k. Delousing procedures
- l. Arrangements for providing detoxification
- m. Handling of pharmaceutical
- n. Notification of next of kin in case of serious illness, injury or death

Medical Care Staffing

- 11.04** All state licensing, certification, and/or registration requirements and restrictions shall apply to health services personnel. Copies of current credentials for each health service employee shall be kept on file in the facility. In addition, the Medical Director and each medical provider (meaning PA or Nurse Practitioner) must maintain and provide proof of malpractice insurance. **(M)** (Revised 12/09)
- 11.05** The facility shall have written job descriptions for all health services personnel which define their respective roles in the facility's Medical care system. **(M)** As basic guidance, the following are provided: (Revised 12/09) (Revised 2/18)
- **Medical Director:** a Physician, or Nurse Practitioner who has ultimate responsibility for the medical care of inmates within a facility.
 - **Medical Provider:** Medical Doctor, Physician's Assistant (PA), or Nurse Practitioner (NP) who is licensed in the State of Idaho to do medical evaluations and write prescriptions.
 - **Medical Care Staff:** Nurses, Medical Assistants EMTs and other medically trained personnel who provide medical services inside a facility. These individuals operate under the direction of the facility Medical Director.
 - **Medical Care Support Staff:** Clerical support staff.
- 11.06** At a minimum, each detention facility must have medical clinics staffed by a medical provider, which is a physician, physician's assistant or nurse practitioner. If the facility uses a Physician Assistant to provide medical care to inmates, the Medical Director of the facility must be the supervising physician for these practitioners and will have ultimate responsibility for the medical care they provide. **(M)** (Revised 2/18)

Each detention facility should also have one person who is responsible for running the day-to-day medical operations of the facility. Inmates are not used in the provision of medical care services. In a small facility, this may be a deputy who has a medical background, or additional medical training. However, in most facilities this would be a nurse, medical assistant (MA) or an EMT/paramedic. The Medical Director must supervise whichever method of delivery the facility uses. **(R)** (Revised 12/03) (Revised 12/09) (Revised 2/18)

Medical Care Facilities and Equipment

- 11.07** The facility administrator and Sheriff shall make reasonable efforts to provide space, equipment, supplies, and materials to provide medical care services. **(M)** (Revised 12/09) (Revised 2/18)
- 11.08** The facility administrator has established procedures for the strategic location of first-aid kits and for the monthly inspection and maintenance of the kits. AED's shall also be available and maintained. **(M)** (Revised 12/09)

Medical Screening and Health Appraisal

- 11.09** Medical Screening. The facility must have a process in place for the medical screening of all arrestees during the booking process. Medical conditions requiring an immediate referral to a medical facility for a medical clearance include arrestees with any of the following conditions: **(M)** (12/06) (Revised 12/09) (Revised 2/18)

- a. Unconscious;
- b. Uncontrolled bleeding;
- c. Involved in a significant motor vehicle accident;
- d. Significant injuries from an altercation;
- e. Significant injuries from handcuffs or other restraint devices;
- f. Knife wounds, gunshot wounds, or lacerations;
- g. Individuals who have had pepper spray, Taser devices, or blunt trauma force used upon them during arrest;
- h. Dog bites
- i. Intoxication to a degree that the individual cannot speak coherently or cannot stand or walk unaided;
- j. Recent drug overdose;
- k. Suspected or known complications of pregnancy;
- l. Active seizures;
- m. Suspected or known complications of diabetes;
- n. Patients who are a danger to themselves or others;
- o. TB and other serious contagious disease;
- p. Actively suicidal or suffering from a severe mental health condition such that the health of the inmate during confinement would otherwise be adversely affected; and
- q. Any other medical condition, which, in the opinion of the booking personnel, should be urgently referred for evaluation by medically trained personnel.

It is much better medically for the arresting officer to take an arrestee with any of the above conditions to an emergency department for a medical clearance **prior** to taking the arrestee to the detention facility. The IJAA strongly recommends that facilities work cooperatively with local law enforcement agencies to set up medical clearance protocols for arrestees.

Disposition:

Based upon the information obtained during the screening process, disposition will be one of the following:
(Revised 2/18)

- General population, or other appropriate cell assignment;
- General population, or other appropriate cell assignment and timely referral to appropriate medical care services; or
- Immediate referral to medical care services prior to housing

11.10 A health appraisal for each inmate is provided within fourteen (14) days of admission. That appraisal includes, at a minimum, the following: **(M)** (Revised 12/09) (Revised 2/18)

- a. Review of earlier medical screening information;
- b. Collection of additional data to complete medical, dental, mental health, and immunization histories;
- c. Recording of height, weight, pulse, blood pressure, and temperature;
- d. Administration of other tests and examinations, as appropriate; and
- e. Initiation of therapy, as appropriate.

Health assessment data shall be recorded on forms approved by the facility physician.

Medical Records

11.11 Each facility shall keep appropriate records of the medical care provided to inmates in a manner approved by the medical director of the facility. **(M)** (Revised 12/09)

- 11.11.01** When inmates are seen by medical personnel within the facility, the facility must keep records of those encounters, and store the record in a secure location within the facility.
- 11.11.02** When facility inmates are seen by medical providers outside of the facility, the outside provider who sees the inmates is responsible to keep appropriate medical records and to make them available to the facility.
- 11.11.03** Facilities shall maintain medical records of inmates for a minimum of ten (10) years from the date of the inmate's release.
- 11.11.04** It is recommended that records of immunizations, such as TB and hepatitis B, be kept indefinitely.
- 11.11.05** Facilities using electronic medical records shall make arrangements for redundant back-up so that medical records will not be permanently lost during any system failure.
- 11.11.06** Facility medical records shall be kept confidential. Medical records should be stored in a secure location and access to medical records should be restricted. Facilities must have written policies and procedures outlining how medical records will be kept confidential and secure, and who is authorized to have access to the records.

Non-emergency Services

- 11.12** Inmate requests for medical care shall be collected daily. Inmate requests for medical care shall be reviewed by medical care staff or the designated medically trained employee to determine appropriate disposition and referred directly health services personnel. **(M)** Non-health services personnel shall never diagnose or treat an illness. **(M)** (Revised 12/09) (Revised 2/18)
- 11.13** Facilities shall conduct sick call staffed by a Medical Provider at least once each week at which time inmates may report non-emergency injuries and illnesses, and may receive appropriate treatment or referral. **(M)** (Revised 12/09)
- 11.14** All treatment provided by medical care staff other than physicians and dentists shall be performed pursuant to standing or direct orders. Such standing orders must conform to Idaho state law and to the rules of the Idaho Board of Medicine and Board of Nursing. **(M)** (Revised 12/09) (Revised 2/18)
- 11.15** Inmates suspected of having contagious or infectious diseases, excluding the common cold or other similar common ailments, shall be placed in restrictive housing immediately from other inmates and shall be examined by the facility medical care staff within twenty-four (24) hours. The instructions of the Medical Provider regarding care of the patient and sanitizing of eating utensils, clothing, and bedding shall be carefully followed. **(M)** (Revised 12/09) (Revised 12/14) (Revised 2/18)
- 11.16** Arrangements may be made for providing detoxification programs for alcohol and drug-dependent inmates, when determined to be necessary by Health Services Staff. **(M)** (Revised 12/09)
- 11.17** All examinations, treatments, and procedures affected by informed consent standards in the state shall be observed for inmate care. In the case of a minor, the informed consent of a parent, guardian, or legal custodian shall apply when required by law. **(M)** (Revised 12/09)

Emergency Services

- 11.19** Emergency medical and dental care shall be available at all times. **(M)** Written policies for emergency services shall include arrangements for the following: **(M)** (Revised 12/09) (Revised 2/18)
- a.** Emergency evacuation of inmates from the facility
 - b.** Use of an emergency vehicle
 - c.** Use of emergency rooms or other appropriate medical care facility
 - d.** Emergency physician and dental services when the emergency medical care facility is not located

- e. nearby
Security procedures that provide the immediate transfer of inmates when appropriate

Management of Pharmaceutical

- 11.20** Written procedures shall be established to provide for the proper management of pharmaceuticals. **(M)**
(Revised 12/09)

These procedures should include: **(M)** (Revised 12/09)

- a. How pharmaceuticals may enter the facility
 - b. Proper storage of pharmaceuticals in the facility
 - c. How pharmaceuticals will be dispensed to inmates in the facility
 - d. How pharmaceutical dispensing records will be kept
 - e. How pharmaceuticals will be released to inmates after incarceration
 - f. How excess pharmaceuticals will be disposed of
 - g. That all pharmaceutical procedures must conform to state and federal law
 - h. The IJAA recommends that facilities receive regular inspections by a pharmacist or other qualified individual to ensure that proper procedures are being followed.
- 11.21** The facility has a policy requiring that no inmate is subjected to medical or pharmaceutical testing for research purposes. **(M)** (Revised 12/09)
- 11.22** The facility has a policy regarding the notification of those individuals so designated by the inmate in the case of serious illness, injury, or death. **(M)** (Revised 12/09)
- 11.23** In the event of an inmate's death, the coroner and sheriff are notified immediately. **(M)** (Revised 12/03)
(Revised 12/09)
- 11.24** Medical personnel have access to information in the inmates' confinement records, when needed. **(M)**
(Revised 12/09)
- 11.25** Facility employees are apprised of inmates' medical conditions when they have a need to know to ensure the safety of the inmate or others. **(M)** (Revised 12/03) (Revised 12/09)
- 11.26** Deputies attending POST Basic Academy will receive training in CPR, basic first aid and awareness for recognition of selected emergency medical conditions.

Following the Basic Detention Academy, personnel shall attend training as needed to maintain CPR certification and AED proficiency. **(M)**

It is highly recommended that additional training at least every two years with appropriate ongoing refresher training be provided to all facility staff on confidentiality (HIPPA), infectious diseases (such as TB, viral hepatitis, and MRSA), suicide prevention and other important medical and mental health conditions.

In facilities where deputies or other non-medical personnel pass medications to inmates, it is strongly recommended that these personnel receive appropriate training regarding this function on at least an annual basis. **(R)**

Transfer Between Correctional Facilities

11.27 The facility has written policy that establishes for the transfer of medical information and medications during inmate transfers between correctional facilities. **(M)**

11.27.01 The facility has written policy that requires medical transfer documentation will, at a minimum, include: **(M)**

- a. Active medical and mental health problems
- b. TB screening results, if done
- c. A list of currently prescribed medications
- d. Active infectious diseases (e.g. MRSA)
- e. A summary of recent pertinent medical and/or mental health clinical visits
(Example: If the day before being transferred an inmate was sent to the hospital for chest pain, this fact should be noted on the transfer documents.)
- f. The name and phone number of a contact person who the receiving facility can call with any medical or mental health questions.

11.27.02 The facility has written policy which requires that a one week supply of all currently prescribed medication be provided to the transferring agency. **(R)** (Revised 03/11)

11.27.03 A full copy of the inmate's medical records does not routinely need to be sent with the inmate.

- a. If the receiving facility requests a copy of the full medical record, the transferring facility should supply a copy of the medical record within five (5) working days.

Continuity of Care – Transfers Other Than Correctional Facilities

11.28 The facility has written policy to provide for the transfer of medical information and medication during inmate transfers to and from outside medical facilities. This policy should include: **(M)** (Revised 2/18)

11.28.01 When sending an inmate to an outside medical facility, the facility should include a document that provides the following information, at a minimum:

- a. The reason for the transfer
- b. A list of pertinent medical problems
- c. A list of currently prescribed medications
- d. The name and phone number of a contact person who the medical facility can call with any medical or mental health questions
- e. Space for the outside agency to communicate back to the facility medical staff

This communication should include:

- a. Diagnosis.
- b. Recommended medications
- c. Recommended other therapy (example: wound care, physical therapy)
- d. Recommended follow-up

Staff TB Screening and Hepatitis Inoculation

11.29 The facility has a written policy and procedure to provide testing on employees for TB on an annual basis, immunization for Hepatitis A and B and Tetanus. Any employees who voluntarily refuse such testing or

immunization shall sign a waiver releasing the County from liability. **(R)**

CHAPTER 12

INMATE RIGHTS

- 12.01** The facility safeguards the basic rights of inmates through the employment of written policies and procedures that are consistent with fundamental legal principles, sound correctional practice, and humane treatment. **(M)** The facility's written policies and procedures shall ensure the following: **(M)** (Revised 12/09)
- a.** Inmates' right to have access to attorneys and their authorized representatives, the courts, and to legal materials
 - b.** Inmates' right to basic medical and dental care
 - c.** Inmates' right to practice their religion, subject to the limitations necessary to maintain facility security and order
 - d.** Inmates' right to receive visits and to communicate and correspond with persons, representatives of the media or organizations, subject to the limitations necessary to maintain facility security and order
 - e.** Inmates' right to be free from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment
- 12.02** The facility has a written grievance procedure which includes the following provisions: **(M)** (Revised 12/09)
- a.** Any inmate has the right to report and file a grievance
 - b.** The facility administrator or his/her designee promptly investigates and responds to all grievances, providing reasons for the decisions. Responses to grievances shall be within a prescribed, reasonable time period, with special provisions for responding to emergencies.
 - c.** Inmates reporting a grievance are not subjected to reprisal (Revised 12/17)
 - d.** Inmates are provided at least one level of appeal.
- 12.03** The facility, in accordance with the **Prison Rape Elimination Act of 2003**, or in compliance with IPREA shall have written policies and procedures that promote zero tolerance toward the sexual assault of inmates and promote adherence to the current PREA standards as published in the Federal Register or the IPREA standards agreed upon by the Idaho Sheriffs' Association and the Idaho Department of Correction. (Revised 12/13) (Revised 12/14) The policies and procedures shall contain, at a minimum, the following provisions: **(M)**
- a.** The facility shall make every effort to inform inmates of the means available to safely report rape and sexual activity.
 - b.** The facility shall provide two (2) or more avenues for an inmate to report rape and sexual activity.
 - c.** The facility personnel shall treat all information regarding sexual assault and sexual activity with confidentiality.
 - d.** The facility shall have a process, which requires reporting of any instances of solicitation of correctional personnel by inmates.
 - e.** The facility shall have a process in place for an initial internal investigation when a complaint is reported and a subsequent external investigation when rape or sexual activity is suspected by an agency employee, volunteer, contract employee or affiliate of the agency. Requiring a subsequent external investigation does not apply in cases of inmate on inmate sexual activity or assault.
 - f.** The facility shall make provisions for housing the victim inmate away from the accused inmate

- until the investigation is complete
- g.** If the facility is selected to receive the yearly “Survey on Sexual Violence” from the Bureau of Justice Statistics, the facility shall complete and submit the survey.
- h.** The facility shall provide a minimum of one (1) hour per year of training for personnel on how to prevent, detect and report rape and sexual activity among inmates. This training will count towards the 40 hours of training every two years already required by Idaho Jail Standards and Idaho Peace Officer Standards and Training. (04/07) (Revised 12/05) (Revised 12/09) (Revised 12/17)

12.04 The facility shall have written policies prohibiting the sexual contact, by any employee, with a prisoner as defined in section 18-6110 Idaho Code. These policies and procedures shall contain, at a minimum, the following provisions: **(M)** (Revised 12/17)

- a.** The facility shall make every effort to inform inmates of the means available to safely report rape and sexual activity.
- b.** The facility shall provide two (2) or more avenues for an inmate to report rape and sexual activity.
- c.** The facility personnel shall treat all information regarding sexual assault and sexual activity with confidentiality.
- d.** The facility shall have a process, which requires reporting of any instances of solicitation of correction personnel by inmates.
- e.** The facility shall have a process in place for an initial internal investigation when a complaint is reported and a subsequent external investigation when rape or sexual activity is suspected by an agency employee, volunteer, contract employee or affiliate of the agency. Requiring a subsequent external investigation does not apply in cases of inmate on inmate sexual activity or assault.
- f.** The facility shall make provisions for housing the victim inmate at another facility until the investigation is complete.
- g.** If the facility is selected to receive the yearly “Survey on Sexual Violence” from the Bureau of Justice Statistics, the facility shall complete and submit the survey.
- h.** The facility shall provide a minimum of one (1) hour per year of training for staff concerning the statutory prohibition of sexual contact with an inmate. This training will count towards the 40 hours of training every two years already required by Idaho Jail Standards and Idaho Peace Officer Standards and Training. (04/07) (Revised 12/05) (Revised 12/09) (Revised 12/17)

CHAPTER 13

INMATE RULES AND DISCIPLINE

- 13.01** The facility has written policy and procedure for maintaining discipline and regulating inmate conduct. The following general principles shall apply. **(M)** (Revised 12/09)
- a.** Disciplinary action shall be of a nature to regulate the inmate's behavior within acceptable limits and shall be taken at such times and in such degrees as necessary to accomplish this objective.
 - b.** The behavior of inmates shall be controlled in an impartial and consistent manner.
 - c.** Disciplinary action shall not be capricious, retaliatory, or revengeful.
 - d.** Corporal punishment is prohibited.
 - e.** Use of mechanical restraints as punishment is prohibited.
 - f.** Withholding of food or variation of diet as punishment is prohibited.
 - g.** Inmates shall not be subject to any situation in which inmates exert influence or impose discipline on each other.
- 13.02** The facility has written rules of inmate conduct, which specify prohibited acts within the facility, the penalties that may be imposed for various degrees of violation, and the disciplinary procedures to be followed. **(M)** Upon admission, each inmate is provided a copy of the inmate rules. **(M)** (Revised 12/09)
- 13.03** The facility has written policy and procedures for handling minor rule infractions. Infractions of the rules for which the maximum penalty is deprivation or limitation of privileges for seven (7) days or less, shall be considered minor rule infractions. Procedures for handling minor rule infractions shall include: **(M)** (Revised 12/09) (Revised 12/17)
- a.** The inmate shall be informed of the specific charges. (Revised 12/06)
 - b.** The inmate shall be given an opportunity to explain or deny the charges.
 - c.** The inmate shall be notified of any report placed in his/her file and of any action taken.
 - d.** The inmate shall have the right to appeal any disciplinary decision or action.
- 13.04** The facility has written policy and procedures for handling major rule infractions. Where the possible sanction of violation of a rule is limitation or deprivation of privileges more than seven (7) days and/or the placement in disciplinary detention, the violation shall be treated as a major infraction. Procedures for handling major infractions shall include: **(M)** (Revised 12/09) (Revised 12/11) (Revised 12/14)
- a.** Facility employees alleging a major rule violation shall prepare a disciplinary report and forward it to the designated disciplinary deputy or committee without delay. The report shall include, at a minimum: (12/04/2006)
 - (i)** A description of the incident
 - (ii)** Specific rule violated
 - (iii)** Unusual inmate behavior
 - (iv)** Staff or inmate witnesses
 - (v)** Disposition of any physical evidence
 - (vi)** Any immediate action taken, including use of force and pre-hearing detention
 - (vii)** Reporting staff member's signature with date and time report is made

- b.** An investigation of the reported major rule infraction shall be started within twenty-four (24) hours of the time the alleged violation was reported, unless there are exceptional circumstances to justify a delay.
 - c.** The inmate charged with a major rule infraction shall be provided with a written statement of the charges, including a detailed description of the incident, the specific rule violated, and notice of the hearing on the incident. The inmate shall have at least twenty-four (24) hours prior to the hearing to prepare a defense. (Revised 12/13)
 - d.** A hearing on the reported major infraction shall be held within five (5) days of the time the statement of charges is delivered to the inmate before a designated disciplinary deputy or committee. The deputy or committee shall not have been directly involved in the incident. Hearing procedures shall include the following provisions: (12/06)
 - (i)** The inmate shall be present at the hearing unless he/she waives in writing the right to attend or the inmate's behavior justifies exclusion from the hearing.
 - (ii)** The inmate may request the services of a facility employee to represent him/her at the hearing if the inmate is unable to understand the proceedings in any way. The employee is only there to help understand the proceedings and not as any form of counsel. (Revised 12/13)
 - (iii)** The inmate shall be allowed to call witnesses and present documentary evidence in his/her defense. The disciplinary deputy or committee can impose reasonable restrictions on the length of testimony and the number of witnesses. (12/06)
 - (iv)** The disciplinary deputy or committee shall render a decision based on the preponderance of evidence presented and prepare a written record of the decision and any sanctions imposed. (12/06)
 - (v)** A copy of the decision and the sanctions imposed shall be provided to the inmate.
- 13.05** The inmate has the right to appeal a decision on a disciplinary action to the Sheriff, or designee, who shall consider the following: **(M)** (Revised 12/09)
- a.** If there was substantial compliance with facility policy and procedures on inmate discipline
 - b.** If the decision was based on a preponderance of evidence
 - c.** If the sanction imposed was proportionate to the infraction
- 13.06** If an inmate is found not guilty of an alleged infraction, all documentation in reference to the incident will be retained in the inmate's file. However, the incident may not be used against the inmate in any future proceedings. **(M)** (Revised 12/17)
- 13.07** Inmates charged with major infractions may be held in restrictive housing prior to the hearing when necessary to ensure the safety of the inmate or the facility. **(R)** (Revised 12/09) (Revised 12/17)
- 13.08** Inmates who are not a safety or security concern may be placed in disciplinary detention for a rule violation only after a full hearing before the disciplinary deputy or committee. **(M)** (Revised and re-numbered 12/17)
- 13.09** The facility has a written policy that except in the most serious cases, inmates are not kept in disciplinary detention for more than fifteen (15) days for one offense, but in no case does the period of detention exceed thirty (30) days for one incident without the specific written approval of the facility administrator. **(M)** (12/06) (Revised 12/09) (Revised 12/14) (Moved from Chapter 8 and revised and re-numbered 12/17)
- 13.10** When an inmate allegedly commits an act that violates federal, state, or local criminal law, the case may be

promptly referred to the appropriate authority for possible prosecution. **(R)** (Re-numbered 12/17)

- 13.11** All discipline and restrictions shall be the sole responsibility of the agency and shall not be administered by outside sources such as vendors, volunteers, contract agencies, etc. without the consent of the Sheriff, or designee, on a case by case basis. An appeal process must be in place for the inmate to challenge any discipline or restrictions approved under this standard. **(M)** (Added 12/14) (Re-numbered 12/17)

CHAPTER 14

COMMUNICATION, MAIL AND VISITING

MAIL

- 14.01** The facility has written policy and procedure to govern inmate mail. **(M)** (Revised 12/09)
- 14.02** The facility has written policy regarding the length, source, or volume of mail an inmate may send or receive is not limited, except where there is clear and convincing evidence to justify the limitation for reasons of public safety, facility order, or security. **(R)** (Revised 12/09)
- 14.03** Written correspondence between inmates housed at a county facility and inmates housed within the same county jail facility or other jail or correctional facility is generally prohibited. Inmates seeking authorization to correspond with other inmates must request and obtain written authorization from the Sheriff, or his designee, of each facility wherein an inmate is located with whom the inmate wishes to correspond. Such authorization may be granted, for good cause, under the following conditions: **(R)** (Revised 12/09) (Revised 12/17)
- a.** When the inmates are, and were at the time of their commitment, immediate family members such as spouse, parent, child, or sibling. Authorization for correspondence between inmates may not be granted if such contact has been prohibited for investigative purposes or court order.
 - b.** Inmates may be authorized to correspond with other inmates concerning legal matters in which they are co-parties and not represented by counsel. Inmates corresponding with other inmates concerning legal matters do so with the understanding that this mail is not considered privileged mail and may be opened, inspected, and read.
- 14.04** Inmate mail, both incoming and outgoing, may be opened and inspected for contraband. **(M)** Cash, checks, and money orders are removed from incoming mail and promptly credited to the inmate's account or returned to the sender. All checks, money orders or other negotiable instruments, intended for deposit, are endorsed by the inmate, and the inmate is informed of the intended use of the deposited monies. **(R)** If contraband is discovered in either incoming or outgoing mail, it is removed and its disposition properly recorded. **(R)** (Revised 12/03) (Revised 12/09)
- 14.05** If any publication, correspondence, or any contents of a package, or any other form of mail is rejected, the sender and the person to whom it is addressed shall be notified in writing of the item rejected and the reasons for the rejection. **(M)** Any item which is rejected shall be returned to the sender or placed in the inmate's property unless it contains illegal matter and/or is kept for evidence. **(R)** (Revised 12/09)
- 14.06** Inmates shall be permitted to send sealed letters to attorneys and administrators of grievance systems. **(M)** (Revised 12/17)
- 14.07** Incoming correspondence from attorneys or administrators of grievance systems may be opened to inspect for contraband, but not read. Such correspondence is opened only in the presence of the inmate to whom it is addressed. **(M)** (Revised 12/09) (Revised 12/17)
- 14.08** Indigent inmates are provided with writing supplies and postage for all letters to their attorneys, the courts, government officials, officials of the confining authority, or administrators of grievance systems. **(M)**

(Revised 12/09)

- 14.09** Indigent inmates are provided with writing supplies and postage for a minimum of two, one-ounce letters per week to maintain family and community ties. **(R)** (Revised 12/09)
- 14.10** Incoming mail is delivered to inmates within twenty-four (24) hours, excluding weekends and holidays. Outgoing mail is delivered to the postal service daily, excluding weekends and holidays. **(R)** (Revised 12/09)

Telephone

- 14.11** The facility has written policy and procedure which provides for inmate access to telephone services. **(M)** (Revised 12/09)
- 14.12** All inmates, except those restricted as a result of disciplinary action, are provided access to telephone services for personal calls. **(R)** (Revised 12/09)
- 14.12.01** At least ten minutes may be allotted for each telephone call.
- 14.12.02** If calls are monitored, inmates shall be so notified.
- 14.12.03** The facility may require that any costs for telephone calls be borne by the inmate or the party called.
- 14.13** Inmates may be provided access to telephone services to contact their attorneys. **(R)** (Revised 12/09) (Revised 12/2013)
- 14.13.01** Calls to attorneys shall be of reasonable duration.
- 14.13.02** Calls to attorneys shall not be monitored.
- 14.13.03** Calls to attorneys shall not be revoked as a disciplinary measure.

Visitation

- 14.14** The facility has written policy and procedure to govern visiting. **(M)** (Revised 12/09)
- 14.14.01** Visitation may be accomplished in person, local (on-site) video, or by internet video.
- 14.15** The facility has an established visiting schedule with sufficient hours set aside weekly to fulfill the visiting opportunities of all inmates in the facility. **(M)** (Revised 12/09)
- 14.15.01** Pertaining to on-site visiting, times for visiting shall be scheduled on at least three (3) days each week, one of which must be during the weekend, and one of which must be in the evening. Visitation using video is much more flexible, and as long as each inmate may access visitation, rigid scheduling is not necessary. (Revised 12/09)
- 14.15.02** Each inmate, except those restricted as a result of disciplinary action or those whose behavior makes visitation unsafe for inmates or staff, shall have the opportunity for approximately 1 hour of visiting each week. (Revised 12/09) (Revised 12/17)
- 14.15.03** Visits should be at least twenty (20) minutes in duration.

- 14.15.04** The number of visitors an inmate may receive shall be limited only by facility space constraints, except where there are substantial reasons to justify limitations.
- 14.15.05** Pertaining to on-site visitation, minor children may also be allowed to visit when a parent or legal guardian provides, in person, written permission for the minor children to visit and indicates the inmate the minor child is allowed to visit and the person authorized to bring the child in. **(R)** (Revised 12/10) (Revised 12/17)
- 14.16** Pertaining to on-site visitation, no restrictions are placed on who may visit an inmate, unless the detention deputy on duty determines a visitor should be excluded for one or more of the following reasons: **(R)** (12/04/2006) (Revised 12/09)
- a.** The visitor refuses to register and show proper identification, consent to search, or to abide the visiting rules
 - b.** The visitor represents a clear and present danger to the facility
 - c.** The visitor has a past history of disruptive conduct at the facility
 - d.** The visitor appears to be under the influence of alcohol or drugs; or
 - e.** The inmate refuses the visit
 - f.** Persons listed in no contact orders, and domestic violence civil prosecution orders (Revised 12/03)
- 14.17** Rules governing visitors' conduct and responsibilities for both on-site and video visitation are conveyed either in writing, by audio, or both. If the visitor fails to abide by the rules, the visit may be terminated. **(R)** (Revised 12/09)
- 14.18** Pertaining to on-site visitation, Visitors are required to register prior to admission to the visiting area. **(M)** (Revised 12/09)
- 14.19** Pertaining to on-site visitation, the facility administrator makes special arrangements for persons who must travel over 150 miles to visit an inmate when such visits cannot reasonably coincide with regular visiting hours. **(R)** (Revised 12/09)
- 14.20** Pertaining to on-site visitation, a secure and suitable area is provided for inmates and visitors to converse at normal voice levels. **(R)** (Revised 12/09)
- 14.21** Facility employees may monitor on-site or video non-attorney and non-clergy visitor's conversations when proper notice is given and may observe visitation as necessary to maintain appropriate levels of security. **(R)** (Revised 12/03) (Revised 12/09)
- 14.22** The facility has written policy providing inmates adequate opportunities to meet with attorneys and make every reasonable effort to provide opportunity to meet with the clergy. **(M)** (Revised 12/03) (Revised 12/09)
- 14.22.01** Attorneys and clergy shall be permitted to visit inmates at reasonable hours other than during regularly scheduled visiting hours. Attorneys and clergy may also visit inmates via video visitation.
 - 14.22.02** On-site or video visits with attorneys and clergy shall not be monitored, except that facility employees may visually observe the visitation as necessary to maintain appropriate levels of security.
 - 14.22.03** Attorneys and clergy may be subject to search prior to an on-site contact visit.

- 14.23** For jails that use video visitation, the facility may require that any costs for visitation exceeding the standard cited in 14.15.02 be borne by the inmate or the party called. **(R)** (Revised 12/17)

CHAPTER 15

ADMISSION AND RELEASE

Admission

- 15.01** The facility shall have written policy and procedure to govern admission and orientation of new inmates and release of inmates from the facility. **(M)**
- 15.02** The admitting deputy shall identify the arresting or committing officer, verify the arresting or committing officer's authority to make the commitment, and verify that he/she has the appropriate commitment papers to assure proper documentation. **(M)** (Revised 12/06) (Revised 12/13)
- 15.03** The admitting deputy shall ascertain the identity and age of the detainee. **(M)** (Revised 12/06)
- 15.04** If the arrestee shows signs of illness or injury, or is incoherent, every effort should be made to medically clear the arrestee prior to being admitted to the facility. **(R)** (Revised 12/09)
- 15.05** The admitting deputy conducts a complete and thorough search of the inmate being admitted. **(M)** Written policies and procedures regarding searches upon admission shall be consistent with the following provisions: **(M)** (Revised and Re-numbered 12/06) (Revised and re-numbered 12/09) (Revised 03/11)
- 15.05.01** All searches shall be of the least intrusive type necessary to satisfy the safety and security needs of the facility.
- 15.05.02** The pat search shall be considered the initial method of searching inmates upon admission. All arrestees brought into the jail will be subjected to a pat search to verify that they are not in possession of weapons and contraband that may present a hazard to other inmates or staff. Pursuant to a Ninth Circuit decision, male deputies will not pat search female inmates except in emergency situations. The agency must articulate what emergency required the search. (Revised 03/11) (Revised 12/17)
- 15.05.03** Following the initial search, if it is anticipated that an arrestee will be cited and released, released without bond or on bond, or is in the process of making those arrangements, and it is not anticipated that he/she will be placed into general population, such persons should be placed in holding cells pending their release and should not be subjected to more intrusive searches of their person. (Revised 03/11)
- 15.05.04** All arrestees may be strip searched going into general population. (Revised 03/11) (Revised 12/17)
- 15.05.05** All strip searches must be conducted pursuant to and in accordance with written policy that: (Revised 03/11) (Revised 12/17)
- a. Requires training of staff regarding the policy, related conduct and reporting requirements.
 - b. Defines what constitutes a strip search and a cavity search.
 - c. Requires strip and body cavity searches to be conducted in a place of privacy.

- d. Requires strip and body cavity searches to be conducted in a professional manner.
- e. Requires a warrant for cavity searches unless medical personnel determine a medical emergency exists.
- f. Prohibits the presence of staff members of the opposite sex, unless circumstances necessitate their presence, i.e. physical resistance or unruly action, need for medical personnel for cavity search or if the inmate discloses medical concerns.
- e. Establishes requirements regarding records, reports, documentation of all strip or cavity searches, including evidence handling and storage requirements.
- f. Requires the existence of Administrative Supervisory Review Process for all body cavity searches.

15.05.06 All body cavity searches shall be conducted by a licensed physician or medical personnel designated by a physician.

15.05.07 A written record shall be made of any strip search or body cavity search of an inmate upon admission. Such record shall include.

- a. The name of the inmate being searched;
- b. Name of the facility employee or medical person conducting the search and other persons present during the search;
- c. Time, date, and place of the search;
- d. Statement of the results of the search along with any unauthorized items or health conditions discovered;
- e. Statement of the facts which led facility employees to believe there was reasonable suspicion or probable cause to conduct the search.

15.06 The jail completes an intake on every new inmate which shall include, at a minimum, the following: **(M)** (Revised 12/09) (Revised 12/17)

- a. Time and date of admission
- b. Name, alias, nicknames
- c. Official charge(s)
- d. Agency/authority ordering arrest or commitment
- e. Signature and title of arresting officer and admitting deputy (12/04/2006)
- f. Date of birth and age
- g. Race
- h. Gender
- i. Physical description
- j. Current or last known address and telephone number
- k. Marital status
- l. Occupation and employer
- m. Educational level
- n. Emergency contact
- o. Social security number
- p. Driver's license number and state

15.07 Inmates are photographed and finger printed upon admission. **(M)** (Revised 12/09)

15.08 Inmates are screened and observed as prescribed by Chapter 11.09 to determine if immediate medical or mental health attention is needed. **(M)** (Revised 12/06) (Revised 12/09)

- 15.09** Each inmate detained is allowed to communicate with his/her attorney by completing an unmonitored telephone call upon completion of admission. This does not preclude the facility from allowing more than one phone call. **(M)** (Revised 12/06) (Revised 12/09)
- 15.10** All money, valuables, and other personal property not allowed in the facility is taken from inmates at the time of admission and securely stored. **(M)** If necessary, clothing taken from the inmate shall be cleaned and/or disinfected before storage. An itemized inventory signed by the inmate and admitting staff member is prepared and placed in the inmate's file. **(M)** Personal property released to a third party has the inmate's signature of approval and the signature receipt of the third party. **(M)** (12/06) (Revised 12/09) (Revised 12/17)
- 15.11** After the booking process is completed, inmates to be housed are required to shower and delousing procedures are followed. **(R)** (Revised 12/06) (Revised 12/09) (12/17)
- 15.12** Newly admitted inmates are provided clothing and standard issue of bedding and hygiene items as provided in Chapter 10.10 and 10.12. **(M)** (Revised 12/09)
- 15.13** Newly admitted inmates are assigned to initial housing according to the facility's classification plan. **(M)** (Revised 12/09)
- 15.14** Newly admitted inmates shall receive a thorough orientation to the facility and its operation. Each inmate is provided written information about the facility's regulations governing inmate treatment and conduct, listing of programs and services available, methods of seeking information or assistance, procedure for making complaints, emergency procedures, the agency's zero tolerance policy towards sexual assault and how to report incidences, and any other information necessary to enable the inmate to adapt to the routine of the jail. **(M)** (Revised 12/09) (Revised 12/13) (Revised 12/17)
- 15.14.01** The written information includes a copy of inmate rules, including a listing of prohibited acts, the range of possible sanctions for various levels of violation, and the disciplinary procedures to be followed.
- 15.14.02** Where a literacy or language barrier prevents the inmate from understanding the orientation material, assistance is provided.
- 15.14.03** Upon completion of orientation, the inmate is requested to verify that he/she has been made aware of the facility's rules, programs, and services with his/her signature.
- 15.15** If an inmate's physical condition, mental condition, or behavior prevents the completion of the admissions process, the process shall be temporarily delayed until the inmate is capable of being processed in a safe and orderly manner. **(M)** (Revised 12/13)
- 15.16** Policies governing supervision of female inmates by male employees and male inmates by female employees shall be based on equal employment opportunity and inmate privacy needs. Except in emergencies, facility employees shall not observe inmates of the opposite sex in toilet and shower areas. Adequate employees shall be available, as needed, to conduct or assist in the admissions process of female and male inmates, conduct searches of inmates, and perform other sensitive procedures involving inmates. (ref. 03.03) (Revised 12/03)
- 15.17** No persons under the age of eighteen (18), except those waived to adult court on criminal felony charges or those convicted in adult court of criminal felonies, are admitted to the facility. **(M)** This shall not apply to facilities qualified for the Rural Exception. Juveniles not eligible for admission to the facility may be held in non-secure custody at the facility under the following conditions: (Revised 12/09)

- a. The area where the juvenile is held is an unlocked area outside the security perimeter which is not designated or intended to be used for residential purposes such as an interview room, staff lounge, office, or training room.
- b. The juvenile is not physically secured to a cuffing rail or stationary object.
- c. The length of custody is limited to the time needed for purposes of identification, investigation, release to parents or responsible person, or transfer to an appropriate facility.
- d. The juvenile must be under continuous visual supervision by a law enforcement officer, facility employee, or designated youth attendant during the holding period.

Release

- 15.18** The facility shall have a policy that, prior to releasing an inmate, the releasing staff member positively identifies the inmate to be released, verifies the authority for the release, and verifies that no detainers, holds, or warrants are pending which might prevent release. When the inmate is released to another authority, the identity of the receiving authority is also verified. **(M)** (12/06) (Revised 12/09) (Revised 12/17)
- 15.19** The facility shall have a policy requiring that when an inmate is released to another authority, the releasing deputy shall record the time, date, authority for release, and receiving authority, and any necessary medical or behavioral information that is pertinent to the inmate's well-being on the facility's release form and sign the completed form. **(M)** (12/06) (Revised 12/09)
- 15.20** The facility shall have a policy requiring that upon release, any property not legally confiscated or retained is compared against the inventory of property taken and returned to the inmate. The inmate and the releasing deputy signs a receipt for all property returned. **(M)** (12/06) (Revised 12/09)
- 15.21** The facility shall have a policy for handling inmate complaints about their missing or damaged property. **(M)** (Revised 12/09)

CHAPTER 16

CLASSIFICATION

- 16.01** The facility has written policy and procedure to govern inmate classification. The classification system shall address the safety and security of all inmates and the security of the facility as provided by I.C. 20-602. **(M)** (Revised 12/09)
- 16.02** All inmates are subject to an objective classification process, which serves, at a minimum, the following purposes: **(M)** (Revised 12/09)
- a.** Identifying the appropriate level of custody required.
 - b.** Identifying appropriate housing assignment.
 - c.** Identifying the inmate's interest and eligibility to participate in available programs.
- 16.03** The facility has designated at least one facility employee as classification deputy who is trained in classification techniques and made responsible for administration of the classification system. **(R)** (Revised 12/03) (12/04/2006) (Revised 12/09)
- 16.04** The classification process shall involve collecting and verifying information on each inmate and, based on an assessment of risk and the inmate's specific needs, placement in appropriate housing, custody levels, and programs. The classification process conforms to the following provisions: **(M)** (Revised 12/09)
- 16.04.01** The classification process shall be initiated as soon as possible after admission and each inmate's classification status shall be reviewed periodically thereafter. Inmates shall be permitted to request a review of their classification status and request changes.
 - 16.04.02** Inmates shall be provided the opportunity to appeal classification decisions.
 - 16.04.03** The basis for any classification decisions made shall be in writing.
- 16.05** Inmates are not subjected to discrimination in classification decisions on the basis of race, color, creed, national origin, sex (*except required housing separation*), or economic status. **(M)** (Revised 12/09)
- 16.06** The inmate classification system provides for the separate housing of the following categories of inmates: **(M)** (Revised 12/09)
- a.** Male inmates shall be housed separate and apart from female inmates;
 - b.** Juveniles processed as adults under Idaho Code.
- 16.07** Gender identity will be considered when assigning housing. **(M)** (Added 12/17)

CHAPTER 17

INMATES SERVICES AND PROGRAMS

- 17.01** The facility has written policies and procedures which provide that inmate services and programs be available and include, at a minimum, religious services, exercise and passive recreational activities, library service, work programs, and commissary. **(R)** (Revised 12/09)
- 17.02** The facility administrator has designated at least one facility employee to be responsible for assessing the needs of inmates, coordinating the delivery of services and programs to inmates, and developing local resources. **(R)** (Revised 12/09)
- 17.03** The facility has a plan for inmate services and programs, which provides for the identification and use of available community resources. **(R)** (Revised 12/09)
- 17.04** All facility employees are familiar with services and programs available to inmates. **(R)** (Revised 12/09)
- 17.05** Inmates participate in work assignments and/or programs required by court order. **(M)** (Revised 12/09)

Counseling

- 17.06** The facility provides, or makes available through arrangements with community agencies, a range of counseling services appropriate to the needs of inmates. Such services may include counseling services in the following areas: substance abuse, mental health, crisis intervention, religion, education, health and welfare, and family problems. **(R)** (Revised 12/09)

Education

- 17.07** Sentenced adult inmates are provided opportunities as available in the community for basic education at least up to high school equivalency. The educational program conforms to the following requirements: **(R)** (Revised 12/03) (Revised 12/09)
- 17.07.01** The educational program should be supported by sufficient equipment and educational materials.
- 17.07.02** Inmates may participate in educational release programs as authorized by the sentencing court.
- 17.07.03** Juveniles being housed as adults shall be provided educational opportunities as provided by law. **(M)**

Religion

- 17.08** Every inmate, upon his or her request, is allowed to practice the religion of their choice where the religion of choice does not place an unnecessary burden on the facility or impact the safety and security of the inmates, staff and the facility. Inmates shall have access to clergy, publications, and religious symbols,

subject to those limitations necessary to maintain facility security and order. **(M)** (Revised 12/09)
(Revised 12/15)

Exercise and Recreational Activities

17.09 The facility provides exercise opportunities for inmates. **(M)** (Revised 12/09)

17.09.01 Inmates held longer than five (5) consecutive days have access to at least one (1) hour of exercise per day, five (5) days per week away from their cell areas. When weather permits, exercise is provided outdoors in a secure exercise area. **(M)**

17.09.02 Sufficient space and staffing to facilitate exercise is provided. **(M)**

17.09.03 Provisions may be made for active and passive activities.

Non-Legal Library Services

17.10 Non-legal library services shall be available to all inmates and conform to the following: **(M)** (Revised 12/03) (Revised 12/09)

17.10.01 Non-legal library materials shall include a variety of reading materials. (Revised 12/03)

17.10.02 Non-legal library services shall be available to inmates at least twice weekly. (Revised 12/03)

17.10.03 Non-legal library materials do not have to be physically located within the facility if alternative sources can be provided. (Revised 12/03)

Legal Library Services

17.11 Each facility shall have written policies and procedures that establish the process for inmate access to courts and legal counsel. **(M)** (Revised 03/11)

17.11.01 Such written policies and procedures shall be made available to all inmates at admission. **(R)**

17.11.02 All staff members shall be trained regarding the policies and procedures for providing access. **(M)**

17.11.03 The written policies and procedures shall include, but not be limited to the following: **(M)**

- a.** Recognition that jail policies and procedures should provide meaningful access to courts and counsel. Staff members shall not create barriers to such access.
- b.** Recognition that such access may be provided through a variety of avenues, including but not limited to:
 - (i).** Access to counsel
 - (ii).** Access to other persons trained in the law
 - (iii).** Access to legal information, for instance, “legal packets” that explain how to file particular actions. However, inmates do not have a right to a “law library” or any particular legal texts or publications.
- c.** Inmates shall be permitted to communicate with counsel by telephone, by mail and by face-to-face visits.

- d. Inmates in administrative or disciplinary detention shall be allowed to communicate with counsel and the courts in a manner that is consistent with that available to other inmates; however, security and safety may be taken into consideration in determining the manner of such access.
- e. Staff members are to assist inmates in communicating with counsel and ensuring that inmate pleadings or other communications with the courts are not arbitrarily delayed
- f. All requests for access to courts or counsel and staff responses shall be documented. (12/17)
- g. Upon request, indigent inmates shall be provided sufficient paper, writing supplies and postage for communication with courts and counsel.

Work Programs

- 17.12** The facility has a policy regarding an inmate work assignment plan for facility housekeeping and maintenance which includes the following provisions: **(M)** (Revised 12/09)
- 17.12.01** Written policy and procedure prohibits discrimination in work assignments based on sex, race, religion, or national origin.
- 17.12.02** The work plan makes provision for handicapped inmates.
- 17.13** In addition to facility housekeeping and maintenance, the facility may require sentenced inmates to work in public works-related projects as provided in Idaho Code 20-617. **(R)** (Revised 12/09)
- 17.14** Pre-trial and unsentenced inmates are not required to work except to do personal housekeeping. **(R)** (Revised 12/09)
- 17.15** Inmates are cleared by the facility physician or medical personnel prior to assignment in a work program. **(R)** (Revised 12/09)
- 17.16** The facility may offer inmates opportunities to continue their regular employment as authorized by the sentencing court. **(R)**

Commissary

- 17.17** The facility shall arrange for and provide commissary services for inmates. **(M)** (Revised 12/09) (Revised 12/17)
- 17.17.01** The facility provides inmates a list of items, which they may purchase.
- 17.17.02** Inmates are provided the opportunity to make commissary purchases at least weekly.
- 17.17.03** Payment for commissary items is made by a submitted order form or receipt for goods received, the amount of which is then deducted from the inmate's account.
- 17.17.04** All profits are put into a separate account and all profits shall be used as provided by Idaho Code 20-618.
- 17.17.05** Indigent inmates are provided, without charge, those items specifically authorized by facility policy and procedure.

CHAPTER 18

PHYSICAL PLANT

- 18.01** The facility has a rated capacity established in accordance with these Standards. Except in emergencies, the total number of inmates in each cell or housing unit does not exceed its rated capacity. The number of inmates which may be housed in a particular cell or room, housing unit, or facility is based upon available square footage, sanitary fixtures, and other physical plant features as specified in these Standards. **(M)**
(Revised 12/09) (Revised 12/13)

Existing Facilities

All Standards in this section shall apply to all facilities opened prior to April 1, 1990.

- 18.02** Recognizing the difficulties older facilities may have in meeting space requirements, the facility administrator of existing facilities may request that rated capacity be based on an alternate method of calculation as provided herein. This alternate method allows capacity to be based on overall "living space" available to inmates, adjusted for the time inmates actually have access to any specific areas. If the alternate method of determining rated capacity is selected, the facility administrator, together with the governing body, shall develop a plan designed to bring the facility into explicit compliance with the space-related Standards within a five (5) year period.

- 18.02.01** Inmates may be housed in cells, which provide less than sixty (60) square feet of floor space in single occupancy cells under the following conditions:

- a.** Cells provide at least thirty five (35) unencumbered square feet of floor space.
(Revised 12/03)
- b.** Inmates are locked in their cells no longer than ten (10) hours per day.
- c.** Inmates have access to a day room at other times which provides the additional space necessary to offer inmates access to a total of ninety-five (95) square feet of living space in combined cell and day room.

or,

Inmates have access to a day room at other times which provides inmates access to at least thirty-five (35) square feet per inmate and inmates are permitted to participate in out-of-housing-unit activities (exercise, library, education, work programs, visitation, etc.) at least two (2) hours per day, five (5) days per week. The facility shall maintain documentation of actual participation in out-of-housing-unit activities. *(Note: If this option is selected, facilities may need to schedule more time for inmate programs and services than is minimally required by the Standards.)*

- 18.02.02** Inmates may be housed in dormitories, which provide less than seventy (70) square feet of floor space per inmate under the following conditions:

- a.** Dormitories provide at least fifty (50) square feet of floor space per inmate; and
- b.** Inmates are permitted to participate in out-of-housing-unit activities (exercise, library education, work programs, visitation, etc.) at least eight (8) hours per

day, five (5) days per week.

- 18.03** The facility shall comply with the requirements set forth in all applicable state and local building codes. **(M)**

General Conditions

- 18.04** Light levels in all inmate-housing areas provide at least twenty (20) foot-candles measured three feet above the floor. Light levels in other inmate occupied areas are appropriate for the use and type of activities, which occur. Night lighting levels permit adequate illumination for supervision, but do not hinder restful sleep (5 ft. candles). **(M)** (Revised 12/03) (Revised 12/09)
- 18.05** All inmate living areas should provide visual access to natural light, unless prohibited by security concerns. **(R)**
- 18.06** Sustained noise levels within inmate occupied areas do not average higher than 70 decibels during the day and 45 decibels during sleeping hours. **(M)** (Revised 12/09)
- 18.07** Heating and cooling systems shall provide a comfortable and healthful living and working environment with temperatures maintained between 65 and 85 degrees Fahrenheit. **(M)**
- 18.08** Ventilation systems provide circulation of at least 10 cubic feet of fresh or re-circulated filtered air per minute per occupant. **(M)** (Revised 12/09)
- 18.09** Untiled walls and metal work in the inmate living areas are finished predominantly with light, soft-toned washable paint. **(R)** (Revised 12/09)
- 18.10** All locks, detention hardware, fixtures, furnishings, and equipment have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is prohibited. **(M)** (Revised 12/09)

Admission and Release Areas

- 18.11** The facility has an intake and release area which is located within the security perimeter, but apart from other inmate living and activity areas. Adequate space shall be allocated for, at least, the following functions: **(R)** (Revised 12/09)
- a.** Inmate reception
 - b.** Booking
 - c.** Identification
 - d.** Search, shower and clothing exchange
 - e.** Medical screening
 - f.** Storage of inmates' personal property
 - g.** Telephone
 - h.** Interview and pretrial release screening
 - i.** Temporary holding
 - j.** Release processing.
- 18.12** Temporary holding cells provide at least twenty-five (25) square feet of floor space per occupant, but are not smaller than forty (40) square feet. Occupants have access to toilets, lavatory with hot and cold water, and an immediate source of fresh potable water. **(M)** (Revised 12/09) (Revised 12/17)
- 18.13** Detoxification cells shall provide at least twenty-five (25) square feet of floor space per occupant, but are

no smaller than forty (40) square feet. Occupants have access to toilets, lavatory with hot and cold water, and an immediate source of fresh potable water. **(M)** (Revised 12/09)

Inmate Housing Areas

- 18.14** The facility has a sufficient number of housing units in an appropriate configuration so that inmates can be separated according to the facility's classification plan and as required in Chapter 16.06. **(M)** (Revised 12/09)
- 18.15** Single occupancy cells have a minimum of sixty (60) square feet of floor space and are equipped with at least a bed above the floor, toilet and lavatory with hot and cold water. **(M)** (Revised 12/09) (Revised 12/17)
- 18.16** Multiple occupancy cells are defined as a living area that does not include a dayroom (however, inmates have access to a dayroom). Multiple occupancy cells have at least thirty-five (35) square feet of floor space per occupant at the cells' rated capacity and are equipped with at least a bed above the floor and storage shelf or compartment for each occupant at capacity. A toilet and lavatory with hot and cold water shall also be provided. Multiple occupancy cells house no more than twelve (12) inmates. (Revised 12/03) **(M)** (Revised 12/09)
- 18.17** Multiple occupancy cells have a day room of functional configuration (*not just a corridor in front of the cells*) which provides a minimum thirty (30) square feet of floor space per inmate at capacity, to provide for a total of sixty five (65) square feet of floor space per inmate at capacity. (Revised 12/03) **(M)** (Revised 12/09)
- 18.17.01** Day rooms are equipped with at least one shower for every twelve (12) inmates, or fraction thereof, and tables and sufficient seating for all inmates at capacity. Where inmates do not have continuous access to their cells, day rooms are also equipped with one (1) toilet, an immediate source of fresh potable water, and lavatory with hot and cold water for every twelve (12) inmates, or fraction thereof. **(M)** (Revised 12/09) Revised (12/13)
- 18.18** Dormitory units have a minimum of seventy (70) square feet of floor space per inmate at capacity including both sleeping and day room space. Dormitory units shall be equipped with at least the following: **(M)** (Revised 12/09) (Revised 12/13)
- a.** One (1) toilet and one (1) lavatory with hot and cold water for each fifteen (15) inmates, or fraction thereof
 - b.** One (1) shower and an immediate source of fresh potable water for each fifteen (15) inmates, or fraction thereof
 - c.** A bed for each inmate
 - d.** A storage compartment for each inmate
 - e.** Sufficient tables and seating for all inmates at capacity
- 18.19** Restrictive housing cells have a minimum of sixty (60) square feet of floor space and are equipped with at least a bed above the floor, toilet, and lavatory with hot and cold water. **(M)** (Revised 12/09) (Revised 12/14)

Program Support Areas

- 18.20** Adequate space is allocated for, but not limited to, the following functions: **(R)** (Revised 12/09)
- a.** Inmate programs
 - b.** Inmate exercise (indoor and outdoor)

- c. Inmate activities
- d. Visiting
- e. Confidential attorney interview
- f. Inmate commissary
- g. Counseling
- h. Library

Multi-purpose use of space is permitted if compliance with Idaho Jail Standards can be achieved through its time phased use. (Revised 12/17)

- 18.21** The facility has a secure outdoor recreation area that allows a minimum of thirty-five (35) square feet per inmate at capacity. **(M)** (Revised 12/09) (Revised 03/11)
- 18.22** The facility has at least one (1) room available within the security perimeter for indoor recreation, activities and programs. **(M)** (Revised 12/09)

Operational Support Areas

- 18.23** Adequate space is allocated for, but not limited to, the following functions: **(R)** (Revised 12/09)
- a. Deputy stations and workstations (12/06)
 - b. Food service
 - c. Medical service
 - d. Laundry
 - e. Storage for inmate clothing, bedding, facility supplies
 - f. Secure storage of chemical agents, weapons, and security devices
 - g. Housekeeping and maintenance

Administrative Support Areas

- 18.24** Adequate space is allocated for, but not limited to, the following functions: **(R)** (Revised 12/09)
- a. Administrative and clerical activities
 - b. Public reception and waiting
- 18.25** All parts of the facility that are accessible to the public are accessible to and usable by handicapped persons. **(M)**
- 18.26** The security perimeter is secured in a way, which provides that inmates remain within the perimeter and that access by the general public is denied without proper authorization. **(M)**

Equivalencies

- 18.27** The specific requirements of the physical plant standards for existing facilities may be modified by the Jail Standards Committee on an individual basis to allow arrangements that would, in the Committee's judgment, provide at least equivalent conditions as would be afforded by explicit compliance with the corresponding Standards.
- 18.27.01** When a modification of a Standard is desired, the facility administrator submits a request to the Jail Standards Committee outlining the proposed alternative arrangement together with documentation showing how such arrangement will provide conditions at least equivalent to the corresponding Standard.

- 18.27.02** The modification applies only to the petitioner for the specific facility cited. (Revised 12/17)

New Construction and Renovation

All standards in this section, except where exceptions are stated, shall apply to new facilities and renovation of existing facilities for which construction is initiated after April 1, 1990. In the case of partial renovation of an existing facility, it is intended that these standards should apply only to the part of the facility being renovated. The un-renovated portion of the facility would remain subject to the existing facility standards as specified in Chapter 18.02 through 18.27. The purpose in applying the Standards in this manner is to encourage local jurisdictions to proceed with making needed improvements to existing facilities where new construction or total renovation may not be practical in the short term.

- 18.28** In addition to these Standards, all new construction and renovation complies with all state and local building, safety, and health codes.

Planning

- 18.29** New facilities or major renovations, are designed only after a thorough assessment of needs have been conducted and the population to be served has been projected and described on the basis of research, data analysis, and policy review.
- 18.29.01** Prior to any physical construction, plans and program statements shall be presented to the ISA Jail Standards Committee for review and comment. Input provided by the Jail Standards Committee does not constitute “approval”, which must be obtained from appropriate governmental authorities.
- 18.30** A written program statement, which provides the basis upon which architectural plans are drawn, shall be prepared for all new construction and major renovation projects. The program statement shall include, at a minimum, the following:
- a.** A written statement defining the problems, which require facility renovation or new construction
 - b.** Written goals and objectives for the project (may include facility goals, operational and program goals, criminal justice system goals, funding goals, etc.)
 - c.** Description of the anticipated inmate population including classifications to be housed, number of beds per classification, total capacity, and security levels to be provided
 - d.** Descriptions of functional criteria and basic policies for each usage area in the proposed facility
 - e.** Description of the type, number, size, and required adjacencies of all renovated or newly constructed spaces within the proposed facility
 - f.** Site plan
 - g.** Initial staffing plan
 - h.** Initial construction cost estimate and estimated annual operating costs
- 18.31** New facility plans should consider access to community resources, criminal justice agencies, and inmates' families. The site selection process shall include evaluation of alternative sites, consideration of facility requirements, and consideration of future expansion.
- 18.32** At each submission of key planning and design documents to the county for review and approval, the architect shall certify, in writing, the plan's compliance with these Standards.

General Conditions

- 18.33** Light levels in all inmate housing areas are at least twenty (20) foot-candles measured three feet above the floor. Light levels in other inmate occupied areas are appropriate for the use and type of activities which occur. Night lighting does not exceed five (5) foot-candles during sleeping hours. **(M)**
- 18.34** In all new construction, natural lighting should be available either from cell or room windows to the exterior or from a source within twenty (20) feet of the room or cell. **(R)**
- 18.35** Sustained noise levels within inmate occupied areas do not average higher than seventy (70) decibels during the day and forty-five (45) decibels during sleeping hours. **(M)**
- 18.36** Heating and cooling systems provide a comfortable and healthful living environment with temperatures maintained between sixty-five (65) and eighty (80) degrees Fahrenheit. **(M)**
- 18.37** Ventilation systems provide circulation of at least ten (10) cubic feet of fresh or re-circulated filtered air per minute per occupant in all areas of the facility. **(M)**
- 18.38** All locks, detention hardware, fixtures, furnishings, and equipment are appropriate for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is prohibited. **(M)**
- 18.39** Inmates' privacy from unauthorized observation shall be protected without compromising the security and control of the facility. Privacy screening for all toilet and shower areas which still allows adequate supervision of those areas should be incorporated into the design. **(M)**
- 18.40** The facility shall have a security perimeter which is secured in such a way that inmates remain within the perimeter and that access by the general public is denied without proper authorization. **(M)**
- 18.41** The security areas of the facility are equipped with an audio communication system designed to allow monitoring of activities and to allow inmates to communicate emergency needs to facility employees. Closed circuit television should not be used as the primary source of inmate observation, but as an enhancement to detention deputies' observation of cell space and of day room and program space. (Revised 12/03) (12/06) **(M)**
- 18.42** All newly constructed facilities provide an emergency source of power to supply electricity for entrance lighting, exit signs, circulation corridors, fire alarm, electrically operated locks, and the ventilation system.

Admission and Release Area

- 18.43** The facility has an intake and release area, which is located inside the security perimeter, but apart from other inmate housing, and activity areas. It should include, at a minimum, the following components: **(R)**
- a.** Vehicular sallyport
 - b.** Booking, photograph, fingerprint, and inmate identification areas
 - c.** Modesty screening shall be provided which would permit showering and dressing out inmates **(M)**
(Revised 12/17)
 - d.** Secure storage space for inmate valuables and personal property
 - e.** Space for storage and issue of clothing and sundries such as linens, blankets, towels, hygiene items, etc.
 - f.** Telephone facilities
 - g.** Space for interview and pretrial release screening
 - h.** Space for medical screening

- i. Space for release processing
- j. One or more temporary holding cells designed to detain inmates for up to eight (8) hours pending booking, court appearance, housing assignment, transfer, or release
- k. One or more detoxification cells designed to temporarily detain intoxicated inmates or other inmates who pose a danger to themselves, or others

18.44 Temporary holding cells may be designed for multiple occupancy and shall provide at least twenty-five (25) square feet of floor space for each inmate at capacity, but shall be no smaller than fifty (50) square feet. Temporary holding cells shall be equipped with benches, which provide sufficient seating to accommodate all persons at capacity, a high security toilet, washbasin with hot and cold water, and an immediate source of fresh potable water. Modesty screening of toilet areas shall be provided. **(M)**

18.45 Detoxification cells may be designed for multiple occupancy and shall provide at least twenty-five (25) square feet of floor space for each inmate at capacity, but shall be no smaller than fifty (50) square feet. Detoxification cells may be equipped with a high security toilet, washbasin with hot and cold water, an immediate source of potable water and low benches. Modesty screening of toilet areas shall be provided. All detoxification cells shall be located so as to be readily observable by staff. **(R)**

Inmate Housing Areas

18.46 The facility shall have a sufficient number of housing units in an appropriate configuration so that inmates can be separated according to the facility's classification plan and as required by Chapter 16. **(M)**

18.46.01 Work release areas shall conform to the requirements of Chapter 20. (Revised 12/17)

18.46.02 Jails using the concept of "dry" cell housing areas provide that inmates have access to toilets and hand-washing facilities twenty-four (24) hours per day. (Revised 12/17)

- a. Toilets and washbasins will be provided at a minimum ratio of one (1) for every fifteen (15) inmates;
- b. Showers will be provided at a minimum ratio of one (1) for every fifteen (15) inmates.

18.47 Single occupancy cells shall provide at least sixty (60) square feet of floor space and shall be equipped with at least a toilet, mirror, lavatory with hot and cold water, an immediate source of fresh potable water, table, seating, storage shelf or compartment, and a bed. **(M)**

18.48 Multiple occupancy cells shall provide at least thirty-five (35) unencumbered square feet of floor space per inmate at capacity and shall be equipped with at least a bed, and storage shelf or compartment, for each inmate at capacity. A toilet, lavatory with hot and cold water, an immediate source of fresh potable water, mirror, table and seating shall also be provided. (Revised 12/03) **(M)**

18.49 Day room space provides a minimum of thirty-five (35) square feet of floor space per inmate, (exclusive of a three (3) foot circulation area in front of cell door openings, toilets, and showers) for the maximum number of inmates who use the dayroom at one time. The dayroom shall be available adjacent to all single and multiple occupancy cells in each housing unit. No dayroom shall be smaller than one hundred (100) square feet in size. **(M)** (Revised 12/13)

18.49.01 Day rooms shall be equipped with at least one (1) shower for every fifteen (15) inmates, or fraction thereof, and tables and seating sufficient for all inmates. Day rooms should provide access to passive recreation.

18.49.02 Where inmates do not have continuous access to their cells, day rooms shall also be

equipped with one (1) toilet and one (1) lavatory with hot and cold water for every fifteen (15) inmates or fraction thereof.

18.50 Dormitory units shall provide a minimum of seventy (70) square feet of floor space per inmate at capacity including both sleeping and day room areas. Dormitories shall be equipped with at least: **(M)**

- a. one (1) toilet and one (1) lavatory with hot and cold water for each fifteen (15) inmates or fraction thereof
- b. one (1) shower
- c. one (1) mirror
- d. an immediate source of fresh potable water for every fifteen (15) inmates or fraction thereof
- e. one (1) bed above the floor for every inmate at capacity
- f. sufficient tables and seating for all inmates at capacity

Note: neither beds, tables, nor chairs need to be excluded when measuring dormitories for square footage.

18.50.01 Dormitory units may provide individual partitioned sleeping areas for inmates utilizing partial height screen walls or similar means to accommodate a moderate amount of privacy and personal space.

18.51 Restrictive housing cells shall have at least seventy (70) square feet of floor space per inmate. Restrictive housing cells shall be equipped with at least a toilet, lavatory with hot and cold water, an immediate source of fresh potable water, mirror, table and seating, shelf or storage compartment, and a bed above the floor. **(M)**

Programs Support Areas

18.52 Adequate space is allocated for, at a minimum, the following functions: **(R)**

- a. Inmate programs
- b. Indoor exercise when weather dictates a need
- c. Outdoor exercise
- d. Inmate activities
- e. Visitation
- f. Confidential attorney visits
- g. Counseling

18.53 Adequate visiting space is provided to accommodate the demand projected by the number of visitors, visiting schedule, and the requirements of Chapter 14.15. These areas may provide for either contact or non-contact visitation. Privacy partitions shall be provided between visiting stations and sound absorbing materials shall be utilized to reduce noise and privacy during visits. **(R)** (Revised 12/17)

18.54 A sufficient number of confidential interview areas to accommodate the projected demand of visits by attorneys, counselors, clergy, or other officials shall be provided. At least one (1) confidential interview area is required. **(M)** (Revised 12/17)

18.55 Sufficient outdoor exercise space shall be provided to accommodate the projected facility capacity, the exercise functions for which the space will be utilized, the maximum number of users at any one time, and the requirements of Chapter 18.40. At least one (1) outdoor exercise area of not less than fifteen hundred (1500) square feet of unencumbered space is recommended for jails of 100 inmate capacity or larger and 750 square feet of unencumbered space for jails with less than 100 inmate capacity. **(M)**

- 18.56** The facility has at least one (1) room available within the security perimeter for indoor recreation, activities and programs. **(M)** (Added 12/17)

Operational Support Areas

- 18.57** Staff posts are located in close proximity of inmate housing areas in order to hear and respond promptly to disturbances or calls for help. **(M)** (Revised and Renumbered 12/17)
- 18.58** Newly constructed facilities shall be designed with a control center. The control center shall be designed to be secure from unauthorized access. Entrances to the security perimeter shall be controlled from the control center. The control center shall be equipped with release switches to open all cell doors in the event of an emergency. (Renumbered 12/17)
- 18.59** “Overall, space provisions for the level of health care service provided by the jail need not be extravagant.” However, “some activities must take place at the facility and require appropriate space.” (NIC ~ Jail Design Guide, 4-104) (Renumbered 12/17)
- “Therefore, space shall be provided for routine medical examinations, emergency first-aid, emergency equipment storage, secure medicine storage and secure medical records storage.”
Examination rooms will permit privacy during clinical encounters.” (NCCHC J-D-03)
- “General conditions” as described in standards 18.33 through 18.42 shall be applicable to health services facilities.
- 18.60** Where food is to be prepared in-house, the kitchen has sufficient space for food preparation, serving, disposal, and clean-up to serve the facility at its projected capacity. The kitchen shall be properly equipped and have adequate storage space for the quantity of food prepared and served. Provisions shall be made for the secure storage of knives and other utensils. (Renumbered 12/17)
- 18.61** Where laundry services are provided in-house, there is sufficient space available for heavy duty or commercial type washers, dryers, soiled laundry storage, clean laundry storage, and laundry supply storage. (Renumbered 12/17)
- 18.62** At least one (1) secure janitor's closet containing a mop sink and sufficient space for storage of cleaning supplies and equipment is provided within the security perimeter of the facility. **(R)** (Renumbered 12/17)
- 18.63** A secure storage area is provided for all chemical agents, weapons, and security equipment. **(M)** (Renumbered 12/17)

Administrative Support Areas

- 18.64** Sufficient space is provided for administrative and clerical personnel. The space includes an area for conference and staff training. **(R)** (Renumbered 12/17)
- 18.65** Locker space, showers, and dressing area should be provided for facility employees. Toilets shall be provided for facility employees. (Renumbered 12/17)
- 18.66** A public lobby or waiting area is provided which includes sufficient seating, access to restroom facilities, and drinking fountains. Public access to security and administrative work areas shall be restricted. All public areas of the facility shall be accessible to the handicapped. **(M)** (Renumbered 12/17)

Equivalencies

18.67 A variance from the specific requirements of the physical plant standards for new construction or renovation may be granted by the Jail Standards Committee on an individual basis to allow arrangements that would, in the Committee's judgment, provide at least equivalent conditions as would be afforded by explicit compliance with the corresponding standards. (Renumbered 12/17)

18.67.01 When a variance from a Standard is desired, the facility administrator shall submit a request to the Jail Standards Committee outlining the proposed alternative arrangement together with documentation showing how such arrangement will provide conditions at least equivalent to the corresponding Standard.

18.67.02 The variance, if granted, shall apply only to the petitioner for the specific facility cited.

Chapter 19

Health Services Physical Facilities

The jail standards within this chapter are specific to Ada County but may be considered for other facilities planning new construction.

References for standards:

- Idaho Jail Standards
- NCCHC Standards (J-D-03 ~ Specific to facility design)
- Jail Design Guide ~ A Resource for Small and Medium-Sized jails (NIC)
- Correctional Health Care ~ Guidelines for the Management of an Adequate Delivery System ~ Specifically Chapter 11 (NIC document derived from NCCHC)
- Isolation Rooms: Design, Assessment and upgrade ~ A resource document from Institutional Consultation Services

These standards are written to be applicable to new construction, or renovation. In addition, they identify facility standards that will be applicable to existing jails to meet certification.

There is a significant difference in the sizes of jails in the State of Idaho. The range of health service also varies greatly. These standards identify what “facility space” shall be required at a minimum, as well as areas that may be considered.

19.01 There are three common areas that *all jails* (future or existing) *shall have to meet certification. (M)*

- Examination area
- Medication/pharmaceutical storage (NCCHC J-D-01)
- Medical records storage

These areas are addressed first in the following standards.

19.02 For jails providing a scope of service beyond the three common areas described above, the following should be considered:

- Examination
- Medication/Pharmacy
- Records
- Urgent care / Ambulance access
- Inmate waiting area
- Sobering/detox
- Dental
- Lab
- X-Ray

- Control room
- Staff floor stations
- Conference room
- Interview rooms
- Support/staff offices/locker room/decontamination-shower
- Medical supply/storage
- Medical gas (tank storage and shut off locations)
- Single cells
- Multi-occupancy cells
- Anti-cells/Isolation cells
- Mental health
- Dayroom
- Exercise area
- Ambulance access
- Telecom-security, electrical, Mechanical (HVAC), plumbing chases
- Janitor closets ~ storage
- Staff restrooms
- Hazardous waste

19.03 Emergency Access ~ All jails shall have identified ambulance access to the facility. **(M)**

19.04 Examination Rooms ~ All jails shall have an area adequate for use as an exam room. **(M)**

- Whether the examination room will be new construction or converted existing space, adequate area is one that would accommodate physical examination of a prone patient.
- The area should allow sufficient room for security staff to be present for high-risk individuals. Reference documents suggest that an exam-room area should be no less than 80 net square feet, and it is highly recommended that the room be sized to the community standard of 100 net square feet. **(R)**

19.05 Exam - If the room is to be used for other situations such as emergency care it should be 180 net square feet to allow for gurney access. (Urgent Care: NCCHC J-E-08 AED recommendation) **(R)**

- The facility shall have an AED available to staff. (Also, see IJS 06.03.04.2) **(M)**
- The room shall be sized and arranged to allow handicapped access. (NIC 4-107, 4-108) **(M)**
- The inmate's privacy and the staff/facility security should be primary consideration in selecting or designing an exam room. The design will provide visual and acoustic privacy but may incorporate blinds, vision panel or other apparatus to provide for selective observation by security staff. (NCCHC J-A-09 and NIC 4-109, 4-110 & 4-411) **(M)**
- **The examination room area may be designed in a manner to accommodate a variety of use; however, sufficient combined square footage must be allowed. (M)**

- It is highly recommended that exam rooms be located to provide direct line of sight from a constantly staffed security post. If there are to be multiple examination rooms, these should be located next to, or adjacent to one another. (NIC 4-107) **(R)**
- Shall be located off a main circulation corridor for quick and easy access. **(M)**
- Should incorporate panic or duress alarms, as well as have two-way communication via telephone and/or intercom. The design may include a status indicator light to notify staff when the room is occupied and/or door monitoring by the control center. **(R)**
- Cabinets and drawers shall be equipped with locks. **(M)**
- Lighting will be sufficient to conduct routine examinations. (NIC 4-411) **(M)**
- Should incorporate sufficient control for the room temperature. **(R)**
- Data ports for computer use should be considered. **(R)**

19.06 Medication Storage/Pharmacy Area ~ All jails shall have storage for pharmaceuticals that complies with the State Board of Pharmacy. (NCCHC J-D-01 and NIC 4-112 through 4-115) **(M)**

- Depending on the size of the jail and the population, the space for medications may be as small as a cabinet or as large as a full service pharmacy. Regardless, it must be in an area restricted to health services or security staff assigned to health service duty. The area must be secure from break-in with controlled access. **(M)**
- Consider the location of the pharmacy in relation to the inmate housing areas regardless of whether staff delivers medications or inmates go to the pharmacy to receive them.
- The medication storage areas must be secured and locked. Any narcotic type of medication must be double locked, such as a locked storage cabinet/cart within a locked room/closet.
Further reference can be found in Idaho Board of Pharmacy and DEA regulations. **(M)**
- A facility must have a DEA License if that facility stores any narcotics on site. Schedule II narcotics must be counted daily by two people. **(M)**
- It is highly recommended that the pharmacy be located to provide direct line of sight from a constantly staffed security post. **(R)**
- If the jail has an actual pharmacy room that area should have sufficient countertop work area, a sink and a refrigerator. **(R)**
- Consideration should be given to incorporating panic or duress alarms, as well as has two-way communication via telephone and/or intercom, and data ports for computer use. **(R)**
- Consideration to be given for a med-pass window that can be secured and locked when not in use. **(R)**
- Consideration for doorway that will allow passage of any medication-push-cart/cabinet storage. **(R)**

19.07 Records Area ~ All jails shall have storage for inmate health records, which complies with restricted access and confidentiality. NCCHC J-D-03-4, NCCHC J-H-02-2 **(M)**

- NCCHC J-G-03 “A complete inpatient health record is kept for each patient and includes ...”
- “Secure health care record storage should be provided.” (NIC 4-115)
- “Health records are confidential and should be kept secure and separate from other inmate records and under the custody of medical personnel only.” (NIC 4-115)

“The key to proper location of health records is that they be accessible to health care staff work areas and highly secured from casual access by unauthorized staff or inmates.” (NIC 4-115)

19.08 Detox Area ~ All jails need an area identified to handle sobering/detox ~ See existing IJS 18.45 **(M)**

- In direct line of sight from a constantly staffed security post **(R)**
- Minimum of fixtures **(R)**
- Floor toilet/drain **(R)**
- Consideration for a “low 8-inch bench” should be given. This reduces chance of injury if a person rolls/falls off of it. **(R)**

19.09 **Housing / Infirmary** ~ Definition:

“An infirmary is an area in the facility accommodating patients for a period of 24 hours or more, expressly set up and operated for the purpose of caring for patients who need skilled nursing care but are not in need of hospitalization or placement in a licensed nursing facility, and whose care cannot be managed safely in an outpatient setting. It is not the area itself, but the scope of care provided that makes the bed an infirmary bed.” (NCCHC J-G-03) (NCCHC J-B-03 also addresses “Inmate Housing”)

“Patients are always within sight or hearing of a qualified health care professional.” “Call lights and buzzer systems can be a useful way of ensuring this.” (NCCHC J-G-03)

- **Single Occupancy Cell** ~ See IJS 18.47 **(M)**
- **High Risk Cell(s)** for housing suicide risk (no fixtures to tie off on, etc.) **(R)**
- **Isolation Cell & Anteroom cell** ~ See IJS 18.51 / *Note:* An anteroom differs from an iso-room in that the anteroom actually has a room in front of the cell/patient room, which further reduces the infectious particles from transferring to other areas. (Refer to Chapter 4 letter “H” in Isolation Rooms: Design, Assessment and upgrade ~ A resource document from Institutional Consultation Services) (Negative air ~ see below) /
- **Multiple Occupancy Cell** ~ See IJS 18.48 **(M)**
- **Dormitories** ~ See IJS 18.50 **(M)**
- **Day Rooms** ~ Health Services infirmary areas significantly differ from general inmate housing. For the most part the health services inmate population is quite transient with short stays until stabilized or recovered. Some of these inmates may be restricted to their cell for health reasons while others may be allowed to recreate. It is reasonable that the majority of dayroom standards (18.49) for general housing be applied in a health services setting, however, a reduced dayroom size is allowed. Those involved with developing the facility design will need to determine what portion of the infirmary population may reasonably be allowed out of cell at any given time. The square foot standard “per inmate” in IJS 18.49 should then be applied to that number to determine the amount of dayroom that will be required. IJS 18.49.01 and 18.49.02 remain applicable. Further reference: NCCHC J-F-03 **(M)**

Note: Dry cell housing referred to in IJS 18.46.02 is not recommended in a health services infirmary.

- **Exercise areas:** As stated above, sufficient dayroom area will exist to accommodate indoor exercise when weather dictates a need. An outdoor recreation area in close proximity of the infirmary is highly recommended. Outdoor recreation areas should be in close proximity to the infirmary and shall have walls at least 12 feet high, and be securely covered with expanded metal of a gauge no less than 11. (Refer to IJS 18.55) (NCCHC J-F-03 ~ “There should be a designated room or area, inside or outside, for exercise.”) **(M)**
- **Negative airflow and other considerations** ~ Cell areas should have HVAC balanced to create negative air. By doing this the amount of air from the cells mixing back into the dayroom and other areas is reduced, thereby helping to minimize contamination. (Refer to Chapter 2 in Isolation Rooms: Design, Assessment, and Upgrade, specifically letter “F”, also NCCHC J-B-01, J-G-04-5, J-G-04-6) **(R)**

19.10 **Waiting Area** ~ Appropriate seating should be provided for inmate waiting. **(R)**

- “Appropriate seating should be provided for inmate waiting. The waiting area should be adjacent to the examination area and, preferably, visible from a constantly staffed post.” (NIC 4-118)

- “Space for the inmate waiting area should be programmed at about 12 to 15 net square feet per person, which should be adequate for both seating and movement around the seating.”
 - Design should minimize staff having to go through inmate waiting to access examination rooms and other space.
 - Consideration should be given to including a maximum level holding cell in the waiting area. (High risk cell) / NCCHC J-D-03-7
 - A restroom and drinking fountain will be accessible in the waiting area.
 - Separate restrooms for staff in other areas of the health services shall be provided.
 - It is recommended to locate the inmate restroom such that a specimen pass can be installed directly to the lab from the restroom or, if this is not accomplished, a specimen shelf should be included.
- 19.11 Visiting** ~ Video visitation is highly recommended. Due to the nature of a health services setting and the various health issues within such facility, limiting movement and exposure is better achieved through video visitation. However, it is acceptable to accomplish visiting using existing jail procedures for those who are well enough to participate. (Refer to IJS 18.53 & 18.54)
- 19.12 Administrative Support Areas** ~ Refer to 18.63 and 18.64 (With regard to shower it is recommended that an eye-wash-shower type combo for decontamination be considered in lieu of a standard shower.) **(R)**
- Optional rooms to support Jail administration may be considered (Conference room, Library, etc.)
- 19.13 Control Center** ~ Refer to IJS 18.57.
- Note: If the jail has more than one control center, programming for hand off to the main control station should be considered.
- 19.14 Staff Posts** ~ Refer to IJS 18.56
- Maximize sight lines to inmate areas for supervision
- 19.15 Laundry** ~ Refer to IJS 18.60
- NCCHC J-B-02 also references laundry
- 19.16 Janitorial**
- Consideration to specialized cleaning service of cells and contaminated areas.
 - Refer to IJS 18.61 and 18.62 ~ NCCHC J-B-02 also references “Housekeeping”
- 19.17 Hazardous material/waste** ~ All jails should have protocol for safe handling of sharps and hazardous materials **(M)**
- Consideration must be given to protocol for handling and where hazardous waste materials will be stored for disposal.
 - The facility ensures that “sharps and biohazardous waste are disposed of properly.” (NCCHC J-B-01, 3-b) Consideration should be given to having a hazardous waste business pick up and dispose of such material.
- 19.18 Mental Health**
- Housing (Variation of options from single cell isolation, multi-occupancy to small dormitory)
 - Observation cell(s) for housing suicide risk (no fixtures to tie off on, etc.)
 - Muted color scheme
 - Interview rooms
 - References: NCCHC J-D-03-4

- 19.19 ADA Considerations** ~ ADA accessibility must be included in a portion of the inmate housing areas, clinic, dental, etc. **(M)**
- 19.20 Physical therapy considerations** ~ Jails may not be set up to accommodate full physical therapy programs; however, consideration may be given to accommodation on case-by case basis. Example: stationary bike in a dayroom area, etc.
- 19.21 Dental** ~ The size and configuration of a dental area will depend on the extent of service – x-ray, etc. ~ as example: ACSO is 122 sq. ft. per chair **(R)**
- No less than 90 square feet and may vary up to 150 sq. ft. for a single chair dental area.
 - Consideration must be given to proper venting of dental compressor and suction.
 - At least two sinks (one for cleaning and one for consumption use)
 - References: NCCHC J-D-03-10 &11
- 19.22 Laboratory** ~ Will be determined by extent of service.
- There are regulations in place for labs, so standards are not identified other than a statement to refer to regulatory requirements.
 - References: NCCHC J-D-03-6
- 19.23 X-Ray**
- Due to the various types of x-ray equipment it is hard to write a specific standard. (Traditional that requires developing vs. digital, etc.)
 - Portable units, most do not require special wall lining, etc.
 - Refer to building code regulatory requirements.
- 19.24 Storage and supply area(s)** ~ All jails need to have adequate medical supply storage. Consideration must be given to provide adequate storage areas.
- Janitorial
 - Medical/dental/specialty supplies
 - Inmate supplies (uniforms, bedding, etc.)
 - Office supplies

CHAPTER 20

WORK RELEASE FACILITIES

Facility

- 20.01** The facility shall be in compliance with all necessary zoning ordinances. **(M)** (Revised 12/17)
- 20.02** The facility shall conform to necessary building codes. **(M)** (Revised 12/17)
- 20.03** When the facility is part or attached to a detention facility or a correctional institution, residents should be housed separately from other inmates. **(R)**
- 20.04** Ventilation systems shall provide circulation of at least ten (10) cubic feet of fresh or recirculated filtered air per minute per occupant. **(M)**
- 20.05** Light levels in all inmate-housing areas shall be at least twenty (20) foot-candles measured three feet above the floor. Light levels in other inmate occupied areas shall be appropriate for the use and type of activities, which occur. Night lighting levels shall permit adequate illumination for supervision, but shall not hinder restful sleep. (5 ft. candles). (Revised 12/03) **(M)**
- 20.06** A minimum of sixty (60) square feet of floor space per resident shall be provided in the facility. **(M)**
- 20.07** Each occupant shall be provided a bed above the floor. Each occupant shall be provided a mattress, pillow, and bedding. **(M)**
- 20.08** Laundry services shall be sufficient to allow required clothing, bedding, and towel exchanges for inmates. **(M)**
- 20.08.01** Inmate clothing shall be laundered or exchanged at least twice (2) each week.
- 20.08.02** Linen shall be changed and laundered or exchanged at least once weekly or more often, as necessary.
- 20.08.03** Blankets in use shall be laundered or exchanged at least monthly, or before reissue to another inmate.
- 20.08.04** Towels shall be laundered or exchanged at least twice (2) weekly.
- 20.09** Work release inmates may have a reasonable amount of toiletry and hygiene items to maintain a clean and neat appearance at the Work Release Center. **(R)**
- The facility will provide articles of personal hygiene that are needed on an emergency basis.
- 20.10** Toilet paper shall be available at all times in inmate toilet areas. **(M)**
- 20.11** The facility will have, at a minimum, one operable toilet for every fifteen (15) inmates. **(M)**

- 20.12** The facility will have, at a minimum, one operable washbasin with hot and cold running water for every fifteen (15) inmates. **(M)**
- 20.13** The facility will have, at a minimum, one operable shower or bathing facility with hot and cold running water for every fifteen (15) inmates. **(M)**
- 20.14** The facility shall maintain documentation by state and/or local health officials or other qualified persons that the facility complies with applicable state and local sanitation and health codes based on at least an annual inspection of the facility. **(M)**
- 20.15** Written policy and procedure provided for vermin and pest control, and trash and garbage removal. **(M)**
- 20.16** There is written documentation of regular sanitation inspections of all internal and external areas. **(R)**
- 20.17** A housekeeping and maintenance plan is in effect to ensure that the facility is clean and in good repair. **(R)**
- 20.18** The facility shall have written policy and procedure, which provides for inmate access to telephone services. **(M)**
- 20.19** The facility shall have written policy and procedure, which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff. **(M)**
- 20.20** The facility shall maintain documentation that the facility complies with safety and fire prevention standards and has been inspected by the State Fire Marshall, local fire department, or other qualified entity, on an annual basis. **(M)**
- 20.21** The facility administrator shall designate a facility employee as fire safety deputy who has received training and is familiar with the applicable regulations, inspection process, and fire prevention practices. (12/06) **(M)**
- 20.21.01** The fire safety officer shall conduct regular fire safety inspections of the facility. (Revised 12/03) (Revised 12/06) (Revised 12/17)
- 20.21.02** The fire safety officer schedules and coordinates one fire drill annually that includes fire and medical response to the facility. In addition, all employees must receive fire safety training annually. (Revised 12/03) (Revised 12/06) (Revised 12/17)
- 20.21.03** The fire safety officer shall coordinate the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly. (Revised 12/06) (Revised 12/17)
- 20.21.04** The time, date and results of all fire safety inspections, fire drills, and equipment testing and inspection shall be documented.
- 20.22** The facility shall have a written fire evacuation plan for use in the event of fire or major emergency. The plan shall include routes of evacuation and provisions for housing of inmates after evacuation. The plan shall be posted where inmates and staff may familiarize themselves with it. **(M)**
- 20.23** The facility administrator shall involve the local fire department in fire emergency planning and training, and drills, as appropriate. **(R)**
- 20.24** The facility shall have equipment necessary to maintain essential services, security, and safety in the event of a power failure. **(R)**

- 20.25 The work release facility shall be equipped with at least one (1) AED – automatic electronic defibrillator, and employees shall be trained in the use of the AED. (Revised 12/03) **(M)**

Food Service

- 20.26 The facility shall provide a food service operation that takes into consideration varying work schedules of the inmates. **(M)** (Re-numbered 12/17)
- 20.27 Special diets prescribed by a physician shall be followed according to the physician's written instructions or the written instructions of a local dietitian. **(M)** (Re-numbered 12/17)
- 20.28 Provisions shall be made for special diets when an inmate's religious beliefs require adherence to particular dietary practices. **(M)** (Re-numbered 12/17)
- 20.29 A cleaning schedule shall be established and followed to ensure the food service area is kept clean and sanitary. **(M)** (Re-numbered 12/17)
- 20.30 Written procedure shall assure that the food service operation complies with all applicable health and sanitation codes. **(M)** (Re-numbered 12/17)

Medical Care

- 20.31 The facility shall provide access to emergency medical care. **(M)** (Re-numbered 12/17)
- 20.32 The facility shall provide access to dental care. **(M)** (Re-numbered 12/17)
- 20.33 All state licensing, certification, and/or registration requirements and restrictions shall apply to medical personnel. **(M)** (Re-numbered 12/17)
- 20.34 All detention deputies shall receive basic first-aid training or its equivalent and training in Cardiopulmonary Resuscitation techniques within the first year of employment. Certification in these areas shall be kept current. **(M)** (Revised 12/03) (Revised 12/06) (Re-numbered 12/17)
- 20.35 The facility should have first aid equipment available at all times. **(M)** (Re-numbered 12/17)
- 20.36 A health appraisal for each inmate shall be provided within fourteen (14) days of admission which includes, at a minimum, the following: **(M)** (Re-numbered 12/17)
- a. Review of earlier medical screening information
 - b. Collection of additional data to complete medical, dental, psychiatric, and immunization histories
 - c. Recording of height, weight, pulse, blood pressure, and temperature
 - d. Administration of other tests and examinations, as appropriate
 - e. Initiation of therapy, as appropriate
- 20.37 Medical screening shall be performed by the receiving deputy on all inmates upon admission to the facility. The findings shall be recorded on a printed form approved by the facility physician. The medical screening shall include, at a minimum, the following: **(M)** (12/06) (Re-numbered 12/17)

Inquiry into:

- a. Current illness and health problems, including dental problems, sexually transmitted diseases and other infectious diseases
- b. Medication taken and special health requirements
- c. Use of alcohol or drugs, which includes types, methods, date or time of last use, and a history of

- d. problems that may have occurred after ceasing use
- d. Past or present treatment or hospitalization for mental disturbance or suicidal behavior
- e. Mental illness
- f. Other health problems designated by the facility physician

20.38 Written procedures shall be established to provide for the proper management of pharmaceuticals. **(M)** (Re-numbered 12/17)

20.39 The facility shall have a procedure for the notification of those individuals designated by the inmate in case of serious illness, injury, or death. **(M)** (Re-numbered 12/17)

20.40 In the event of an inmate's death, the coroner, and the sheriff, shall be notified. **(M)** (Re-numbered 12/17)

Intake

20.41 The facility shall have written policy and procedure to govern admission and orientation of new inmates and release of inmates from the facility. **(M)** (Re-numbered 12/17)

20.42 The admitting deputy shall properly identify the inmate and verify that he or she has the appropriate commitment papers to assure proper documentation. **(M)** (12/06) (Re-numbered 12/17)

20.43 The facility shall complete an intake form on every new inmate, which shall include, at a minimum, the following: **(M)** (Re-numbered 12/17)

- a. Time and date of admission
- b. Name, alias, nicknames
- c. Signature of admitting deputy (12/06)
- d. Date of birth and age
- e. Race
- f. Gender (Revised 12/17)
- g. Physical description
- h. Current or last known address and telephone number
- i. Marital status
- j. Occupation and employer
- k. Educational level
- l. Emergency contact
- m. Social security number
- n. Driver's license number and state

20.44 Written policy and procedure shall provide that all inmates are informed of and agree in writing to abide by the rules and regulations governing the facility. **(M)** (Re-numbered 12/17)

Supervision

20.45 The facility shall have written procedures and a system of accounting for the whereabouts of all inmates at all times. **(M)** (Re-numbered 12/17)

DEFINITIONS

ADMINISTRATION OF MEDICINE

The act of giving a single dose of an identified drug to a patient.

ADMINISTRATIVE RESTRICTIVE HOUSING

A form of separation from the general population when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmates, or to the security or orderly running of the institution. (See PROTECTIVE CUSTODY and RESTRICTIVE HOUSING)

ADMINISTRATOR

The Sheriff, Facility Administrator, or other duly authorized person who is responsible for the operation of the jail facility.

BODY CAVITY SEARCH

Searches which involve the examination and possible intrusion into the rectal or vaginal cavities.

BOOKING

Both a law enforcement process and a jail facility procedure. As a law enforcement action, it is an official recording of an arrest and the identification of the person, place, time, arresting authority, and reason for the arrest. In the jail facility, it is the procedure for admitting of a person charged with or convicted of an offense, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the individual's personal property. (Revised 12/17)

CELL BLOCK

A group or cluster of single and/or multiple occupancy cells immediately adjacent and directly accessible to a day room.

CHEMICAL AGENT

An active substance such as Oleoresin Capsicum (O.C.), Chloroacetophenone (CN), and o-Chlorobenzylidene Malononitrile (CS) used to deter activities which might cause personal injury or property damage. (Revised 12/17)

CLASSIFICATION

A process for determining the housing needs and requirements of those for whom confinement has been ordered and for assigning housing units appropriately, using an objective classification system approved by the Jail Standards Committee. (Revised 12/17)

COMMUNITY RESOURCES

Any individual, public or private organizations or agencies who offer services, facilities, or other functions which can meet the needs of the facility.

CONTRABAND

Any item possessed by inmates or found within the confinement facility which is declared illegal by law or not specifically approved for inmate possession by those charged with the responsibility for administration and operation of the facility.

CONTROL CENTER

Secured space outside the inmate-occupied area to consolidate facility communications, monitor intercoms installed in inmate living areas, monitor internal alarms, or control locks, or doors. Program needs dictate whether the control center is established for jail functions only or is combined with other functions.

CORPORAL PUNISHMENT

Any act of inflicting punishment directly on the body, causing pain or injury.

DAY ROOM SPACE

A secure area directly adjacent to an inmate living area to which inmates may be admitted for activities such as showering, exercise, recreation, and dining. Spaces originally designed for circulation, such as corridors, are not day room spaces.

DETENTION

The confinement of an inmate in a secure area.

DETENTION FACILITY

A confinement facility operated by the county which holds persons; a) who are committed in order to secure their attendance as witnesses in criminal cases; b) who are charged with crime and are committed for trial; c) who are committed for contempt, or upon civil process, or by other authority of law; and d) who are sentenced to confinement up to one year upon conviction for crime.

DETOXIFICATION CELL

A cell which is used to temporarily hold one or more chemically impaired persons during the detoxification process until they can care for themselves and be moved to general population housing areas, or which is used to detain a person whose behavior requires close supervision.

DISPENSING MEDICATION

The issuing of one or more doses of medication from a stock or bulk container.

DISCIPLINARY HEARING

A nonjudicial administrative procedure to determine if substantial evidence exists to find an inmate guilty of a rule violation.

DISCIPLINARY DETENTION

A form of separation from the general population in which inmates committing serious violation of conduct regulations are confined by the disciplinary committee or other authorized group for short periods of time.

DORMITORY

Dormitory units are cells that house thirteen (13) or more inmates.

DUE PROCESS

Compliance with the fundamental rules which guarantee that an inmate has notice and an opportunity to present evidence in a dispute.

EDUCATIONAL RELEASE

A custody status under which inmates leave a jail facility to attend school in the community, returning to custody after school hours.

EMERGENCY

Any significant disruption of normal facility procedure, policy, or activity caused by riot, strike, escape, fire, natural disaster or other serious incident.

EMERGENCY CARE

Care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call.

EQUAL OPPORTUNITY EMPLOYMENT

A concept designed to ensure equal opportunity for all persons regardless of race, religion, age, sex, or ethnic origin. These equal opportunities extend to all personnel programming such as selection, retention, rate of pay, demotion, transfer, layoff, termination, and promotion.

FACILITY

A jail, either a detention facility or holding facility, including the buildings and site.

FACILITY EMPLOYEES

Employees, full-time and part-time, retained by the county to operate the jail facility. For the purposes of these Standards, all volunteers and employees of other agencies and organizations are considered employees when they are in the facility or on its ground. (Also FACILITY PERSONNEL)

FIRE RESISTIVE

A building which has walls, ceilings, floors, partitions, and a roof made of noncombustible materials and which has a structural steel frame protected by a noncombustible material that has a fire resistance rating.

FOOTCANDLE

A unit for measuring the intensity of illumination; the amount of light thrown on a surface one foot away from the light source.

GRIEVANCE

A written complaint filed by an inmate with the facility administrator concerning personal health and welfare or the operations and services of the facility.

HEALTH CARE

The sum of all action taken, preventive and therapeutic, to provide for the physical and mental well-being of a population. Health care includes medical and dental services, mental health services, nursing, personal hygiene, dietary services, and environmental conditions.

HIGH-SECURITY AREA

A part of the facility in which high security inmates are housed or held. These areas have the highest level of physical and operational security.

HOLDING CELL

A cell within a facility that is used to hold one or more persons temporarily while they await processing, booking, court appearance, or discharge.

HOLDING FACILITY

A facility used for the temporary detention of pretrial inmates for up to seventy-two (72) hours prior to arraignment, release, or transfer. Sentenced inmates may be held only pending transfer to another facility or authority; sentences shall not be served in Holding Facilities. (Revised 12/17)

INDIGENT

An individual with no funds or source of income.

INFORMATION SYSTEM

Includes the concepts, personnel, and supporting technology for the collection, organization, and delivery of information for administrative use. There are two types of information: a) Standard information, consisting of data required for operational control, such as the daily count, positive and negative release rates, absconding or runaway rates, referral sources, and payroll data in a personnel office; and b) Demand information, which can be generated when a report is required, such as the number of inmates participating in education programs and duration of confinement.

INFORMED CONSENT

An agreement by a patient to a treatment, examination, or procedure after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination or procedure.

INMATE

Any person, whether pretrial, unsentenced, or sentenced, who is confined in a detention or holding facility.

INMATE LIVING AREA

Space provided for sleeping, storage of approved personal affects, personal hygiene accommodations, and activity.

INMATE-OCCUPIED AREA

That portion of the facility to which inmates normally may have access.

INMATE RECORDS

Information concerning the individual's personal, criminal, and medical history, behavior, and activities while in custody, including but not limited to: commitment papers, court orders, detainers, personal property receipts, visitors lists, photographs and fingerprints, classification information, grievance reports, disciplinary infractions and action taken, work assignments, program participation, and miscellaneous correspondence.

MAJOR RULE VIOLATION

A violation of inmate rules that requires imposition of due process procedures and may result in a deprivation of privileges for more than seven (7) days and/or placement in disciplinary detention.

MEDICAL PERSONNEL

Physicians, dentists, and other professional and technical workers who provide health care services to inmates in keeping with their respective levels of certification, qualifications, training and experience.

MEDICALLY TRAINED PERSONNEL

Correctional officers or other correctional personnel who may be trained and appropriately supervised to carry out specific duties with regard to the administration of health care.

MEDICAL RECORDS

Separate records of medical examinations and treatments maintained by facility medical personnel.

MEDICAL SCREENING

A system of structured observation and initial health assessment to identify newly arrived inmates who pose a health threat to themselves and others.

MINOR RULE INFRACTION

A violation if inmate rules which may result in loss of privileges for seven (7) days or less, a warning, reprimand, or counseling.

MULTIPLE OCCUPANCY CELLS

Multiple occupancy cells are those units that house between two (2) and twelve (12) inmates.

OBSERVATION CELL

A cell used to temporarily house an inmate in need of close supervision and observation.

PAT SEARCH

Searches which involve the touching and feeling of the inmate's clothed body to detect contraband.

POLICY

A statement of what is to be done in relation to an issue. It reflects the philosophy of the organization and defines the purpose for which the action is taken.

POST ORDERS

A written set of procedures describing activities associated with a specific post or work station.

PROCEDURE

A detailed description of how a policy is to be accomplished. It describes the steps to be taken, the order in which they will be carried out, and by whom.

PROTECTIVE CUSTODY

A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety.

RATED CAPACITY

The number of persons a facility may house in a particular cell or room, housing unit, or facility based upon available square footage, sanitary fixtures, and other physical plant features as specified in these Standards.

RESTRAINT EQUIPMENT

Any mechanical contrivance, appliance, or object designed or fashioned to physically control or incapacitate a person.

RESTRICTIVE HOUSING

The confinement of an inmate to an individual or multiple occupancy cell that is separated from the general population.

SAFETY EQUIPMENT

This includes fire-fighting equipment and other items necessary to ensure the safety of facility personnel, inmates, and visitors.

SAFETY VESTIBULE

An enclosure that divides inmate areas from the remainder of the facility. Vestibules have two doors or gates, only one of which is to be open at a time, to permit entry and exit from inmate areas in a safe and controlled manner.

SALLYPORT

An enclosure located in the perimeter wall or fence of the facility, containing gates or doors at both ends, only one of which opens at one time. This method of entry ensures there will be no breach in the perimeter security of the facility. The sallyport may handle either pedestrian or vehicular traffic.

SECURITY AREA

A defined space whose physical boundaries have controlled access and egress.

SECURITY DEVICES

Equipment used to maintain facility security.

SECURITY PERIMETER

The outer portions of a facility which actually provides for secure confinement of inmates.

SINGLE OCCUPANCY CELL

Single cells are those units which by design and function hold no more than one (1) inmate.

SPECIAL MANAGEMENT INMATES

Persons whose behavior presents a serious threat to the safety and security of the facility, the inmate, the staff, or the general inmate population.

SPECIAL NEEDS INMATE

An inmate whose mental and/or physical condition requires special handling and treatment by staff. Special needs inmates could include, but are not limited to, drug or alcohol addicts or abusers, the mentally ill, suspected mentally ill, physically handicapped, chronically ill, and the disabled or infirm. (Revised 12/17)

STRIP SEARCH

An examination that can include the visual inspection of an inmate's nude body including a visual inspection of the outer genital area and inside the mouth, nostrils, and ears for the detection of weapons, contraband, or physical abnormalities. This also includes a thorough search of the entire inmate's clothing while not being worn by the inmate.

SUPERVISORY STAFF

Facility employees charged with the responsibility of supervising other personnel during a given time period.

TOOLS

Any commonly used pneumatic, hydraulic, electrical or mechanical instrument, commonly used in the building or repair of a jail facility.

TRAINING

An organized, planned, and evaluated activity designed to achieve specific learning objectives. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instructional programs that include a trainer/trainee relationship. Training programs usually include requirements for completion, record of attendance, and a system for recognition of completion.

UNENCUMBERED SPACE

Unencumbered space is standing floor space that is not encumbered by fixed/required furnishings or fixtures. When measuring floor space, all fixtures must be in their operational position.

WORK RELEASE

A formal arrangement, sanctioned by law, whereby an inmate is permitted to leave confinement to maintain regular employment in the community, returning to custody during non-working hours.

REFERENCES

The following reference materials served as primary resources in the development of this document:

American Correctional Association, Rockville, Maryland, 1988, **Correctional Standards Supplement**

American Correctional Association, Rockville, Maryland, 1981, **Standards for Adult Local Detention Facilities**

American Correctional Association, Rockville, Maryland, 1989, **Standards for Small Jails**

American Correctional Association, Alexandria, Virginia, 2010, **Core Jail Standards**

Carter, Stephen A. et. al., 1989, **Research Findings and Recommendations: Conditions of Confinement Standards Revision**, Report to the American Correctional Association

Department of Justice, **Prison Rape Elimination Act Prisons and Jail Standards**, 2012

State of Florida, 1988, **Rules of the Department of Corrections: County and Municipal Detention Facilities**, Chapter 33-8, Florida Administrative Code

State of Kentucky, 1986, **Full Service and Regional Jail Standards**, Kentucky Corrections Cabinet

State of Maine, 1982, **Maine Standards for Jails, Holding Facilities, and Short-Term Detention Areas**, Maine Department of Corrections

State of Nebraska, 1980, **Standards for Jail Facilities**, Nebraska Jail Standards Board

8.18 FEMA MITIGATION OPTIONS



FEMA FLOODPLAIN REQUIREMENTS

Madison County and the Cities of Rexburg and Sugar City joined the National Flood Insurance Program (NFIP) in 1991. Because of this, any structures built prior to 1991 were grandfathered into the program and any structures built after that date are subject to FEMA requirements.

FEMA requires buildings to be 12" above free board of the floodplain. Although buildings built before 1991 were grandfathered in for compliance, if renovations are made, there may be requirements. If renovations:

- to *building only* are **less than 50%*** of current value – no FEMA mitigation
- to *building only* are **more than 50%*** of current value – yes FEMA mitigation
- *include site renovations* – yes FEMA mitigation

*Over a 5-10 year period

OPTIONS

Mitigation Options

1. Construct a temporary barrier or bladder when flooding is forecasted – requires ongoing
2. Construct a retaining wall around the property
3. Lift the building up and bring earth up to comply with floodplain requirements

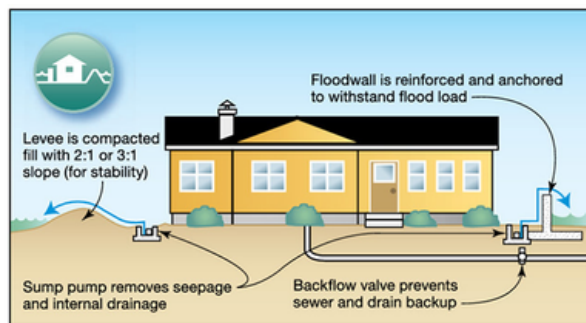
Build New

1. Site work to bring earth up to comply with floodplain
2. Build new facility

FEMA Mitigation Examples

Permanent Solutions

1. Floodwalls
 - A stem wall around perimeter of building
 - A levee with drainage
 - Both can be used in conjunction with each other depending on site need
2. Gates and Dams
 - Often used in conjunction with floodwalls
 - Activated passively OR
 - Manually installed during flood event



Source: FEMA



Source: Flood Control International



CONSEQUENCES

Consequences of not meeting FEMA requirements

Facilities within City limits

- City denies building permit
- Project is a no-go

Facilities within County limits

- Possible FEMA probation, audit, and NFIP membership revoked
- Residents not able to purchase insurance with NFIP (may still buy private insurance)
- FEMA will not help if event would have been covered

In the event of flooding, surrounding roads will be flooded, and County vehicles may not be able to exit to assist in County emergency.