



VOORHIS ASSOCIATES, INC.

Criminal Justice Planning
John T. Milosovich and Gail L. Elias
www.voorhis.com

Planning... Programming... Design Services... Transition... Staffing... Training...

Overview of the Firm

Voorhis Associates, Inc. (VAI) is a criminal justice consulting firm, which provides a full range of facility and operational planning services. Since 1979, VAI has provided services to local, state, and Federal agencies, helping them plan and address operational problems in adult and juvenile detention, police, court, and emergency shelter facilities.

VAI staff serve as trainers and consultants to the National Institute of Corrections Jail Center and Academy in a variety of programs, including the Planning of New Institutions Program, which VAI designed, developed, and delivered from 1979 through 1983.

Philosophy

VAI has a strong commitment to participative planning. We believe that *people support what they help to create*. As a result, we see our role as facilitating and capacity building, rather than directing. Our goal is to see that clients make informed choices.

We see the components of each agency and the criminal justice system as inevitably linked. This "systems" orientation makes us equally comfortable with the development of facility and programmatic alternatives to dealing with criminal justice problems.

In working with clients, we use a "no surprises" approach in which clients review our work at each step of the way. This maximizes client feedback and sees that the end product is what the client needs and expects.

Professional Services

Planning: VAI provides master planning and needs assessment services that include mission statement development, working with criminal justice planning and advisory committees, criminal justice trend analysis, inmate profile development, population forecasting, and assessments of facilities, sites and programs. VAI also develops operational and strategic plans with agencies.

Pre-architectural Programming: In early programming work sessions, VAI helps participants make critical design decisions about operations, set criteria for staffing, develop scenarios for key functions, and identify

and describe facility spaces. In later work sessions, VAI works with participants to identify space needs and to develop adjacencies. VAI also assists in the development of construction and project cost estimates and can provide staffing plans and operational cost estimates.

Design Services: VAI can help clients develop requests for proposals for architectural services and assist clients in evaluating responses to the client's request for proposal. During design, VAI works with the client to maintain the integrity of program, verify compliance with relevant standards, and to develop a staffing plan.

Transition: Having been through the transition process ourselves, we have a first-hand knowledge of the importance of planning for the move. During this critical time, we help clients to create a transition plan, develop policy and procedure manuals, develop and provide training, plan the move, and a wide spectrum of other services.

Document Development: VAI works with departments who need to update their policies, procedures and post orders. Typical document development projects include development of activity schedules, post orders, handbooks, and forms.

Staffing Analysis: The most expensive and essential item in any facility is its staff. VAI works with jurisdictions to develop staffing plans for new and existing facilities. Our staffing plans emphasize the importance of an efficient staffing pattern, as well as a shift relief factor. However, we believe the most critical element in the development of a staffing plan is the process by which it is developed. By involving funding agencies in the process, we believe that we can increase the potential for implementation of the plan.

Facility and Operational Assessments: Many jurisdictions can not afford to build new facilities, so renovation and expansion of facilities are options that may need consideration. VAI can assist jurisdictions by providing both physical plant and operational assessments.

Training: Training is the key to an effective operation. VAI staff serve as trainers for the National Academy of Corrections in a variety of areas including planning methods, staffing analysis, direct supervision, and management topics.

VAI Staff

John T. Milosovich, Principal, is a founding staff member of the National Institute of Corrections, who opened both the Academy and the Information Center. While working for Jackson County, Missouri, where he was responsible for a number of detention construction projects, Mr. Milosovich served as Assistant Director of Corrections and as a staff assistant to the County Executive. Mr. Milosovich holds a B.S. in Civil Engineering from the University of Missouri and a Masters of Public Administration from the University of Colorado.

Gail L. Elias, Principal, is a former staff member of the Boulder County, Colorado Sheriff's Department, where she served as the Jail's Director of Research and Evaluation, and later as Captain of Administrative Services for the Department. As a former worker at a regional juvenile detention center in Rochester, NY, she developed and implemented programs for delinquent youth, including a new secure facility and group homes. Ms. Elias has been with VAI since 1980 and was a principal staff person of the Planning of New Institutions Program. Ms. Elias has a B.A. from Wells College, a Masters in Public Administration from the University of Colorado, where she completed doctoral work in Public Administration.

Projects

We believe that our clients are our strongest asset. VAI staff want to thank our clients for selecting us to work with them to meet their needs.

Alabama: Etowah County, Mobile County

Arizona: Coconino County

Arkansas: Phillips County, Pulaski County

California: Alameda County, Monterey County, Northern District of California Probation, Sonoma County, San Mateo County

Colorado: City of Arvada, Adams County, Boulder County, City of Boulder, City & County of Broomfield, City & County of Denver, Eagle County, Town of Erie, Fremont County, Larimer County, Mesa County, Routt County, Summit County, Tri-County Facility (Montrose, Ouray, and San Miguel Counties), Weld County, City of Wheat Ridge, State of Colorado

Georgia: Chatham County

Idaho: Idaho Department of Correction

Illinois: Lake County

Iowa: Fourth Judicial District, Seventh Judicial District, Scott County

Kansas: Butler County, Franklin County, Lyon County, Pottawatomie County, Riley County, Saline County, State of Kansas

Kentucky: Jefferson County

Louisiana: Terrebonne Parish

Maryland: City of Baltimore, Talbot County, State of Maryland

Massachusetts: Barnstable County, Berkshire County, Franklin County, Hampden County, Middlesex County, State of Massachusetts

Michigan: Ottawa County

Minnesota: Benton County, Chisago County, Clay County, Dakota County, Lake County, Mille Lacs County, Olmsted County, Ramsey County, City of Rochester, Scott County, Sherburne County, Stearns County, State of Minnesota

Missouri: City of St. Louis, Jackson County

Montana: Montana State Prison

Nebraska: Dodge County, Northeast Nebraska Juvenile Services, Sarpy County

New Mexico: Curry County, Roosevelt County, San Juan County

New York: City of Rome, Monroe County, Oswego County, Suffolk County, Warren County, Wright County

North Dakota: State of North Dakota

Ohio: Champaign County, Dayton, Ohio (St. Joseph's), Erie County, Franklin County, Lorain County, Lucas County, Miami County, Montgomery County, Seneca County, Trumbull County, Wood County

Oklahoma: Osage County, Rogers County, Tulsa County

Oregon: Clatsop County, Josephine County, Lane County, Multnomah County

Rhode Island: City of Jamestown, Town of Little Compton, State of Rhode Island

Virginia: Greensville County, City of Emporia, City of Roanoke

Washington: Clallam County, King County, Skagit County, State of Washington

West Virginia: Division of Corrections

Wisconsin: Barron County, Pierce County, Sauk County, Trempealeau County

Wyoming: Carbon County, State of Wyoming

Federal: Divisions of Law Enforcement Services and Social Services, National Institute of Corrections