

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN

INITIATED BY

PUBLIC SAFETY & JUSTICE
GENERAL SERVICES
COMMITTEE

SUBMITTED BY



COMMANDER

THOMAS W. GEHL

DRAFTED BY

JUNE 30, 2010

DATE DRAFTED

AUTHORIZING CONTRACT FOR FACILITY TRANSITION SERVICES
FOR THE ROCK COUNTY JAIL RENOVATION PROJECT

1 WHEREAS, the Rock County Board of Supervisors previously authorized the Rock County Jail
2 Renovation project; and,
3

4 WHEREAS, construction on the jail renovation is currently ongoing, with a tentatively scheduled
5 completion in the last quarter of 2011; and,
6

7 WHEREAS, prior to occupying new and renovated portions of the jail, a transition process is necessary
8 to prepare for occupancy; and,
9

10 WHEREAS, the transition process includes: developing operational scenarios for use of the facility that
11 ultimately lead to the creation of post orders and procedures, preparation of a facility schedule and
12 staffing plan for operation of the new and renovated portions of the jail and creation and implementation
13 of a training program to prepare staff to understand and operate the facility and its new systems; and,
14

15 WHEREAS, Voorhis/Robertson Justice Services, Inc., has the requisite expertise in this area and can
16 organize and direct the transition to the renovated facility, through completion of construction and
17 occupancy.
18

19 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
20 assembled this 15th day of July, 2010, does hereby authorize a contract with
21 Voorhis/Robertson Justice Services, Inc., in amount not to exceed \$104,000, to provide operational
22 transition services to the Rock County Jail Renovation project.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Phillip Owens
Phillip Owens, Chair

Henry Brill
Henry Brill, Vice Chair

Ronald Combs
Ronald Combs

Jason Heidenreich
Jason Heidenreich

Mary Mawhinney
Mary Mawhinney

PUBLIC SAFETY AND JUSTICE COMMITTEE

Ivan Collins
Ivan Collins, Chair

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Larry Wiedenfeld, Vice Chair

Mary Beaver
Mary Beaver

Hank Brill
Hank Brill

Brian Knudson
Brian Knudson


10-7A-093

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LEGAL NOTE:

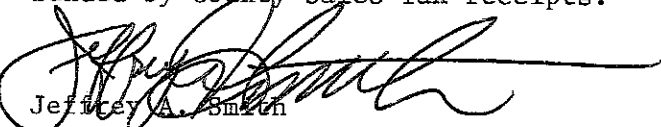
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

This contract is to be charged to the Jail / HCC Complex Project, A/C 18-1849-0000-67200, which has a current unencumbered balance of \$4,305,862. This appropriation is funded by County Sales Tax receipts.



Jeffrey A. Smith
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

In early 2010, the Rock County Board of Supervisors approved construction of Phase I of the Rock County Jail Renovation Project. Included in the project was construction of a new booking room and sallyport, a new central control, installation of new security electronics and a new fire alarm system throughout the jail, renovation of the medical area, and other related items.

The significant changes to workflow, procedures, and security/mechanical systems in the jail as a result of the renovation project will require significant changes in the jail's operation and training for all staff in the operation of new systems. In corrections, the term for this process is called transition.

Transition to the renovated Rock County Jail will require the development of operational scenarios on how a myriad of situations will be handled in the renovated facility, testing and revision of those scenarios, development of procedures and post orders based on those scenarios, preparation of a facility schedule and staffing plan to reflect the changes in the remodeled facility, and preparation and presentation of a training program for all jail staff to prepare them for use of new systems and implementation of new procedures that will impact operations when the renovated facility is completed.

The transition process requires a large amount of staff work to prepare. The Sheriff's Office does not have the staff time available to dedicate to the transition process. Voorhis/Robertson Justice Services (VRJS), a correctional consulting service has a great deal of experience and expertise in providing transition services to other correctional facilities throughout the country. In addition, VRJS has provided preliminary transition services for Rock County during the schematic design phase of the Jail Renovation Project.

This resolution authorizes Rock County to enter into a contract with VRJS in an amount not to exceed \$104,000 to provide necessary transition services for the remainder of the construction and occupancy phases of the renovation project.