


Louisville Metro Department of Corrections  
400 South 6th Street  
Louisville, KY 40202  
(502) 574-2167  
<https://louisvilleky.gov/government/corrections>

# Louisville Metro Department of Corrections

PREA

STAFFING PLAN

2019



PREPARED BY:  
Lieutenant Allan Fugate  
LMDC PREA Coordinator

# Table of Contents

Page 3	Analysis Methodology
Page 4	Section I Staffing Authorization
Page 13	Section II Judicial Findings
Page 14	Section III Federal Investigations
Page 15	Section IV Internal / External Oversight
Page 16	Section V Organizational Description
Page 18	Section VI Jail Population
Page 19	Section VII Staffing Levels
Page 20	Section VIII Program Highlights
Page 23	Section IX PREA Incidents
Page 24	Section X Technology Enhancements
Page 29	Section XI Conclusion

# ANALYSIS METHODOLOGY

In accordance with the Prison Rape Elimination Act standard 115.13, a staffing plan has been developed that provides an adequate level of staffing, and, where applicable, video monitoring to protect inmates against sexual abuse. In addition, the following factors were taken in consideration:

- I. Generally accepted detention and correctional practices
- II. Judicial findings of inadequacy
- III. Findings of inadequacy from federal investigative agencies
- IV. Findings of inadequacy from internal or external oversight bodies
- V. The facility's physical plant (including blind spots or areas where staff and inmates may be isolated)
- VI. Composition of the inmate population
- VII. The number and placement of supervisory staff
- VIII. Programs occurring on a particular shift
- IX. Applicable state or local laws, regulations or standards
- X. Other relevant factors

# I. Staffing Authorization

Staffing authorizations for Louisville Metro Department of Corrections are approved by Louisville Metro Government after a thorough analysis by the Louisville Metro Council. These staffing authorizations are funded by Louisville Metro Government. Each year the Director reviews the staffing plan for the facility as part of his annual budget review and submission to the Louisville Metro Council for approval. The facility is currently comprised of six divisions:

Administrative Services

Community Corrections / Work Release

Home Incarceration

Compliance / Training

Inmate Service / Support

Operations

# I. Staffing Authorization

<b>Division (Budget)</b>	<b>Staff</b>
Administration – Main Office – Main Jail Complex 400 South Sixth Street	16 Sworn; 16 Non-Sworn; 32 Total (Includes: Senior Staff; Professional Standards; Policy and Compliance; Key Control; Motor pool; Fire Safety; PREA; SORT Commander; Administrative Lieutenant; Support Coordinator; HR; IT)
Security Main Jail Complex 400 South Sixth Street (Includes: Main Jail; HOJ and 3 <sup>rd</sup> Floor LMPD)	260 Sworn; 3 Non-Sworn; 263 Total (Includes: Command; Supervisory; Security; Intake; Property; Main Control; Maintenance)
Security Community Corrections Center 316 East Chestnut Street (Includes Community Release Program)	68 Sworn; 13 Non-Sworn; 81 Total (Includes: Command; Supervisory; Security; Intake; Main Control; Management Assistant and PCI and classification supervisor )
Inmate Services	49 Non-Sworn (Includes: Classification; CMC; Chaplain; Grievance; Substance Abuse; Social Workers; DRC ,Community Out-
Home Incarceration – Main Office – Located in the base- ment of the HOJ	27 Sworn; 13 Non-Sworn; 40 Total
Training 2911 Taylor Blvd	4 Sworn; 1 Non-Sworn; 5 Total
Records Main Office – Main Jail Complex 400 South Sixth Street	38 Non-Sworn (Includes: Records; Booking; Intake and Release; Visitation; Archives)

# I. Staffing Authorization

The Administrative Services Division encompasses the Director's Office with direct oversight for all departmental operations to include but not limited to: Contracts; Business Office—Budget; Technology; Professional Standards Unit; Human Resources; Security; Training and Policy & Compliance. An Assistant Director was added in 2015. A Video Records Specialist was added in 2015. An additional Major was added in 2018 . Staffing levels in this division are deemed to be sufficient to perform required duties and responsibilities for FY 2019.

The Community Corrections / Work Release Division is supervised by a Captain. The Community Corrections security operations are supervised by three Lieutenants. The Inmate Work release program is supervised by a Civilian Manager. Staffing levels in this division are deemed to be sufficient to perform required duties and responsibilities for FY 2019

The Home Incarceration Unit is supervised by a Captain. Staffing levels in this division are deemed sufficient to perform required duties and responsibilities for FY 2019.

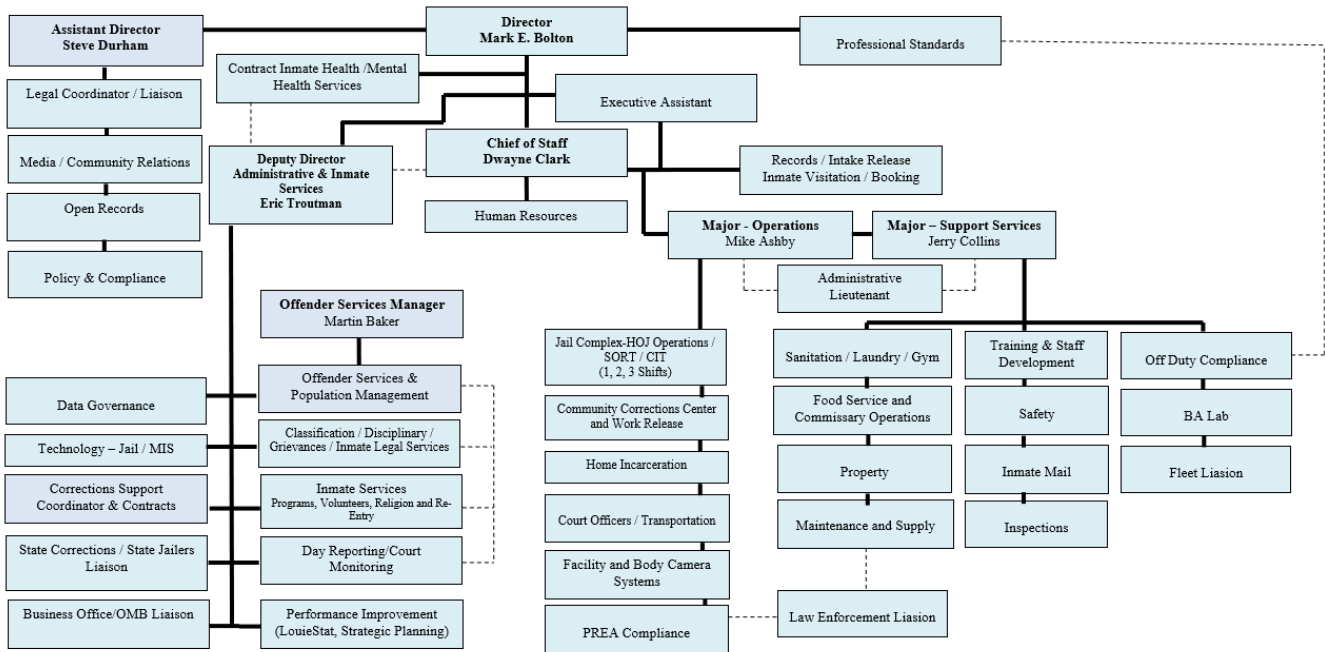
# I. Staffing Authorization

The Compliance / Training Unit was reorganized in 2015 and is supervised by an Assistant Director. The Compliance department is supervised by a Civilian Manager and is comprised of Policy & Procedure and Compliance. The Compliance department continues to be responsible for ensuring LMDC meets all the requirements specified by each of the following accrediting bodies: American Correctional Association (CORE Jail Standards) Kentucky Department of Corrections – Kentucky Administration Regulations / Kentucky Revised Statutes, National Commission on Correctional Health Care and Prison Rape Elimination Act. A Lieutenant is currently the designated LMDC PREA Coordinator. Staffing levels in this Unit are deemed to be sufficient to perform required duties and responsibilities for FY 2019.

The Training Unit is supervised by a sworn Lieutenant and is comprised of Training and Staff Development. Staffing levels in this Unit are deemed to be sufficient to perform required duties and responsibilities for FY 2019

# I. Organizational Chart

**Louisville Metro Department of Corrections  
Organizational Chart**



10/24/18



# I. Staffing Authorization

The Inmate Services / Support Division is supervised by a Deputy Director and is comprised of Support Services, Classification and Inmate Health Services. The Support Services department and Classification department are supervised by a Civilian Manager. Support Services department added a Senior Social Worker and a Community Outreach Specialist (enrolls inmates in Health Insurance under the Affordable Care Act) in 2015 with an additional position budgeted for FY 2016. Staffing levels for the Classification department are deemed to be sufficient to perform required duties and responsibilities for FY 2019.

The Inmate Health Services department is a contracted service. Two full time Mental Health Professionals were added in 2015.

The Food Service department is a contracted service.

# I. Staffing Authorization

The Operations Division is supervised by the Chief of Staff and is comprised of Records, Main Jail Complex Operations, Maintenance & Supply, Property, Food Service, Special Security and Special Operations. The Records department is supervised by a Civilian Manager and is comprised of Records, Intake / Release, Booking and Inmate Visitation. Staffing levels in this department are deemed to be sufficient to perform required duties and responsibilities for FY 2019.

The Main Jail Complex and Community Corrections Center Operations are supervised by a Major and is comprised of Intake Security, Floor Security, Transportation, Court Officers, Inmate Mail and Fire Safety. Operations is also comprised of three Captains (Shift Commanders) which has nine Lieutenants that are responsible for shift operations to include but not limited to sending electronic reports to Command Staff that document deviations in the daily staffing plan. Staffing levels are deemed to be sufficient to perform required responsibilities for FY 2019.

# I. Staffing Authorization

The Maintenance & Supply Unit is supervised by a Sergeant. Staffing levels in this unit are deemed to be sufficient to perform required responsibilities for FY 2019.

The Property Unit is supervised by a Sergeant. Staffing levels in this unit are deemed to be sufficient to perform required responsibilities for FY 2019.

The Special Security Unit is supervised by a Major and respective Shift Commanders and is comprised of Sanitation, Laundry and Gym. Staffing levels in this unit are deemed to be sufficient to perform required responsibilities for FY 2019.

# I. Staffing Authorization

The Special Operations Group is supervised by a Sergeant and is comprised of Special Operations Response Team and the Crisis Intervention Team. The Special Operations Response Team is supervised by a Lieutenant. The Crisis Intervention Team is supervised by a Lieutenant. Staffing levels in this unit are deemed to be sufficient to perform required responsibilities for FY 2019.

## II. Judicial Findings

The Louisville Metro Department of Corrections did not have any judicial findings of inadequacy concerning the operation or fiscal management of the facility or the delivery of inmate health care.

### III. Federal Investigations

The Louisville Metro Department of Corrections did not have any findings of inadequacy from any federal investigative agency concerning the operation or fiscal management of the facility, or the delivery of inmate healthcare.

## IV. Internal / External Oversight

The Louisville Metro Department of Corrections did not have any findings of inadequacy from internal or external oversight bodies concerning the operation or fiscal management of the facility or the delivery of inmate healthcare. LMDC does conduct internal investigations of operations. These internal investigations are focused on identifying deficiencies related to staff performance, staff misconduct and staff training. These investigations are documented in writing and submitted to the Chief of Staff and the Director for review and approval.

## V. Organizational Description

The Louisville Metro Department of Corrections (LMDC) is minimum/medium/maximum security institution, which houses male and female adult inmates. LMDC is located downtown Louisville, Kentucky. LMDC was established in 1972 pursuant to HB 67 B All the powers authority and Duties of the Sherriff of Jefferson County and All the powers Authority and duties of the Jailer of Jefferson County were vested in a new department the Metropolitan Correctional Services Department. In 2003, the name was changed after a merger between Louisville & Jefferson County Governments. In February of 2015, LMDC achieved ACA CORE Jail Standards Accreditation.

LMDC encompasses three facilities; the Main Jail, a five story structure renovated in 1999, the Hall of Justice (1975), a judicial center which includes a LMDC jail facility occupying the 5th and 6th Floors. Together, the Main Jail and Hall of Justice are known as the “Jail Complex”. A third facility, the Community Corrections Center, a 1930’s designed facility, is a minimum security/work release facility, one mile from the Main Jail.

LMDC operates as a full-service facility, which includes 43 dorms and 100 single cells, with over 1350 beds. The Community Corrections Center comprises 440 beds for minimum security inmates, male and female, and work release inmates.



## V. Organizational Description

The Jail Complex includes living quarters for the inmates, a kitchen, laundry, medical unit and triage space on all floors, four multipurpose rooms, staff lounge, administrative offices, visitor and reception areas with adjoining holding and segregation cells, indoor/outdoor covered recreational areas, control rooms, property storage, boiler room, multiple mechanical/electrical rooms, computer room, and chemical storage rooms. Separate dayrooms and multipurpose rooms provide space for varied activities to include inmate programming for religious services, GED, AA, NA, ect. Housing areas are equipped with shower facilities, which provide inmates in general population the opportunity to shower daily and inmate dayrooms for varied activities to include board games, television viewing and meal service. Inmates in the special management unit, like those in general population, have access to legal materials, recreation, visitation, medication, correspondence and personal hygiene items. A law enforcement entrance, pedestrian and vehicular sally ports, provides controlled access in the facility.

## V. Organizational Description

Supervision at the facility is consistent with all applicable Kentucky Department of Corrections, American Correctional Association, National Commission on Correctional Health Care and Prison Rape Elimination Act (PREA) Standards of correctional best and evidence based practices.

Video monitoring is utilized throughout the LMDC facilities to enhance security and surveillance, but is not used as a substitution for direct staff supervision. The number and location of video cameras is reviewed at least annually by the Director in conjunction with the facility PREA Coordinator and other key staff to assess if the level of monitoring is adequate to protect the inmate population from sexual abuse and to ensure the safety of all staff and inmates. A complete listing of all camera locations is maintained by the Video Records Specialist. At the Jail Complex each dorm is equipped with video cameras, which are remotely monitored at either the housing unit control room or in Main Control. These video cameras are placed at specific viewing angles to provide wide recording areas in an effort to minimize blind spots.

Cameras are placed in close observation cells to supplement the security and observation for inmates that are at risk of self-injurious behavior or in the need of heightened medical observation. These cameras can be monitored at the medical station so that inmates are afforded the ability to perform bodily functions and change clothes.

## VI. Jail Population

While the United States prison and jail population has experienced a steady decline every year since 2010, LMDC experienced a slight increase from 2010 thru 2012, with a steady decline since. The decrease since 2012 has allowed LMDC to support the staffing levels in the housing units and the services being provided to the inmate population.

# VI. Jail Population

Detention	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	
<b>Avg Daily In-Bed Pop</b>	2,053	1,995	2,038	2,145	2,117	2,117	2,046	2,012	2,046	1,947	1,935	1,936	2,032
<b>MJC/HOJ/LMPD</b>	1,665	1,591	1,622	1,687	1,667	1,653	1,596	1,594	1,628	1,573	1,549	1,566	1,616
<b>CCC</b>	389	404	416	459	450	461	451	418	48	375	386	370	386
<b>DRC</b>	44	44	48	47	47			50	50		51	43	35
<b>HIP</b>	738	735	721	703	684	652	614	608	588	594	581	547	647
<b>White Male</b>	820	769	1,001	1,048	1,037	999	970	976	992	957	941	951	955
<b>Black Male</b>	882	850	1,223	1,257	1,233	1,220	1,146	1,109	1,118	1,103	1,060	1,055	1,105
<b>Hispanic Male</b>	25	29	36	37	41	42	42	51	51	48	43	43	41
<b>Other Male</b>	6	7	11	9	9	7	11	10	11	9	10	10	9
<b>White Female</b>	243	256	341	350	334	349	343	327	320	294	306	298	313
<b>Black Female</b>	71	77	139	146	143	149	141	142	138	128	126	125	127
<b>Hispanic Female</b>	5	6	5	4	4	3	4	3	2	0	0	0	3
													1.083
													3333
<b>Other Female</b>	1	0	0	1	1	2	2	1	1	2	1	1	3

Detention	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	
<b>Avg Daily In-Bed Pop</b>	1,859	1,855	1,808	1,840									614
<b>MJC/HOJ/LMPD</b>	1,501	1,517	1,478	1,509									500
<b>CCC</b>	358	338	330	331									113
<b>DRC</b>													0
<b>HIP</b>	569	656	563	549									195
<b>White Male</b>	913	912	873	880									298
<b>Black Male</b>	1052	1063	1,062	1071									354
<b>Hispanic Male</b>	45	40	41	38									14
<b>Other Male</b>	11	8	8	7									3
<b>White Female</b>	284	270	254	268									90
<b>Black Female</b>	122	122	127	122									41
<b>Hispanic Female</b>	1	2	1	1									0
													0.08333
<b>Other Female</b>	0	0	0	1									333

## VII. Staffing Levels

In 1999, Louisville Metro Department of Corrections opened the Main Jail Complex, at which time created the need for additional supervisory staff. Serious consideration was given to realigning the ratio of line staff to supervisory personnel. Additionally, expanding the bed capacity also required a substantial increase in the number of line staff needed for security operations.

At the end of every fiscal year the Director in conjunction with the Senior Staff (to include the PREA Coordinator) analyze the LMDC staffing organizational structure, and facility budget to ensure adequate staffing levels are present. The annual review considers reviews conducted during daily incident reviews, weekly administrative meetings and recommendations that may have been made as a result of PREA incident reviews.

## VIII. Program Highlights

Louisville Metro Department of Corrections is committed to improving the community it serves. We strive to ensure the safety of facility personnel, to provide appropriate care and supervision of all offenders under our jurisdiction, while simultaneously assisting with offender reintegration into our community. The programs and services to accomplish this are available on all shifts and staffing is provided to ensure that each program or service is facilitated.

LMDC personnel have worked tirelessly to provide a varied list of programs to address issues such as substance abuse, mental illness, life skills and education. LMDC programs and services are designed and implemented to provide structure, encourage self-discipline and foster positive change in the behavior. These programs strive to assist the inmate population in identifying problem areas of their lives, implementing case-specific treatment modalities to create the opportunity for positive individual change.

Some program highlights include:

- Increased emphasis on continued education through a comprehensive GED program.
- 45 men and women completed the Day Reporting center Program in 2018.
- 148 Community members (volunteers) donated 1,312 hours of service in 2018.
- On average, at any given time, at least 24 % of the inmate population was prescribed a mental health medication.

• **F2ACT** – Familiar Faces Action and Community Transitions was created in 2015. In 2018, there were 521 referrals to the discharge planning program. 497 individuals were successfully discharged.

• **PA2CT** – Pathways Advocacy and Alliances in Community Treatment was created in 2016. In 2018, there were 258 hepatic functioning level labs drawn to deem appropriateness for Vivitrol. There were 138 injections administered.

The Goodwill Soft skills academy was started in 2018. This program took the place of our regular job search program at CCC. The soft skills academy is a 4 day class that provides job training and life skills class.. We have had 210 graduates of this program.

- 7,443 inmates detoxed at LMDC in 2018 .

## IX. PREA Incidents

The Prison Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual assault and sexual misconduct in correctional systems. PREA addresses both inmate-to-inmate sexual assault and staff-to-inmate sexual assault to include all contractors, agency stakeholders and volunteers. Louisville Metro Department of Corrections fully supports the guidelines set forth in this law and has ZERO TOLERANCE for any and all incidents of sexual abuse and sexual harassment in accordance with the Prison Rape Elimination Act of 2003.

When it comes to sexual activity within the jail facility, Louisville Metro Department of Corrections policies, procedures and expectations are clear; **ALL SEXUAL ACTIVITY IS PROHIBITED**. Beyond those rules, forced or coerced sexual behavior is a criminal act that merits prosecution. The LMDC PREA coordinator is a Sworn DOCJT Certified Criminal Sexual Assault Investigator . All substantiated incidences are investigated by LMDC and or reported to the local police and an investigation is conducted to ensure the perpetrator faces the full consequences of the law. Louisville Metro Department of Corrections has partnered with the Louisville Metro Police Department to assist with and when needed conduct criminal investigations at the facility.

## IX. PREA Incidents

The chart below details the number and type of received allegations of sexual abuse during the 2018 fiscal year. The allegations listed are either Unfounded ,substantiated or unsubstantiated in accordance with Prison Rape Elimination Act standard 115.5.

2018

Sexual Abuse

SUBSTANTIATED - 4

UNSUBSTANTIATED -8

UNFOUNDED – 16

Sexual Harassment

SUBSTANTIATED -3

UNSUBSTANTIATED - 7

UNFOUNDED -7



# X. Technology Enhancements

LMDC began the process of upgrading the cameras within its facilities in 2013, with consideration given to ACA CORE Jail Standards, Kentucky Administrative Regulations and PREA. LMDC also began to tackle the task of storing the video from our cameras with a more modern , reliable solution that would allow us to store and access our recorded video for two years. This project has come in four phases, starting with the first floor and booking floor cameras at the Main Jail Complex, moving to CCC, then to the Hall of Justice and finally back to the Main Jail Complex. A detailed description of each of these aforementioned phases is listed below:

## **Phase One: First Floor and Booking Floor**

In this phase every camera on the first floor fo the Main Jail Complex was replaced with a new, digital I.P. camera. This includes the booking floor, the Sally port, and all outdoor cameras. This phase also included an upgrade in wiring from coaxial to Cat6, as well as the addition of new cameras. Phase One brought with it the upgrade in video storage from a locally stored and operated DVR/RAID system to Cold store units housed at MTS. The upgrade in video storage was the first step in our two year storage plan. A total of \$187,179.77 was budgeted and spent. Overall this phase included:

- 48 new digital I.P. cameras
- New Cat6 wiring
- Cold store video management software
- Generic video management software
- New control room workstations and monitors
- New POE switches
- Licensing for additional viewing and video management

# X. Technology Enhancements

## **Phase Two: Camera, Video Storage and Security Systems—Community Corrections Center**

Phase Two brought the replacement of every camera in the CCC facility with a new digital I.P. camera. This phase also brought an additional Cold store unit, insuring that video footage at CCC will now be stored for two years. Most of the wiring was replaced along with new monitors and workstations. CCC is also receiving a complete overhaul to its security system. The camera and video storage portion of this phase was completed in January 2015, with the security system to be completed by July 2015. A total of \$200,00 was budgeted for this phase with \$198,659.61 spent. Overall, this phase included:

- 34 new digital I.P. cameras
- New Cat6 wiring
- Additional Cold store video storage and integration
- Genetec video management software
- New control room monitors and workstation
- New POE switch
- New PLC and controlling hardware for security system
- New touchscreen monitors
- New intercom headend (controller) and wiring
- New control system workstations

# X. Technology Enhancements

## **Phase Three: Camera and Video Storage—Hall of Justice**

Phase Three brought about the replacement and addition of 73 cameras, including cameras in all the dorms. All cameras will be digital I.P. cameras. All the wiring for all the cameras will be Cat6. This phase also brings additional Cold store units to insure the two year storage of HOJ video. In addition, new monitors, workstations and POE switches will be installed. The total amount budgeted for this phase was \$350,000, with \$244,940.77 spent. This phase included the following:

- 73 new digital I.P. cameras
- New Cat6 wiring
- Additional Cold store video storage and integration
- Genetec video management software
- New control room monitors and workstations
- New POE switch

# X. Technology Enhancements

## **Phase Four: Camera and Video Storage—Main Jail Complex (2nd, 3rd and 4th Floors)**

Phase Four brought about the replacement and possible addition of 70 + cameras. All the wiring for all the cameras will be Cat6. This phase also brings additional Cold store units for video storage. In addition, new monitors, workstations and POE switches will be installed. The total amount budgeted for this phase was \$140,000.

This phase included the following:

- 70+ new digital I.P. cameras
- New Cat6 wiring
- Additional Cold store video storage and integration
- Genetec video management software
- New control room monitors and workstations
- New POE switch

# X. Technology Enhancements

## **Body Cameras**

LMDC currently uses approximately 63 body cameras within the facility. The cameras provide excellent video documentation of events as they are taking place, and from the perspective of the officer in the situation. Footage from the camera has become a valuable training tool to illustrate when things go right and when things go wrong.

## **Video Records Specialist**

A Video Records Specialist position was added to manage the immense amount of video data that is currently stored at various locations on several different formats. The Video Records Specialist is responsible for assisting with the operation and administration of LMDC video systems, including cataloging, tracking, retrieving, copying, redacting and retaining and destroying departmental video in accordance with retention requirements.

## XI. Conclusion

Louisville Metro Department of Corrections is committed to providing residents of our community a safe and secure stay during their incarceration. Management continues to invest the necessary resources and time to educate the inmate population about their rights under PREA, to train sworn staff, contract staff and volunteers concerning their obligation to identify and report knowledge or suspicion of inappropriate activity related to PREA. Additionally, management has worked with our partners to ensure they are cognizant of their responsibilities as they relate to PREA and engage these partners in establishing the appropriate mechanisms to ensure the appropriate services are provided as required by PREA.

The data is pretty clear that as these efforts have matured, the inmate population, sworn staff, contract staff and volunteers have become more willing to report activity that previously might not have been reported.

Louisville Metro Department of Corrections remains committed to aggressively investigate all allegations of sexual harassment and sexual abuse of inmates in the custody of the department including those supervised by the department on community release.