



# ROCKDALE COUNTY

CONYERS, GA

## JUDICIAL AND GOVERNMENT COMPLEX RENOVATION | EXPANSION

FEASIBILITY REPORT

3.12.2018

**CBRE | HEERY**

100 East Pine Street, Suite 300  
Orlando, Florida 32801



Preliminary Architectural Feasibility Report [PARF] represents the culmination of the hard work and tremendous effort put forth by Rockdale County, the Task Force representatives and Heery International. The PARF establishes the need for a new facility, the proposed consolidated project, building site, cost estimate, expected operating costs and construction problems associated with the proposed design. The outline of this report follows the Rural Development guidelines [RD Instruction 1942-A].



# TABLE OF CONTENTS:

## Rockdale County | Conyers, GA Judicial and Government Complex

<b>SECTION A</b>	
Executive Summary	6-7
<b>SECTION B</b>	
Existing Facilities	8-9
<b>SECTION C</b>	
Concept Development	
Site Concept Diagram	10-11
Site Perspectives	12-13
Proposed Concept	14-15
Plan Diagram	16-19
Stacking Diagrams	20-25
Program Introduction	26-31
Program Summary	32-33
Department Program Spreadsheet	34-66
Space Standard Summary	67-95
Court Adjacency Diagrams	96-99
<b>SECTION D</b>	
Cost Estimate	100-101
<b>SECTION E</b>	
Appendix	102-164
Space Standards and Design Guidelines	

## A. EXECUTIVE SUMMARY



### ROCKDALE COUNTY COURTHOUSE

#### Background

In 2009, Heery and Cousins Properties were engaged by Rockdale County to program and plan a justice center expansion development to be executed jointly by the county and the city of Conyers. The resulting study developed space needs for the Rockdale County judicial departments, design guidelines and space standards with a forecast horizon of 20 years to the year 2029. The resulting space needs were to be used as part of a Design-Build proposal that would have developed a replacement facility on one of two proposed sites. One site option remained downtown, while the second option relocated the courts operations to the county-owned Parker Road site. The project was postponed and the proposal was not formally issued.

#### Process

In March of 2017 Heery International was contacted by Rockdale County to update the space needs projections of the court/judicial departments and develop space needs for the county government departments. This program update included review and update of the existing 2009 Site Evaluation & Space Program; developing corresponding Space Needs Assessment for eight [7] additional Rockdale County govern-

ment departments; a review and update of the downtown campus development strategy; and an update of the overall project budget.

Heery Design conducted individual review meetings with representatives of the participating departments to verify the 2009 space needs and identify any new operational and technology factors that might influence growth projections. The Heery Design team also suggested current best practice models for judicial space needs such as a 2 to 1 ratio for courtrooms and court support spaces like jury deliberation rooms and secure circulation/holding areas. The models were adjusted to address the current planning projections.

The Heery Design team prepared a survey instrument that was distributed to the seven identified agencies to be added to the study, including: Planning, Finance, Board of County Commissioners, Tax Commissioner, Tax Assessor, Talent Management and Public Relations. The design team conducted interviews with key persons in each department and other County stakeholders to understand the mission and operation of the entire system. Along with the interviews the team recommend current design standards and trends to develop sound projections; identify functional and locational requirements; and identify future operational and space needs and future personnel requirements for

each of the agencies.

A general review of the county campus was conducted to understand options for accommodating the county's long term needs and to evaluate: ability to accommodate existing and additional parking space needs; support of efficient and effective operations and functions for the Court/Admin; conveyance of judicial image; general building conditions; expansion and/or renovation suitability; inmate movement; and public and staff access and safety.

The design team prepared architectural planning options for locating projected space needs at existing county facilities and addressing court needs at the current courthouse downtown. The concept development review and update includes existing courthouse renovation or expansion recommendations, site development planning issues (land utilization, pedestrian and vehicular circulation, parking, areas for expansion, stormwater retention/detention and landscape forms), and architectural concepts. The architectural concepts include blocking and stacking diagrams, massing studies and preliminary character sketches. These planning options illustrate how court space needs can be accommodated with the proposed new facilities. In addition, the planning update serves to demonstrate a realistic phased implementation strategy, as well as future expansion capabilities.

The cost modeling exercise will establish the project scope. Outline narratives describing the anticipated scope and complexity of the various facilities will establish quality and level of finish to develop a cost model that accurately depicts the proposed facility. During the development of the preliminary cost models, the design team documented existing justice facilities historical unit costs for comparable courts buildings.

This document is a consolidated update that collects in a single volume the blended space needs, design guidelines, space standards, concept development and preliminary budget.

#### Executive Summary

In 2009, the projected gross area for the courthouse's 2029 planning horizon space needs was 194,013 building gross square feet [BGSF]. The updated 2029 building gross area is now 221,986 BGSF, which reflects an increase of approximately 14%. There were some operational space adjustments made in several departments and the update also now includes departmental

space for the Public Defender, who was not included in the 2009 study. Additionally, the grossing factors were adjusted to more accurately reflect the best practice recommendations.

The proposed facility plan for Rockdale County is anchored by a new purpose-built judicial annex which will be "right-sized", provide the best practice judicial spaces, provide separate and secure circulation systems and address all technology and accessibility issues. The expansion will be placed south of the current court facilities on an expanded campus made possible by the closure of Court Street and acquisition of the adjacent bank property. The facility will connect back to the existing historic courthouse and address Main Street.

With a new facility to serve the needs of the courts, the vacated Post Office/ Historic Courthouse and Court Annex structure provides ample area to serve as county government administrative offices. With a full renovation to include new HVAC, ADA accessible toilets and new elevators, the annex can easily be converted to ideal office space. The combination of new judicial space plus renovation of current facility is cost effective and easily phased.

The proposed new facility will accomplish three main goals for Rockdale County. It will consolidate operations; provide a state of the art judicial facility and serve as a catalyst for downtown development.

#### Consolidate court and county government operations.

The County Administrative Annex will consolidate the county administrative and judicial offices into a single location providing convenient and secure access to government for all residents of the county. This consolidation will help re-establish the prominence of a courthouse campus as a cultural and government center to serve the people of Rockdale County. This co-location will provide energy efficiencies and reduce operations costs. The county would also benefit from shared security screening and operations. Further, as space needs for either county government or courts change over time, the combined facility allows those needs to be better distributed and balanced.

Develop a "best practice" state of the art judicial facility that provides adequate space needs, addresses best security practices for the courts, provides accommodations for ac-





## B. EXISTING FACILITIES



accessibility, and provides a long term growth and expansion strategy.

First, the new courthouse will accommodate the current and future needs of the courts bringing all the activities of the courts into a singular, secure environment. The new courthouse will remedy existing concerns within the existing courthouse including accessibility and energy efficiency. Court space can grow in the future as there is expansion capability built into the new courthouse infrastructure for additional courtrooms.

Serve as a catalyst for Main Street and downtown development.

The scale of the government development and the associated services provide a population density and daily pedestrian traffic that can greatly impact the social economic and physical character of the downtown district.

### Existing Facilities

The collection of facilities on the current campus includes a disparate mix of facilities with a broad range of age and physical condition. The campus of smaller individual buildings does not afford much shared operations or support services and that model is inherently inefficient for operations and maintenance. This collection of smaller free-standing buildings currently housing various components of government [County Commission, Tax Commissioner, Board of Tax Assessor and the Magistrate Court] are all undersized, require redundant support space and require deferred maintenance repairs.

### ROCKDALE COUNTY HISTORIC COURTHOUSE





The Rockdale County Historic Courthouse was built in 1939. The distinctive single-story courthouse building underwent restoration work in the 1990's. While not specifically listed on the National Register of Historic Places, the Building resides in the Conyers Old Town Historic District, which is included in the registry. The Historic Courthouse is in need of significant upgrades for building systems and accessibility. Of considerable note is the existing historic main Superior courtroom. This large space with clerestory windows and ample natural light contains many distinctive architectural features. We would advocate some reuse of the historic courtroom for use as ceremonial functions.

#### TAX COMMISSIONER OFFICE

The Tax Commissioner is housed in a modest mercantile building north of the Historic Courthouse. The facility is isolated and functionally inadequate.

#### MAGISTRATE COURT BUILDING

The Magistrate Court is housed in a modest two-story building north of the Historic Courthouse. The facility is isolated with limited space and functionally inadequate. Originally developed as separate tenant spaces – there is no stair connecting the two floors, requiring staff and judge's to walk outside to move from chambers to courtroom.

#### COURTHOUSE ANNEX

The Courthouse Annex was built in the 1974 on Court Street north of the Historic Courthouse.

The annex does not provide separate circulations for inmate, public or judicial movement. The building's bifurcated plan layout produces basic operational inefficiencies and requires the public to choose between two separate entrances. The facility is undersized and lacks adequate space for public waiting, staff work areas and records storage. While seemingly structurally sound, the facilities HVAC and infrastructure are at the end of their useful life.

#### ROCKDALE COUNTY JAIL

The Old Jail was constructed in 1897 and was used by Rockdale County until 1969. The main floor consisted of the sheriff's office and living quarters for his family. Five Rockdale County Sheriffs' families lived in the building between 1897 and 1969. The Rockdale County Historical Society acquired the property in 1975 to serve as the home to the Society and to serve as a museum.

#### BOARD OF TAX ASSESSOR OFFICE

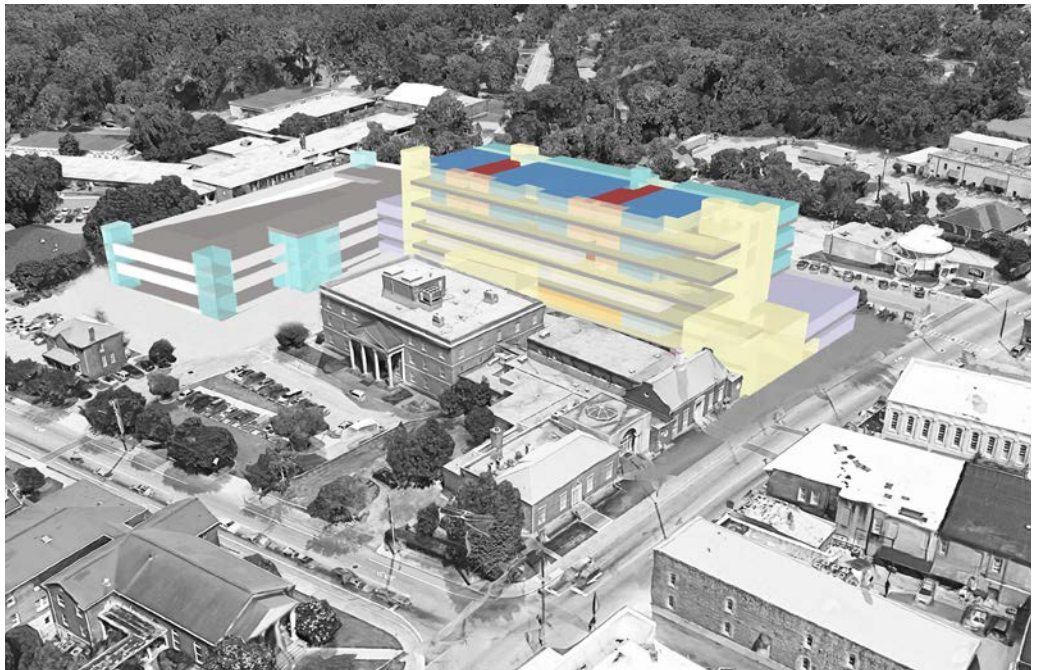
The Tax Assessor is housed in a modest building north of the Historic Courthouse. The facility is isolated and functionally inadequate.

# C. CONCEPT DEVELOPMENT

## Site Concept Diagram







# C. CONCEPT DEVELOPMENT

Site Perspectives







## C. CONCEPT DEVELOPMENT

### Proposed Concept

#### Concept Development

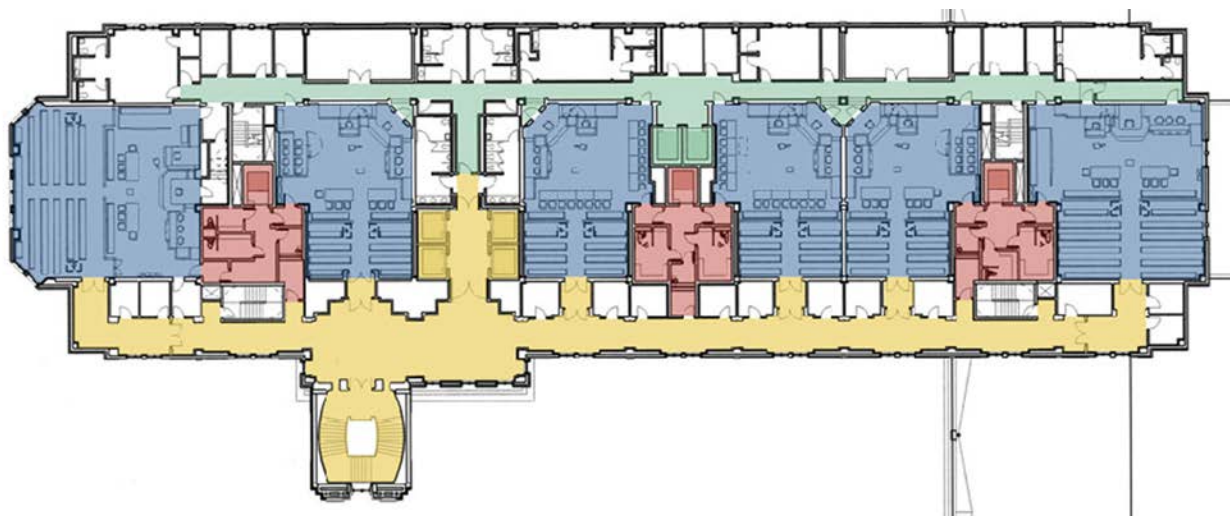
The concept test fit proposed for Rockdale County is anchored by a new purpose-built judicial annex which will be “right-sized”, provide the best practice judicial spaces, provide separate and secure circulation systems and address all technology and accessibility issues. The logical location for this substantial expansion is to place the facility south of the current court facilities on an expanded campus made possible by the closure of Court Street and acquisition of the adjacent bank property. This allows the facility to connect with the existing historic architecture without overpowering it and address Main Street. By consolidating these functions in a new County Judicial Center that is connected to the Historic Courthouse, we can resolve all these needs in a singular efficient and secure environment.

With a new facility to serve the needs of the courts, the vacated Post Office/ Historic Courthouse and Court Annex structures provide ample area and footprint to serve as county government administrative offices. With a full renovation to include new HVAC, ADA accessible toilets and new elevators, the annex can easily be converted to ideal office space. The facility is structurally sound and has ample exterior windows. The Historic Courtroom will be retained and serve as a ceremonial courtroom, assembly space for county government meetings and be available for other general uses.

The combination of new judicial spaces plus the renovation of the current facilities is the most cost effective and easily phased construction. The new facility will be a strong example of civic architecture—reflecting the unique conditions in downtown historic Conyers. This building addition project will reflect the people and the community in which it resides and pay homage to the historic structure—serving as a quiet background. This consistent conceptual approach to the Judicial Center expansion will derive a unique, sustainable, functional and budget sensitive design.

#### New Judicial Expansion

The new Judicial facility is a direct response to the three forces that shape it. First, we must resolve the functional requirements of the courts while reconciling how to incorporate secure connections and access to the Historic County Courthouse structure. Secondly the new courthouse Annex must represent a definitive statement about the symbolic hierarchy that the judicial system represents. And third, this facility represents a significant addition to what is arguably the most notable building in Rockdale County. This civic structure must contribute to the aesthetic vocabulary of the historic courthouse, forming a cohesive governmental campus. It is these three principles; functionality, hierarchy and historic context that establish the design objectives for this important building.



## Courthouse Building Stacking

The functional arrangement for the new facility is based on the following planning criteria: functional adjacencies, traffic volume, security levels and building efficiency. Departments with critical departmental adjacencies are accommodated on the same floor plate. Departments generating the highest volume of public contact and traffic are placed lower in the building. Due to the nature of court and county functions, there is a high volume of public traffic, much of which is not involved with courtroom proceedings. Consideration will be given to the arrangement and relationships of the departments associated with customer service functions. These public counter functions for all of the respective judicial departments can be collocated in a centralized customer service center.

The balance of budget and program for this facility dictated a highly efficient strategy for planning the building. The design includes developed floor plans that represent an approved test fit of the building space program. Respective government agencies may require further refinement of individual departments as the development of the project continues into future phases.

### BASEMENT

The basement of the courthouse is the most secure area within the courthouse and includes the inmate sallyport and holding areas.

### FIRST LEVEL

The first level of the courthouse is the most public area within the courthouse and includes the public entrance lobby, the customer service and administrative offices for the Clerk of Court and the other court support departments.

### SECOND LEVEL

The second level of the courthouse includes the jury assembly and additional court support departments.

### THIRD LEVEL

The third level of the courthouse includes the Juvenile Court with its judicial chambers and Inmate holding area (1). The balance of the floor will house additional court support departments. The third floor could be developed as a future court floor with the potential for three additional courtrooms.

### FOURTH LEVEL

The fourth level of the courthouse is a typical court floor housing four courtrooms, including Magistrate Court (2), State Court (1) and Probate Court (1) courtrooms along with jury deliberation, four judicial chambers and inmate holding areas (2).

### FIFTH LEVEL

The fifth level of the courthouse is a typical court floor housing four courtrooms, including Superior Court (2) and State Court (2) along with jury deliberation, four judicial chambers and inmate holding areas (2).

## Administrative Annex Stacking

In general, the functional deployment of the departments within the building is organized around the volume of public traffic to the respective functions. High volume public service areas are housed lower in the building, this concept lessens the demand on the elevators and reduces unnecessary visitor travel throughout the building. The following listings summarize the functional deployment of the programmed departments.

### FIRST LEVEL

The first level of the annex building has a central customer service area and administration support offices.

### SECOND LEVEL

The second level of the annex building is primarily county administration offices.

### THIRD LEVEL

The third level of the annex building is primarily county administration offices.



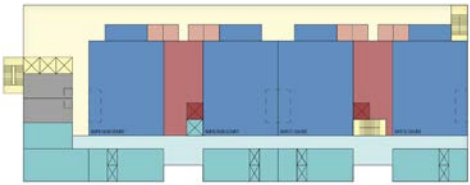
# C. CONCEPT DEVELOPMENT

## Plan Diagrams



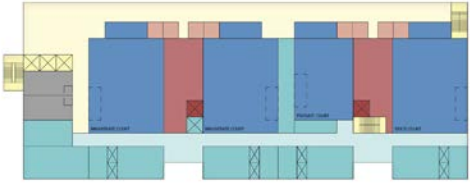
# CONCEPTUAL FLOOR PLAN Plan Diagrams

5



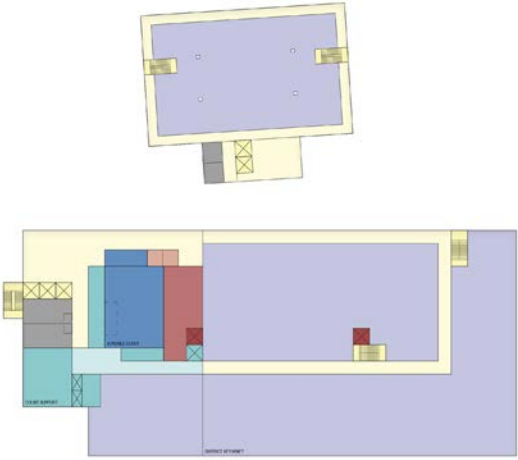
Courthouse Plans

4



County Administration Plans

3



2

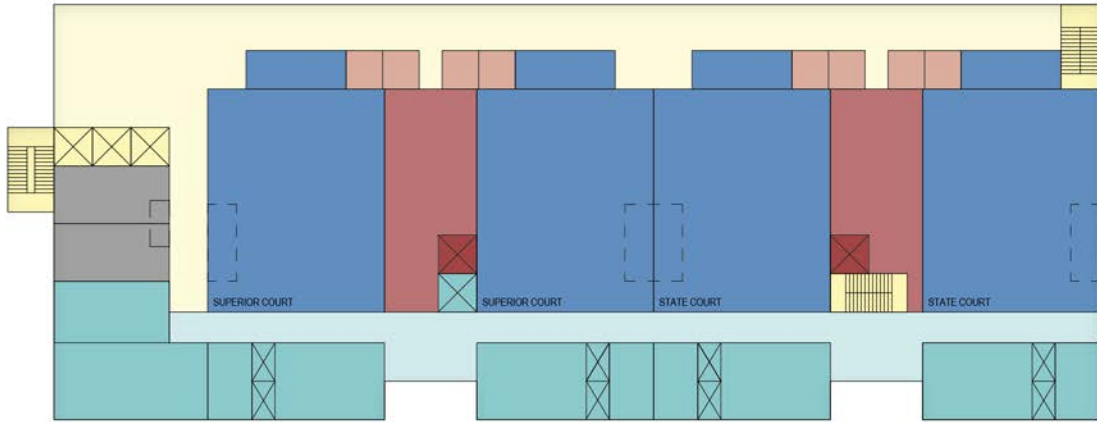


## LEGEND

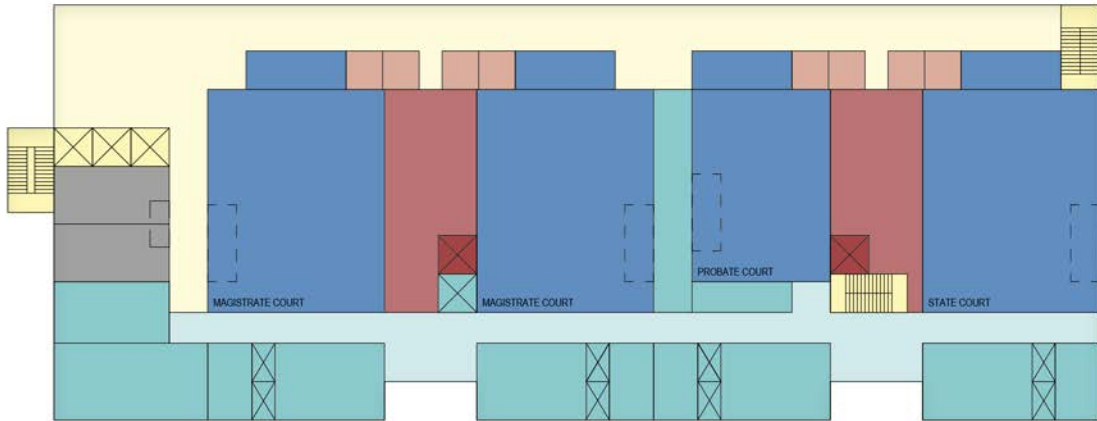
- PUBLIC CIRCULATION
- CUSTOMER SERVICE
- INMATE CIRCULATION/HOLDING
- ADMINISTRATION OFFICES
- ATTORNEY/CLIENT CONFERENCE
- COURTROOMS
- JUDICIAL CHAMBERS
- JURY ASSEMBLY
- BUILDING SUPPORT

# C. CONCEPT DEVELOPMENT

## Plan Diagrams



5

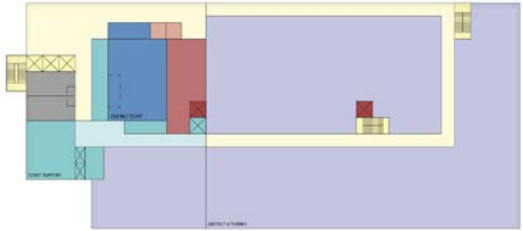


4

# CONCEPTUAL FLOOR PLAN Plan Diagrams

## Courthouse Plans

3



## County Administration Plans

2



1

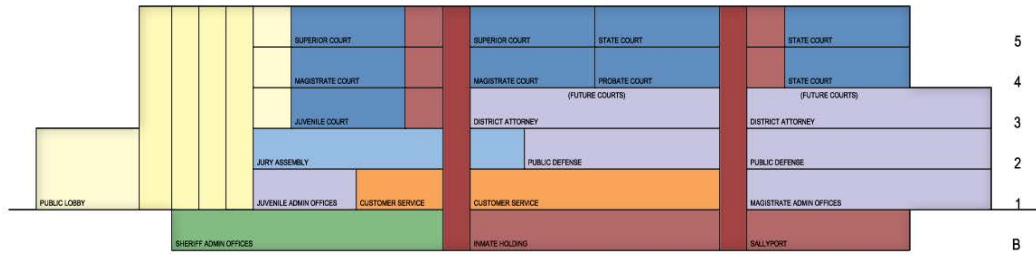


### LEGEND

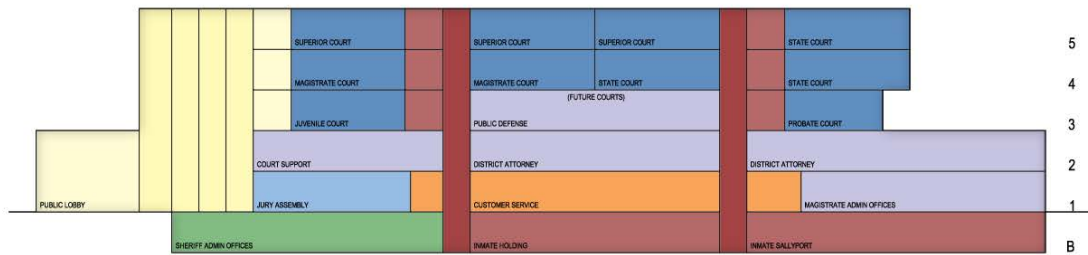
- PUBLIC CIRCULATION
- CUSTOMER SERVICE
- INMATE CIRCULATION/HOLDING
- ADMINISTRATION OFFICES
- ATTORNEY/CLIENT CONFERENCE
- COURTROOMS
- JUDICIAL CHAMBERS
- JURY ASSEMBLY
- BUILDING SUPPORT

# C. CONCEPT DEVELOPMENT

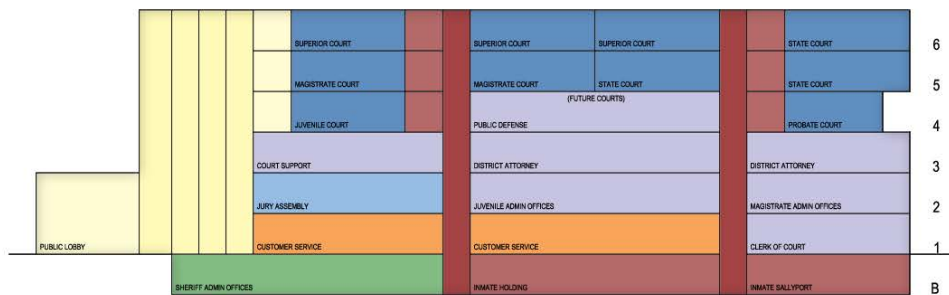
## Stacking Diagrams



**MASSING OPTION A**  
BUILDING SECTION DIAGRAM  
2 SUPERIOR COURTROOMS



**MASSING OPTION B**  
BUILDING SECTION DIAGRAM  
3 SUPERIOR COURTROOMS



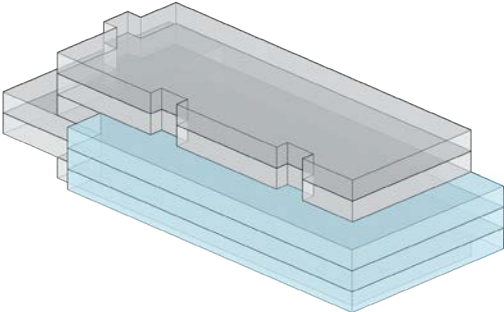
**MASSING OPTION C**  
BUILDING SECTION DIAGRAM  
3 SUPERIOR COURTROOMS

# BUILDING MASSING OPTIONS

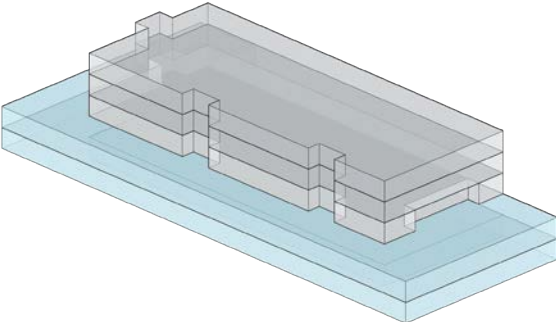
## Section Diagrams

### Building Massing

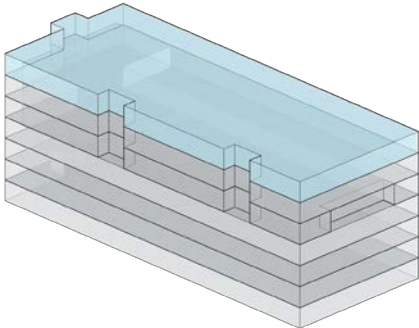
In general the functional deployment of the departments within the building is organized around the volume of public traffic to the respective functions. High volume public service areas are housed lower in the building. This concept lessens the demand on the elevators and reduces unnecessary visitor travel throughout the building.



MASSING OPTION A



MASSING OPTION B



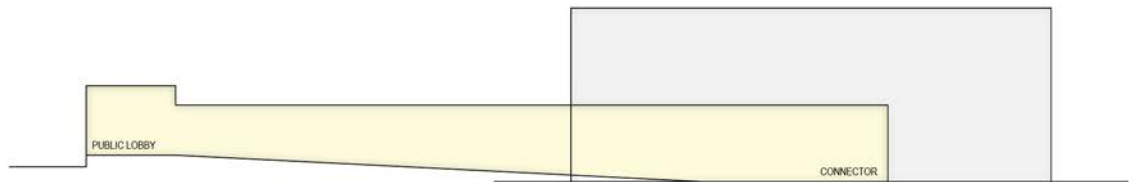
MASSING OPTION C

### LEGEND

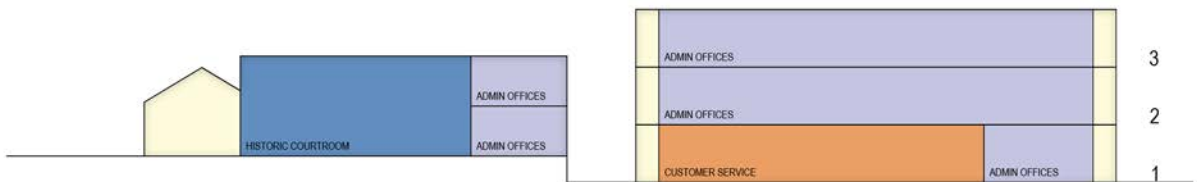
- PUBLIC CIRCULATION
- CUSTOMER SERVICE
- INMATE CIRCULATION/HOLDING
- ADMINISTRATION OFFICES
- ATTORNEY/CLIENT CONFERENCE
- COURTROOMS
- JUDICIAL CHAMBERS
- JURY ASSEMBLY
- BUILDING SUPPORT

# C. CONCEPT DEVELOPMENT

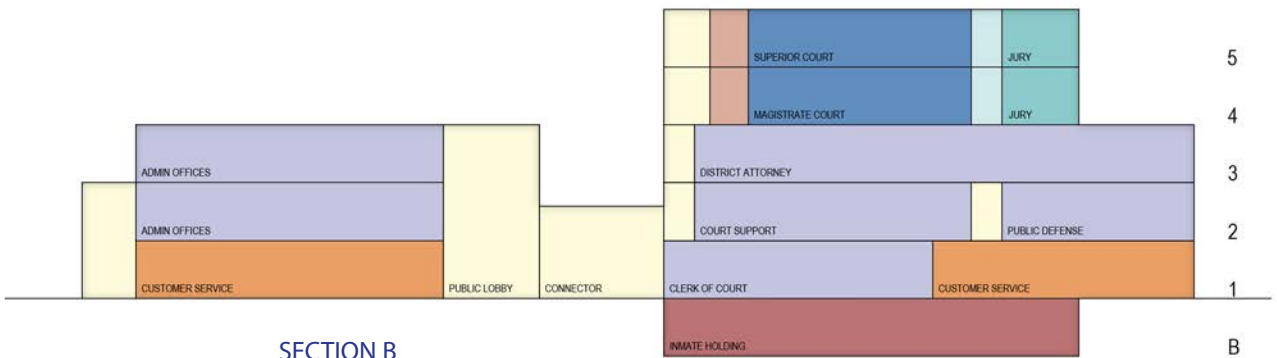
## Stacking Diagrams



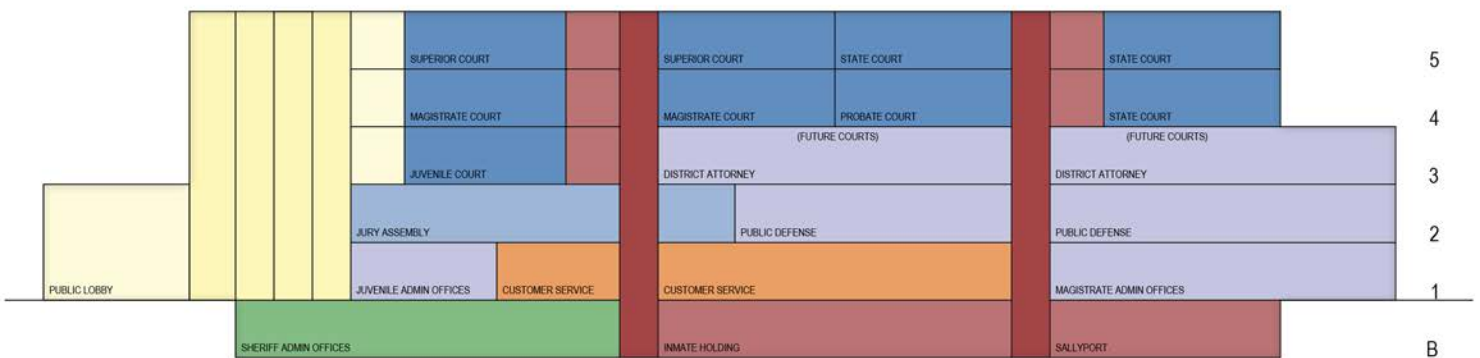
SECTION D



SECTION C



SECTION B



SECTION A

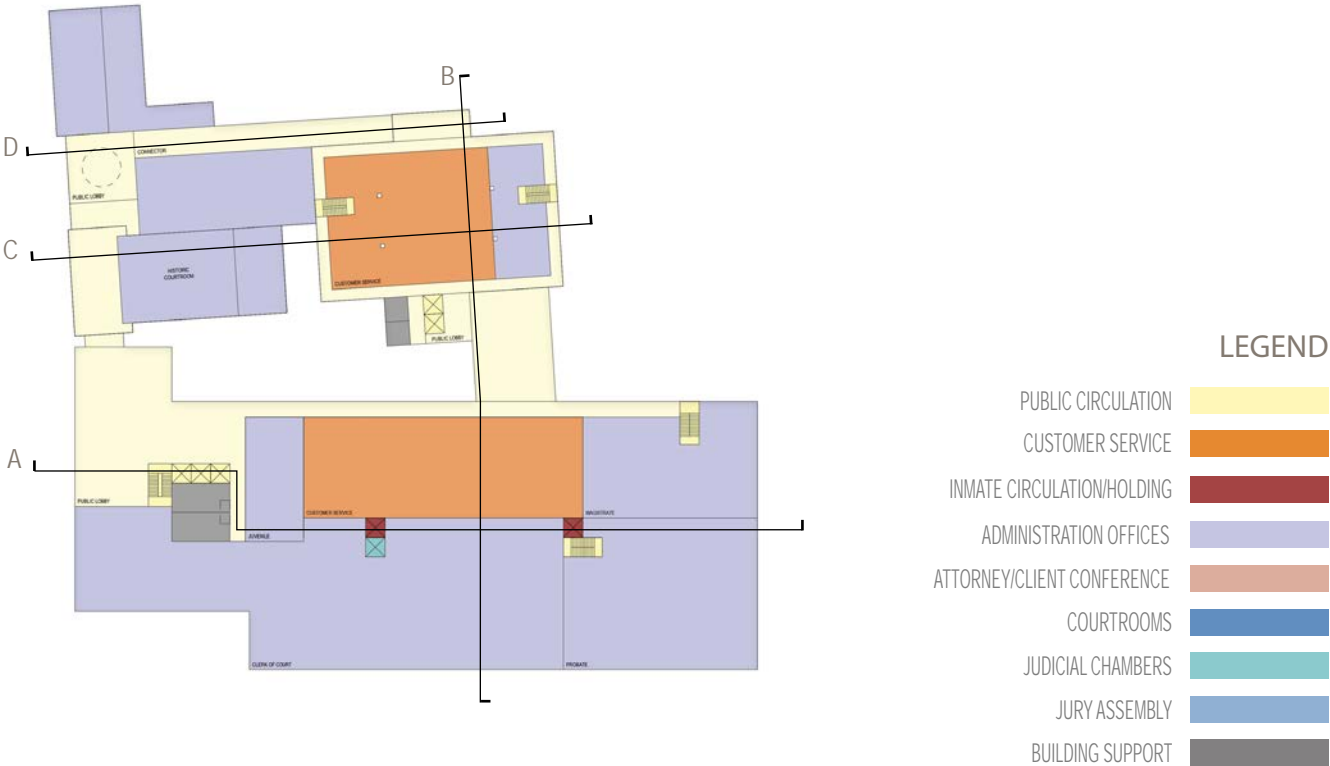


# BUILDING MASSING OPTIONS

## Section Diagrams

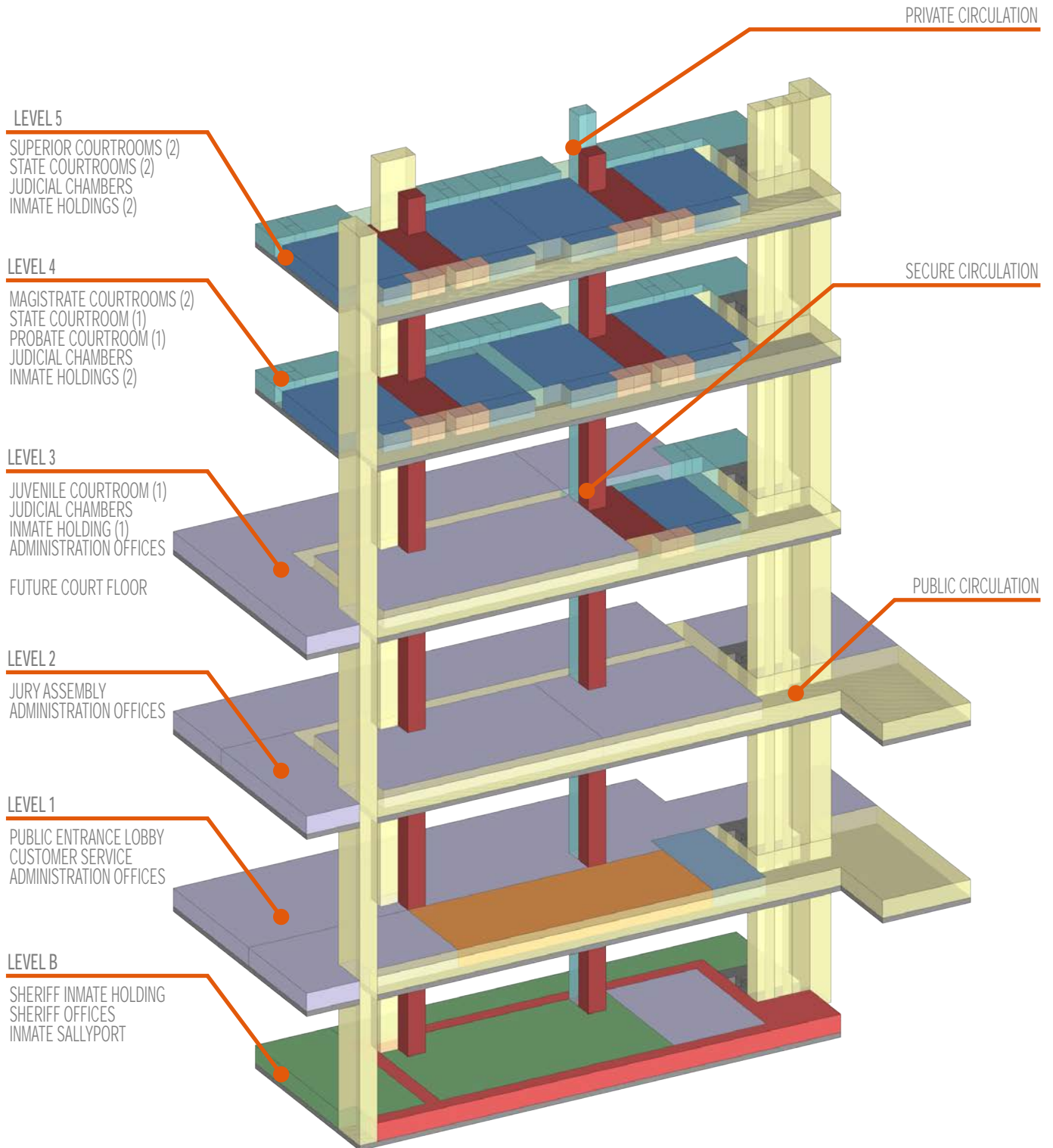
### Building Stacking

In general the functional deployment of the departments within the building is organized around the volume of public traffic to the respective functions. High volume public service areas are housed lower in the building. This concept lessens the demand on the elevators and reduces unnecessary visitor travel throughout the building.



# C. CONCEPT DEVELOPMENT

## Stacking Diagrams



# STACKING MODEL DIAGRAM

## Stacking - Circulation Diagram

Circulation Diagram



GROUND FLOOR PLAN

## C. CONCEPT DEVELOPMENT

### Program Introduction

#### ORGANIZATION AND EXPLANATION

This Section contains facility Space Program spreadsheets for each department based on the survey responses, department interviews, and reasonable projections from caseload history and population growth. Each department is designated a code that consists of a letter and a 4-digit number with a description (i.e.: C-1000 Superior Courts). The letter "C" identifies the department as a Court agency and the letter "G" indicates a Government agency.

#### FACILITY SPACE PROGRAM SPREADSHEETS

The facility Space Program spreadsheets have a detailed listing of those spaces that will be included in either the existing or new facilities. They contain projections of the anticipated growth for all departments. For example, information included in the Superior Court Programs spreadsheets provides the number of projected judge's and staff, the size of the space, the quantity of each type of space required, and remarks on some of the characteristics of the space. The information in these spreadsheets is presented in columns. The columns relate to anticipated requirements for the years 2009, 2014, 2019, 2024, and 2029. Care will be required to determine operational requirements for each period for various phases of construction in order to sequence capital improvements with departmental growth.

Each of the spreadsheets is comprised of columns, some of which have been grouped under common headings. The major headings are from left to right: Personnel/Facilities, Required Number of Units, Net Unit NSF, Net Area Required, Space Type and Remarks.

#### Personnel/Departmental Spaces

The items in this column show each of the types of spaces considered to be Program requirements for the particular courtroom(s), department(s), agency or other user group. Some of these spaces are named in terms of the staff position assigned the use of a space. For example, a judge is assigned chamber space, or a Court clerk is assigned a workstation in an open office. These are termed "Personnel" spaces. The rest of the spaces are named in terms of the functions or use. For example, a conference room, or a reception/waiting area because these spaces are not tied directly to particular staff positions but may, instead, be used by any number of people. They are called "Departmental" space.

#### Required Number of Units

These columns present the numbers of spaces that will be required for Existing through 2029. The projected number of units generally corresponds to the projected number of staff positions.

#### Net Unit NSF

The figures in this column indicate the size expressed in net square feet of the space standard that has been developed for each of the common space types.

#### Net Area Required

The figures in each column indicate the total net areas required for each space type at each column. The total net area requirement is determined by multiplying the unit areas by the number of units required per phase.

#### Space Types

The basic space types identified in this column are: Private (P), Semi-private (S), Open (O), Acoustically Isolated (A), Controlled or Restricted Access (C), Secured or Locked (L), and Shared Room or Area (SH). In some cases, the requirement for a combination of these qualities is indicated.

#### Subtotals and Totals

For each detailed facility Space Program spread sheet the numbers of existing and projected Personnel spaces are Subtotaled as are the Departmental spaces. The rows labeled "TOTAL" present the sum of the Personnel space or Departmental space. The last row of each spreadsheet presents the "GRAND TOTAL PROGRAMMED AREA". The internal circulation factor provides an allowance for the circulation space within a Court of department to provide user access among the various spaces listed.

#### Space Program Summary

For the Space Program Summary, the building support (building grossing) provides an allowance factor for the circulation space for the whole

building and all departments.

### Circulation

There are three distinct circulation patterns: PUBLIC, RESTRICTED (Private) and SECURE (Prisoner).

#### Public:

The public circulation patterns include space used by attorneys, jurors, visitors, media representatives, and other individuals having business in the courthouse.

#### Restricted

Restricted circulation patterns are both within an office for linking and accessing the various individual areas, and between departments. For example, various offices, courtrooms, and court-related spaces can be linked. Restricted or private circulation is generally used by judge's, clerks, assistant district attorneys, investigators, security officers, authorized escorted visitors, and other administrative or clerical support staff.

#### Secure:

Secure circulation is for prisoner movement. Secure circulation must not intersect public or restricted circulation.

#### Control Point:

A circulation pattern, or the junction of two differing circulation patterns, may need provision of an access control point, such as the use of a locked door interrupting circulation.

### Access

There are various types of access to and between indicated spaces.

#### Public Access:

Type 1P: Un-screened public access. The public is allowed to move freely on the non-secure side of the building's weapons screening station.

Type 2P: Screened public access. The public has passed through a weapons screening point and is allowed access to the subject areas.

Type 3P: Screened public access, but the doors to the area are locked when the accessed space is not in use and under certain conditions.

#### Restricted Access:

Type 1R: Relatively uncontrolled restricted access. For example, once staff has entered a restricted area, access to other spaces within the area is not further controlled.

Type 2R: Access is restricted through the use of remotely-controlled locking mechanism. For example, where access from a public reception area to a departmental office area is controlled by a door equipped with an electric strike lock that is activated by a receptionist.

Type 3R: Directly-controlled restricted access. For example, use of card-access entry door.

Type 4R: Access to counter or teller-window service. For example, this type of access occurs at the public-staff interface at public counters.

#### Secure Access:

Type 1S: Secure access by authorized staff. For example, an Investigator's access into an evidence vault.

Type 2S: Secure access for sworn security and law enforcement personnel and their prisoners.

## C. CONCEPT DEVELOPMENT

### Program Introduction

#### C-1000 Superior Court

The Superior Court provides civil and criminal trials. Criminal cases are felonies. Civil cases involve significant claims, personal injury, adoptions, child custody and divorces. Defendants can request a jury trial. Capital crime cases are heard by a jury of twelve plus two alternates or a total of fourteen. There are two jury deliberation rooms next to each of the two courtrooms. The jury deliberation rooms are available through restricted access corridors. The Superior Court alternates the case calendar; for one month criminal cases are heard, the next month civil cases are heard. Up to one hundred child support cases are held one day per month. Each month will have an arraignment day for around forty to fifty cases. Also, each month there will be a motion day for criminal cases with up to 100 motions. Most cases plea out before trial. Civil motions are on Tuesdays for the first and second weeks each month. Jury trials are scheduled during the last two weeks of every month. Different types of cases require different amounts of time and attention from judge's and court support staff. There can be two or three death penalty cases a year. Half of the calendar is related to drug or alcohol abuse and associated crimes. There could be a Drug Court in the future. This would provide court supervised rehabilitation under probation. A location for drug testing other than in the public toilets is desired. Space for witness waiting, attorney conference, and secured holding is desired.

#### C-1050 Law Library

The Law Library is presently located in the Nancy Guinn public library. The public library receives rent monthly to house and maintain the Law Library. There is a desire for the Law Library to be located in the courthouse, however program space has not been provided due to overall construction budget concerns. Separate funding for the fit-up of the Law Library is available should the county choose to provide the space necessary in the courthouse. The Law Library is accessible to the public, but primarily serves attorneys.

#### C-1100 District Attorney

The District Attorney prosecutes in Superior Court, State Court, Magistrate Court, and Juvenile Court, those individuals who violate the laws of the State of Georgia. The District Attorney also fulfills other duties as further described in detail in O.C.G.A. 15-18-6. Responsibilities include: Investigations, Grand Jury Hearings, Victim-Witness Assistants, Child Support Recovery, Records Management, and to some extent, Evidence. It is noted that in some cases the Sheriff is maintaining custody of evidence for the District Attorney. Criminal background research is frequently required through the GCIC network. Staff consists of Attorneys, Investigators, Counselors, Legal Secretaries, Aides, and Interns. The anticipated growth of the department is largely contingent upon the caseloads generated, the number of courts, the number of Sheriff's deputies, and growth of the general population.

With the growth in population and real estate property improvements, there has been an increase in criminal caseloads. Particularly troubling are the increases in violent crimes and financial crimes, as these crimes require intensive use of human resources to investigate and prosecute the perpetrator(s).

#### C-1200 Clerk of Courts

The Clerk of Courts operations include the following: Superior Court Civil including divorces, Superior Court Criminal felonies, State Court Civil (limited claims), State Court Criminal misdemeanors, Traffic Court, Jury Management, Real Estate Records, and Passport Services. Civil and criminal records for Superior Court and State Court are maintained in a high density file storage system in a fire resistant vault. The Real Estate Records are also in a fire resistant vault. The Clerk's operations include Administration, Bookkeeping, Human Resources, Adoptions, Veteran's Records, Information Technology, Good Behavior Bonds, Garnishments, Dispossessory, FiFA, and Notary with UCC in the Real Estate section. The Clerk's operations generate the most public traffic in the courthouse.

### C-1300 Public Defender

The Public Defender operations include providing legal defense (representation) to any person determined by the Court to be indigent and who is arrested or charged with a felony or misdemeanor violation of municipal or County ordinances; a juvenile delinquency case; or involuntary hospitalization due to mental illness.

### C-2000 State Court

The State Court provides civil and criminal trials and includes traffic court. There are six case types. Criminal cases are misdemeanors. Also, Civil, Landlord/Tenant, Probation Revocation, Routine Traffic and DUI/Serious/Vehicular Homicide cases are heard. Defendants can request a jury trial. Misdemeanor cases are heard by a jury of six, while twelve jurors hear civil cases. There is one jury deliberation room across the public corridor from the courtroom. Presently, pleas or probation revocation hearings are conducted at the jail. Different types of cases require different amounts of time and attention from judge's and court support staff. The case types and workloads for State Court have been analyzed in a report dated September 4, 2008 by the Judicial Council of Georgia, Administrative Office of the Courts, Division of Planning and Research. An analysis of the Judicial Council Annual Reports shows a dramatic growth in the historical caseloads. This growth trend is likely to continue.

### C-3000 Magistrate Court

The Magistrate Court hears civil and criminal cases. Criminal cases are county ordinance violations (subject to max 6 month and/or \$1000 fine), bad checks (subject to max 1 year and/or \$500 fine). Civil cases for claims less than \$15,000 are eligible to be heard. Space for witness waiting, attorney conference and secured holding is desired. There are no jury trials except when the judge is sitting in for a State Court case. Mediation is not presently allowed, but will likely occur in the future. Dispossessory hearings are held every weekday at 11:00 am. Garnishments occur frequently as a result of court hearings. First appearance hearings are at the jail on Mondays and Wednesdays. Plea hearings are at Magistrate Court on Tuesdays, Thursdays, or Fridays. Bond hearings are on Wednesdays, and for those not bonded out, there can be a committal hearing. Video arraignments for prisoners at the jail will be acceptable. The judge or one of two associate judge's are always available on-call to the Sheriff to issue arrest or search warrants. An upgrade to a fully electronic warrants process is desired. A significant amount of cash can be received daily as fines are payable up to 4:00 pm. The Magistrate Court maintains its own records per the State's retention schedule. Records are available to the public at a transaction window. Different types of cases require different amounts of time and attention from judge's and court support staff. An analysis of the Judicial Council Annual Reports shows a dramatic growth in the historical caseloads. This growth trend is likely to continue.

### C-4000 Probate Court

The Probate Court shares a courtroom with the Juvenile Court. The judicial process includes the probate of wills, guardianship hearings, and mental competency hearings. A county population of 96,000 people triggers the requirement for a jury of twelve. There are no criminal cases. Presently, there are from eight to ten hearings in the courtroom each month. There is frequently a need for the court to have a translator. Weddings can be performed in the courtroom on weekends by appointment. The court staff administratively provide for birth and death certificates, firearms permits and marriage licenses. Criminal background research is required for firearms permits through the GCIC network presently provided through the Sheriff's office. A significant amount of cash from permits can be received daily. The Probate Court maintains its own records per the State's retention schedule. Records and permits are available to the public at an open transaction counter which is desired. Records are maintained in a medium density filing system in a fire resistant vault.



## C. CONCEPT DEVELOPMENT

### Program Introduction

#### C-5000 Juvenile Court

The Juvenile Court shares a courtroom with the Probate Court. Juveniles held in-custody are required to be separated from adults. There is also a need for both a large and small conference room. All cases are confidential. Custody hearings and deprivation cases require a review by a citizen panel and the GA Dept of Family and Children Services. Deprivation cases require continued periodic reviews. The Juvenile Court is program intensive. There is an off-site Evening Reporting Center open until 9:00pm, funded by the widely recognized Annie Casey Foundation. A grant request is pending for a juvenile Drug Court. There are presently seven programs as follows: mentoring, mediation, teen court, girl scouts, tutoring, magnet school, and truancy intervention. Many of the programs are staffed and/or funded by non-profit organizations. The Juvenile Court maintains its own records with active files on-site for two years, and inactive files are kept for seven years. Some inactive records are kept in perpetuity. Records are maintained in a high density filing system. The State of Georgia rents off-site space for the juvenile probation officers.

#### C-7000 Court Services/Support Space

Court Services/Support Space is included in the program to provide for customary conveniences like the main lobby, public toilets, courtroom waiting; and services like deliveries, recycling, or trash removal.

#### C-9000 Sheriff's Court Admin – Security

The Sheriff's Court Administration – Security is provided to allow for prisoner transport, central detention holding cells, detention and security monitoring, security screening stations, and the Sheriff's courthouse command administrative offices. Space is available at the security monitoring station for access control including keys. Presently, key control for the courthouse is with the Commission even though the Sheriff is responsible for the courthouse security.

The Civil Division that was programmed in the 2009 study will not be included in the scope of the project. The department will remain housed at the jail with the Warrants Unit.

#### G-1000 Board of Commissioners

The Board of Commissioners – The County is governed by a three-member Board of Commissioners, which includes a chairman and two commissioners. To accommodate the county's growth over the next 10 years, two additional commissioners may be required.

The directors of all County-run departments, except for those headed by elected officials, report directly to the Chairman of the Board of Commissioners. The commissioners and administrative staff interact with both the public and all the county agencies.

#### G-2000 Public Relations

Public Relations - The office oversees the county's communications and branding efforts, major event planning, crisis communications, the website, media relations, all social media pages, and government access channel Rockdale 23. The department needs to be adjacent to the Commission Chamber.

#### **G-3000 Finance**

Finance - The department oversees the administration of the county's fiscal operations and core financial functions, including financial management, accounting, reporting, budgeting, payroll, procurement, internal auditing, and financial record keeping.

#### **G-4000 Talent Management**

Talent Management - The department is responsible for recruiting and retaining the best employees through the development and implementation of activities designed to improve recruitment and retention of productive, competent and motivated customer-focused staff.

#### **G-5000 Planning & Development**

Department of Planning and Development – The department provides quality services to the Rockdale County community. The office is comprised of Planning and Zoning, Inspections, Code Enforcement, Community Compliance, Stormwater Utility and Administration. Planning and Zoning is the only division to be located in the new downtown facility. The department is responsible for the administration of permits, business licenses and nonprofit registration, alcohol beverage licenses, development plan review, zoning, long-range planning and forestry.

#### **G-6000 Board of Tax Assessor**

Board of Assessors - The department is responsible for the appraisal and assessment of all residential, commercial and personal property in the county. The department currently has (2) customer service windows which are not expected to expand over the next (5-10) years. Generally, the office has (15-20) customers during the day, but during peak times it can range between (20-30) people.

#### **G-7000 Tax Commissioner Office**

Tax Commissioner Office - This office is responsible for all motor vehicle and property tax needs in the county. The department currently has (8) customer service windows which will expand to (11) over the next (5-10) years. The office requires a large public lobby to accommodate the constant flow of customer during the day, which during peak times can range between (20-40) people. To better serve the public the department is investigating using a computerized queuing system that will substantially reduce the wait time for the public.

# C. CONCEPT DEVELOPMENT

## Program Summary

PROGRAM SUMMARY	REQUIRED NUMBERS OF UNITS						ORIG. PROJ. 2029	NET AREA REQUIRED					ORIGINAL PROJECTION 2029 NSF
	EXIST	2009	2014	2019	2024	2029		2009	2014	2019	2024	2029	
								NSF	NSF	NSF	NSF	NSF	
<b>COURT AGENCIES</b>													
<b>PERSONNEL SUMMARY</b>													
C-1000 Superior Courts	13	15	16	18	26	26	24						
C-1050 Law Library	0	0	0	0	0	0	0						
C-1100 District Attorney**	27	29	35	42	47	56	56						
C-1200 Clerk of Courts	31	31	33	35	39	42	39						
C-1300 Public Defender	0	0	0	17	24	30	0						
C-2000 State Court	9	13	17	19	23	23	23						
C-3000 Magistrate Court*	14	13	17	25	28	34	32						
C-4000 Probate Court	7	7	8	10	15	20	11						
C-5000 Juvenile Court*	11	11	14	16	20	22	22						
C-7000 Court Support / Building Services	0	0	0	0	0	0	0						
C-9000 Sheriff's Courts Admin-Security*	5	5	16	24	30	40	85						
<b>TOTAL PERSONNEL</b>	<b>117</b>	<b>124</b>	<b>156</b>	<b>206</b>	<b>252</b>	<b>293</b>	<b>292</b>						
<b>PERSONNEL &amp; DEPARTMENTAL SPACES SUMMARY</b>													
C-1000 Superior Courts								12,498	12,648	13,161	18,839	18,839	22,418
C-1050 Law Library								0	0	0	0	0	0
C-1100 District Attorney								11,603	12,548	13,723	14,803	16,220	16,220
C-1200 Clerk of Courts								22,140	22,491	23,409	25,766	27,308	25,083
C-1300 Public Defender								0	0	5,873	7,120	7,984	0
C-2000 State Court								13,251	13,205	13,693	18,859	18,859	19,277
C-3000 Magistrate Court								7,895	8,717	12,245	14,374	15,050	16,630
C-4000 Probate Court								8,973	9,077	9,264	9,987	10,444	9,508
C-5000 Juvenile Court								7,345	8,996	9,126	11,167	11,375	11,375
C-7000 Court Services / Support Space								17,358	18,156	18,156	23,646	18,666	18,606
C-9000 Sheriff's Courts Admin-Security								7,935	9,402	9,656	10,644	10,644	16,328
<b>TOTAL AREA:</b>								<b>108,998</b>	<b>115,239</b>	<b>128,305</b>	<b>155,205</b>	<b>155,390</b>	<b>155,210</b>
Building Support (Building Efficiency @ 70%)								46713	49388	54988	66517	66596	38803
<b>TOTAL BUILDING GROSS SQUARE FEET (COURT AGENCIES)</b>								<b>155,711</b>	<b>164,627</b>	<b>183,292</b>	<b>221,722</b>	<b>221,986</b>	<b>194,013</b>

PROGRAM SUMMARY	REQUIRED NUMBERS OF UNITS						ORIG. PROJ. 2029	NET AREA REQUIRED					ORIGINAL PROJECTION 2029 NSF
	EXIST	2009	2014	2019	2024	2029		2009	2014	2019	2024	2029	
								NSF	NSF	NSF	NSF	NSF	
<b>GOVERNMENT AGENCIES</b>													
<b>PERSONNEL SUMMARY</b>													
G-1000 Board of Commissioners				16	19	21	21						
G-2000 Public Relations				4	9	9	9						
G-3000 Finance Department				11	17	17	17						
G-4000 Talent Management				8	12	12	12						
G-5000 Planning & Development				7	11	11	11						
G-6000 Board of Tax Assessor				16	18	20	20						
G-7000 Tax Commissioner Office				14	17	17	17						
G-8000 Building Support				0	0	0	0						
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>103</b>	<b>107</b>	<b>107</b>						
<b>PERSONNEL &amp; DEPARTMENTAL SPACES SUMMARY</b>													
G-1000 Board of Commissioners										9,291	9,971	10,571	
G-2000 Public Relations										1,905	2,853	2,853	
G-3000 Finance Department										2,631	3,794	3,794	
G-4000 Talent Management										2,064	2,929	2,929	
G-5000 Planning & Development										3,174	3,814	3,814	
G-6000 Board of Tax Assessor										3,649	4,521	4,821	
G-7000 Tax Commissioner Office										3,868	4,346	4,346	
G-8000 Building Support										6,720	6,720	6,720	
<b>TOTAL AREA:</b>								<b>0</b>	<b>0</b>	<b>33,301</b>	<b>38,947</b>	<b>39,847</b>	
Building Support (Building Efficiency @ 75%)								<b>0</b>	<b>0</b>	<b>11100</b>	<b>12982</b>	<b>13282</b>	
<b>TOTAL BUILDING GROSS SQUARE FEET (GOVERNMENT AGENCIES)</b>								<b>0</b>	<b>0</b>	<b>44,402</b>	<b>51,930</b>	<b>53,130</b>	
<b>TOTAL PROJECT GROSS SQUARE FEET</b>										<b>227,694</b>	<b>273,651</b>	<b>275,115</b>	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: C1000

SUPERIOR COURT	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	EXIST	2009	2014	2019	2024	2029		2009	2014	2019	2024	2029	
								NSF	NSF	NSF	NSF	NSF	
<b>PERSONNEL SPACES</b>													
<i>Judicial</i>													
Judge	2	2	2	2	3	3	250	500	500	500	750	750	PA
Judicial Secretary	2	2	2	2	3	3	120	240	240	240	360	360	O
Law Clerk / Staff Attorney	1	1	2	2	3	3	120	120	240	240	360	360	PA
Calendar Clerk	0	2	2	2	3	3	100	200	200	200	300	300	P
Court Reporters	2	2	2	2	3	3	64	128	128	128	192	192	P
Deputy Sheriff Bailiff	2	2	2	2	3	3	64	128	128	128	192	192	O
Civilian Bailiff	4	4	4	4	6	6	0	0	0	0	0	0	O
Protective/Stalking Order Clerk				1	1	1	100	0	0	100	100	100	SC
Protective/Stalking Order Bailiff				1	1	1	30	0	0	30	30	30	O
<b>SUBTOTAL: JUDICIAL STAFF</b>	13	15	16	18	26	26		1,316	1,436	1,566	2,284	2,284	
<b>DEPARTMENTAL SPACES</b>													
<i>Superior Court</i>													
Judges Toilet		2	2	2	3	3	45	90	90	90	135	135	PAL
Judges Closet		2	2	2	3	3	15	30	30	30	45	45	PAL
Judges Galley		2	2	2	3	3	15	30	30	30	45	45	O
Judges Chamber Reception		2	2	2	3	3	100	200	200	200	300	300	OC
Staff Toilets		2	2	2	2	2	45	90	90	90	90	90	OC
Secretary Storage Room		2	2	2	3	3	50	100	100	100	150	150	PL
Judges Conference / Library		2	2	2	2	2	150	300	300	300	300	300	PAL
Staff Break Room		1	1	1	1	1	150	150	150	150	150	150	PA
Copier		2	2	2	3	3	80	160	160	160	240	240	OA
File Storage		2	2	2	3	3	50	100	100	100	150	150	PAL
Staff Coat Closet		2	2	2	3	3	20	40	40	40	60	60	
Court Reporter Storage		2	2	2	3	3	80	160	160	160	240	240	PL
Supply Storage		2	2	2	1	1	100	200	200	200	100	100	PL
Public Waiting(Protective/Stalking Order)				1	1	1	180	0	0	180	180	180	PL
<b>SUBTOTAL: SUPERIOR COURT</b>								1,650	1,650	1,830	2,185	2,185	

Table: C1000 (continued)

SUPERIOR COURT	EXIST	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029	2009		2014	2019	2024	2029		
		NSF	NSF	NSF	NSF	NSF	NSF		NSF	NSF	NSF	NSF		
<b>Courtrooms</b>														
Jury Trial Courtroom		2	2	2	3	3	2,100	4,200	4,200	4,200	6,300	6,300	PA	
Public Waiting Area		2	2	2	3	3	300	600	600	600	900	900	O	
Soundlock Entry		2	2	2	3	3	60	120	120	120	180	180	PA	
Attorney Conference / Witness Waiting		4	4	4	6	6	100	400	400	400	600	600	PA	
Courtroom Evidence Storage		2	2	2	3	3	10	20	20	20	30	30	PL	
General Storage		2	2	3	3	3	100	200	200	300	300	300	PL	
Hearing Room		0	0	0	1	1	800	0	0	0	800	800	PA	
<b>SUBTOTAL: COURTROOMS</b>								5,540	5,540	5,640	9,110	9,110		
<b>JURY DELIBERATION SUITE</b>														
Jury Deliberation Room - dedicated		1	1	1	1	1	300	300	300	300	300	300	PA	
Jury Deliberation Room - common		0.5	0.5	0.5	0.5	0.5	300	150	150	150	150	150	PA	
Soundlock / Circulation		1.5	1.5	1.5	1.5	1.5	80	120	120	120	120	120	PA	
Juror Toilets (2 @45sf)		1.5	1.5	1.5	1.5	1.5	90	135	135	135	135	135	PLA	
Coat Closet		1.5	1.5	1.5	1.5	1.5	15	23	23	23	23	23	O	
Coffee Preparation Area		1.5	1.5	1.5	1.5	1.5	15	23	23	23	23	23	O	
Bailiff Alcove		1.5	1.5	1.5	1.5	1.5	20	30	30	30	30	30	O	
Storage Closet		1.5	1.5	1.5	1.5	1.5	15	23	23	23	23	23	L	
<b>SUBTOTAL: JURY DELIBERATION SUITE</b>								803	803	803	803	803		
<b>Prisoner Holding</b>														
Soundlock (2X30sf@)		1.5	1.5	1.5	1.5	1.5	60	90	90	90	90	90	PCL	
Prisoner Interview room (2X60sf@)		1.5	1.5	1.5	1.5	1.5	120	180	180	180	180	180	OCL	
Attorney Interview Room (2X60sf@)		1.5	1.5	1.5	1.5	1.5	120	180	180	180	180	180	P A	
Courtroom Holding Cells (2X80sf@)		1.5	1.5	1.5	1.5	1.5	160	240	240	240	240	240	PA CL	
<b>SUBTOTAL: Prisoner Holding</b>								690	690	690	690	690		
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								8,683	8,683	8,963	12,788	12,788		
<b>TOTAL: UNIT PERSONNEL</b>		13	15	16	18	26	26							
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								1,316	1,436	1,566	2,284	2,284		
INTERNAL CIRCULATION (Unit Grossing factor)		25%						2,500	2,530	2,632	3,768	3,768		
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								12,498	12,648	13,161	18,839	18,839		

# C. CONCEPT DEVELOPMENT

## Department Program

Table: C1050

LAW LIBRARY	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE	
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF		
		<b>PERSONNEL SPACES</b>												
<i>Librarian</i>														
Law Librarian	0	0	0	0	0	0	0	0	0	0	0	0	0	PA
Assistant Part Time	0	0	0	0	0	0	0	0	0	0	0	0	0	S
<b>SUBTOTAL: LIBRARIAN</b>														
<b>TOTAL: PERSONNEL SPACES</b>														
<b>DEPARTMENTAL SPACES</b>														
<i>Library</i>														
Public Lobby		1	1	1	1	1	0	0	0	0	0	0	0	OC
Circulation Desk		1	1	1	1	1	0	0	0	0	0	0	0	O
Book Section stacks		20	20	20	20	20	0	0	0	0	0	0	0	OC
Study Tables		2	4	4	6	6	0	0	0	0	0	0	0	OC
Conference Room		1	1	1	2	2	0	0	0	0	0	0	0	PA
Computer Terminals		2	4	4	8	8	0	0	0	0	0	0	0	OC
Copier		1	1	1	1	1	0	0	0	0	0	0	0	OA
Staff Toilets		1	1	1	1	1	0	0	0	0	0	0	0	PA
Vault		1	1	1	1	1	0	0	0	0	0	0	0	PL
File Storage		1	1	1	1	1	0	0	0	0	0	0	0	O
<b>SUBTOTAL: LIBRARY</b>														
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>														
<b>TOTAL: UNIT PERSONNEL</b>														
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>														
INTERNAL CIRCULATION (Unit Grossing factor)	25%							0	0	0	0	0	0	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>														



Table: C1100

DISTRICT ATTORNEY	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE	
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF		
		<b>PERSONNEL SPACES</b>												
<i>District Attorney's Office</i>														
District Attorney	1	1	1	1	1	1	250	250	250	250	250	250	250	P A
Chief Assistant DA	1	1	1	1	1	1	150	150	150	150	150	150	150	P A
Senior Assistant DA	3	3	4	5	6	7	120	360	480	600	720	840	840	P A
Supervisory Assistant DA	1	1	1	2	3	4	120	120	120	240	360	480	480	P A
Assistant DA	6	7	8	9	10	11	120	840	960	1,080	1,200	1,320	1,320	P A
Assistant DA - Child Support Recovery	1	1	1	1	1	1	0	0	0	0	0	0	0	P A
Chief Investigator	1	1	1	1	1	1	120	120	120	120	120	120	120	P A
Admin Assistant	1	1	1	1	1	1	80	80	80	80	80	80	80	O
Investigator III	4	4	5	6	7	9	100	400	500	600	700	900	900	P A
Investigator II	2	3	4	5	5	6	100	300	400	500	500	600	600	P A
Investigative Assistant	1	1	1	2	2	3	80	80	80	160	160	240	240	P A
Legal Secretary	4	4	6	7	8	10	80	320	480	560	640	800	800	O
Victim/Witness Coordinator	1	1	1	1	1	1	120	120	120	120	120	120	120	P A
Victim/Witness Assistant	1	1	2	2	3	3	100	100	200	200	300	300	300	P A
Receptionist/Clerk	1	1	1	1	1	1	80	80	80	80	80	80	80	O
File Clerk	1	1	2	2	3	3	64	64	128	128	192	192	192	O
<b>STAFF SUBTOTAL: DA's OFFICE</b>	27	29	35	42	47	56		3,320	4,020	4,740	5,380	6,280		
<b>DEPARTMENTAL SPACES</b>														
<i>DA's Executive Space</i>														
District Attorney's Private Toilet		1	1	1	1	1	45	45	45	45	45	45	45	P A
District Attorney's Private Closet		1	1	1	1	1	15	15	15	15	15	15	15	P A
District Attorney's Galley		1	1	1	1	1	15	15	15	15	15	15	15	O
District Attorney's File Storage		1	1	1	1	1	100	100	100	100	100	100	100	P L
District Attorney's Conference Room		1	1	1	1	1	250	250	250	250	250	250	250	P A
District Attorney's Waiting/Reception		1	1	1	1	1	100	100	100	100	100	100	100	O
<b>SUBTOTAL: DA's EXECUTIVE SPACE</b>								525	525	525	525	525	525	

## C. CONCEPT DEVELOPMENT

### Department Program

Table: C1100 (continued)

DISTRICT ATTORNEY		REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		EXIST	2009	2014	2019	2024	2029		2009	2014	2019	2024	2029	
									NSF	NSF	NSF	NSF	NSF	
<i>Administration/General</i>														
Visitor Waiting/Reception			1	1	1	1	1	500	500	500	500	500	500	P C
Reception Window			1	1	1	1	1	0	0	0	0	0	0	C
File Storage			1	1	1	1	1	600	600	600	600	600	600	P L
Evidence Storage Room			1	1	2	2	3	150	150	150	300	300	450	P L
Grand Jury Hearing Room			1	1	1	1	1	1,300	1,300	1,300	1,300	1,300	1,300	P A
Interview Room			1	1	1	1	1	100	100	100	100	100	100	P A
Equipment Room			1	1	1	1	1	170	170	170	170	170	170	P A
Grand Jury Witness Room			1	1	1	1	1	120	120	120	120	120	120	P A
Supply Storage Room			1	1	1	1	1	100	100	100	100	100	100	P L
Law Library			1	1	1	1	1	510	510	510	510	510	510	P
Staff Toilets			2	2	2	2	2	70	140	140	140	140	140	P C
Grand Jury Waiting			1	1	1	1	1	250	250	250	250	250	250	P
Copier (Medium Volume)			1	1	1	2	2	80	80	80	80	160	160	O
Copier (High Density) & FAX			1	1	1	2	2	80	80	80	80	160	160	O
Office Supply Storage			1	1	1	1	1	100	100	100	100	100	100	P L
Conference Room (Medium)			1	1	1	1	1	150	150	150	150	150	150	P A
GCIC Files			1	1	1	1	1	120	120	120	120	120	120	P L
Inactive Records			1	1	1	1	1	1,500	0	0	0	0	0	P L
Mail Processing			1	1	1	1	1	80	80	80	80	80	80	O
Breakroom			1	1	1	1	1	200	200	200	200	200	200	P
<b>SUBTOTAL: ADMIN/GENERAL</b>									4,750	4,750	4,900	5,060	5,210	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>									5,275	5,275	5,425	5,585	5,735	
<b>TOTAL: UNIT PERSONNEL</b>									27	29	35	42	47	56
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>									3,320	4,020	4,740	5,380	6,280	
INTERNAL CIRCULATION (Unit Grossing factor) 35%									3,008	3,253	3,558	3,838	4,205	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>									11,603	12,548	13,723	14,803	16,220	

Table: C1200

CLERK OF COURT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>													
<i>Clerk of Court</i>													
Clerk of Court	1	1	1	1	1	1	250	250	250	250	250	250	PA
Chief Deputy Clerk	1	1	1	1	1	2	150	150	150	150	150	300	P
Bookkeeper	1	1	1	1	1	1	100	100	100	100	100	100	PS
Asst. Bookkeeper	1	1	2	2	3	3	100	100	200	200	300	300	PS
Court Office Manager	1	1	1	1	2	2	120	120	120	120	240	240	P
Technical Services	0	0	1	1	2	3	120	0	120	120	240	360	P
BOE	0	0	0	0	0	1	120	0	0	0	0	120	P
<b>SUBTOTAL: CLERK OF COURTS STAFF</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>13</b>		<b>720</b>	<b>940</b>	<b>940</b>	<b>1,280</b>	<b>1,670</b>	
<b>DEPARTMENTAL SPACES</b>													
<i>Clerk of Court</i>													
Public Waiting / Reception		1	1	1	1	1	150	150	150	150	150	150	OC
Conference Room		0	0	0	1	1	600	0	0	0	600	600	PA
Conference Room		0	0	0	1	1	300	0	0	0	300	300	PA
Copier (Med. Volume) & Fax		1	1	1	1	1	80	80	80	80	80	80	O
Files Storage		1	1	2	3	4	100	100	100	200	300	400	O
General Storage		1	1	2	3	4	100	100	100	200	300	400	L
Coat Closet		1	1	1	1	1	10	10	10	10	10	10	P
Clerk's Toilet		1	1	1	1	1	45	45	45	45	45	45	P
Clerk's Closet		1	1	2	3	4	10	10	10	20	30	40	P
Admin Storage		1	1	1	1	1	50	50	50	50	50	50	PL
Tech Storage		1	1	1	1	1	50	50	50	50	50	50	PL
Inactive Records Transitional Storage		1	1	1	1	1	300	300	300	300	300	300	O
Inactive Records Archive Storage		1	1	1	1	1	2,000	0	0	0	0	0	PL
<b>SUBTOTAL: CLERK OF COURTS</b>								<b>895</b>	<b>895</b>	<b>1,105</b>	<b>2,215</b>	<b>2,425</b>	
<b>PERSONNEL SPACES</b>													
<i>Criminal Unit - Superior Court</i>													
Criminal Court Supervisor -Deputy Clerk III	1	1	1	1	1	1	100	100	100	100	100	100	S
Deputy Clerk	1	1	1	1	1	1	64	64	64	64	64	64	O
Deputy Clerk	1	1	1	1	1	1	64	64	64	64	64	64	O
Deputy Clerk	1	1	1	1	1	1	64	64	64	64	64	64	O
Admin. Clerk	1	1	1	1	1	1	64	64	64	64	64	64	O
Admin. Clerk-Deputy I	1	1	1	1	1	1	64	64	64	64	64	64	O
<b>SUBTOTAL: S C CRIMINAL UNIT STAFF</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>		<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: C1200 (continued)

CLERK OF COURT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b>DEPARTMENTAL SPACES</b>													
<i>Criminal Unit - Superior Court</i>													
Public Waiting / Reception		1	1	1	1	1	150	150	150	150	150	150	OC
Transaction Counter / Window		2	2	3	4	5	20	40	40	60	80	100	OC
Public Records Viewing		2	2	2	3	4	100	200	200	200	300	400	OC
Public Computer Station		1	1	1	1	2	100	100	100	100	100	200	OC
Public Work Area		1	1	1	1	1	120	120	120	120	120	120	OC
Public Copier (Medium Volume)		1	1	1	1	1	80	80	80	80	80	80	OC
Active Records Storage		1	1	1	1	1	600	600	600	600	600	600	PL
Inactive Records Storage		0	0	0	0	0	0	0	0	0	0	0	PL
Forms / Supply Storage		1	1	1	1	1	120	120	120	120	120	120	L
Copier (Medium Volume)		1	1	1	1	1	80	80	80	80	80	80	SH
Shared Computer Station		2	2	2	2	2	64	128	128	128	128	128	OC
Workroom		1	1	1	1	1	150	150	150	150	150	150	PA
Coat Closet		1	1	1	1	1	10	10	10	10	10	10	P
<b>SUBTOTAL: S C CRIMINAL UNIT</b>								1,778	1,778	1,798	1,918	2,138	
<b>PERSONNEL SPACES</b>													
<i>Civil Unit - Superior Court</i>													
Civil Court Supervisor- Deputy Clerk III		1	1	1	1	1	100	100	100	100	100	100	S
Deputy Clerk		1	1	1	1	1	64	64	64	64	64	64	O
Deputy Clerk		1	1	1	1	1	64	64	64	64	64	64	O
Admin. Clerk		1	1	1	1	1	64	64	64	64	64	64	O
Passport Clerk		0	0	0	1	1	64	0	0	64	64	64	O
<b>SUBTOTAL: S C CIVIL UNIT STAFF</b>		4	4	4	5	5		292	292	356	356	356	
<b>DEPARTMENTAL SPACES</b>													
<i>Civil Unit - Superior Court</i>													
Public Waiting / Reception		1	1	1	1	1	150	150	150	150	150	150	OC
Transaction Counter / Window		1	2	2	3	4	20	20	40	40	60	80	OC
Public Records Viewing Area		1	1	1	1	1	150	150	150	150	150	150	OC
Public Computer Terminals		1	1	1	1	1	150	150	150	150	150	150	OC
Copier (Medium Volume)		1	1	1	1	1	80	80	80	80	80	80	OC
Shared Computer Station		1	1	1	1	1	15	15	15	15	15	15	P
Filing Preparation Space		1	1	1	1	1	80	80	80	80	80	80	P
Active Records Storage		1	1	1	1	1	600	600	600	600	600	600	PL
Workroom		1	1	1	1	1	150	150	150	150	150	150	PA
Coat Closet		1	1	1	1	1	10	10	10	10	10	10	P
<b>SUBTOTAL: S C CIVIL UNIT</b>								1,405	1,425	1,425	1,445	1,465	

Table: C1200 (continued)

CLERK OF COURT	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	EXIST	2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>													
<i>Real Estate</i>													
Real Estate Supervisor- Deputy Clerk III	1	1	1	1	1	1	100	100	100	100	100	100	S
Real Estate Asst. Supervisor-Deputy Clerk	1	1	1	1	1	1	64	64	64	64	64	64	S
Deputy Clerk	2	2	2	2	2	2	64	128	128	128	128	128	S
Admin. Clerk	2	2	2	2	2	2	64	128	128	128	128	128	O
<b>SUBTOTAL: REAL ESTATE STAFF</b>													
	6	6	6	6	6	6		420	420	420	420	420	
<b>DEPARTMENTAL SPACES</b>													
<i>Real Estate</i>													
Public Waiting / Reception		1	1	1	1	1	250	250	250	250	250	250	OC
Transaction Counter / Window		3	4	4	5	5	20	60	80	80	100	100	OC
Public Work Area - Computer Terminals		1	1	1	1	1	250	250	250	250	250	250	O
Real Estate Records Storage Room		1	1	1	1	1	600	600	600	600	600	600	O
Forms / Supply Storage		1	1	1	1	1	150	150	150	150	150	150	L
File Preparation Area		1	1	1	1	1	150	150	150	150	150	150	O
Copier (High Volume) /Fax		1	1	1	1	1	80	80	80	80	80	80	OC
Staff High Speed Scan Station		1	1	1	1	1	60	60	60	60	60	60	OS
Deed/ Document Processing		1	1	1	1	1	150	150	150	150	150	150	PL
<b>SUBTOTAL: REAL ESTATE</b>													
								1,750	1,770	1,770	1,790	1,790	
<b>PERSONNEL SPACES</b>													
<i>State Clerk</i>													
State Court Manager-Deputy Clerk	1	1	1	1	1	1	100	100	100	100	100	100	S
Asst. Mgr.-Deputy Clerk(Civil/Criminal/Traffic)	1	1	1	2	3	3	100	100	100	200	300	300	S
Criminal Supervisor - Deputy Clerk	1	1	1	1	1	1	64	64	64	64	64	64	O
Civil Supervisor - Deputy Clerk	1	1	1	1	1	1	64	64	64	64	64	64	O
Admin. Clerk	4	4	4	4	4	4	64	256	256	256	256	256	O
<b>SUBTOTAL: State Clerk Staff</b>													
	8	8	8	9	10	10		584	584	684	784	784	



# C. CONCEPT DEVELOPMENT

## Department Program

Table: C1200 (continued)

CLERK OF COURT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b>DEPARTMENTAL SPACES</b>													
<i>State Clerk</i>													
Public Waiting / Reception		1	1	1	1	1	330	330	330	330	330	330	OC
Transaction Counter / Window		2	2	3	4	5	20	40	40	60	80	100	OC
Public Records Viewing		2	2	3	3	4	100	200	200	300	300	400	OC
Public Computer Station		2	2	3	3	4	150	300	300	450	450	600	OC
Copier (Medium Volume)		1	1	1	1	1	80	80	80	80	80	80	OC
Active Records Storage		1	1	1	1	1	1,000	1,000	1,000	1,000	1,000	1,000	OC
Inactive Records Storage		0	0	0	0	0	0	0	0	0	0	0	PL
Forms / Supply Storage		1	1	1	1	1	120	120	120	120	120	120	L
Copier (High Volume)		1	1	1	1	1	80	80	80	80	80	80	SH
Computer Station		2	2	2	2	2	64	128	128	128	128	128	OC
Workroom - Staff		1	1	1	1	1	150	150	150	150	150	150	PA
Coat Closet		1	1	1	1	1	10	10	10	10	10	10	P
<b>SUBTOTAL: STATE CLERK</b>								2,438	2,438	2,708	2,728	2,998	
<b>PERSONAL SPACES</b>													
<i>Jury Unit</i>													
Jury Manager Supervision		1	1	1	1	1	120	120	120	120	120	120	PA
Jury Manager/Strike Clerk		1	1	1	1	1	64	64	64	64	64	64	O
<b>SUBTOTAL: Jury Unit Staff</b>		2	2	2	2	2		184	184	184	184	184	
<b>DEPARTMENTAL SPACES</b>													
<i>Jury Unit</i>													
Reception Area		1	1	1	1	1	150	150	150	150	150	150	O
Jury Assembly Room		1	1	1	1	1	4,000	4,000	4,000	4,000	4,000	4,000	O
Records Storage		1	1	1	1	1	80	80	80	80	80	80	P
Juror's Rental Locker Area		1	1	1	1	1	150	150	150	150	150	150	O
Coffee Preparation Area		1	1	1	1	1	100	100	100	100	100	100	O
Vending Machine Alcove		1	1	1	1	1	150	150	150	150	150	150	O
Copier (Medium Volume), Staff		1	1	1	1	1	80	80	80	80	80	80	S
Audiovisual Equipment		1	1	1	1	1	100	100	100	100	100	100	O
Storage closet		1	1	1	1	1	50	50	50	50	50	50	L
Juror Toilet (Men)		1	1	1	1	1	150	150	150	150	150	150	P
Juror Toilet (Women), Including Lounge		1	1	1	1	1	240	240	240	240	240	240	P
Juror Telephones		1	1	1	1	1	100	100	100	100	100	100	O
Study Carrels		4	4	5	6	8	16	64	64	80	96	128	SA
Outside (fenced) Smoking Area		1	1	1	1	1	100	100	100	100	100	100	O
<b>SUBTOTAL: JURY UNIT</b>								5,514	5,514	5,530	5,546	5,578	
<b>TOTAL UNIT DEPARTMENTAL SPACES</b>								13,780	13,820	14,336	15,642	16,394	
<b>TOTAL: UNIT PERSONNEL</b>		31	31	33	35	39	42						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								2,620	2,840	3,004	3,444	3,834	
INTERNAL CIRCULATION (Unit Grossing factor)	35%							5,740	5,831	6,069	6,680	7,080	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								22,140	22,491	23,409	25,766	27,308	

Table: C1300

PUBLIC DEFENDER OFFICE	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>													
<i>Public Defender Office</i>													
Public Defender				1	1	1	250			250	250	250	P A
Chief Assistant PD				1	1	1	150			150	150	150	P A
Senior Assistant PD				1	2	2	150			150	300	300	P A
Assistant PD				10	13	16	120			1,200	1,560	1,920	P A
Investigator				2	3	4	120			240	360	480	P A
Administrative Assistant (PD's)				1	1	1	80			80	80	80	O
Legal Secretary				1	2	4	80			80	160	320	O
Receptionist/Clerk				0	1	1	64			0	64	64	O
<b>STAFF SUBTOTAL: PUBLIC DEFENDER</b>		0	0	0	17	24	30	0	0	2,150	2,924	3,564	
<b>DEPARTMENTAL SPACES</b>													
<i>PD's Executive Space</i>													
Private Toilet				1	1	1	45			45	45	45	P A
Private Closet				1	1	1	15			15	15	15	P A
Waiting/Reception				1	1	1	80			80	80	80	
<b>SUBTOTAL: GENERAL DEPARTMENT SPACE</b>								0	0	140	140	140	
<i>General Department Space</i>													
Visitor Waiting/Reception				1	1	1	300			300	300	300	P C
Reception Counter/Window				1	1	1	40			40	40	40	P A
Conference Room				1	1	1	300			300	300	300	P A
Conference Room (Small)				1	1	1	160			160	160	160	P A
Media Room				1	2	2	150			150	300	300	P A
File Storage				1	1	1	400			400	400	400	L
Copier/Workroom				1	1	1	100			100	100	100	L
Equipment Room				1	1	1	100			100	100	100	L
Supply Storage Room				1	1	1	100			100	100	100	L
Law Library				1	1	1	200			200	200	200	PA
Breakroom				1	1	1	150			150	150	150	PA
Clothes Storage Room				1	1	1	60			60	60	60	L
Staff Toilets													
<b>SUBTOTAL: GENERAL DEPARTMENT</b>								0	0	2,060	2,210	2,210	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								0	0	2,200	2,350	2,350	
<b>TOTAL: UNIT PERSONNEL</b>		0	0	0	17	24	30						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								0	0	2,150	2,924	3,564	
INTERNAL CIRCULATION (Unit Grossing factor)	35%							0	0	1,523	1,846	2,070	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								0	0	5,873	7,120	7,984	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: C2000

STATE COURT	EXIST	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029	2009 NSF		2014 NSF	2019 NSF	2024 NSF	2029 NSF		
<b>PERSONNEL SPACES</b>														
<i>State Court</i>														
Judge	1	2	2	2	3	3	250	500	500	500	750	750	P A	
Judicial Assistants	2	3	3	3	3	3	120	360	360	360	360	360	P	
Law Clerk	0	0	2	2	3	3	120	0	240	240	360	360	P A	
Court Reporter	1	2	2	3	3	3	180	180	180	180	180	180	P	
Civilian Bailiff	3	3	4	5	5	5	0	0	0	0	0	0	O	
Deputy Sheriff Bailiff	1	2	2	2	3	3	64	128	128	128	192	192	O	
DUI Court Coordinator	1	1	1	1	1	1	120	120	120	120	120	120	PL	
DUI Case Manager	0	0	1	1	2	2	100	0	100	100	200	200	PL	
<b>SUBTOTAL: STATE COURT</b>	9	13	17	19	23	23		1,288	1,628	1,628	2,162	2,162		
<b>DEPARTMENTAL SPACES</b>														
<i>State Court Support</i>														
Judges' Toilet		2	2	2	3	3	45	90	90	90	135	135	P A	
Judges' Closet		2	2	2	3	3	15	30	30	30	45	45	P A	
Judges' Galley		2	2	2	3	3	15	30	30	30	45	45	P A	
Staff Toilet		2	2	2	2	2	60	120	120	120	120	120	P A	
Judges' Chamber Reception		2	2	2	3	3	100	200	200	200	300	300	O	
Secretary's Storage Room		2	2	2	3	3	50	100	100	100	150	150	PL	
Judge's Conference Room / Library		1	1	1	1	1	300	300	300	300	300	300	PLA	
Staff Break Room		1	1	1	1	1	150	150	150	150	150	150	P A	
Copier (Medium Volume) & Shredder		2	2	2	3	3	80	160	160	160	240	240	O	
Supply Storage		2	2	2	3	3	50	100	100	100	150	150	PL	
Staff Coat Closet		2	2	2	3	3	10	20	20	20	30	30	P	
Court Reporter Storage		2	2	2	3	3	15	30	30	30	45	45	PL	
<b>SUBTOTAL: STATE COURT</b>								1,330	1,330	1,330	1,710	1,710		

Table: C2000 (continued)

STATE COURT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b><i>Courtroom</i></b>													
Jury Trial Courtroom		2	2	2	3	3	2,400	4,800	4,800	4,800	7,200	7,200	PA
Public Waiting Area		2	2	2	3	3	300	600	600	600	900	900	O
Soundlock Entry		2	2	2	3	3	60	120	120	120	180	180	PA
Attorney Conference / Witness Waiting		4	4	4	6	6	100	400	400	400	600	600	PA
General Storage		2	2	2	3	3	100	200	200	200	300	300	PCL
<b>SUBTOTAL: COURTROOM</b>								6,120	6,120	6,120	9,180	9,180	
<b><i>Jury Deliberation Suite</i></b>													
Jury Deliberation Room		1.5	1.5	1.5	1.5	1.5	300	450	450	450	450	450	PA
Soundlock / Circulation		1.5	1.5	1.5	1.5	1.5	100	150	150	150	150	150	PA
Juror Toilets (2 @45sf)		1.5	1.5	1.5	1.5	1.5	45	68	68	68	68	68	PLA
Coat Closet		1.5	1.5	1.5	1.5	1.5	15	23	23	23	23	23	O
Coffee Preparation Area		1.5	1.5	1.5	1.5	1.5	15	23	23	23	23	23	O
Bailiff Alcove		1.5	1.5	1.5	1.5	1.5	20	30	30	30	30	30	O
Storage Closet		1.5	1.5	1.5	1.5	1.5	15	23	23	23	23	23	L
<b>SUBTOTAL: JURY DELIBERATION SUITE</b>								765	765	765	765	765	
<b><i>Prisoner Holding</i></b>													
Soundlock (2X30sf@)		1.5	1.5	1.5	1.5	1.5	60	90	90	90	90	90	PCL
Prisoner Interview room (2X60sf@)		1.5	1.5	1.5	1.5	1.5	120	180	180	180	180	180	PACL
Attorney Interview Room (2X60sf@)		1.5	1.5	1.5	1.5	1.5	120	180	180	180	180	180	PA
Courtroom Holding Cells (2X80sf@)		1.5	1.5	1.5	1.5	1.5	160	240	240	240	240	240	PACL
<b>SUBTOTAL: PRISONER HOLDING</b>								690	690	690	690	690	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								8,905	8,905	8,905	12,345	12,345	
<b>TOTAL: UNIT PERSONNEL</b>		9	13	17	19	23	23						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								1,288	1,628	1,628	2,162	2,162	
<b>INTERNAL CIRCULATION (Unit Grossing factor)</b>	30%							3,058	2,672	3,160	4,352	4,352	
<b>TOTAL UNIT PROGRAMMED AREA</b>								13,251	13,205	13,693	18,859	18,859	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: C3000

MAGISTRATE COURT	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	EXIST	2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
	<b>PERSONNEL SPACES</b>												
<i>Magistrate Court</i>													
Chief Magistrate Judge	1	1	1	1	1	1	250	250	250	250	250	250	P A
Clerk of Court	1	1	1	1	1	1	150	150	150	150	150	150	P A
Assistant Magistrate Judge	2	2	2	3	4	4	0	0	0	150	150	150	P A
Assistant Magistrate Judge	0	0	1	1	1	2	200	0	200	200	200	400	P A
Judicial Assistant	1	1	1	2	2	2	64	64	64	128	128	128	P A
Deputy Clerk III	1	1	2	3	3	5	64	64	128	192	192	320	S
Deputy Clerk II	2	2	2	3	3	5	64	128	128	192	192	320	S
Deputy Clerk I	0	0	1	2	2	2	64	0	64	128	128	128	S
Administrative Clerk - Scan Clerk	1	1	1	1	2	3	64	64	64	64	128	192	SH
Records Clerk	1	2	2	3	4	4	64	128	128	192	256	256	S C
Receptionist	0	0	0	1	1	1	64	0	0	64	64	64	O
Deputy Sheriff Bailiff	2	1	2	2	2	2	64	64	128	128	128	128	O
Civilian Bailiff	2	1	1	2	2	2	0	0	0	0	0	0	O
<b>SUBTOTAL: MAGISTRATE COURT STAFF</b>													
<b>DEPARTMENTAL SPACES</b>													
<i>Chamber Spaces</i>													
Chief Judges' Toilet		1	1	1	1	1	45	45	45	45	45	45	PA
Chief Judges' Closet		1	1	1	1	1	15	15	15	15	15	15	P
Chief Judges' Galley		1	1	1	1	1	15	15	15	15	15	15	O
Copier (Medium Volume )		1	1	1	1	1	80	80	80	80	80	80	O
Chief Judges' Reception / Waiting		1	1	2	2	2	80	80	80	160	160	160	PL
Secretary Storage Room		1	1	1	1	1	45	45	45	45	45	45	PA
<b>SUBTOTAL: CHAMBER SPACES</b>													
<i>Courtroom</i>													
Courtroom 6-Person Jury		1	1	2	2	2	1,800	1,800	1,800	3,600	3,600	3,600	PA
Public Waiting Area		1	1	1	2	2	400	400	400	400	800	800	O
Soundlock Entry		1	1	1	2	2	60	60	60	60	120	120	PA
General Storage Closet		1	1	1	2	2	50	50	50	50	100	100	L
Attorney / Witness Room		2	2	2	4	4	100	200	200	200	400	400	PLA
Hearing / Mediation Room		0	0	0	1	1	800	0	0	0	800	800	PLA
Copy Room				1	1	1	40			40	40	40	S C
Holding area													
Attorney Visitation (non-contact)				2	2	2	90			180	180	180	PLA
Holding Cells				1	1	1	80			80	80	80	PLA
<b>SUBTOTAL: COURTROOM</b>													

Table: C3000 (continued)

MAGISTRATE COURT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b>Administration</b>													
Magistrate Records		1	1	1	1	1	600	600	600	600	600	600	P C
Magistrate Civil & Criminal Access Counter		4	4	4	4	4	64	256	256	256	256	256	O
Staff Toilet		2	2	2	2	2	45	90	90	90	90	90	P
Mail Sorting/Processing		1	1	1	1	1	120	120	120	120	120	120	P
Storage Closet		1	1	1	1	1	100	100	100	100	100	100	L
Break Room		1	1	1	1	1	150	150	150	150	150	150	P
Copier (medium volume)		1	2	2	2	2	80	80	160	160	160	160	O
Supply Storage		1	1	1	1	1	80	80	80	80	80	80	L
<b>SUBTOTAL: Administration</b>								1,476	1,556	1,556	1,556	1,556	
<b>Jury Deliberation Suite</b>													
Jury Room (12 person )		1	1	1	1	1	300	300	300	300	300	300	PA
Soundlock / Circulation		1	1	1	1	1	100	100	100	100	100	100	A
Juror Toilets (2 @45sf)		1	1	1	1	1	90	90	90	90	90	90	PLA
Coat Closet		1	1	1	1	1	15	15	15	15	15	15	PA
Coffee Preparation Area		1	1	1	1	1	15	15	15	15	15	15	PA
Bailiff Alcove		1	1	1	1	1	20	20	20	20	20	20	O
Storage Closet		1	1	1	1	1	15	15	15	15	15	15	PA
Copy Room		1	1	1	1	1	40	40	40	40	40	40	PA
<b>SUBTOTAL: JURY DELIBERATION SUITE</b>								595	595	595	595	595	
<b>Prisoner Holding</b>													
Soundlock (2X30sf@)		1	1	1	1	1	60	60	60	60	60	60	PCL
Prisoner Interview room (2X60sf@)		1	1	1	1	1	120	120	120	120	120	120	PA CL
Attorney Interview Room (2X60sf@)		1	1	1	1	1	120	120	120	120	120	120	P A
Courtroom Holding Cells (2X80sf@)		0	1	1	1	1	160	0	160	160	160	160	PA CL
<b>SUBTOTAL: Prisoner Holding</b>								300	460	460	460	460	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								5,161	5,401	7,581	9,091	9,091	
<b>TOTAL: UNIT PERSONNEL</b>		14	13	17	25	28	34						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								912	1,304	1,838	1,966	2,486	
<b>INTERNAL CIRCULATION (Unit Grossing factor)</b>	30%							1,822	2,012	2,826	3,317	3,473	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								7,895	8,717	12,245	14,374	15,050	



# C. CONCEPT DEVELOPMENT

## Department Program

Table: C4000

PROBATE COURT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
		<b>PERSONNEL SPACES</b>											
<i>Probate Court</i>													
Probate Court Judge	1	1	1	1	1	1	250	250	250	250	250	250	P A
Chief Clerk	1	1	1	1	1	1	150	150	150	150	150	150	P A
Judicial Assistant	1	1	1	1	1	1	120	120	120	120	120	120	P A
Deputy Clerk III	1	1	1	2	2	4	80	80	80	160	160	320	O
Deputy Clerk II	2	2	2	2	4	5	64	128	128	128	256	320	O
Deputy Clerk I	1	1	1	2	4	6	64	64	64	128	256	384	O
Attorney- Associate Judge	0	0	0	0	1	1	150	0	0	0	150	150	P A
Admin Assist - Associate Judge	0	0	1	1	1	1	80	0	80	80	80	80	P A
<b>SUBTOTAL: PROBATE COURT STAFF</b>													
<b>DEPARTMENTAL SPACES</b>													
<i>Chamber Spaces</i>													
Judges' Toilet		1	1	1	1	1	45	45	45	45	45	45	P A
Judges' Closet		1	1	1	1	1	15	15	15	15	15	15	P A
Judges' Galley		1	1	1	1	1	15	15	15	15	15	15	O
Judges' Reception / Waiting		1	1	1	1	1	100	100	100	100	100	100	P
Secretary Storage Room		1	1	1	1	1	50	50	50	50	50	50	P L
Copier (High Volume)		1	1	1	1	1	80	80	80	80	80	80	O
Law Library		1	1	1	1	1	150	150	150	150	150	150	P
<b>SUBTOTAL: CHAMBER SPACES</b>													
<i>Courtroom</i>													
Jury Courtroom		1	1	1	1	1	1,800	1,800	1,800	1,800	1,800	1,800	P A
Public Waiting Area		1	1	1	1	1	200	200	200	200	200	200	O
Soundlock Entry		2	2	2	2	2	60	120	120	120	120	120	PA
General Storage Area		1	1	1	1	1	100	100	100	100	100	100	P A
Attorney / Witness Room		2	2	2	2	2	100	200	200	200	200	200	PLA
<b>SUBTOTAL: COURTROOM</b>													

Table: C4000 (continued)

PROBATE COURT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b><i>Hearing Room / Jury Suite</i></b>													
Hearing Room / Jury Suite		1	1	1	1	1	400	400	400	400	400	400	P A
Juror Toilets		2	2	2	2	2	45	90	90	90	90	90	PLA
Coat Closet		1	1	1	1	1	15	15	15	15	15	15	O
Coffee Preparation Area		1	1	1	1	1	15	15	15	15	15	15	O
Storage Closet		1	1	1	1	1	15	15	15	15	15	15	L
<b><i>SUBTOTAL: HEARING / JURY SUITE</i></b>								<b>535</b>	<b>535</b>	<b>535</b>	<b>535</b>	<b>535</b>	
<b><i>Records / Cashier</i></b>													
Public Waiting		1	1	1	1	1	150	150	150	150	150	150	O
Public Records Viewing		1	1	1	1	1	150	150	150	150	150	150	P A
Conference Room		1	1	1	1	1	150	150	150	150	150	150	P A
Transaction Counter		1	1	1	1	1	120	120	120	120	120	120	O
File Storage (Vault)		1	1	1	1	1	1,000	1,000	1,000	1,000	1,000	1,000	PL
Vault		1	1	1	1	1	80	80	80	80	80	80	PL
Public Waiting/Transactions		1	1	1	1	1	150	150	150	150	150	150	O
<b><i>SUBTOTAL: Records/Cashier</i></b>								<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	
<b><i>Marriage &amp; Pistol Licenses</i></b>													
Public Waiting		1	1	1	1	1	150	150	150	150	150	150	O
Transaction Counter		1	1	1	1	1	150	150	150	150	150	150	O
Finger Print Station		0	0	0	1	1	100	0	0	0	100	100	
GCIC Station		0	0	0	1	1	50	0	0	0	50	50	
File Storage Cabinets		1	1	1	1	1	80	80	80	80	80	80	OC
<b><i>SUBTOTAL: GUARDIANSHIP / MENTAL HEALTH</i></b>								<b>380</b>	<b>380</b>	<b>380</b>	<b>530</b>	<b>530</b>	
<b><i>Administration / General</i></b>													
Forms Storage		1	1	1	1	1	50	50	50	50	50	50	L
Supplies Storage		1	1	1	1	1	70	70	70	70	70	70	L
Copier (High-volume)		2	2	2	2	2	80	160	160	160	160	160	OC
Staff Toilet		2	2	2	2	2	45	90	90	90	90	90	PLA
Staff Break Room		1	1	1	1	1	150	150	150	150	150	150	PA
<b><i>SUBTOTAL: ADMINISTRATION / GENERAL</i></b>								<b>520</b>	<b>520</b>	<b>520</b>	<b>520</b>	<b>520</b>	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								<b>6,110</b>	<b>6,110</b>	<b>6,110</b>	<b>6,260</b>	<b>6,260</b>	
<b>TOTAL: UNIT PERSONNEL</b>								<b>7</b>	<b>7</b>	<b>8</b>	<b>10</b>	<b>15</b>	<b>20</b>
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								<b>792</b>	<b>872</b>	<b>1,016</b>	<b>1,422</b>	<b>1,774</b>	
INTERNAL CIRCULATION (Unit Grossing factor)	30%							<b>2,071</b>	<b>2,095</b>	<b>2,138</b>	<b>2,305</b>	<b>2,410</b>	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								<b>8,973</b>	<b>9,077</b>	<b>9,264</b>	<b>9,987</b>	<b>10,444</b>	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: C5000

JUVENILE COURTS	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
		<b>PERSONNEL SPACES</b>											
<i>Juvenile Court</i>													
Chief Judge	1	1	1	1	1	1	250	250	250	250	250	250	P A
Judge	0	0	1	1	1	1	150	0	150	150	150	150	P A
Associate Judge	0	0	0	0	1	1	150	0	0	0	150	150	P A
Court Administrator	1	1	1	1	1	1	150	150	150	150	150	150	P A
Court Clerk	1	1	1	1	1	1	150	150	150	150	150	150	P A
Deputy Clerk	2	2	2	2	2	2	120	240	240	240	240	240	P
Intake Officer	1	1	1	1	1	1	100	100	100	100	100	100	P
Mental Health Clinician	1	1	1	1	1	1	120	120	120	120	120	120	P
Victim/Witness Coordinator	1	1	1	2	2	2	100	100	100	200	200	200	P
Program Manager	1	1	1	1	1	1	120	120	120	120	120	120	P
Juvenile Investigator	0	0	0	0	0	0	100	0	0	0	0	0	P
Juvenile Grants Officer	0	0	0	0	1	1	100	0	0	0	100	100	S
Receptionist	0	0	0	0	0	1	80	0	0	0	0	80	O
Data Entry Records Clerk	0	0	0	0	0	1	80	0	0	0	0	80	O
Judicial Assistant	0	0	0	0	1	1	80	0	0	0	80	80	O
Programs Assistant	0	0	0	0	1	1	80	0	0	0	80	80	O
Drug Court Coordinator	0	0	1	1	1	1	80	0	80	80	80	80	O
Mentoring Coordinator	0	0	1	1	1	1	80	0	80	80	80	80	O
ERC Director	1	1	1	1	1	1	0	0	0	0	0	0	P
ERC Assistant Director	1	1	1	2	2	2	0	0	0	0	0	0	O
<b>SUBTOTAL: JUVENILE COURT STAFF</b>		11	11	14	16	20	22	1,230	1,540	1,640	2,050	2,210	
<b>DEPARTMENTAL SPACES</b>													
<i>Chamber Spaces</i>													
Judges' Toilet		1	1	1	1	1	45	45	45	45	45	45	P A
Judges' Closet		1	1	1	1	1	15	15	15	15	15	15	P A
Judges' Galley		1	1	1	1	1	15	15	15	15	15	15	O
Judges' Reception / Waiting		1	1	1	1	1	120	120	120	120	120	120	P L
Secretary Storage Room		1	1	1	1	1	45	45	45	45	45	45	P A
<b>SUBTOTAL: CHAMBER SPACES</b>								240	240	240	240	240	

Table: C5000 (continued)

JUVENILE COURTS	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b><i>Courtroom</i></b>													
Courtroom		1	1	1	1	1	1,800	1,800	1,800	1,800	1,800	1,800	P A
Public Waiting Area		1	1	1	1	1	700	700	700	700	700	700	O
Children's Waiting Area		1	1	1	1	1	180	180	180	180	180	180	SA
Hearing Room/Conference Room		0	1	1	2	2	600	0	600	600	1,200	1,200	P A
Soundlock Entry		1	1	1	1	1	60	60	60	60	60	60	P A
Conference Room		1	1	1	1	1	240	240	240	240	240	240	P A
Attorney / Witness Room		0	2	2	2	2	100	0	200	200	200	200	P A
Audio/Visual Equipment Room		1	1	1	1	1	45	45	45	45	45	45	P L
<b><i>SUBTOTAL: COURTROOM</i></b>								<b>3,025</b>	<b>3,825</b>	<b>3,825</b>	<b>4,425</b>	<b>4,425</b>	
<b><i>Administration / General</i></b>													
Shared Workstation		0	0	0	3	3	80	0	0	0	240	240	S
Forms Storage		1	1	1	1	1	45	45	45	45	45	45	P A
Supply Storage		1	1	1	2	2	250	250	250	250	500	500	P L
File Storage		1	1	1	1	1	210	210	210	210	210	210	P L
File Storage		0	0	0	1	1	310	0	0	0	310	310	P L
Copier (Medium Volume)		3	3	3	3	3	80	240	240	240	240	240	O
Staff Toilet		2	2	2	2	2	45	90	90	90	90	90	P
Staff Break Room		1	1	1	1	1	150	150	150	150	150	150	P
<b><i>SUBTOTAL: Administration General</i></b>								<b>985</b>	<b>985</b>	<b>985</b>	<b>1,545</b>	<b>1,545</b>	
<b><i>Prisoner Holding</i></b>													
Soundlock		1	1	1	1	1	30	30	30	30	30	30	PCL
Prisoner Interview Room		1	1	1	1	1	60	60	60	60	60	60	PACL
Attorney Interview Room		1	1	1	1	1	80	80	80	80	80	80	P A
Courtroom Holding Cells		0	2	2	2	2	80	0	160	160	160	160	PACL
<b><i>SUBTOTAL: PRISONER HOLDING</i></b>								<b>170</b>	<b>330</b>	<b>330</b>	<b>330</b>	<b>330</b>	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								<b>4,420</b>	<b>5,380</b>	<b>5,380</b>	<b>6,540</b>	<b>6,540</b>	
<b>TOTAL: UNIT PERSONNEL</b>		<b>11</b>	<b>11</b>	<b>14</b>	<b>16</b>	<b>20</b>	<b>22</b>						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								<b>1,230</b>	<b>1,540</b>	<b>1,640</b>	<b>2,050</b>	<b>2,210</b>	
INTERNAL CIRCULATION (Unit Grossing factor)		30%						<b>1,695</b>	<b>2,076</b>	<b>2,106</b>	<b>2,577</b>	<b>2,625</b>	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								<b>7,345</b>	<b>8,996</b>	<b>9,126</b>	<b>11,167</b>	<b>11,375</b>	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: C7000

COURT SUPPORT / BUILDING SERVICES	REQUIRED NUMBERS						NET UNIT	EA REQUIRED					SPACE TYPE	
	OF UNITS							NSF	2009 NSF	2014 NSF	2019 NSF	2024 NSF		2029 NSF
	EXIST	2009	2014	2019	2024	2029								
<b>PERSONNEL SPACES</b>														
<i>Information Services</i>														
Telecommunication Technician	0	0	0	0	0	0	45	0	0	0	0	0	P A	
Public Information Operators	0	0	0	0	0	0	45	0	0	0	0	0	P	
<b>SUBTOTAL: INFORMATION SERVICES STAFF</b>													0	
<b>SUPPORT SPACES</b>														
<i>Building Support Services</i>														
Covered Loading Dock		1	1	1	1	1	400	400	400	400	400	400	OC	
Exterior Truck Parking @ Loading Dock		1	1	1	1	1	1,500	0	0	0	0	0	OC	
Maintenance Control Office		1	1	1	1	1	100	100	100	100	100	100	P	
Workshop		1	1	1	1	1	150	150	150	150	150	150	PL	
Temporary Storage		1	1	1	1	1	150	150	150	150	150	150	PL	
Bulk Storage		1	1	1	1	1	200	200	200	200	200	200	PL	
Equipment Storage		1	1	1	1	1	200	200	200	200	200	200	PL	
Building Supply Storage - County		1	1	1	1	1	200	200	200	200	200	200	PL	
Mailroom		1	1	1	1	1	200	200	200	200	200	200	PL	
Refuse Area		1	1	1	1	1	200	0	0	0	0	0	C	
Recycling Area		1	1	1	1	1	200	0	0	0	0	0	C	
Public Elevators		2	2	2	2	0	80	160	160	160	160	0		
Prisoner Elevators		2	2	2	2	0	80	160	160	160	160	0		
Judge's Elevator		1	1	1	1	0	80	80	80	80	80	0		
Public Elevator Lobbies		3	3	3	3	0	500	1,500	1,500	1,500	1,500	0	O	
Prisoner Elevator #1 Lobby		3	3	3	3	0	250	750	750	750	750	0	O	
Prisoner Elevator #2 Lobby		3	3	3	3	0	250	750	750	750	750	0	O	
Judge's Elevator Lobby		3	3	3	3	0	150	450	450	450	450	0	O	
Central Equipment Room		1	1	1	1	1	1,200	1,200	1,200	1,200	1,200	1,200	L	
Mechanical AHU Rooms		3	3	3	3	3	600	1,800	1,800	1,800	1,800	1,800	L	
Electrical Equipment Rooms		3	3	3	3	3	100	300	300	300	300	300	L	
Telephone Equipment Rooms		3	3	3	3	3	100	300	300	300	300	300	L	
<b>SUBTOTAL: BLDG SUPPORT SERVICES</b>													9,050	
<i>Information Services</i>														
Telecommunication room	0	0	1	1	1	1	200	0	200	200	200	200	PL	
Information Desk Storage	0	0	1	1	1	1	100	0	100	100	100	100	OC	
Wiring Closet			5	5	10	10	15	0	75	75	150	150	PL	
<b>SUBTOTAL: INFO SERVICES</b>													0	
<i>Break Services</i>														
Snack Bar		1	1	1	1	1	300	300	300	300	300	0	O	
Serving and Seating Area		1	1	1	1	1	800	800	800	800	800	800	O	
Snack Bar Storage Room		1	1	1	1	1	200	200	200	200	200	200	PL	
Vending Area		1	1	1	1	1	150	150	150	150	150	150	O	
<b>SUBTOTAL: BREAK SERVICES</b>													1,450	

Table: C7000 (continued)

COURT SUPPORT / BUILDING SERVICES	REQUIRED NUMBERS						NET UNIT NSF	EA REQUIRED					SPACE TYPE
	OF UNITS							2009	2014	2019	2024	2029	
	EXIST	2009	2014	2019	2024	2029		NSF	NSF	NSF	NSF	NSF	
<i>News/Media Service</i>													
Media/Press Room		0	0	0	1	1	300	0	0	0	300	300	PLA
<b>SUBTOTAL: NEWS/MEDIA SERVICES</b>								0	0	0	300	300	
<i>Bar Association Room</i>													
Attorney's Meeting Room		0	1	1	1	1	200	0	200	200	200	200	PLA
Attorney's Toilets		0	2	2	2	2	45	0	90	90	90	90	PA
<b>SUBTOTAL: BAR ASSOC SPACE</b>								0	290	290	290	290	
<i>Judges Entry Lobby</i>													
Judges Entry Lobby		1	1	1	1	1	150	150	150	150	150	150	PC
<b>SUBTOTAL: JUDGE'S ENTRY LOBBY</b>								150	150	150	150	150	
<i>Staff Support Areas</i>													
Staff Toilets (Men)					5	5	300				1,500	1,500	P
Staff Toilets (Women)					5	5	300				1,500	1,500	P
<b>SUBTOTAL: STAFF SUPPORT</b>								0	0	0	3,000	3,000	
<i>Public Services</i>													
Public Toilets (Men)		3	3	3	5	5	300	900	900	900	1,500	1,500	P
Public Toilets (Women)		3	3	3	5	5	300	900	900	900	1,500	1,500	P
Drug Testing Toilets		3	3	3	3	3	60	180	180	180	180	180	P
Drinking Fountains		5	5	5	5	5	10	50	50	50	50	50	O
Public Telephones		5	5	5	5	5	10	50	50	50	50	50	O
Main Public Lobby		1	1	1	1	1	800	800	800	800	800	800	O
Court Floor Lobby		2	2	2	2	2	400	800	800	800	800	800	O
Automated Information Kiosk		3	3	3	3	3	45	135	135	135	135	135	O
<b>SUBTOTAL: PUBLIC SERVICES</b>								3,815	3,815	3,815	5,015	5,015	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								<b>14,465</b>	<b>15,130</b>	<b>15,130</b>	<b>19,705</b>	<b>15,555</b>	
<b>TOTAL: UNIT PERSONNEL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
INTERNAL CIRCULATION (Unit Grossing factor)	20%							<b>2,893</b>	<b>3,026</b>	<b>3,026</b>	<b>3,941</b>	<b>3,111</b>	
<b>TOTAL UNIT PROGRAMMED AREA</b>								<b>17,358</b>	<b>18,156</b>	<b>18,156</b>	<b>23,646</b>	<b>18,666</b>	



# C. CONCEPT DEVELOPMENT

## Department Program

Table: C9000

SHERIFF'S COURTS ADMINISTRATION	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	EXIST	2009	2014	2019	2024	2029		2009	2014	2019	2024	2029	
								NSF	NSF	NSF	NSF	NSF	
<b>PERSONNEL SPACES</b>													
<i>Administrative Office</i>													
Captain	1	1	1	1	1	1	150	150	150	150	150	PL	
Lieutenant	0	0	1	1	1	1	120	0	120	120	120	PL	
Sergeants	0	0	1	1	1	1	100	0	100	100	100	PL	
Corporal	0	0	0	1	1	1	80	0	0	80	80	PC	
Deputies	3	3	10	18	24	34	0	0	0	0	0		
Detention Deputies	1	1	2	0	0	0	64	64	128	0	0	PC	
Administrative Assistant	0	0	1	2	2	2	64	0	64	128	128	PC	
<b>SUBTOTAL: ADMIN OFFICE STAFF</b>	<b>5</b>	<b>5</b>	<b>16</b>	<b>24</b>	<b>30</b>	<b>40</b>		<b>214</b>	<b>562</b>	<b>578</b>	<b>578</b>		
<b>PERSONNEL SPACES</b>													
<i>Civil Unit</i>													
Captain	0	0	0	0	0	0	150	0	0	0	0	PL	
Lieutenant	0	0	0	0	0	0	120	0	0	0	0	PL	
Sergeants	0	0	0	0	0	0	100	0	0	0	0	PL	
Deputies	0	0	0	0	0	0	64	0	0	0	0	SC	
Tact Supervisor	0	0	0	0	0	0	100	0	0	0	0	PL	
Fugitive Investigator	0	0	0	0	0	0	100	0	0	0	0	PL	
Sex Offender Office	0	0	0	0	0	0	100	0	0	0	0	PL	
Records Supervisor	0	0	0	0	0	0	100	0	0	0	0	PL	
Records Clerks	0	0	0	0	0	0	64	0	0	0	0	SC	
Warrants Clerks	0	0	0	0	0	0	64	0	0	0	0	SC	
Assistants	0	0	0	0	0	0	64	0	0	0	0	SC	
<b>SUBTOTAL: CIVIL UNIT STAFF</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<i>Administrative Office</i>													
Captain's Conference Room		1	1	1	1	1	150	150	150	150	150	PC	
Captain's Storage		1	1	1	1	1	25	25	25	25	25	PC	
Lieutenant's Storage		1	1	1	1	1	25	25	25	25	25		
General Storage		1	1	1	1	1	150	150	150	150	150	PC	
Weapons Vault		1	1	1	1	1	50	50	50	50	50	PLC	
Emergency Equipment		1	1	1	1	1	50	50	50	50	50	OC	
Service Unit		1	1	1	1	1	40	40	40	40	40	PC	
Staff Toilet		2	2	2	2	2	45	90	90	90	90	PC	
Lockers		2	2	2	2	2	100	200	200	200	200	PC	
<b>SUBTOTAL: ADMINISTRATIVE OFFICE</b>								<b>780</b>	<b>780</b>	<b>780</b>	<b>780</b>		

Table: C9000 (continued)

SHERIFF'S COURTS ADMINISTRATION	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	EXIST	2009	2014	2019	2024	2029		2009	2014	2019	2024	2029	
								NSF	NSF	NSF	NSF	NSF	
<b>Central Holding/Prisoner Transport</b>													
Visitor Waiting/Reception		1	1	1	1	1	150	150	150	150	150	150	OC
Transaction Counter/Window		1	1	2	2	2	20	20	20	40	40	40	OC
Copier (Medium Volume)		1	1	1	1	1	80	80	80	80	80	80	OC
Gun Locker		3	3	3	3	3	50	150	150	150	150	150	LC
Vehicular Sallyport		1	1	1	1	1	1,500	0	0	0	0	0	PC
Walk-Through Sallyport		2	2	2	2	2	100	200	200	200	200	200	PC
Central Holding Control Room		1	1	1	1	1	250	250	250	250	250	250	PC
Circulation/Control Area		1	1	1	1	1	250	250	250	250	250	250	PC
Prisoner Secure Circulation		1	1	1	1	1	200	200	200	200	200	200	CLA
Cell - Large Group (20-Prisoner)		4	6	6	8	8	200	800	1,200	1,200	1,600	1,600	CLA
Cell - Small Group (4-Prisoner)		6	8	8	8	8	70	420	560	560	560	560	CLA
Cell - Single		6	8	8	8	8	80	480	640	640	640	640	CLA
Secure Interview Booth		1	2	4	4	4	80	80	160	320	320	320	PCLA
Secure Interview Booth (ADA)		1	1	1	1	1	140	140	140	140	140	140	PCLA
Prisoner's Clothing Closet		1	1	1	1	1	100	100	100	100	100	100	LC
<b>SUBTOTAL: CENTRAL HOLDING</b>								3,320	4,100	4,280	4,680	4,680	
<b>Satellite Prisoner Holding</b>													
Person Holding Cell		0	0	0	0	0		0	0	0	0	0	
Soundlock		0	0	0	0	0		0	0	0	0	0	
Control Area/Circulation		0	0	0	0	0		0	0	0	0	0	
Interview Space		0	0	0	0	0		0	0	0	0	0	
Interview Room		0	0	0	0	0		0	0	0	0	0	
<b>SUBTOTAL: SATELLITE HOLDING</b>								0	0	0	0	0	
<b>Staff Areas</b>													
Break Room		1	1	1	1	1	200	200	200	200	200	200	PCA
Men's Locker Room		1	1	1	1	1	200	200	200	200	200	200	PCA
Men's Shower		1	1	1	1	1	45	45	45	45	45	45	PCA
Men's Toilet		1	1	1	1	1	85	85	85	85	85	85	PCA
Women's Locker Room		1	1	1	1	1	200	200	200	200	200	200	PCA
Women's Shower		1	1	1	1	1	45	45	45	45	45	45	PCA
Women's Toilet		1	1	1	1	1	85	85	85	85	85	85	PCA
<b>SUBTOTAL: STAFF AREAS</b>								860	860	860	860	860	

## C. CONCEPT DEVELOPMENT

### Department Program

Table: C9000 (continued)

SHERIFF'S COURTS ADMINISTRATION	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<i>Civil Unit</i>													
Public Waiting		0	0	0	0	0	150	0	0	0	0	0	OC
Transaction Counter/Window		0	0	0	0	0	20	0	0	0	0	0	OC
Vault		0	0	0	0	0	120	0	0	0	0	0	PCL
Supplies/Storage Room		0	0	0	0	0	100	0	0	0	0	0	LC
Records Storage		0	0	0	0	0	300	0	0	0	0	0	LC
Copier (Medium Volume)		0	0	0	0	0	80	0	0	0	0	0	OC
Breakroom		0	0	0	0	0	150	0	0	0	0	0	P
GCIC File Storage		0	0	0	0	0	300	0	0	0	0	0	LC
<b><i>SUBTOTAL: CIVIL UNIT</i></b>								0	0	0	0	0	
<i>Screening Services</i>													
Metal Detector		2	2	2	4	4	80	160	160	160	320	320	
X-Ray Machine		2	2	2	4	4	100	200	200	200	400	400	
Search Room		1	1	1	1	1	100	100	100	100	100	100	
Security Monitoring Control Room		1	1	1	1	1	240	240	240	240	240	240	
Staff Screening Area		1	1	1	1	1	80	80	80	80	80	80	
Weapons Lockers		3	3	3	3	3	50	150	150	150	150	150	
<b><i>SUBTOTAL: SCREENING SERVICES</i></b>								930	930	930	1,290	1,290	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>								<b>5,890</b>	<b>6,670</b>	<b>6,850</b>	<b>7,610</b>	<b>7,610</b>	
<b>TOTAL: UNIT PERSONNEL SPACES</b>		<b>5</b>	<b>5</b>	<b>16</b>	<b>24</b>	<b>30</b>	<b>40</b>						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								<b>214</b>	<b>562</b>	<b>578</b>	<b>578</b>	<b>578</b>	
INTERNAL CIRCULATION (Unit Grossing factor)	30%							<b>1,831</b>	<b>2,170</b>	<b>2,228</b>	<b>2,456</b>	<b>2,456</b>	
<b>TOTAL UNIT PROGRAMMED AREA</b>								<b>7,935</b>	<b>9,402</b>	<b>9,656</b>	<b>10,644</b>	<b>10,644</b>	

Table: G1000

BOARD OF COMMISSIONERS	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	2009	2014	EXIST	2024	2029	2009 NSF		2014 NSF	EXIST NSF	2024 NSF	2029 NSF		
	<b>PERSONNEL SPACES</b>												
<i>Board of Commissioners</i>													
Chairman of Board of Commissioners				1	1	1	240			240	240	240	PAC
Commissioner				2	4	4	240			480	960	960	PAC
Chief of Staff				1	1	1	240			240	240	240	PAC
Legislative Director				1	1	1	240			240	240	240	PAC
Administrative Manager				1	1	1	150			150	150	150	PA
Executive Assistant				1	1	1	120			120	120	120	S
Administrative Clerk				2	3	3	64			128	192	192	SC
Recreation & Maintenance Director				1	1	1	240			240	240	240	PAC
RWR Director				1	1	1	240			240	240	240	PAC
MIS Director				1	1	1	240			240	240	240	PAC
Fire Chief				1	1	1	240			240	240	240	PAC
Stormwater Director				1	1	1	240			240	240	240	PAC
RDOT Director				1	1	1	240			240	240	240	PAC
CFO Director				1	1	1	240			240	240	240	PAC
Director				0	0	2	240			0	0	480	PAC
<b>SUBTOTAL: BOARD OF COMMISSIONERS STAFF</b>	0	0	0	16	19	21		0	0	3,278	3,822	4,302	
<b>DEPARTMENTAL SPACES</b>													
<i>Board of Commissioners</i>													
Public Waiting / Reception				1	1	1	180			180	180	180	
Conference Room				1	1	1	240			240	240	240	
Copier/Workroom				1	1	1	100			100	100	100	
Files Storage (Vault)				1	1	1	120			120	120	120	
General Storage				1	1	1	40			40	40	40	
Coat Closet				1	1	1	10			10	10	10	
Service Unit				1	1	1	45			45	45	45	
Staff Toilets				2	2	2	45			90	90	90	
<b>SUBTOTAL: BOARD OF COMMISSIONERS</b>								0	0	825	825	825	
<i>Commission Chamber</i>													
Entry Vestibule				1	1	1	150			150	150	150	OC
Public Toilets													
Assembly Chamber				1	1	1	3,000			3,000	3,000	3,000	CA
Staff Ante-Room				1	1	1	180			180	180	180	P
<b>SUBTOTAL: COMMISSION CHAMBER</b>								0	0	3,330	3,330	3,330	
<b>TOTAL: UNIT PERSONNEL</b>		0	0	0	16	19	21						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								0	0	7,433	7,977	8,457	
INTERNAL CIRCULATION (Unit Grossing factor)	25%							0	0	1,858	1,994	2,114	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								0	0	9,291	9,971	10,571	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: G2000

PUBLIC RELATIONS	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>												
<i>Public Relations</i>												
Director			1	1	1	240			240	240	240	PAC
Deputy Director			0	1	1	180			0	180	180	PAC
Manager			0	1	1	156			0	156	156	PAC
Administrative Assistant			0	1	1	64			0	64	64	SC
Public Affair Coordinator			2	2	2	90			180	180	180	PA
Social Media Specialist			0	1	1	64			0	64	64	O
Audio Visual Coordinator			1	2	2	64			64	128	128	O
<b>SUBTOTAL: PUBLIC RELATIONS STAFF</b>		0	0	0	4	9	9	0	0	484	1,012	1,012
<b>DEPARTMENTAL SPACES</b>												
<i>Public Relations</i>												
Public Waiting / Reception			0	1	1	120			0	120	120	
New Room			1	1	1	300			300	300	300	PAS
Studio			1	1	1	700			700	700	700	PA
Copier/Work Alcove			0	1	1	100			0	100	100	
Coat Closet			0	1	1	10			0	10	10	
Service Unit			1	1	1	40			40	40	40	
Staff Toilets												
<b>SUBTOTAL: PUBLIC RELATIONS</b>								0	0	1,040	1,270	1,270
<b>TOTAL: UNIT PERSONNEL</b>		0	0	0	4	9	9					
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								0	0	1,524	2,282	2,282
INTERNAL CIRCULATION (Unit Grossing factor)	25%							0	0	381	571	571
<b>G RAND TOTAL UNIT PROGRAMMED AREA</b>								0	0	1,905	2,853	2,853

Table: G3000

FINANCE DEPARTMENT		REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>													
<i>Finance Staff</i>													
Director				1	1	1	240			240	240	240	PA
Deputy Director				0	1	1	180			0	180	180	PA
Administrative Coordinator				0	1	1	64			0	64	64	SC
Accounting Manager				1	1	1	156			156	156	156	PA
Finance Manager				1	1	1	156			156	156	156	PA
Grant Compliance Officer				1	1	1	120			120	120	120	PA
Grant Coordinator				1	1	1	120			120	120	120	PA
Staff Account				1	2	2	64			64	128	128	O
Fiscal Officer				1	2	2	64			64	128	128	O
<b>SUBTOTAL: FINANCE STAFF</b>		0	0	0	7	11	11	0	0	920	1,292	1,292	
<b>DEPARTMENTAL SPACES</b>													
<i>Finance Office</i>													
Public Waiting / Reception				1	1	1	100			100	100	100	
Conference Room (Small)				1	1	1	120			120	120	120	
Copier/Workroom				1	1	1	100			100	100	100	
Check Printer Room				0	1	1	40			0	40	40	CL
Files Storage				1	1	1	180			180	180	180	
Coat Closet				1	1	1	10			10	10	10	
Service Unit				1	1	1	45			45	45	45	
Staff Toilets													
<b>SUBTOTAL: FINANCE</b>								0	0	555	595	595	



# C. CONCEPT DEVELOPMENT

## Department Program

Table: G3000 (continued)

FINANCE DEPARTMENT		REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>													
	<i>Purchasing Staff</i>												
	Purchasing Officer			1	1	1	156			156	156	156	PA
	NSP Coordinator			1	1	1	156			156	156	156	PA
	Contract Specialist			1	1	1	64			64	64	64	O
	Buyer			1	2	2	64			64	128	128	O
	Administrative Coordinator			0	1	1	64			0	64	64	O
	<b>SUBTOTAL: PURCHASING STAFF</b>		0	0	0	4	6	6	0	0	440	568	568
<b>DEPARTMENTAL SPACES</b>													
	<i>Purchasing Office</i>												
	Public Waiting / Reception			0	1	1	150			0	150	150	
	Public Counter			1	1	1	40			40	40	40	
	Conference Room			0	1	1	200			0	200	200	
	Copier/Work Alcove			1	1	1	40			40	40	40	
	Files Storage			1	1	1	100			100	100	100	
	Vault			0	1	1	40			0	40	40	
	Coat Closet			1	1	1	10			10	10	10	
	Service Unit												
	Staff Toilets												
	<b>SUBTOTAL: PURCHASING OFFICE</b>								0	0	190	580	580
	<b>TOTAL: UNIT PERSONNEL</b>		0	0	0	11	17	17					
	<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								0	0	2,105	3,035	3,035
	INTERNAL CIRCULATION (Unit Grossing factor)	25%							0	0	526	759	759
	<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								0	0	2,631	3,794	3,794

Table: G4000

TALENT MANAGEMENT	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE	
	2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF		
	<b>PERSONNEL SPACES</b>												
<i>Talent Management</i>													
Director			1	1	1	240			240	240	240	PAC	
Deputy Director			1	1	1	180			180	180	180	PAC	
Benefit Manager			1	1	1	156			156	156	156	PA	
Talent Management Administrator			1	1	1	156			156	156	156	PA	
Employee Relations			1	1	1	120			120	120	120	PA	
Compensation Coordinator			0	1	1	120			0	120	120	SC	
Risk Management			0	1	1	64			0	64	64	O	
Benefit Assistant			0	1	1	64			0	64	64		
Generalist			1	1	1	90			90	90	90	PA	
Information Systems			1	1	1	90			90	90	90	PA	
Administrative Specialist			1	1	1	64			64	64	64	O	
On-Call			0	1	1	64			0	64	64	O	
<b>SUBTOTAL: TALENT MANAGEMENT STAFF</b>		0	0	0	8	12	12		0	0	1,096	1,408	1,408
<b>DEPARTMENTAL SPACES</b>													
<i>Talent Management</i>													
Public Waiting / Reception			0	1	1	180			0	180	180		
Customer Service Counter			2	3	3	30			60	90	90		
Counter Photo Station			1	1	1	40			40	40	40		
Testing Area			1	4	4	20			20	80	80		
Interview Room			1	1	1	150			150	150	150	PA	
Copier/Work Alcove			0	1	1	100			0	100	100		
Secure File Room			1	1	1	240			240	240	240	PCL	
Coat Closet			0	1	1	10			0	10	10		
Service Unit			1	1	1	45			45	45	45		
Staff Toilets													
<b>SUBTOTAL: TALENT MANAGEMENT</b>									0	0	555	935	935
<b>TOTAL: UNIT PERSONNEL</b>		0	0	0	8	12	12						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>									0	0	1,651	2,343	2,343
INTERNAL CIRCULATION (Unit Grossing factor)	25%								0	0	413	586	586
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>									0	0	2,064	2,929	2,929

# C. CONCEPT DEVELOPMENT

## Department Program

Table: G5000

PLANNING & DEVELOPMENT	REQUIRED NUMBERS OF UNITS						NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	2009	2014	EXIST	2024	2029	2009 NSF		2014 NSF	EXIST NSF	2024 NSF	2029 NSF		
	<b>PERSONNEL SPACES</b>												
<i>Planning &amp; Development</i>													
Director			1	1	1	240			240	240	240	PA	
Deputy Director			0	1	1	180			0	180	180	PA	
Administrative Assistant			0	1	1	64			0	64	64	SC	
Administrative Manager			1	1	1	156			156	156	156	PA	
Forester			1	1	1	156			156	156	156	PA	
Planner			1	1	1	156			156	156	156	PA	
Development & Business Relations Manager			1	1	1	156			156	156	156	PA	
<b>SUBTOTAL: PLANNING &amp; DEVELOPMENT STAFF</b>	0	0	0	5	7	7	0	0	864	1,108	1,108		
<b>DEPARTMENTAL SPACES</b>													
<i>Planning &amp; Development</i>													
Public Waiting / Reception			1	1	1	150			150	150	150		
Conference Room			1	1	1	240			240	240	240		
Copier/Workroom			1	1	1	100			100	100	100		
Files Storage			1	1	1	250			250	250	250		
Plan Storage			1	1	1	150			150	150	150		
General Storage			1	1	1	40			40	40	40		
Coat Closet			1	1	1	10			10	10	10		
Service Unit			1	1	1	45			45	45	45		
Staff Toilets													
<b>SUBTOTAL: PLANNING &amp; DEVELOPMENT</b>							0	0	985	985	985		

Table: G5000 (continued)

PLANNING & DEVELOPMENT	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE	
	2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF		
	<b>PERSONNEL SPACES</b>												
<i>License &amp; Permitting</i>													
Zoning Administrator				1	1	1	156			156	156	156	PA
License & Permit Analyst				1	3	3	64			64	192	192	OC
<b>SUBTOTAL: LICENSE &amp; PERMITTING STAFF</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>4</b>		<b>0</b>	<b>0</b>	<b>220</b>	<b>348</b>	<b>348</b>	
<b>DEPARTMENTAL SPACES</b>													
<i>License &amp; Permitting</i>													
Public Waiting /Queuing				1	1	1	200			200	200	200	
Plan Review Room				0	1	1	100			0	100	100	
Public Counter (Customer Service Station)				2	3	3	40			80	120	120	
Public Counter (Shared Counter)				1	1	1	40			40	40	40	
Copier/Work Alcove				1	1	1	40			40	40	40	
Files Storage				1	1	1	100			100	100	100	
Coat Closet				1	1	1	10			10	10	10	
Service Unit													
Staff Toilets													
<b>SUBTOTAL: LICENSE &amp; PERMITTING</b>								<b>0</b>	<b>0</b>	<b>470</b>	<b>610</b>	<b>610</b>	
<b>TOTAL: UNIT PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>11</b>	<b>11</b>							
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								<b>0</b>	<b>0</b>	<b>2,539</b>	<b>3,051</b>	<b>3,051</b>	
INTERNAL CIRCULATION (Unit Grossing factor)	25%							<b>0</b>	<b>0</b>	<b>635</b>	<b>763</b>	<b>763</b>	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								<b>0</b>	<b>0</b>	<b>3,174</b>	<b>3,814</b>	<b>3,814</b>	

# C. CONCEPT DEVELOPMENT

## Department Program

Table: G6000

BOARD OF TAX ASSESSOR		REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>													
<i>Tax Assessor</i>													
Director				1	1	1	240			240	240	240	PAC
Deputy Director				1	1	1	180			180	180	180	PAC
Assistant Deputy Director				1	1	1	180			180	180	180	PA
Administrative Coordinator				1	1	1	156			156	156	156	PA
Appraiser				8	8	10	120			960	960	1,200	P
Administrative Assistant				2	2	2	100			200	200	200	P
Administrative Assistant				0	1	1	64			0	64	64	SC
<b>SUBTOTAL: TAX ASSESSOR STAFF</b>		0	0	0	14	15	17	0	0	1,916	1,980	2,220	
<b>DEPARTMENTAL SPACES</b>													
<i>Tax Assessor</i>													
Public Waiting / Reception				0	1	1	180			0	180	180	
Conference Room				1	1	1	300			300	300	300	PA
Temp Room				1	1	1	100			100	100	100	
Copier/Workroom				0	1	1	100			0	100	100	
Secure File Room				1	1	1	300			300	300	300	PCL
Coat Closet				0	1	1	10			0	10	10	
Service Unit				1	1	1	45			45	45	45	
Staff Toilets													
<b>SUBTOTAL: TAX ASSESSOR</b>								0	0	745	1,035	1,035	
<b>PERSONNEL SPACES</b>													
<i>Tax Assessor Customer Service</i>													
Administrative Assistant				2	3	3	64			128	192	192	
<b>SUBTOTAL: TAX ASSESSOR STAFF</b>		0	0	0	2	3	3	0	0	128	192	192	
<b>DEPARTMENTAL SPACES</b>													
<i>Tax Assessor Customer Service</i>													
Public Waiting / Reception				0	1	1	180			0	180	180	
Customer Service Counter				3	3	3	30			90	90	90	
Copier/Work Alcove				0	1	1	100			0	100	100	
Service Unit				1	1	1	40			40	40	40	
Staff Toilets													
<b>SUBTOTAL: TAX ASSESSOR</b>								0	0	130	410	410	
<b>TOTAL: UNIT PERSONNEL</b>		0	0	0	16	18	20						
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								0	0	2,919	3,617	3,857	
INTERNAL CIRCULATION (Unit Grossing factor)	25%							0	0	730	904	964	
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								0	0	3,649	4,521	4,821	

Table: G7000

TAX COMMISSIONER OFFICE	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
	2009	2014	EXIST	2024	2029		2009 NSF	2014 NSF	EXIST NSF	2024 NSF	2029 NSF	
<b>PERSONNEL SPACES</b>												
<i>Tax Commissioner</i>												
Tax Commissioner			1	1	1	240			240	240	240	PAC
Chief Deputy Tax Commissioner			1	1	1	180			180	180	180	PAC
Deputy Tax Commissioner			2	2	2	180			360	360	360	PAC
Administrative Assistant			1	1	1	64			64	64	64	PA
Operation/Accountants			4	4	4	64			256	256	256	PA
Customer Service Clerk			5	8	8	36			180	288	288	SA
<b>SUBTOTAL: TAX COMMISSIONER STAFF</b>		0	0	0	14	17	17	0	0	1,280	1,388	1,388
<b>DEPARTMENTAL SPACES</b>												
<i>Tax Commissioner</i>												
Public Waiting			1	1	1	800			800	800	800	
Customer Service Counter			6	8	8	30			180	240	240	
Interview/Office Room			1	1	1	150			150	150	150	PAL
Copier/Workroom			1	1	1	100			100	100	100	
Secure File Room			1	1	1	240			240	240	240	PCL
Vault			0	1	1	200			0	200	200	
Conference Room			1	1	1	180			180	180	180	
Service Unit			1	1	1	45			45	45	45	
Staff Toilets												
<b>SUBTOTAL: TAX COMMISSIONER</b>								0	0	1,695	1,955	1,955
<b>TOTAL: UNIT PERSONNEL</b>		0	0	0	14	17	17					
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>								0	0	2,975	3,343	3,343
<b>INTERNAL CIRCULATION (Unit Grossing factor)</b>	30%							0	0	893	1,003	1,003
<b>GRAND TOTAL UNIT PROGRAMMED AREA</b>								0	0	3,868	4,346	4,346



# C. CONCEPT DEVELOPMENT

## Department Program

Table: G8000

BUILDING SUPPORT	EXIST	REQUIRED NUMBERS OF UNITS					NET UNIT NSF	NET AREA REQUIRED					SPACE TYPE
		2009	2014	2019	2024	2029		2009 NSF	2014 NSF	2019 NSF	2024 NSF	2029 NSF	
<b>SUPPORT SPACES</b>													
<i>Staff Support Areas</i>													
Small Conference				2	2	2	180			360	360	360	SH
Standard Conference				2	2	2	320			640	640	640	SH
Conference/Training Room				2	2	2	500			1,000	1,000	1,000	SH
Staff Toilets (Men)				3	3	3	300			900	900	900	P
Staff Toilets (Women)				3	3	3	300			900	900	900	P
<b>SUBTOTAL: STAFF SUPPORT</b>										3,800	3,800	3,800	
Public Services													
Public Toilets (Men)				3	3	3	300			900	900	900	P
Public Toilets (Women)				3	3	3	300			900	900	900	P
<b>SUBTOTAL: PUBLIC SERVICES</b>										1,800	1,800	1,800	
<b>TOTAL: UNIT DEPARTMENTAL SPACES</b>										<b>5,600</b>	<b>5,600</b>	<b>5,600</b>	
<b>TOTAL: UNIT PERSONNEL</b>													
<b>TOTAL: PERSONNEL/UNIT NET AREA</b>													
INTERNAL CIRCULATION (Unit Grossing factor)	20%									1,120	1,120	1,120	
<b>TOTAL UNIT PROGRAMMED AREA</b>										<b>6,720</b>	<b>6,720</b>	<b>6,720</b>	

## Space Standards Purpose/Process

The purpose of this study is to develop workspace standards to provide comfortable and efficient space for Rockdale County employees. The new standards will be used in the current facilities planning and will allow for consistency in future planning. The County recognizes that standardized workspace is more equitable for employees, more cost effective for the County and provides more aesthetically pleasing facilities.

Heery began the development process by meeting with County representatives to discuss goals, view existing conditions and determine participants in user surveys. User groups were identified as

- Judge's
- Elected Officials
- Department Director
- Assistant Director
- Managers
- Supervisors
- Administrative

The first 4 groups have provided additional information from selected people who work for them. Process and schedule were reviewed and individual workspace questionnaires were issued. Heery met the following week with each group to review questionnaire responses, discuss needs with the group as a whole and view existing workspaces.

The information gathered at these meetings was summarized in a draft report for the County's review. Workspace recommendations were developed based on the requirements in the draft report.

This final document includes proposed workspace standards with a diagram of each standard listing components for each.

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

#### Typical Space Standards

Code	NSF	Type	General Use
A - 1	240 SF	Enclosed Office	Judge's, Elected Officials
A - 2	240 SF	Enclosed Office	Judge's, Elected Officials
B - 1	240 SF	Enclosed Office	Department Director
B - 2	240 SF	Enclosed Office	Department Director
C	180 SF	Enclosed Office	Assistant Director
D - 1	156 SF	Enclosed Office	Manager
D - 2	150 SF	Enclosed Office	Manager
E-1	120 SF	Enclosed Office	Supervisors / Non-supervisor requiring privacy
E-2	180 SF	Enclosed Office	Shared Workspace for 2
F	80 SF	Systems Workstation	Professional / Other requiring layout space for drawings
G-1	64 SF	Systems Workstation	Standard Professional / Other
G-2	64 SF	Systems Workstation	Professional / Other w / Options replacing 1 worksurface

New standards are summarized below. Diagrams of each standard with a listing of components and a list of County titles for each standard are included in subsequent Sections.

## Typical Space Standards

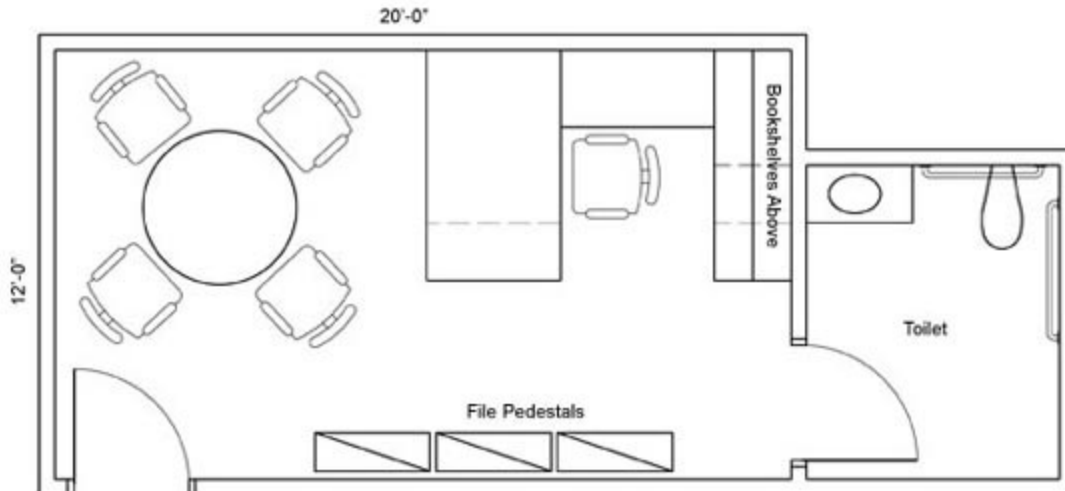
Code	NSF	Type	General Use
H	64 SF	Systems Workstation	Administrative Assistant
J	30 SF	Systems Workstation	Standard Professional / Other – Majority of time out of office
K - 1	480 SF	Enclosed Space	Jury Deliberation Suite
K - 2	476 SF	Enclosed Space	Jury Deliberation Suite
L - 1	80 SF	Enclosed Space	Attorney Conference / Witness Waiting
L - 2	100 SF	Enclosed Space	Attorney Conference / Witness Waiting
L - 3	80 SF	Enclosed Space	Attorney Conference / Witness Waiting
L - 4	120 SF	Enclosed Space	Attorney Conference / Witness Waiting
M		Enclosed Space	Grand Jury
N - 1	2400 SF	Enclosed Space	Center Bench Courtroom
N - 2	2400 SF	Enclosed Space	Corner Bench Courtroom
N - 3	1800 SF	Enclosed Space	Small Courtroom
N - 4	3000 SF	Enclosed Space	Special Proceedings Courtroom

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

A - 1

Judge's, Elected Officials



Enclosed Office

Worksurfaces: 6' desk and back surface with connecting bridge

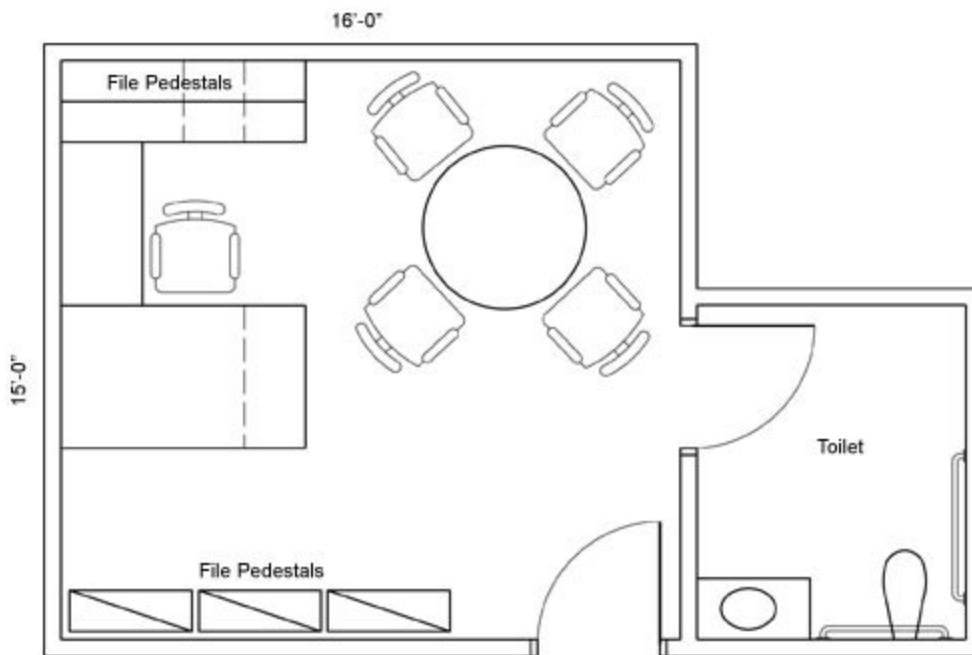
Storage: Overhead storage at back surface  
(1) box/box/file pedestal, (1) convenience drawer; (2) file/file pedestals,

Other: Option for keyboard tray at bridge  
Round table and 4 guest chairs

Options: 2 additional guest chairs; 3 – 4 lateral files/bookcases and/or drawing layout surface

A - 2

Judge's, Elected Officials



Enclosed Office

Worksurfaces: 6' desk and back surface with connecting bridge

Storage: Overhead storage at back surface  
(1) box/box/file pedestal, (1) convenience drawer; (2) file/file pedestals,

Other: Option for keyboard tray at bridge  
Round table and 4 guest chairs

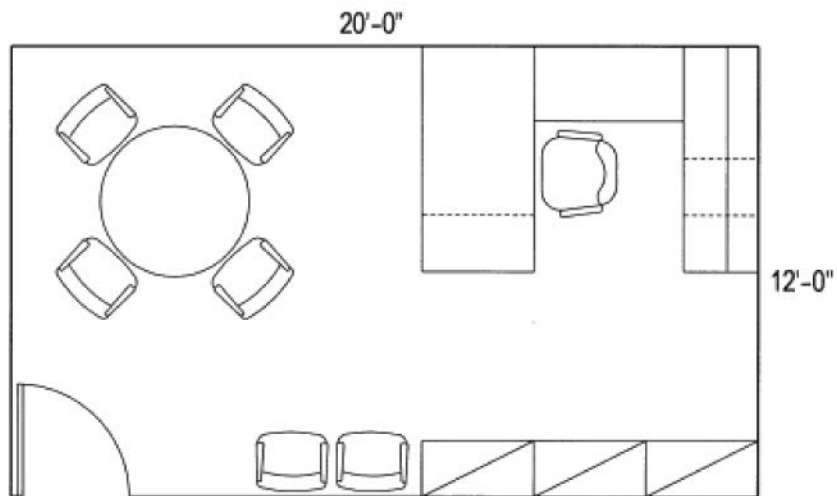
Options: 2 additional guest chairs; 3 - 4 lateral files/bookcases and/or drawing layout surface

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

B - 1

Department Director



Enclosed Office

Worksurfaces: 6' desk and back surface with connecting bridge

Storage: Overhead storage at back surface  
(1) box/box/file pedestal, (1) convenience drawer; (2) file/file pedestals,

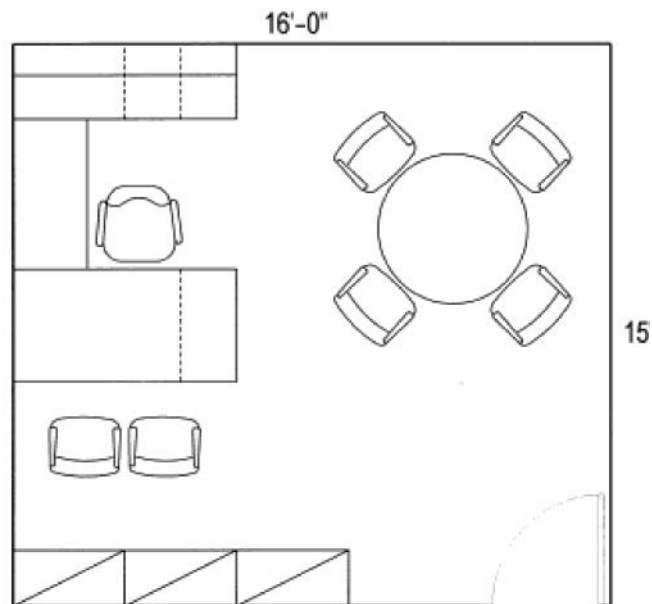
Other: Option for keyboard tray at bridge  
Round table and 4 guest chairs

Options: 2 additional guest chairs; 3 - 4 lateral files/bookcases and/or drawing layout surface



B – 2

Department Director



Enclosed Office

Worksurfaces: 6' desk and back surface with connecting bridge

Storage: Overhead storage at back surface (overhead storage to be eliminated if back surface is in front of window)

(1) box/box/file pedestal, (1) convenience drawer, (2) file/file pedestals

Other: Option for keyboard tray at bridge

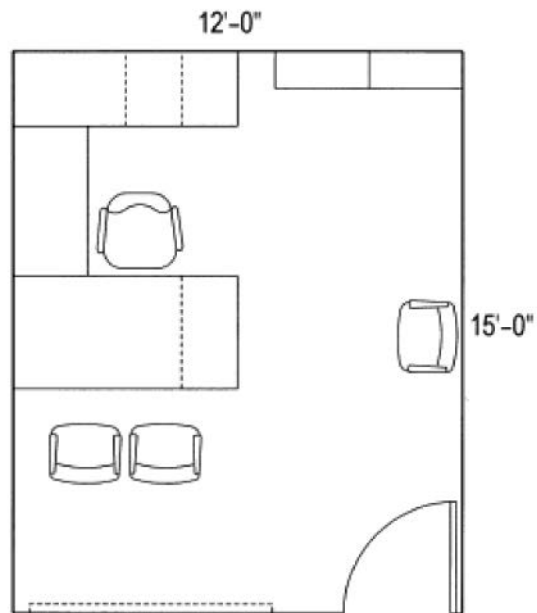
Round table and 4 guest chairs

2 additional guest chairs; 3 – 4 lateral files/bookcases and/or drawing layout surface

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

C  
Assistant Director



Enclosed Office

Worksurfaces: 6' desk and back surface with connecting bridge

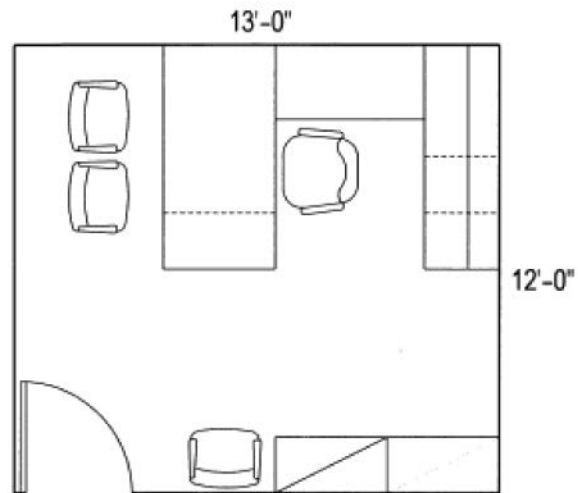
Storage: (1) box/box/file pedestal, (1) convenience drawer, (2) file/file pedestals

Other: Option for keyboard tray at bridge

2-3 guest chair

Options: 1 additional guest chair; 2 - 4 lateral files/bookcases or drawing layout surface; dry markerboard

D - 1  
Manager



Enclosed Office

Work surfaces: 6' desk and back surface with connecting bridge

Storage: Overhead storage at back surface  
(1) box/box/file pedestal, (1) convenience drawer, (2) file/file pedestals

Other: Option for keyboard tray at bridge  
2 guest chairs

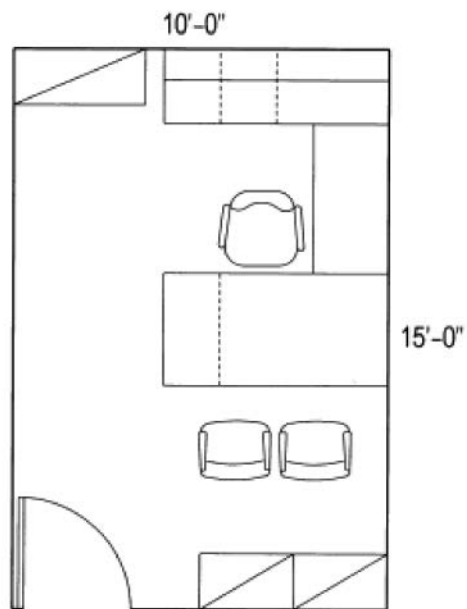
Options: 1 additional guest chair; 2 lateral files/bookcases and/or drawing layout surface; dry markerboard

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

D - 2

Manager



Enclosed Office

Work surfaces: 5 - 6' desk and back surface with connecting bridge

Storage: (1) box/box/file pedestal, (1) convenience drawer, (2) file/file pedestals

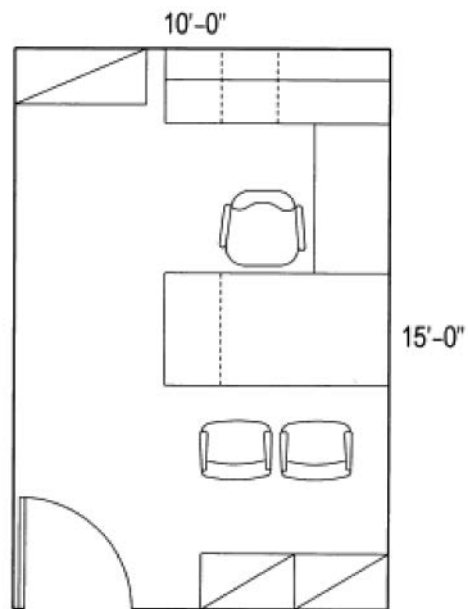
Other: Option for keyboard tray at bridge

2 guest chairs

Options: 2 - 3 lateral files/bookcases; dry markerboard

E - 1

Supervisors / Non-supervisors Requiring Privacy



Enclosed Office

(may be interior space)

Worksurfaces: 5' - 6' desk and back surface with connecting bridge

Storage: Overhead storage at back surface  
(1) box/box/file pedestal, (1) convenience drawer, (2) file/file pedestals,

Other: Option for keyboard tray at bridge

2 guest chairs

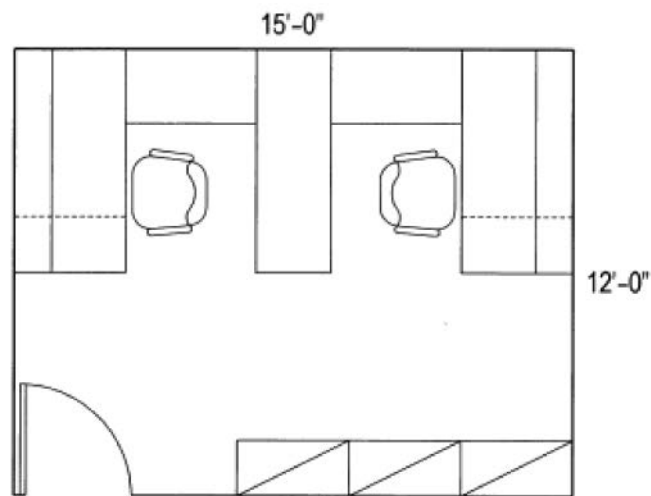
1 lateral file/bookcase; dry markerboard

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

E - 2

Shared Workspace for 2



Enclosed Office

Worksurfaces: (2) 5' - 6' desks with connecting bridge

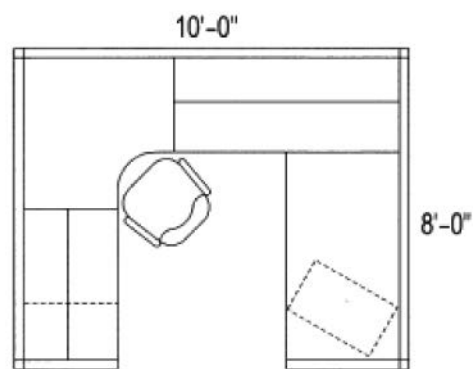
Storage: Overhead storage over desks (2) box/box/file pedestals, (2) convenience drawers, (2) file/file pedestals

Other: Option for keyboard tray at bridges

lateral files/bookcases

F

Professional / Other requiring layout space for drawings



Systems Workstation with panels

Worksurfaces: Corner and (2) 30"D sides; (1) 36"D surface or drawing board

Storage: Binderbins over 30"D surfaces

(1) box/box/file pedestal, (1) convenience drawer, (1) mobile pedestal

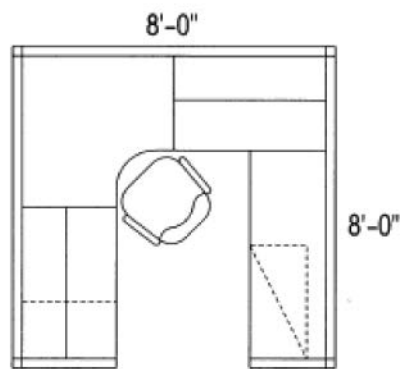
Other: Option for keyboard tray at corner

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

G – 1

Standard Professional / Other



Systems Workstation with panels

Worksurfaces: Corner and (2) 30"D sides; (1) 24"D

Storage: Binderbins over 30"D surfaces

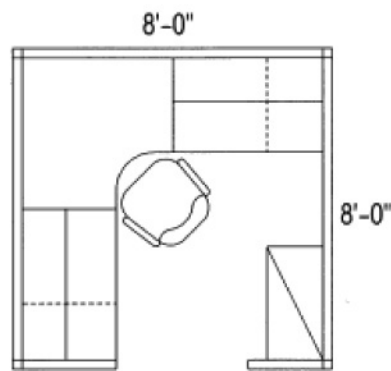
(1) box/box/file pedestal, (1) convenience drawer, (1) 2-dwr lateral file

Other: Option for keyboard tray at corner



G - 2

Professional / Other w/ options replacing 1 workspace



Systems Workstation with panels

Worksurfaces: Corner and (2) 30"D sides

Storage: Binderbins over 30"D surfaces  
(1) box/box/file pedestal, (1) convenience drawer

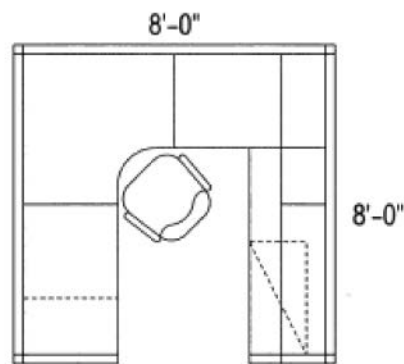
Other: Option for keyboard tray at corner  
Options: (1) guest chair or (1) lateral file / bookcase

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

H

Administrative Assistant



Systems Workstation with panels

Worksurfaces: Corner and (2) 30"D sides; (1) 24"D

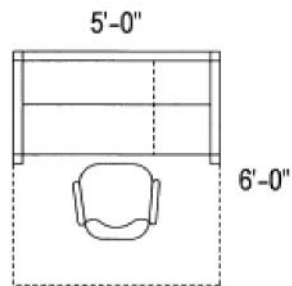
Storage: Binderbins over side opposite corner

(1) box/box/file pedestal, (1) convenience drawer, (1) 2-dwr lateral file

Other: Option for keyboard tray at corner

J

Standard Professional / Other- Majority of time out of office



Systems Workstation

Worksurfaces: 30"D worksurface

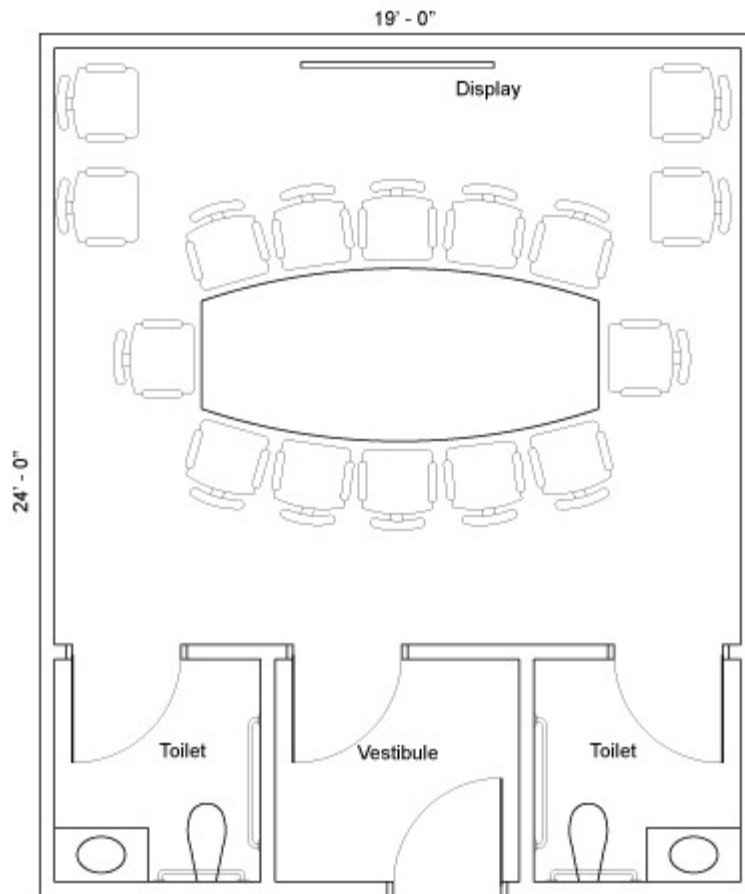
Storage: Binderbin over worksurface,  
file/file pedestal, (1) convenience drawer

# C. CONCEPT DEVELOPMENT

## Space Standard Summary

K - 1

Jury Deliberation Suite



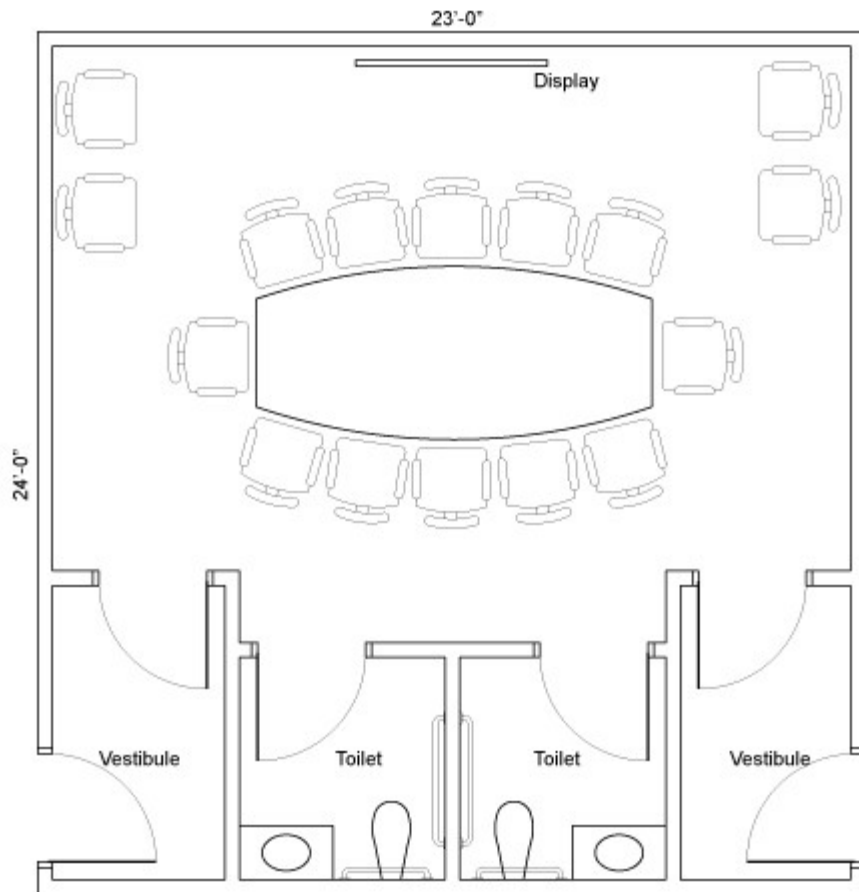
Enclosed Suite

Other: Table and 12 chairs

Options: 4 additional chairs; 1 display unit (marker board)

K-2

Jury Deliberation Suite



Enclosed Suite

Other: Table with 12 chairs

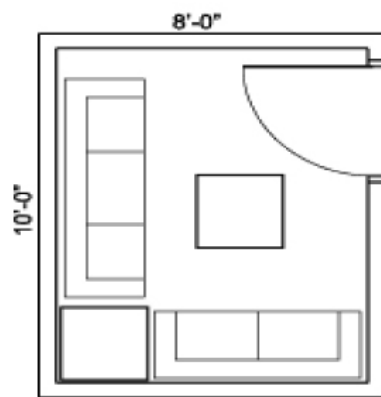
Options: 4 additional chairs; 1 display unit (marker board)

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

L - 1

Attorney Conference / Witness Waiting



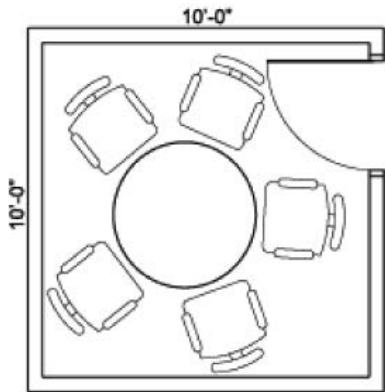
Enclosed Space

Work surfaces: (2) 2' side tables

Other: 2 sofas

L - 2

Attorney Conference / Witness Waiting



Enclosed Space

Work surfaces: Round table

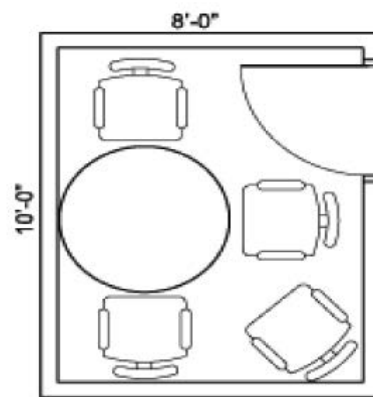
Other: 5 guest chairs

## C. CONCEPT DEVELOPMENT

### Space Standard Summary

L - 3

Attorney Conference / Witness Waiting



Enclosed Space

Work surfaces: Round table

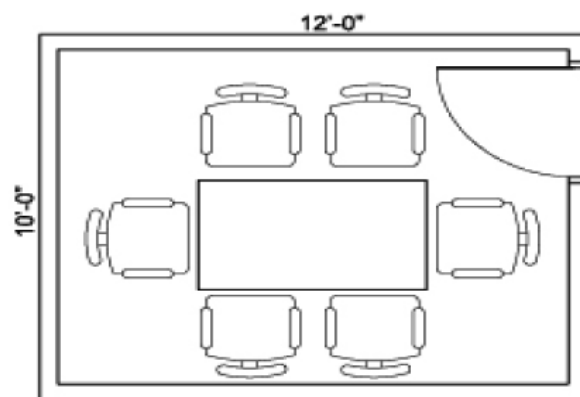
Other: 3 Chairs

Options: 1 additional chair



L - 4

Attorney Conference / Witness Waiting



Enclosed Space

Work surfaces: 6' Table

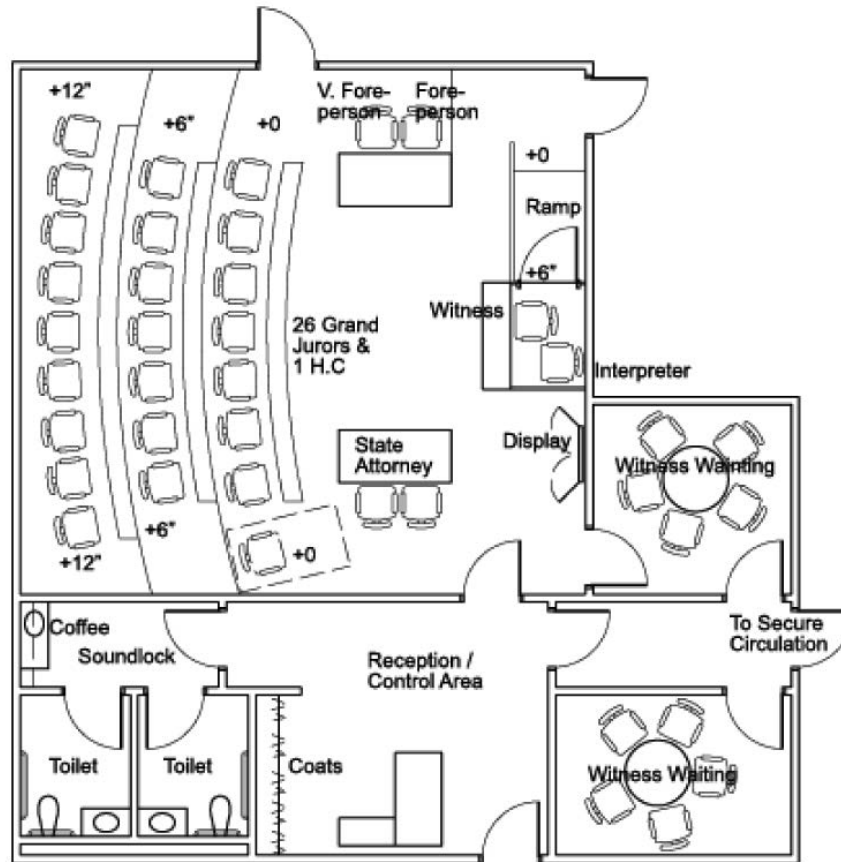
Other: 6 Chairs

# C. CONCEPT DEVELOPMENT

## Space Standard Summary

M

Grand Jury – 1305 S.F.



### Enclosed Spaces

Worksurfaces: (2) 6' Tables; (3) Running desk surfaces for jurors; (1) desk surface for witness

Other: 23 Juror chairs; 3 Alternate Juror chairs

Options: Audio, Visual & Recording Systems; 1 display unit (marker board)

### Reception / Control Area

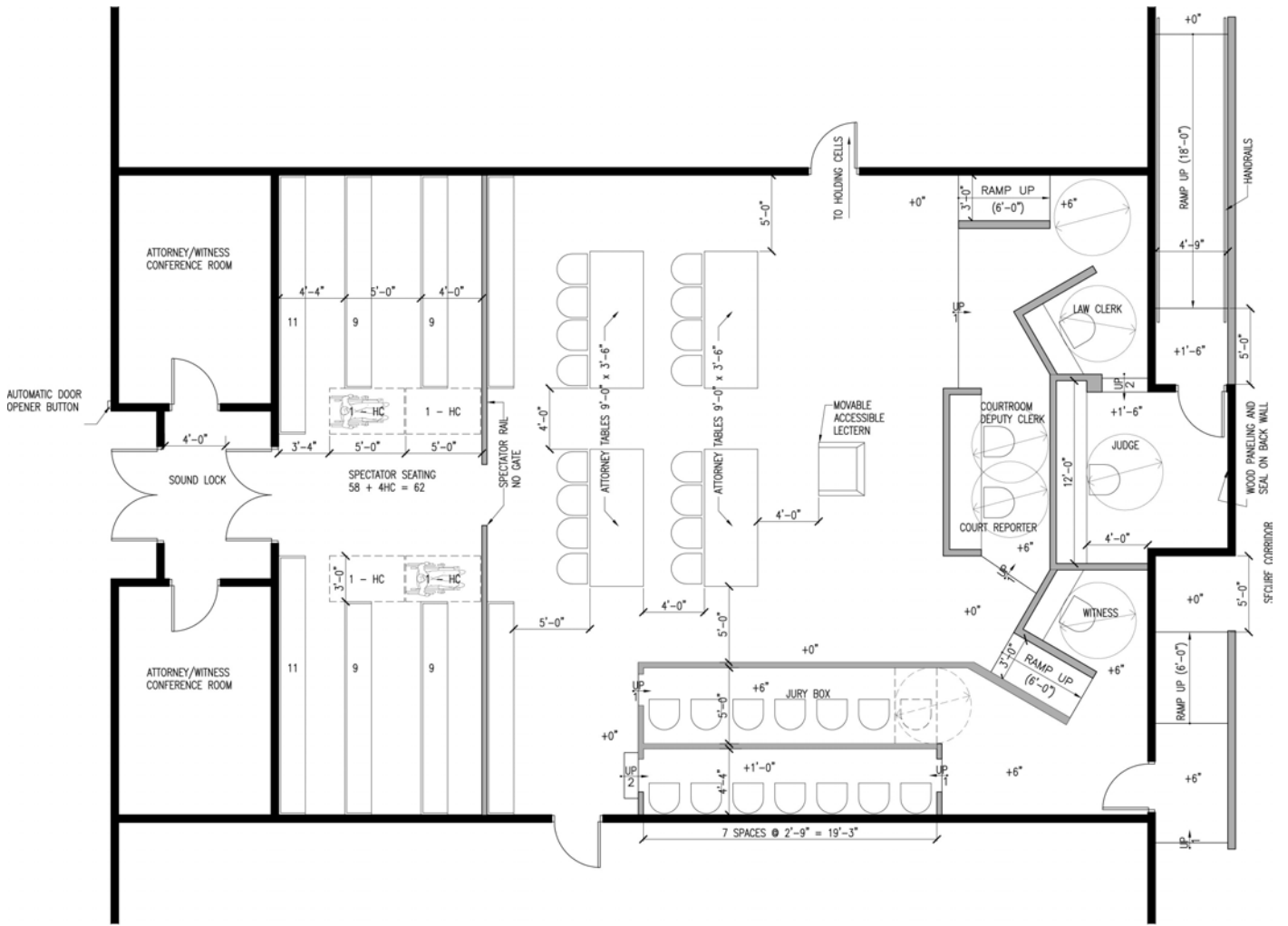
Worksurfaces: 6' Desk with bridge

Storage: Under desk Cabinetry Coat Storage Rack

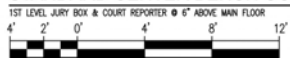
Other: Option for Keyboard Tray; Coffee station in Soundlock

Options: 2 additional guest chairs

N1



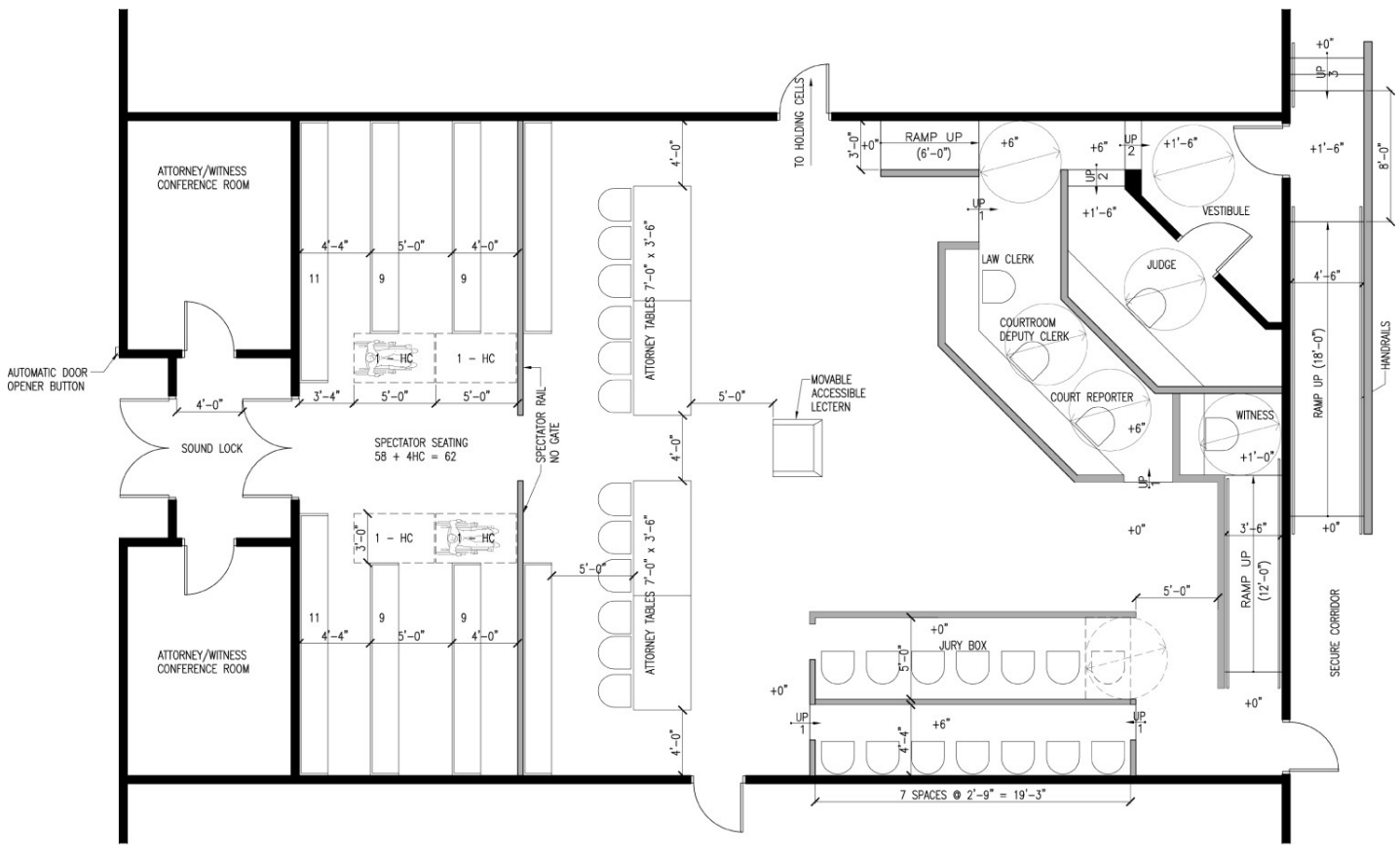
STANDARD CENTER BENCH COURTROOM - 42' x 57' = 2,400 SF



# C. CONCEPT DEVELOPMENT

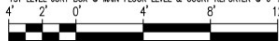
## Space Standard Summary

N2

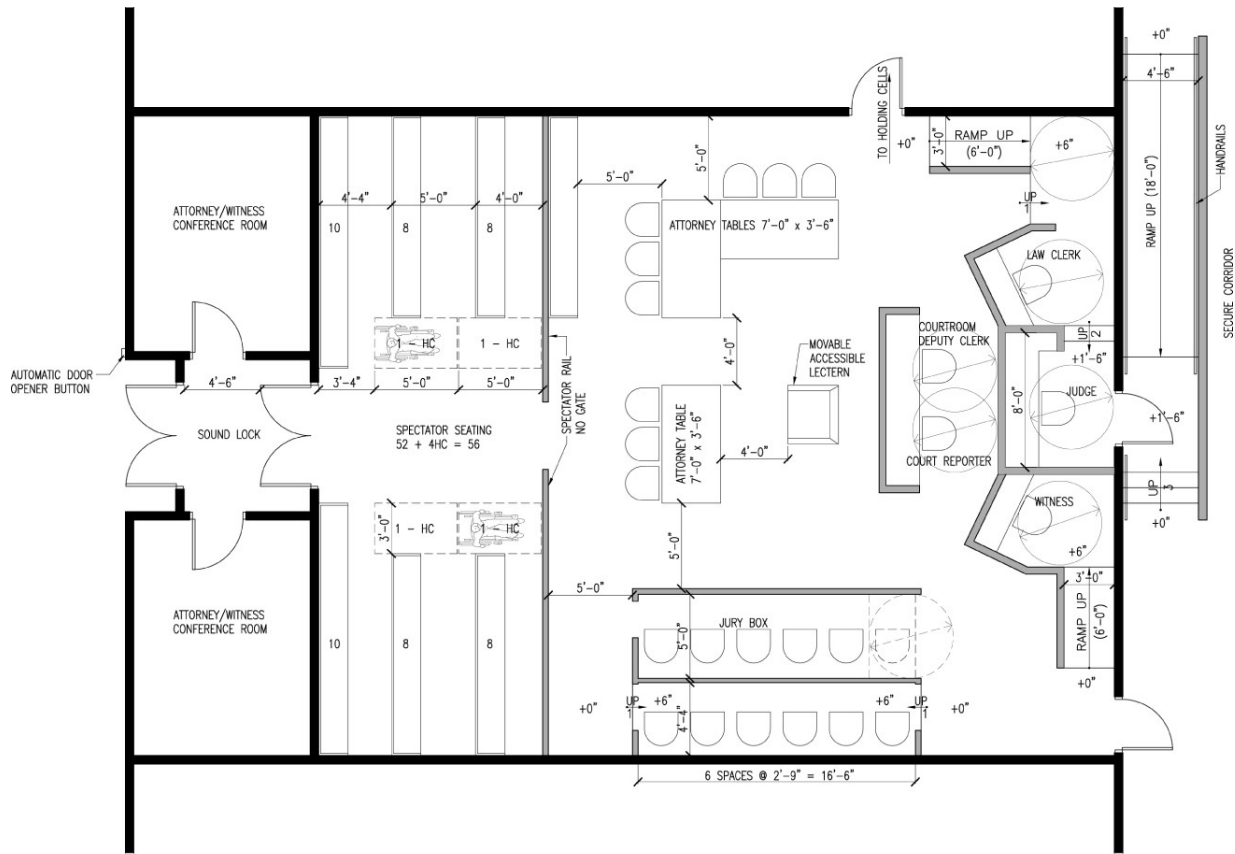


**STANDARD CORNER BENCH COURTROOM - 40' x 60' = 2,400 SF**

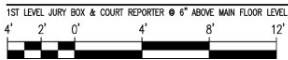
1ST LEVEL JURY BOX @ MAIN FLOOR LEVEL & COURT REPORTER @ 6" ABOVE MAIN FLOOR LEVEL



N3



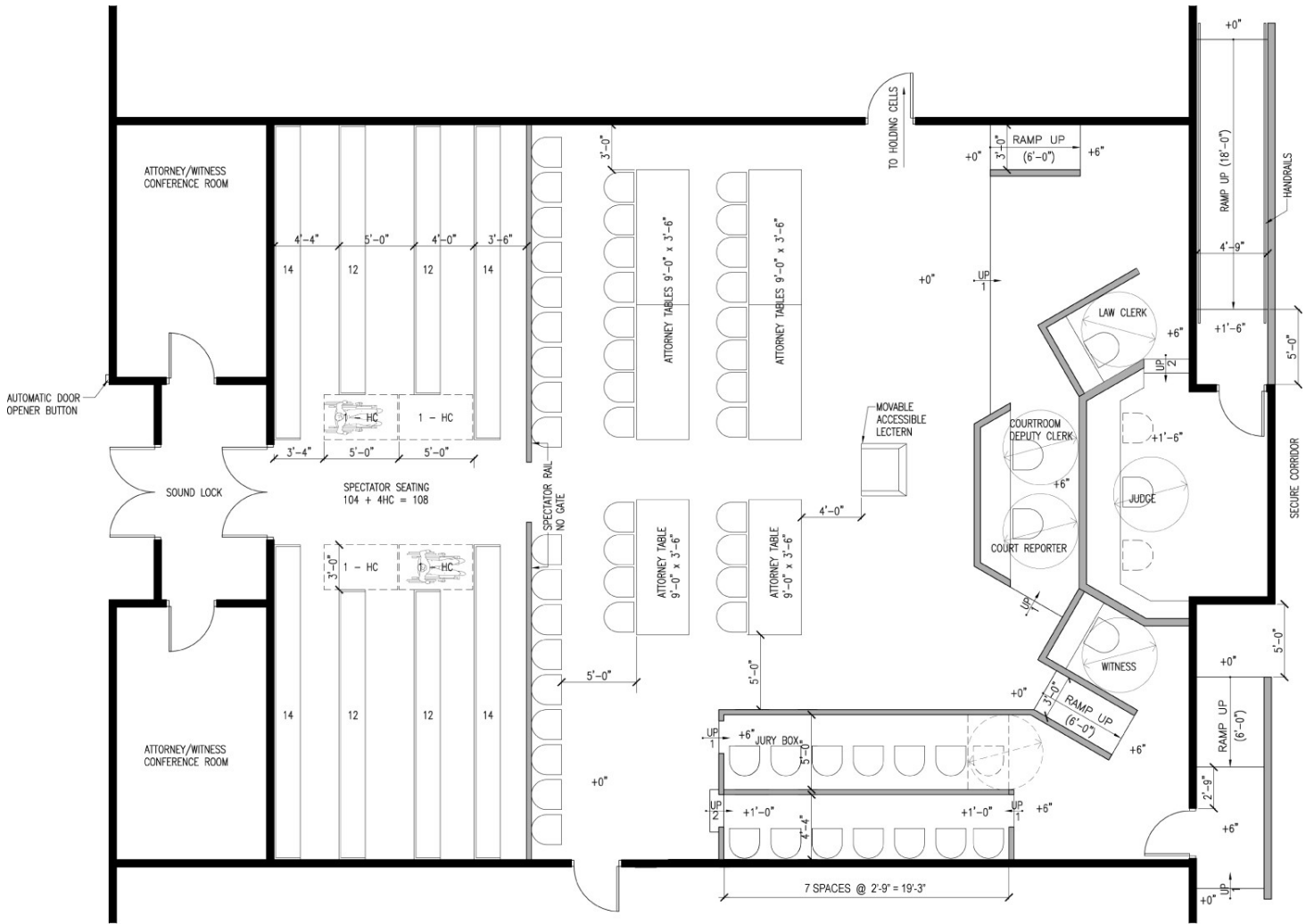
**SMALL COURTROOM - 38' x 47' = 1,800 SF**



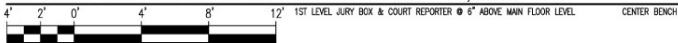
# C. CONCEPT DEVELOPMENT

## Space Standard Summary

N4



SPECIAL PROCEEDINGS COURTROOM - 49' x 61' = 3,000 SF

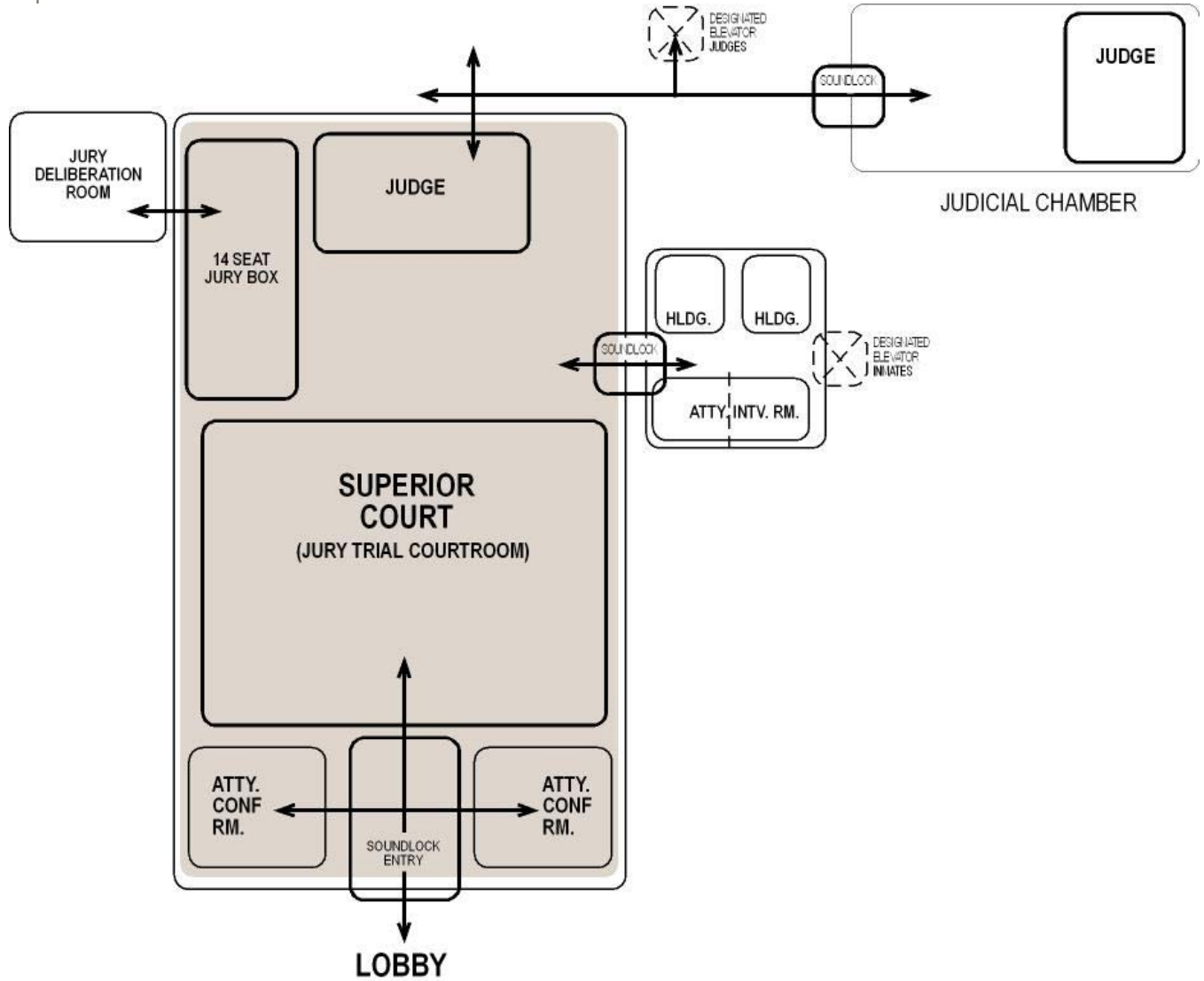




# C. CONCEPT DEVELOPMENT

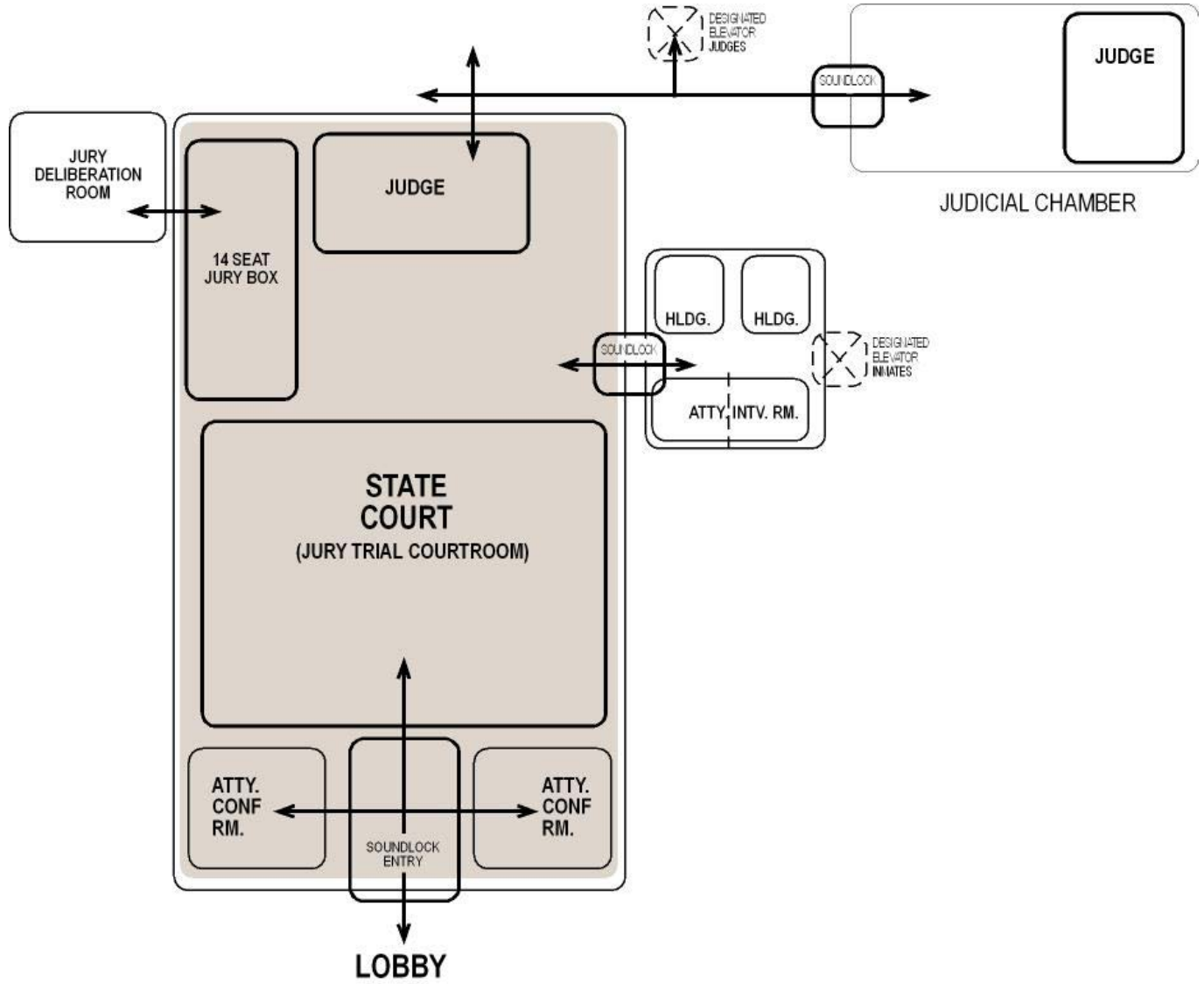
## Court Adjacency Diagrams

Superior Courtroom





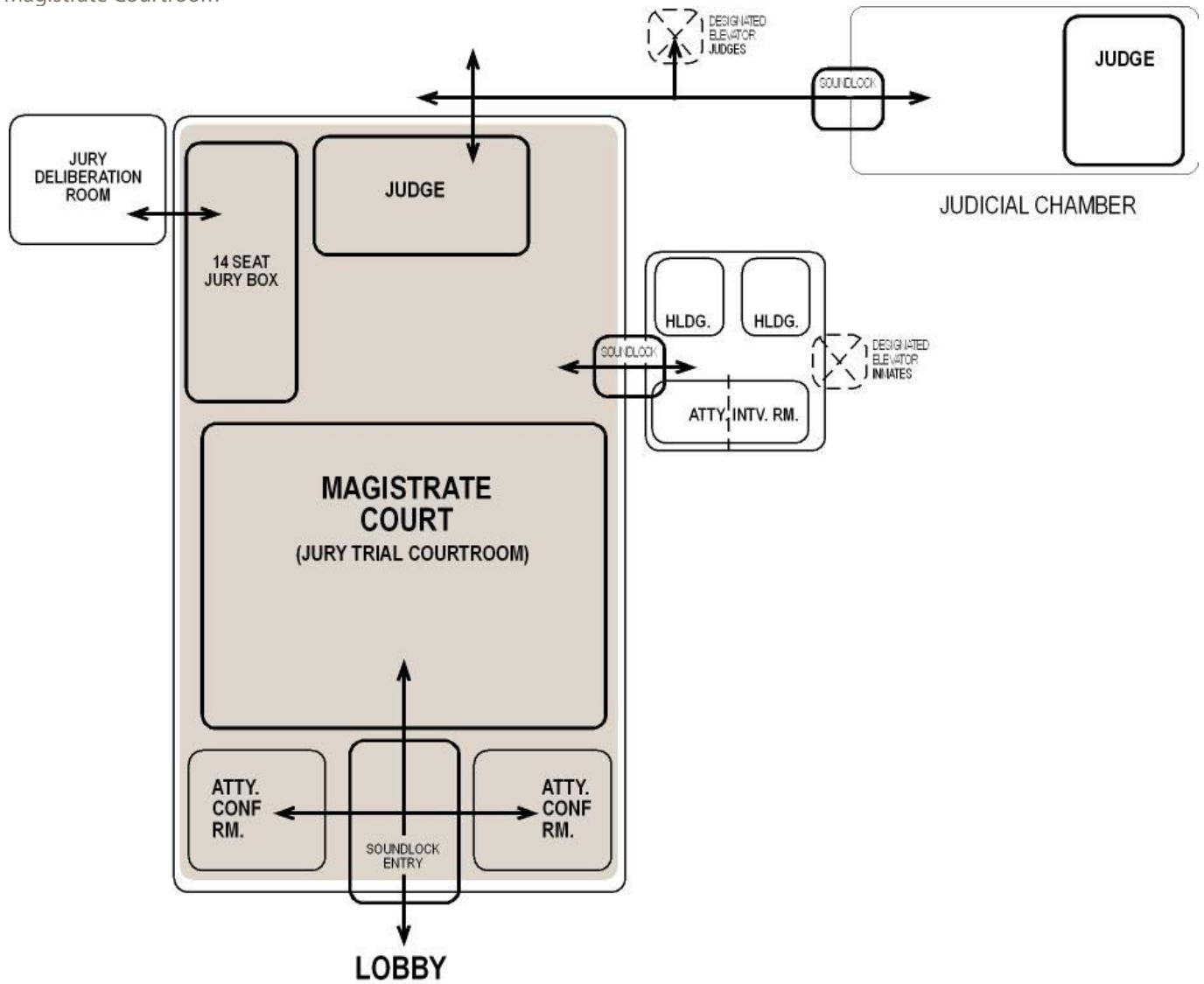
State Courtroom



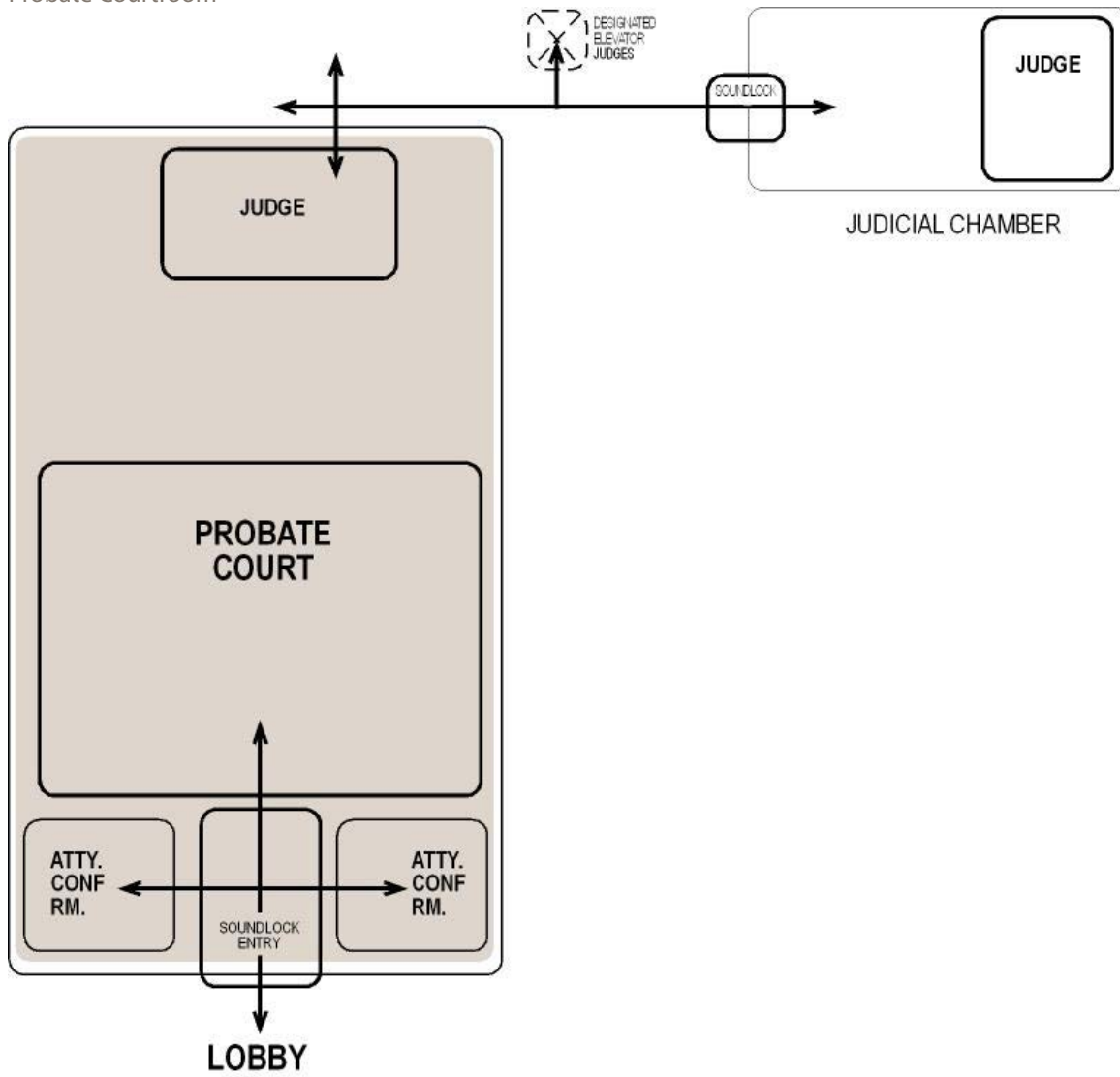
# C. CONCEPT DEVELOPMENT

## Court Adjacency Diagrams

Magistrate Courtroom



Probate Courtroom



## D. COST ESTIMATE

This Preliminary Estimate is based on the design illustrated within this Preliminary Architectural Feasibility Study. The scope of work includes site development, the proposed new Courthouse, renovations to the Courthouse Annex and Historic Courthouse.

The labor rates are based on the most recent data available for the local project area. All unit prices include installation and are based on a negotiated contractual agreement. This Preliminary Estimate is based on the following assumptions:

Normal construction schedule has been used to prepare this estimate. Costs are based on a forty (40) hour work week, Monday thru Friday. This estimate is based on local prevailing wage rates.

Allowance amounts have been included for the following items:

- Automated Storage Equipment
- Detention Equipment
- Miscellaneous General Furnishing
- Floor Cut, Patch and Repair
- Roof Repair/Patch
- Miscellaneous Exterior Wall Patch
- Refurbish/Replace Doors and Windows
- Exterior Railing Repair
- Miscellaneous Casework
- Modification to Exterior Stair/Ramp/Railing

The following items have been excluded:

- Land acquisition and real estate fees.
- Owner furnished items.
- Utility company back charges and user fees/surcharges.

No adjustments have been made to this estimate for Minority Business Enterprise or Women's Business Enterprise contracting requirements. Heery International, Inc. has no control over the cost of labor and materials, the General Contractor's or any Subcontractor's method of determining price or competitive bidding and market conditions. This opinion of probable cost of construction is made on the basis of the experience, qualifications, and best judgment of the Cost Analyst familiar with the construction industry. Heery cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this or subsequent estimates. Heery International, Inc. has prepared this estimate in accordance with generally accepted principles and practices.

## Cost Summary

A project cost estimate in January 2018 was prepared for Rockdale County based on average construction/direct costs in the region and a percentage for owner's/indirect costs. For average construction/direct costs, sources included RSMeans, FM Trends/BNI Building News, and local experience. For average owner's/indirect costs, a factor of 25% was applied to the average construction/direct costs based on industry standards and the Consultant's experience. Project cost does account for average construction and owner costs (architectural/engineering fees, project management fees, furniture/fixture/equipment fees, site development, and contingencies). Project cost does not account for land acquisition, site development or utility construction beyond normal circumstances, or financing cost.

For each component, a low and high project cost range per square foot is provided and is applied to the building gross square feet. All expansion project cost estimates are based on the additional square feet needed to reach the 2029 projected space need. For new construction, a building grossing factor of 20% for typical office building is applied to the department gross square feet to determine the total building size. For renovation the proposed departmental square footage was used for projected cost estimating.

Depending on the volume of renovation undertaken, there are thresholds at which the County may be required to bring certain aspects of the building up to current codes and standards. Costs for potential code required improvements such as ADA accommodations and fire alarm enhancements are not included in these estimated costs.

The following cost model is not a detailed construction cost estimate. The range of costs reflect an order of magnitude associated with the proposed scope of work. We applied five different cost categories, depending upon the expected complexity of the renovation or construction required.

### ROCKDALE COUNTY COURTHOUSE RENOVATION AND ADDITION

#### Total Project Budget

BUILDING COST ESTIMATE							
ITEM	Function	New/Renovated Square Feet	CONSTRUCTION Category	Cost per SF (low)	CONSTRUCTION Budget (low)	Cost per SF (high)	CONSTRUCTION Budget (high)
C.1	New Courthouse Building	221,986	1	\$ 300	\$ 66,595,800	\$ 325	\$ 72,145,450
G.1	County Administration Office Areas	46,130	2	\$ 175	\$ 8,072,750	\$ 200	\$ 9,226,000
G.2	County Administration Public Areas	5,000	3	\$ 200	\$ 1,000,000	\$ 225	\$ 1,125,000
G.3	County Administration Building Core	2,000	4	\$ 225	\$ 450,000	\$ 250	\$ 500,000
<b>BLDG TOTAL</b>		275,116			\$ 76,118,550		\$ 82,996,450
SITE COST ESTIMATE							
ITEM	Function	New Square Feet	CONSTRUCTION Category	Cost per SF (low)	CONSTRUCTION Budget (low)	Cost per SF (high)	CONSTRUCTION Budget (high)
P.1	Structured Parking Garage	675 spaces	5	\$ 16,000/sp	\$ 10,800,000	\$ 18,000/sp	\$ 12,150,000
S.1	Site Work (Courtyard)	20,000	6	\$ 20	\$ 400,000	\$ 25	\$ 500,000
<b>SITE TOTAL</b>					\$ 11,200,000		\$ 12,650,000
<b>TOTAL</b>					CONSTRUCTION COSTS	\$ 87,318,550	\$ 95,646,450
					SOFT COSTS	\$ 21,829,638	\$ 23,911,613
					PROJECT COSTS	\$ 109,148,188	\$ 119,558,063

## E. APPENDIX

### Space Standards and Design Guidelines

#### GENERAL

These design guidelines provide relevant functional information regarding the design of individual spaces and groups of spaces, which are either particular to the court facilities to be housed in this judicial complex (e.g., courtrooms and jury deliberation suites, etc.) or are used recurrently (e.g., private offices and staff conference room, etc.). This information serves two purposes. First, it guides architects and planners, with the specialized planning and design of court facilities, to arrive at functionally adequate design solutions. Secondly, to aid the county and court personnel in understanding the constraints affecting the designs, as a means of allowing them to participate in the development of alternative solutions for their judicial complex.

These guidelines should not be rigidly construed. It is probable that, variances will become necessary as the design progresses. The diagrams that have been included in this section serve only as illustrations of possible ways in which the requirements provided in this text may be satisfied. Aesthetic judgments have been eliminated from these guidelines.

The material in this section is presented in two groups. The first group deals with general standards regarding courtroom acoustics, lighting, barrier-free accessibility, and security planning. The second group addresses specific types of spaces that will be found in the judicial complex, with relevant text for the following:

- Courtrooms
- Judge's Chambers
- Jury Deliberation Suites
- Attorney Conference/Witness Waiting Room
- Courtroom Holding Facilities
- Central Holding Facilities
- Jury Assembly Facilities
- Grand Jury Facilities
- Law Library
- Conference/Training Rooms
- Reception/Waiting Rooms
- Public Counter and Queuing Areas
- Private Offices
- Semi-Private Work Areas
- Open Work Areas
- Photocopy Areas
- Storage Areas
- Staff Break Rooms
- Snack Bar/Vending Areas
- News Media Accommodation

#### ACOUSTICS

A number of acoustical factors can be manipulated in the design of a space. These include the addition or subtraction of sound-absorbent materials, using sound reflective surfaces, and adjusting the volume and form of the space to achieve the desired results. All surfaces in a space have acoustical qualities of sound absorption and/or reflection. Consideration must be given to the number of people expected to be present at any one time in the room, since people both generate and absorb sound. If the room is acoustically designed for maximum occupancy, the seating may need to be upholstered to provide the same level of absorption when the room is only partially occupied. The number and type of activities that are performed in the room must also be considered in the acoustical design.

#### DEFINITIONS

Like most specialized fields, the science of acoustics has a language all its own. Some of the most important terms and concepts to be familiar with include:

Absorption	Percentage of sound waves that a material transforms into heat energy and thereby does not reflect back into the space.
------------	-------------------------------------------------------------------------------------------------------------------------

Articulation index (AI)	A measurement of how well speech can be understood in a space. High AI is desirable in spaces such as courtrooms. It can be achieved with a combination of materials and design details that strategically reflect and absorb sound. Reduced AI is desirable for spaces such as open offices, where many people must work independently, which are subject to privacy. Sound masking can be used to reduce AI.
Ceiling Attenuation Class (CAC)	A measurement of the ability of a ceiling panel to block the travel of sound from an enclosed room up into the plenum and down to adjacent spaces. High-CAC ceiling panels can provide this type of sound control, increasing speech privacy in private spaces and reducing distractions to those outside.
Conductivity	The ability of a material to transmit sound waves. In addition to moving through air, sound waves can travel even more easily through many solid objects. For example, sound waves move through air (70 °F) at just 1,128 feet per second but travel about 10 times faster (11,700 feet per second) through wood, and faster still (18,000 feet per second) through steel. Therefore, designers must consider not only airborne sound, such as voices and ringing telephones, but also structure-borne sound created by doors opening and closing, and building systems such as elevator machinery and HVAC equipment.
Diffraction	The bending of sound waves around objects or through small spaces and openings with little energy loss. Spaces around doors, floor tracks, electrical boxes, and conduit and HVAC ducting are typical channels for sound diffraction. These spaces should be filled with acoustical sealant to prevent unwanted sound from intruding into adjacent spaces.
Flanking Paths	Small gaps and openings around doors, floor tracks, electrical boxes, and conduit and HVAC ducting that allow sound to pass through if not filled with acoustical sealant. Also called “leaking paths.”
Impact Isolation Class (IIC)	Measurement of the ability of a floor/ceiling assembly to isolate sound from impact sources, reducing the intrusion of noise into rooms directly below.
Noise Reduction Coefficient (NRC)	Measurement of the ability of a material such as an acoustical ceiling panel to absorb sound energy in the frequency range of 250 Hz to 2,000 Hz (see “pitch” for more information). High-NRC ceiling panels provide this type of sound control, which is important for large spaces such as open-plan offices.
Pitch	The oscillation rate of a sound wave, which travels as a small pressure change alternating above and below the static (at rest) state of the conducting material. Each cycle of compression and re-expansion is a wave. The number of waves occurring per second is the frequency, which is measured as hertz (Hz); one Hz equals one cycle per second. A sound’s pitch rises as its frequency increases. The human ear can discern sounds ranging from approximately 20 Hz to 20,000 Hz. Human speech normally ranges between 125 Hz and 4,000 Hz.
Reflection	The bouncing of sound waves off any hard, smooth wall, ceiling or floor surface, making them audible beyond the immediate area of the source. The shape of surfaces also affects where sound may travel. Concave surfaces concentrate or focus sound, while convex surfaces can disperse sound in multiple directions.
Reverberation	Sound that persist in an enclosed space by reflecting off surfaces in the room.
Sound Masking	A carefully engineered sound spectrum similar to that of softly blowing air, which is amplified through speakers to raise the ambient sound level, “masking” conversations and background noise. In enclosed rooms, sound masking increases speech privacy by lowering the articulation index, preventing conversations from being overheard.
Sound Transmission Class (STC)	Measurement of the ability of a wall or floor assembly to isolate airborne sound and prevent it from passing from one side to the other.
Transmission	The passage of sound waves from its source, through a vibrating medium, and to a listener. “Airborne sound” passes through a space by vibrating the air. “Structure-borne sound” travels through wall partitions, ceilings and floor/ceiling assemblies.

## E. APPENDIX

### Space Standards and Design Guidelines

**Volume** The loudness of a sound – how much the amplitude of a sound wave exceeds the static pressure of the conduction medium – as measured in decibels (dB). The higher the decibel level, the greater the volume. Noise from a jet plane has an amplitude of 140 dB, while a human whisper is approximately 20 dB. Sound in a typical office environment reaches 40 dB to 60 dB. Volume doubles with each 10 dB increase in sound energy.

#### Reflectance Conditions Affecting Acoustic Performance

**Echoes:** In a courtroom, the ceiling and the side walls at the front of the room are the primary surfaces that are responsible for dispersing sound. To eliminate time delays (echoes) between the arrival of the natural sound and the reflected sound to the occupants, these surfaces must be relatively close to the origin of the sound source. The back wall and the ceiling are also surfaces that can produce echoes in a large room. These are surfaces that may require special configuration or the addition of absorbent materials.

**Flutter:** Flutter is caused by sound reflecting between two parallel surfaces that are non-absorbent. Flutter may also be described as the production of multiple echoes between two surfaces. To eliminate flutter, the surface configurations must be adjusted and/or sound absorption must be added.

**Focusing:** A concave surface, such as a recessed alcove or a domed ceiling, will cause sound to be reflected in excess to a particular focused spot and will reduce sound reflections elsewhere.

**Diffusion:** Diffusion is the opposite of focusing. Sound reflectance from convex surfaces causes the sound to be spread over a wide area. Diffusion is often a desirable condition, as it can be used to provide an even sound level throughout a space.

**Creep:** Creep is a phenomenon relating to the curvature of a surface along which sound travels. This effect should be considered when a particular areas of the room in which activities, such as a sidebar conference at the judge's bench, should not be heard in other areas of the courtroom that share the same wall surface.

**Reverberation:** Reverberation is the result of repeated sound reflections, causing a sound to persist after the source of the sound has stopped generating. The period of time it takes for the sound reflections to stop is referred to as reverberation time. All spaces have reverberation; the ideal amount of reverberation in space varies with its function and the audio frequencies occurring there. Spaces such as recording studios must have minimal reverberation time. A courtroom not employing electronic recording systems will typically require a reverberation time of 0.6 to 0.8 seconds. If recording systems are used, or in courtrooms in which video conference proceedings (such as video arraignments) are conducted, the reverberation should be adjusted downward from the normal condition, to "deaden" the room.

#### Noise Control Methods

Noise control consists of dealing with three separate elements: Reduction of noise at the source, reduction of noise as it is transmitted along its path, and reduction of noise at the receiving end of the transmission.

**Noise Reduction:** Noise reduction can initially be achieved by making certain that the noise source, if it is equipment, is correctly used, properly installed, and adequately separated from adjacent spaces. This principle can apply to a wide range of noise-producing equipment, from building mechanical systems to small office machines.

Sound transmission can be a problem when noise travels from one side of a partition or floor structure to an adjoining space. An example of this would be a case where the noise from a busy public area is transmitted to adjoining private offices. This condition must be treated by properly constructing the structure between the spaces. Sound is transmitted across a partition when it hits one of the surfaces and sets up a vibration within the partition. The partition then acts as a vibrating transmitting source in the receiving space. The addition of a sound absorber between the two surfaces of the partition and use of tight building construction methods to eliminate acoustic leaks between spaces will help to reduce noise transmission from one space to another. Another source of sound transmission is through the heating, ventilating and air conditioning (HVAC) system. The noise may be generated by the HVAC system itself or by persons and activities in adjoining spaces and then transmitted through the duct system throughout the building. The noise can be minimized by proper selection, isolation and installation of HVAC components such as motors, fans and grilles; reduction or elimination of air turbulence by design of a streamlined air-transmitting system; use of sound traps in ducting; application of acoustically absorptive treatment within the duct system and in the mechanical/equipment rooms. Avoidance of sound transmission is extremely important in courtrooms, hearing rooms, jury deliberation suites and judge's chambers. These are spaces in which privacy and confidentiality are essential! Special care should be taken to assure that no sound is transmitted from prisoner holding areas to adjacent space.

Noise reduction at the receiving end within a space can be achieved by integrating sound absorption into the space through the use of various sound-absorbent materials such as fibrous materials or panel-type mounted resonators.

**Noise Reduction Coefficient:** A Noise Reduction Coefficient (NRC) is given for each of the spaces outlined in the Design Guidelines. This coefficient is a measure of required sound absorption for materials used in a particular space to reduce noise levels. The NRC is an average sound absorption needed at 250, 500, 1000 and 2000 Hz (Cycles); normal speech runs from about 125 Hz to 4000 Hz. Caution



must be used when specifying sound absorbent materials using the NRC, as it covers a limited range of non-critical frequencies. If lower frequencies are to be encountered, such as in a case where music will be played in a room, the required sound absorption parameters at specific frequency levels should be evaluated before the materials are chosen. In general activity spaces, such as public areas, the NRC may be adequate for specifying sound absorption. However, in the acoustical design of a courtroom, where recording and amplification devices may be used, materials should be studied in detail for their sound absorption qualities.

**Room Criteria:** Room Criteria (RC) and the newer RC Mark II is used to help the design engineer select the most appropriate background and constraints. These values can be stated in more familiar terms of sound pressure level, or dBA. It should be noted that the RC Mark II will be the preferred method for rating background noise. See ASHRAE Application Handbook for more information.

**Sound Transmission Class:** A Sound Transmission Class (STC) designation is used in specifying acoustical requirements for partitions or floor structures in order to eliminate or reduce sound transmission between spaces. The STC is based upon upon the privacy requirements of the space, in terms of how intelligible speech should be which is transmitted from an adjoining space. STC designations are given for each space in the Design Guidelines section. It should be noted that some spaces, such as jury deliberation suites, require a much higher STC than other spaces in which the effect of sound transmission is less critical, such as clerical areas.

**Noise From Plumbing Systems:** Acceptable noise levels from plumbing fixtures and piping have not been previously identified in the literature. Continuous noise from plumbing fixtures and piping systems with circulating fluids should meet the same noise criteria as HVAC systems. However, many sounds from plumbing fixtures and piping are of short duration or are transient, and typically have a somewhat higher threshold of acceptance. Examples of these sources include water flow noise associated with typical restroom fixtures; noise from waste lines connected to restroom, and hammer or whistle noise.

Achieving the reasonable plumbing noise criteria in the finished space will usually require special attention to pipe installation details, selection of suitable piping materials, and selection of appropriate fixtures.

**Sound Transmission In Return Air Systems:** The fan return air system provides a sound path (through ducts or through a ceiling plenum) between a fan and occupied rooms. Where there is a direct opening to the mechanical equipment room from the ceiling plenum, high sound levels in adjacent spaces can occur. The high sound levels originate from the fan and other sources in the mechanical equipment room. Low system attenuation between the mechanical equipment room and adjacent spaces exacerbates the problem.

Fan intake sound power levels control the sound in ducted return air systems; sound power levels of the fan intake and casing-radiated noise components affect plenum return air systems. In certain installations, sound from other equipment located in the mechanical equipment room may also radiate through the wall opening and into adjacent spaces. Good design yields room return air system sound levels that are approximately 5 dB below the corresponding room supply air system sound levels.

When sound levels in spaces adjacent to mechanical equipment rooms are too high, noise control measures must be provided. The controlling sound paths between the mechanical equipment room and adjacent spaces must be identified. Ducted return air systems can be modified using methods applicable to ducted supply systems. Ceiling plenum return systems should only be used for spaces that are remote from mechanical equipment rooms.

Ceiling plenum systems may require additional modifications. Prefabricated silencers can be effective when installed at the mechanical equipment room wall opening or at the suction side of the fan. Improvements in ceiling transmission loss are often limited by typical ceiling penetrations and lighting fixtures. Modifications to the mechanical equipment room wall can be effective for some constructions. Adding acoustical absorption in the mechanical equipment room reduces the buildup of reverberant sound energy in this space. However, this typically reduces high-frequency noise only slightly in areas near the return opening.

**Sound Transmission Through Ceilings:** When terminal units, fan-coil units, air-handling units, ducts, or return air openings to mechanical equipment rooms are located in a ceiling plenum above a room, sound transmission through the ceiling system can be high enough to cause excessive noise levels in that room. There is no standard test procedure for measuring direct transmission of sound through ceilings from sources close to the ceiling. As a result, ceiling product manufacturers rarely publish data that can be used in calculations. The problem is complicated by the presence of light fixtures, diffusers, grilles, and speakers that reduce the transmission loss of the ceiling. Experiments have shown that for ceiling panels supported in a T-bar grid system, the leakage between the panels and the grid is the major transmission path; differences among panel types are small, and light fixtures, diffusers, etc., have only a localized effect.

### Sound Reinforcement Systems

The purpose of sound reinforcement is to produce a sound that, to a distant listener, would be equal in loudness, quality and intelligibility to the sound that was produced directly from the source. Sound reinforcement systems are commonly used in courtrooms to improve listening conditions. These systems have been known to improve acoustics even in poorly-designed existing spaces. However, they can be much more effective in a well-designed acoustical environment.

Sound reinforcement systems typically have three major groups of components: Microphones, electronic amplification and loudspeakers. The microphones act as conversion units, changing the sound produced at the source into electrical energy. It is important that microphones be located out of the areas of loudspeaker coverage, to avoid the squealing noise caused by feedback. The type of microphones should be carefully selected for the appropriate application or location. The electronic components serve the

## E. APPENDIX

### Space Standards and Design Guidelines

function of amplifying the sound by increasing the electrical signal received from the microphone(s); these components then distribute this energy to high- and low-frequency loudspeakers at the proper listening level. The loudspeakers convert the electrical energy back into audible sound.

Sound reinforcement systems are generally one of two types: Either a central loudspeaker system or a distributed loudspeaker system. In a central system, the loudspeakers, both high- and low-frequency, are located above the sound source. This system provides the most realistic sound because the amplified sound is coming from the same direction as the natural sound. When using this type of system, it is important that the listeners have a line of sight to the speakers, as the sound is very directional. In addition, the system should not depend upon room surfaces for sound reflection. This type of system is most commonly used in theater or arena situations where ceiling heights are relatively high, often exceeding 20 feet.

A courtroom would invariably use a distributed loudspeaker system, as the ceiling height is likely to be relatively restricted. This type of system uses a number of loudspeakers mounted on the ceiling, or high on the walls, over the listeners. Each one of the speakers delivers low-level amplified sound to a limited area. The ceiling height should not exceed 20 feet with this system. Each listener should receive sound from one loudspeaker only. In the event that a courtroom dimension exceeds 50 feet, a time delay system may have to be included to avoid echo-like effects because electrical signals travel much faster than sound signals, the amplified sound must be delayed so that it meets the listener at the same time as the natural sound that was produced.

It is very important that conversations at the bench not be overheard elsewhere in the courtroom. For this reason a “mute” button should be provided on the judge’s microphone. Another option is to provide a “white noise” system which produces a humming or buzzing sound that would mask bench conversations from the witness, jurors and other trial participants.

Provision for the needs of hearing-impaired persons in the facility’s courtrooms and other assembly areas (such as the jury assembly facility) must be made. For persons with partial hearing ability, it is often sufficient to provide headphones for amplification. These may be hardwired (with jacks provided at the witness stand, the litigants’ tables, the jury box and one or more of the spectator seats) or may be wireless for greater flexibility. Three types of wireless system are generally available on the current market, as described below.

**Infrared:** Sound is transmitted through use of infrared light that is received by specially designed headphones, which then amplify the signal at the ear.

- Pros: Works well in theater-like spaces; cannot be monitored from outside the served space, which would serve to protect the security necessary to closed proceedings in courtrooms.
- Cons: If the served space is brightly lighted, or if there is great contrast in lighting levels between the location of the transmitter and that of the receiver, the transmitted sound may not be clearly received.

**Inductive Loop:** Sound is transmitted through the use of the magnetic field induced by a loop of wire around the served space. This magnetic field is sensed by specially designed headphones, which translate field fluctuations into electrical signals which are then amplified.

- Pros: Least expensive of the three systems.
- Cons: The size of area that may be adequately served is limited by the strength of the coil; may interfere with, or suffer interference from, other electronic equipment, such as computers.

**Radio:** Uses one or more radio transmitters and complementary headphone receivers set to the same FM-band frequency, providing amplification at the ear.

- Pros: Provides the cleanest sound of the three systems; system easily accommodates use of wireless microphones, obviating the need for exposed microphone wiring.
- Cons: Only one transmitter may be in operation at any one time (i.e., there may be only one person speaking at any time); unless the construction of the served space incorporates RFI (radio frequency interference) shielding, this system may suffer significant signal deterioration in areas with a relatively high volume of radio airway traffic; it is possible that the privacy of closed courtroom proceedings could be compromised by signal monitoring from outside the served space.

It is probable that an infrared system will provide the best balance of security, cost and quality for courtroom applications. It should be noted that effective use of any of these systems will require that all speakers use microphones. The use of microphones in the courtroom may necessitate rules limiting, for example, the movement of attorneys during proceedings, unless lavalier microphones are used.

#### LIGHTING

Recommended levels of illumination (footcandles) vary between sources. In recent years, there has been a move towards specifying a range of acceptable illumination rather than a specific value for certain spaces in a building. This is to account for the continual

development of flexible building systems and changes in the working environment.

The method used in recommending the luminance levels contained in these Design Guidelines was derived from the 1982 Office Lighting Guide, published by the Illuminating Engineering Society of North American (IES). The resulting values or ranges of values given for the courthouse spaces should be used as general guidelines for a lighting design, but should not be interpreted as being inclusive of every situation that may occur in the workspace.

### Daylighting

Daylighting is a viable method of illuminating spaces in a judicial facility. Its use should be encouraged for economic reasons and energy conservation as well as for its beneficial effect upon employees working in the facility. In some spaces, daylight may provide the total illumination needed. In other cases, it can be combined with artificial lighting systems. Although there are instances where daylight cannot be used at all, they are rare. Daylight can be effectively used if incorporated into a design that addresses some general guidelines which include:

- a. Avoid direct uncontrolled skylighting and sunlight on critical tasks, due to excessive brightness which may occur.
- b. Use direct skylighting and sunlight with discretion in non-critical task areas. Direct sunlight provides visual excitement, changing light and shadow patterns, a sense of well-being, time and spatial orientation. It must be controlled to avoid poor seeing conditions or excessive heat gain.
- c. Reflect daylight off surrounding surfaces to achieve dispersion into interior spaces (indirect lighting). When daylight is used to illuminate a space, the surfaces of the space can be manipulated to provide the desired effects.
- d. Bring the daylight in at a high level. The higher the opening, the deeper the daylight will penetrate into the interior, and the less chance there will be for excessive brightness.
- e. Filter the daylight. This will provide additional softness and uniform distribution.
- f. Integrate the daylight with other environment factors. Consider view, space or building orientation and artificial lighting.

### Reflectance Factor

Actual testing of surface reflectance has indicated that the ceiling is the most important control surface, followed by the wall opposite the light source, followed by the walls to the sides of the light source, followed by the floor. This indicates that the ceiling should be the lightest color possible to maximize the reflection of light. The floor should be used for deep colors or character-giving patterns. Dark colors on the floor will have the least negative effect on the lighting of tasks. All objects in a space, including furnishings and people have surface reflectance that will affect the lighting level in the space.

See the outline below for recommended percentage of reflectance for the surfaces used in an office-type space. These range from 20 percent for floors, to more than 80 percent for ceilings. Specifying colors and materials within the desired reflectance ranges will support the overall lighting design.

#### Reflectance for Offices

Surface	Reflectance Range (%)
Ceiling	80 or more
Walls	50 – 70
Partitions or Screens	40 – 70
Floors	20 – 40
Furniture and Equipment	25 – 50
Window Shades	40 – 70

### Luminance Ratios and Visual Comfort

Luminance, or brightness per unit area of surface (foot lambert) can greatly affect visual comfort in a work environment. High luminance will cause distraction and discomfort. To achieve a comfortable balance in the office and limit the effects of transient adaptations and disabling glare, it is desirable and practical to limit luminance ratios between areas of appreciable size from normal viewpoints as follows: 1 to 1/3 between task and adjacent surroundings; 1 to 1/10 between task and more remote darker surfaces; 1 to 10 between task and more remote lighter surfaces. These ratios are maximums; reductions are generally beneficial.

## E. APPENDIX

### Space Standards and Design Guidelines

#### TECHNOLOGY

##### Video Display and Monitors

The courts have increasingly adopted the use of technologies requiring video displays and monitors. The prevalence of workstations employing video displays and monitors requires a studied design response, addressing the special requirements of the equipment and its users. The following material provides a summary of such basic lighting and acoustical design concern.

##### Lighting for Video Displays and Monitors

It is important to ensure optimal lighting conditions for the users of video displays and monitors to minimize visual discomfort and the potential for long-term vision damage. Surveys have shown strong correlations between poor lighting environments and user fatigue, eye strain and burning eyes. Consideration of the following recommendations will help to minimize visual discomfort:

- General levels of ambient light should be in the range of 30-50fc (footcandles) and should be produced by glare-free, diffuse luminaries, based on functions performed in the space. Adjustable task lighting providing about 70fc should be provided at each workstation.
- Glare and contrast should be minimized at the workstation. The brightness ratio between the video display and keyboard, the work surfaces, and the peripheral environment should be about 1:3:10. Matte surface finishes should be specified for workstations to prevent excessive brightness; panels and other surfaces immediately adjacent to the work surface be finished with materials having surface reflectance of 70 percent or less.
- Positioning of the workstations in relation to its light sources is also important. Lights located directly overhead should be placed such that the angle of incident light on the video display screen does not exceed 45 degrees vertical. To minimize glare, video display screens should be placed at 90 degrees horizontal in relation to windows, and the use of adjustable window coverings should be considered.
- The spectrum range or temperature of lamps should also be considered in the lighting design. Spaces provided with a relatively high quantity of natural light or employing a palette of cool colors should use lamps providing about 4000K (Kelvin). Spaces not closely affected by daylight sources can use warmer lamps of around 2000K.

##### Acoustics for Work Stations

Noise generated by people and equipment may cause acoustic discomfort such as distraction and loss of privacy. As discussed above, there are several ways to improve acoustical performance in workspaces. For instance, furniture and partitions can be placed in desirable positions and interior surfaces, materials, and finishes that inhibit noise can be provided.

The spacing of workstations is an important aspect of acoustic control and speech privacy. When positioning a workstation, direct lines of sight with other workstations should be avoided. Additionally, a minimum spacing of 8-10 feet between workstations separated by acoustic panels or partitions will aid speech privacy, while separations of less than three feet will not significantly contribute to noise control.

Acoustical panels can effectively reduce ambient noise levels by blocking direct sound transmissions and absorbing reflected sounds. Such panels, either free-standing or integrated with furniture systems, can provide an effective acoustical control system, especially when used in concert with sound absorbent materials applied to building surfaces. Ceiling surface materials and configuration can also be used to control transmission and reflection of sound.

##### Video Technology

Video technology is increasingly being used to record judicial proceedings, and will continue to grow as the technology becomes more reliable and less expensive video technology has been used for the presentation of evidence and testimony, as the official record of the court proceedings, accommodating an unruly defendant, and for public and media access to court proceedings. Closed Circuit Television (CCTV) is also used extensively to provide court security. Every courtroom and hearing room should be wired or at a minimum conduit placed for audio and video recording and transmission of court proceedings.

Cameras and microphones are usually fixed; they do not move to follow the action. The cameras are mounted at a high position on the wall and aimed so that all participants are in the field of least one camera. All cameras operate continuously while the court is in session. Cameras with dome housing are preferred. The recording or transmission may include all cameras or they may be switched by voice activation or other control device. A split-screen mechanism allows multiple camera angles to be viewed simultaneously. The microphones may be part of the courtroom sound enhancement system or a separate parallel system. Recording equipment is usually placed in the courtroom or it may be in a shared control room. Consideration must also be made for space to accommodate the storage of tapes and supplies, and the repair of equipment. Special attention must be paid to the lighting and acoustics for video recording. The intensity, color balance, and direction of the lighting will affect the quality of the video picture. The intensity should match the sensitivity of the cameras used; color should be balanced to project natural skin tones and backlighting of the subject and glare on the monitor must be avoided. The audio transmission should be direct from microphones with a minimum of background noise. Sound transmission in the courtroom or hearing room is especially critical when a voice activated switching system is used.

## Video-Teleconference

Video-teleconference court proceedings are a cost-effective approach of conducting first appearance, arraignments, motions and other court activities that do not require the physical presence of all participants in the courtroom. The rights of the defendants or litigants must be reviewed and accommodated or waived in each application. Video-teleconferencing is particularly useful when there are multiple court locations or if the jail is at a remote location. The factors which must be considered when determining if and how to implement a video-teleconferencing program include: alternatives for in-person proceedings, interfacing with other video systems, the record/playback system, transmission mode, and facilities.

Video-teleconference programs may be part of broader programs to utilize video in the courtroom. The record and playback equipment used in other applications may also be used for teleconferencing. If multiple participants are included there are usually multiple cameras and microphones situated to cover the entire field. TV monitors are provided for each participant or located so that each participant has a clear unobstructed view. The image displayed may be switched automatically to show the person speaking or a split image screen may be used to show all participants at once. A split image of the viewer (how the person appears to the other participants) may be included with either display approach. Transmission of the proceedings between sites may be accomplished by dedicated telephone line, fiber optic lines, or microwave transmission. The choice of transmission mode will depend on the distance and terrain to be covered, available infrastructure, desired picture quality, and project budget.

Facilities for video-teleconference may be dedicated and used solely for video proceedings or also used for in-person proceedings. The size of the space may be equivalent to a hearing or conference room. Video-teleconference proceedings could also take place in a courtroom. In new or remodeled court facilities, provisions could be made for future video applications by providing conduit for camera, microphone and monitor hookup. The cameras, microphones, and or monitors may be built-in permanently fixed in the room, or they may be portable units.

## BARRIER-FREE ACCESS

On January 26, 1992, the Americans with Disabilities Act (ADA) went into effect and provided sweeping reforms and new rights for the disabled. The ADA mandates that reasonable accommodation is made for people with disabilities. The ADA, for the first time, provides comprehensive federal civil rights protection for people with disabilities. The legislative precedents of ADA were based on the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973, which serve to implement an earlier disability law, the Architectural Barriers Act of 1968.

On June 25, 1997, the State of Georgia enacted Chapter 120-3-20 through the authority of Section 25-2 of the Official Code of Georgia Annotated (O.C.G.A.). The enactment of this chapter provides for the Georgia Accessibility Code with enforcement through the Insurance Commissioner's Office of the Safety Fire Commissioner.

The ADA has profoundly changed the field of correctional architecture. The application of the ADA to justice facilities is particularly difficult and cumbersome because of the facilities primary security requirements and day-to-day operations. One challenge with the ADA lies in getting clear direction and interpretation of the requirements. The ADA is not a building code that is subject to interpretation by local building code officials. It is not subject to local appeals or local variances, but the Georgia Accessibility Code is. ADA complaints are investigated by the U.S. Attorney General's Office, and violations are subject to large fines. Under the ADA, each owner, and each design professional, is liable without the benefit of a reviewing authority.

The ADA is comprised of five titles or sections. Title I deal with employment issues, and requires that employers of more than 15 people make reasonable accommodations for individuals with disabilities. Title II addresses discrimination on the basis of disability by state and local governments, and public transportation agencies. Public entities must ensure that each service, program, or activity is readily accessible and usable by the disabled, unless it would result in a fundamental alteration in the nature of the service or in undue financial and administrative burdens. Structural changes to existing buildings may be required where other methods of achieving compliance are not effective. Alterations and new construction of state and local government building must be accessible to the disabled. Title II addresses public accommodations and commercial facilities, and requires that they not discriminate on the basis of a person's disability. Physical and communication barriers must be removed if readily achievable, or alternative methods of providing services must be offered. The emphasis in Title III is on the removal of architectural barriers from existing facilities, whereas the emphasis in Title II is on program accessibility. Title IV addresses telecommunications for hearing and speech-impaired individuals. Title V contains miscellaneous provisions regarding definitions, amendments, attorney's fees, etc.

State and local governments may not discriminate against qualified individuals who are disabled, and government facilities, services must be accessible in a manner consistent with the requirements of the ADA. The ADA applies to all services, programs, and activities provided or made available by public entities. A "public entity" is any state or local government department or agency, special purpose district, or any instrumentality of state or local government, regardless of whether the public entity receives federal assistance.

Title II of the ADA requires public entities to make its program accessible in all cases, except where to do so would result in a fundamental alteration in the nature of the program or in undue financial and administrative burdens. Congress intended the "undue burden" standard in Title II to be significantly higher than the "readily achievable" standard in Title III. Therefore, the program access requirements in Title II should enable individuals with disabilities to participate in the programs and activities of public entities in all but the most

## E. APPENDIX

### Space Standards and Design Guidelines

unusual cases.

The law also mandates that on new design, construction, and alterations per Title II, public entities shall comply with the Uniform Accessibility Standards (UFAS) or the ADA Accessibility Guidelines (ADAAG) when the construction or alteration commences after January 26, 1992.

The greatest impact of implementing barrier-free accessibility standards is generally realized in providing access to people with limited mobility, especially where multi-story structures are concerned. It should be recognized that these are by no means the only people whose accessibility is affected. Barrier-free access must also be assured for people with non-ambulatory disabilities such as sight and hearing disabilities, in coordination, reaching and manipulation disabilities, lack of stamina, difficulty interpreting and reacting to sensory information, and extremes of physical size.

Space requirements for adequate maneuvering vary considerably. Spaces designed to accommodate wheelchair accessibility are generally accessible to most people. For people using wheelchairs, continuous clearance width and availability of turning space are critical elements. Doorways not less than 32 inches clear width allow for maneuvering through openings. Additionally, clear height of not less than 79 inches must be maintained to accommodate persons of extreme height. On the approach/opening side of a door a 18-inch maneuvering space must be provided on the strike side of the door. Hallways must be not less than 44 inches wide and should be provided with reasonably spaced (i.e., not more than 200 feet apart) passing spaces not less than 60 inches wide. Floor finishes should be non-slip.

People with impairments affecting the arms or hands frequently experience limited dexterity and strength that restricts the ability to grasp and twist. Therefore, hardware and controls that do not require these movements are preferred.

Consideration must be given to those conditions which affect accessibility for the visually impaired. Clear and unobstructed pathways must be maintained, and should be without protrusions such as benches, projecting signage, overhanging stairs, trash receptacles, and so forth. Consideration should also be given to the provision of textural, value contrasts and resiliency cues to indicate the presence of potential hazards, such as changes in floor level, entrances, and corridor intersections.

Visual warnings and directions should be provided for the visually and hearing impaired persons. Signage should be clear, easily recognized and obviously located. Signage of adequate size, incorporating contrasts of light and dark, are often usable by partially sighted persons as well as hearing impaired persons. A percentage of telephones should have amplification provided for persons with partial hearing. Consideration should also be given to provide Telecommunication Devices for the Deaf (TDD) in offices experiencing relatively high volumes of public traffic.

It is necessary to provide for hearing-impaired persons in the building's assembly-type spaces, some of whom may be adequately served by a headphone sound reinforcement systems. It will be necessary to make accommodations for court-appointed signers for proceedings involving deaf defendants, witnesses and jurors. The courtroom layouts must address the need to place the signer within the reader's vision while allowing the reader to also view the speaker, in order to observe the speaker's gestures, facial expressions and other visual cues. It is necessary for the courtroom design to make provide for both signers and language interpreters. For the deaf trial participants, real-time reporting involving instant translation of court proceedings on monitors, enables those participants to read, if not hear, what is being said during the course of a trial or hearing.

Barrier-free access is required not only for public areas of a court facility, but also for restricted and secure areas. For example, facilities provided for witnesses or jurors (including the jury assembly facility, jury deliberation rooms, as well as jury boxes in courtrooms) must be designed to allow the participation of physically disabled. In all prisoner holding areas, at least one cell must incorporate barrier-free design standards. Equal employment regulations may also require maintenance of barrier-free access in all or most staff areas to assure that artificial barriers to employment are not erected in the work place.

#### SECURITY PLANNING

The design decisions for a new courts facility or the remodeling of existing facilities should address three primary goals regarding safety, security, operations and contents, including:

- Deterrence of actual or potential threats;
- Detection of breaches of security; and
- Minimizing or eliminating damage arising from any incidents.

An effective security plan will incorporate architectural, technological and operational components to form a comprehensive solution that avoids the atmosphere of a fortress.

#### Security Architecture

The architecture should accomplishment minimum goals. These goals may include the following, although this list is not exhaustive:



- The number of exterior entrances to the court facility should be limited. Ideally, provide a single public entrance and a minimum of other staff and service entries. A court building may also house other government agencies where separate entries are desirable. When such entries are provided, it must be impossible for people to move from such agencies into the court facility without going through the court security screening station.
- The building's design should create strict separation between public and restricted access points or circulation (both vertical and horizontal) to reduce the possibility of unauthorized access to restricted areas or undesirable mixing of incompatible groups. The design may use buffer spaces to support this separation. These areas would occur in the form of reception spaces and secured vestibules or one-way turnstiles.
- Primary circulation should occur through corridors planned to avoid blind corners or places of concealment. Where possible, the spaces adjoining corridors should be provided with interior window to allow casual surveillance by staff, serving both deterrence and detection function.

### SecurityTechnology

The security technology typically incorporates a variety of remote sensing and communications systems including:

- Video surveillance: Generally used at building entries, infrequently patrolled corridors or lobbies, in prisoner holding areas, judge/staff parking areas, cashier station; and for other public interaction areas that may require security;
- Intrusion detection: Primary use to reinforce control of access to restricted areas of the facility, or to areas that should not be accessible during certain time periods (i.e., outside of normal hours of operation);
- Key, card –or code–controlled locking mechanisms: Electronic systems can be used in concert with intrusion detection systems to accommodate variable levels of authorized access;
- Threshold audio monitoring: Used in prisoner holding areas, but may also be useful in seldom used areas, as a backup or reinforcement of the intrusion detection system;
- Concealed, silent duress alarms: Courtrooms, chambers, reception areas, work areas and other selected locations should be equipped with an inconspicuous indicator (such as a ceiling mounted LED) within the alarmed space, to allow operators to see that the alarm has been activated. At the central control station, duress alarm activation would set off a light indicator and alarm to alert the operators. The operators should be able to use video-surveillance to see activities in the space the alarm is activated, before taking action.
- Personal alarm (“man-down”) systems: These can be especially useful for limiting the risks to individuals who must be exposed to potentially dangerous situations, e.g., a deputy escorting a prisoner or a judge who must traverse public areas;
- Weapon detection: Using physical searches and/or magnetometers and X-ray machines to detect organic and inorganic weapons;
- Telephone and/or radio intercommunications to a central control station.

### Security Operations

The security operation consists of designated security staff as well as security-related training for non-security staff. Non-security staff should be trained to recognize suspect conditions, to inform security staff of potentially threatening situations, and to react to perceived security breaches in both active (e.g., evacuating an area) and non-intervention (e.g., summoning security personnel rather than attempting to break up a scuffle) roles appropriate to specific situations. Designated security staff may serve at fixed security stations (e.g., a central security control station, courtroom stations, the public entry screening station, etc.) as well as performing patrols of public and private areas. These personnel serve as deterrent in proactive and reactive roles. Court security is the responsibility of the Sheriff's Department maintains security for all areas of the building, and operates the screening equipment.

Police officers or sheriff's deputies in the building to present testimony as witness and to perform other official and non-official court business should not be considered to be part of the security force. They may not be familiar with court security procedures, their number cannot be depended upon, and they may not be easily identified, in the case of plain-clothes officers.

### Circulation

An important security consideration is the control of unauthorized access to restricted areas. The first line of defense is strict separation of public and private access points and circulation systems. Authorized movement from a public zone to a private zone should occur only through controlled interface areas, which can be staffed spaces to serve both control and informational functions. These stations would be linked to a central security control station by both telephone and concealed silent duress alarms. In the limited number of instances where access to private areas must occur directly from uncontrolled public areas, (e.g., a fire exit) detection and entry control measures should be taken, including the use of video surveillance, intrusion detection equipment and card-or code-controlled locking mechanisms

## E. APPENDIX

### Space Standards and Design Guidelines

interactive with the fire alarm system where code permits. Both public and private circulation must also be physically separated from the secure prison or circulation between central holding and courtroom holding facilities. Provided there is adequate screening, the service circulation can be connected to the private circulation. The service elevator can also be used to transfer sequestered jurors between courtrooms, jury deliberation suites, and the loading area.

By properly zoning activities and creating separation of different classes of access and movement the design provides initial deterrence, facilitates detection, and minimizes the possibility of catastrophic damage to persons or property. The approach to the design of a courts facility should emphasize physical solutions to potential security concerns and use technology and operation to supplement and reinforce such physical solutions. Security-conscious design encompasses not only the interior arrangement, but also the landscape and exterior design. Landscaping and external lighting discourage and prevent concealment of persons or explosive materials. Maximizing the distance to the street, would limit the extent of damage injuries or deaths, in the case of bombing.

#### Duress Alarms

The occupants of some areas may be at risk of robbery or attack. They should be provided with a means of summoning security personnel. It is common to provide a duress alarm in or near selected occupant's primary workstations. The alarm should be located so that it can be activated without detection. When activated, the alarm signal should be received at a central control center with a device that indicates the origin.

The following spaces should be equipped with alarms:

- Courtrooms, at the clerk security officer's station and judge's bench;
- Judge's' chambers and support offices;
- Public reception station and service counter areas;
- Cashier stations;
- Other areas of the building providing direct service to the public;

Security staff should be able to unobtrusively obtain information regarding the circumstances of the alarm before responding. In some areas CCTV monitoring should be considered. A building-wide public address system should be provided to allow authorities to communicate during emergencies. The emergency public address system is particularly important in public assembly spaces.

## COURTROOMS

### USERS

- Judicial personnel, typically including a judge, one or more court clerks, a court reporter, one or more court interpreters, one or more court security officer(s), and a fourteen-member jury in specific types of cases.



- Parties to litigation: The defense party will include the defendant(s), their attorney(s) and a varying number of witnesses. The prosecution will include the complainant(s) and their attorney(s), or a representative of the District Attorney's Offices and a varying number of witnesses. Witnesses are usually kept away from the courtroom until they are called to testify.
- Public: Family and friends of defendants, plaintiffs and victims, and other interested parties.
- Press: Television, radio, newspaper and magazine reporters.

## FUNCTIONS/ACTIVITIES

The facility addressed by these design guidelines will have several types of courtrooms: the Superior Court will be provided with regular trial courtrooms to accommodate either fourteen- person jury trials; the State Court will be provided with two types, including large trial courtrooms and regular trial courtrooms. Regular trial courtrooms will be used for general proceedings involving a limited number of parties, including jury and non-jury trials. Large trial courtrooms will be used to accommodate proceedings attracting relatively large numbers of spectators, or involving a relatively large number of parties, or other proceedings that may require provision of a larger-than-normal courtroom. Preliminary hearings, arraignments, traffic and small claims proceedings are typically non-jury, high volume activities involving large number of spectator seating and larger courtrooms. A large Special Proceedings Courtroom is included and programmed for this project. Clear direct lines of sight are critical. Also, trial participants must be able to clearly hear all proceedings.

Although many types of proceedings may occur in a courtroom, the functions and activities associated with trial proceedings encompass a broad range and will serve to be representative. Court proceedings in a trial typically follow a procedure that will include opening preliminaries (including impaneling of the jury in jury trials), opening statements, presentation of evidence by each side, closing statements, deliberation and decision.

- a. The opening preliminaries start with the clerk's announcement that the court is in session the naming of the judge, who enters and calls the first case. The attorney first has an opportunity to make motions in the case, and then signify that they are ready for trial. After the jury has been impaneled and sworn, an attorney may ask that all witnesses other than the parties be excluded from the courtroom. The court may recess a number of times, and it may adjourn to reconvene the following day or at some later time.
- b. The prosecutor or attorney for the plaintiff generally presents the first opening statement, which is followed by the defendant's opening statement. Motions may be made during or at then end of the opening statement.
- c. The attorneys for each side then present their evidence. The prosecution in a criminal case, or the plaintiff in a civil action, goes first. Evidence consists of all exhibits entered and testimony given by witnesses. Absent a prior stipulation on its admissibility, the opposing attorney may challenge any exhibit. The jury may be dismissed while the attorneys present their argument to the judge on the matter, or the arguments may occur at the judge's bench or outside the courtroom, either in the judge's chambers. Each exhibit received in evidence is given an identifying number by the clerk. When the attorneys request the isolation of witnesses, private waiting facilities outside the courtroom are necessary. After each witness is called and sworn by the clerk, the attorney who called the witness proceeds with direct examination. The opposing attorney then cross-examines the witness and the first attorney may then examine or redirect.
- d. Each attorney makes a closing statement to present the merits of their case.
- e. The judge instructs the jury on the law and facts regarding the case presented prior to jury deliberation.
- f. Jury deliberation continues until agreement is reached or the jury informs the court that it cannot agree upon a verdict. Deliberations can continue for days and jurors may be sequestered by the court.
- g. After the jury returns a verdict, either side may ask that the jury be polled; the judge then asks each juror if the verdict properly states their decision. Judgment may be entered on the verdict forthwith, or judgment may be reserved until the judge has ruled on post-trial motions filed by counsel, and has reviewed an investigation report from the probation department in a criminal case.
- h. In a non-jury trial, there will still be opening preliminaries, opening statements, presentation of evidence, closing statements, deliberation and decision by the judge, but the statements are usually not as long, and the judge can rule on matters directly and quickly.

## ACCESS

Courtrooms must serve a number of access functions. The courtroom must typically be separately accessible by three main groups: judicial personnel, such as the judge, clerks, jury, court security officers, and (in some instance) attorneys and secret witnesses, by means of private circulation; the press, public, litigants and witnesses by means of public circulation; and prisoners and security personnel

## E. APPENDIX

### Space Standards and Design Guidelines

by means of secured circulation. This separation is necessary to provide security for all groups. The courtroom should have separate entrances for the judge; the jury; the clerk (although access may be shared with the judge or the jury); prisoners and security personnel; and the public. Entrances for the various groups should be located as close as possible to their destinations within the courtroom.

#### GROUP SIZE

- Varies: In a regular 12-member jury trial, (where there are 12 jury members and normally two alternates) there will be at least 20 judicial personnel including jurors, and a varying number of litigants, witnesses, public and press. The number of litigants and witnesses will depend entirely upon the nature of the case. The number of spectators and press attending the proceedings will depend upon the amount of publicity given the case and overall public interest. A security officer is always present when there is an in-custody defendant in the courtroom or when security is needed in specific proceedings.
- In a non-jury trial there will be at least four judicial personnel, and a varying number of litigants, witnesses, spectators and press.
- Jury impaneling for a twelve-person jury will involve about 35-40 potential jurors, who may initially be seated in the public area of the courtroom. These seats may be made available to the public after impaneling has taken place. Additional 15-20 seats should be provided for the public, bringing total spectator seating capacity to 50-60 in a regular trial courtroom and 100-110 in a large trial courtroom.

#### SPACE SIZE

##### General

- a. Acoustical enclosure that will not allow sound transmission to or from adjoining spaces. Once court is in session, the proceedings should not be overheard by people outside the courtroom. The public has free access to the courtroom to attend proceedings. However, a soundlock entry should be provided to eliminate transfer of sound into and out of the courtroom when the main entry doors are opened.
- b. Floor-to-ceiling heights of trial courtroom judicial areas should be at least 10 feet, and can be greater in the larger courtrooms. The ceiling height does not need to be uniform, and should be designed to provide emphasis of the trial area. Contrast, finish and light reflectance are important considerations.
- c. Distance of movement and conflicting movements by participants during proceedings should be minimized.
- d. Storage should be provided for audio-visual equipment, including slide and film projectors and recording/playback equipment. In permanent installations, this storage could be built-in to walls or courtroom furniture.
- e. The general impression given by the finishes and furnishings should reflect the serious nature of the court proceedings.
- f. Courtroom furniture should be an integral part of the design. Much of it can be movable, colorful without being distracting, durable for wear, and stain resistant.
- g. Heavy furniture, such as the judge's bench, witness box, jury box, and attorney's tables may be constructed in modular sections for rapid assembly, when necessary. Movable chairs for the public should be avoided because of security, noise and pilferage problems. Light-weight furniture which could be easily thrown should be avoided.
- h. A wall-mounted writing/display/projection surface, easily viewed by all trial participants and the public should be provided in the area near the witness for general and witness use. It should be designed as an integral part of the wall treatment.
- i. Provision for audio recording and video-taping of proceedings should be considered; microphones should be designed as an integral part of the courtroom furnishing. Provision of space and personnel required for efficient operation should be planned in advance. Conduit should be provided to accommodate future installation of video cameras in all courtrooms. The conduit should start at a central control room and terminate at the anticipated courtroom camera locations.
- j. A zoned or separate heating, ventilating and air conditioning (HVAC) system should be installed to service night and weekend courts, if used. Staging the central equipment so portions can be shut down at night and during weekends, which can result in substantial energy savings.
- k. An adequate number of electrical, data and phone outlets should be located near anticipated courtroom equipment locations, e.g., sound recording equipment, amplifiers, video monitors and cameras, computers, projectors, x-ray viewer, court reporter's machines, etc. Power capacity and distribution should be oversized to accommodate future requirements.

- l. Walls: Finishes should show contrast between the judicial and public areas of the courtroom, considering acoustics, light reflectance, and visual interest. The finishes should be pleasing to the eye, but should not be distracting.
- m. Ceilings: Consider changes in height to emphasize areas, acoustics, light reflectance and fixture placement. The design and finish materials used should impart a sense of quality and dignity.
- n. Floors: Should be carpeted or otherwise finished to provide sound absorption and to minimize impact noise; selected floor finishes should provide a sense of dignity and quality.
- o. Fenestration: Provision of natural light is encouraged, but not required, in courtrooms for visual and psychological relief from long court sessions. However, they must be used with adequate control to enable the room to be darkened when necessary. A view of the sky may be more desirable than other views, to prevent distraction. Care must be taken to avoid excessive brightness (i.e., glare).
- p. The width of the courtroom should be sufficient to allow adequate distance between the judge's bench, the witness station and the jury box so that bench conferences between the judge and attorneys can be conducted without being heard by the witness or jurors. Otherwise, white noise or music will be needed at those stations.

## LIGHTING

General Lighting: 20-25fc illumination is recommended for the public seating area. The system should be capable of dimming to a reduced level to accommodate projection of exhibits.

75fc illumination recommended for graphics, such as photographs, graphs, maps, etc., when viewed on a wall-mounted display surface. Also used where indistinct copies and very small print is read. Lighting system should be capable of dimming, from a central station in the courtroom, to 1fc to accommodate projection of exhibits, and should provide good color rendition. Avoid creation of bright spots in the ceiling plane. Use modulation of light levels to distinguish arena and spectator areas.

Task Lighting: In order to provide the necessary light levels, it may be advisable to provide individually controlled task lights, variable from 50-75fc, at judge's, clerk's, witness and litigants' stations, and the jury box.

## COURTROOM ACOUSTICS

### General

- a. Courtroom interiors should be designed to minimize acoustical problems; volume and distance should be reduced in very large courtrooms to control reverberation time (ideally 0.6-0.8 seconds), thereby avoiding echo effects. This can be accomplished by installation of an acoustical ceiling, carpeting, sound-absorbent wall panels and upholstered seating, or by a reduction in room size or volume.
- b. Courtroom shape should not be long or narrow, and walls should not be parallel or finished in sound-reflective materials. Such conditions would cause excessive acoustic flutter. To alleviate the problems caused by this phenomenon, reduce room length, avoid the use of long parallel walls, and finish with appropriate absorptive materials.
- c. Design of courtroom wall and ceiling planes should address the following points: Acoustically-reflective concave surfaces focus sound at the center point(s) of the curve; acoustically-reflective convex surfaces disperse sound over a wide area.
- d. In large courtrooms, walls at the front of the courtroom should be of acoustically-reflective materials so that sound generated from the judicial area is reflected the public seating area at the rear of the courtroom. If the shape of the ceiling at the front of the courtroom is curved or irregularly shaped, it may be reflective. If the ceiling is flat, absorptive materials are generally preferred.
- e. Walls and ceilings at the rear of the courtroom (around the public seating area) should be finished with absorptive materials to prevent sound from reflecting, creating an echo, and also to minimize disruption of proceedings due to incidental noise generated in the spectator area.

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Acoustical treatment will rely primarily on configuration of space enclosure. Partial ceiling treatment and full acoustical

## E. APPENDIX

### Space Standards and Design Guidelines

treatment on selected wall surfaces may be necessary. Walls and ceilings must be properly constructed to prevent sound transmission to adjoining spaces (see Minimum Barrier STC or CAC Rating).

HVAC: Eliminate mechanical and air-turbulence noise; isolate sound transmission into or out the courtroom through the duct system.

PLUMBING: Eliminate plumbing noise isolate sound transmission through the plumbing system.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35 Unamplified Speech

30 to 40 Amplified Speech

Minimum Barrier:

Wall Rating: 50 STC

Ceiling Rating: 40 CAC

## COURTROOM COMPONENTS

### Judge's Bench

- a. Symbolic of the administration of justice, the judge:
  - Traditionally wear a robe, which may be bulky, and requires a large armchair;
  - Exercises protective influence over witnesses; the witness box is preferred adjacent to the judge's bench;
  - Views and listens to all participants;
  - Speaks loudly when addressing court, instructing jurors, admonishing spectators;
  - Speaks softly when conversing privately with attorney's during bench conferences, and court clerks;
  - Handles and read case files, exhibits and reference materials.
- b. The height and location of the judge's bench should appropriately express the role of the judge and the dignity of the court. The judge's eye level, when she/she is seated, should be slightly higher than the participants or spectators, standing or seated. Generally, a floor height difference of 12"-14" (2 steps) will be sufficient.
- c. Storage should be provided at the judge's bench for:
  - Office supplies need at the bench: A drawer, accommodating writing instruments, letter-and legal-size pads, will be adequate.
  - Books: At least six lineal feet of shelf space should be provided for legal codes, status and other reference materials under the side work surface or behind the bench.
- d. The judge's bench should have a raised cap around the work-surface, which should not be so high (maximum 4 inches) as to obstruct the judge's view; the work-surface may slope toward the judge to discourage individuals approaching the bench from reading documents on the judge's bench. If sloped, the lower edge should have a design provision to catch pencils, paper, etc., and should be of sufficient height to allow the judge's chair to be drawn up to the work-surface.
- e. The general impression given by the furnishings provided for the judge should be one of fine quality. The judge's chair should be wide, adjustable (back angle and height), high-backed, and should have a minimum 22" span 5-prong pedestal base with the chair centered properly on the base for stability when the judge leans forward for side-bar conferences. Provision should be made for a footrest (e.g., a built-in rail or shelf, or a free-standing element) to accommodate differences in judge's' physical stature and provide comfort.

- f. Because of the higher floor level location, care should be exercised to assure that wall- or ceiling-mounted air registers do not produce undesirable drafts in the judge's area. It should also be noted that the judge's area may require supplemental cooling, due to the robe worn by the judge.
- g. The judge's bench should be equipped with (or provision made for) a microphone connected to an amplifier preferably controlled by the judge with individual control by the reporter.
- h. The judge's bench should be equipped with conduit and accommodating casework suitable for computer and keyboard installation. Consider viewing angles and avoid sightline blockage caused by the screen placement. The bench could be designed with a lower work surface on one side of the bench to accommodate the computer equipment without adversely affecting the judge's sightlines of any trial participant.
- i. The judge should be able to alert, without detection in the courtroom, a central security control room by means of a duress alarm. Security personnel should be able to unobtrusively observe the problem in any of the courtrooms in the facility and communicate with other court participants through a loudspeaker system during an emergency.
- j. The bench should be constructed with a lining of ballistic-resistant materials.
- k. A paper pass to the clerk may be desirable.

#### Clerk's Station

- a. Court clerks are typically responsible for tracking all court activity during the proceedings, including the order of cases called; documentation of decisions by the court; and responsibility for the tagging and care of exhibits, which may include anything from letter- and legal-size documents to objects of any size.
- b. The court clerk will often confer with the judge during proceedings, and swears-in the jury and witnesses called to court.
- c. Docket clerks are present during all criminal proceedings for; advisories, arraignments, sentencing, and motions, requiring a computer terminal and printer with forms for judge's to immediately sign and give to defendant(s).
- d. All court clerks' workstations should accommodate up to two clerks for training purposes. The high-volume courtrooms may be permanently staffed with two in-court clerks.
- e. The clerk's station should have a floor level one steps below that of the judge, so that the judge and clerk can easily see and confer with each other or pass papers. The clerk must be able to see and hear all court participants clearly, especially the witness.
- f. Storage should be provided for:
  - Files and Forms: As the court clerk handles all evidence of which files are a major part; the storage space must accommodate both letter and legal sizes. At least two file drawers should be provided.
  - Exhibits: Vary greatly in size, small objects should be kept in secure cabinet-type storage in or near the clerk's station. The space should have adjustable shelving to accommodate storage of different sorts of objects. Exhibits storage may also be provided in the wall space behind the Clerk's Station.
  - Court recording machine and supplies, where and when used: Court recording machines differ greatly in size. However, all storage within the courtroom for this type of equipment should be lockable, located so that it need not be moved to be used, preferably built-in to the work surface. Adequate space should be allowed for wires at the back, side or front of the storage area. Storage will also differ for recording supplies, depending upon the system used. Generally vertical, lockable drawer storage of cassette tapes is preferred. Where electronic recording (video and/or audio) may serve as the official record of proceedings, the design should prevent tampering with the recording system or the recorder, the microphones and/or cameras, and the interconnecting cable network.
  - Office supplies: Lockable, drawer-type storage to accommodate legal-size pads, pens, pencils, erasers, etc.
- g. Desk-height work surface: A corner or side work surface should be provided for the proper placement of a computer terminal. The placement should be ergonomically designed for the clerk's comfort without obstructing essential sightlines. The front of the work surface should have at least a four-inch rail (barrier) around it at the top to prevent paper and materials from falling to the floor. Accommodate a printer at the work stations.
- h. An exhibits display shelf should be built-in to the workstation. This shelf should be of about 12" deep and approximately 6" above the clerk's work surface, and should be easily visible for all occupants in the courtroom.

## E. APPENDIX

### Space Standards and Design Guidelines

- i. The workstation should include a movable, armless, swivel, upholstered clerical chair with adjustable seat height and back for each court clerk.
- j. A pass-through between the judge's bench and the court clerk's station may be provided, to allow for convenient and inconspicuous transfer of case files and messages.
- k. The clerk's station should have a microphone connected to the court's amplification system and an intercom or phone with a flashing indicator instead of a ringer.
- l. The clerk should have a silent duress alarm to alert, without detection in the courtroom, a central security control room. Security personnel should be able to listen to and/or unobtrusively observe the problem in any of the courtrooms in the facility and communicate with other court participants through a loudspeaker system during an emergency.

#### Witness Station

- a. The witness station should be at least partially enclosed to provide psychological security while "on the stand." The witness should not be made to feel unduly exposed to public or court participants' view, which could make them self-conscious. However, the jury should be able to easily see gestures, facial expressions and other visual clues in order to evaluate testimony.
- b. Witnesses are entitled to the protection of the court and the judge, who serves as the impartial arbiter. Consequently, the witness box should be closely identified with the judge's bench, but may be movable to accommodate the differing requirements of the various types of proceedings and the individual presiding judge's preferences.
- c. The location of the witness box and judge's bench must provide acoustical privacy for bench conferences between the judge and attorneys.
- d. When not testifying witnesses in controversial trials should be isolated for their safety and protection.
- e. Non-encroachment distance between attorneys and witnesses should be at least six feet. This provision may be enforced by the judge.
- f. Witnesses should be able to see and hear, and be seen and heard, by all other court participants as close to full face as possible. Design of the witness box should accommodate observation of witnesses' hand movements.
- g. Floor level of the witness box should be one step lower than that of the judge's bench.
- h. Witnesses on the stand receive, examine, and return exhibits. A fixed shelf, about 12" deep, for this purpose should be part of the witness box design.
- i. The witness box should be equipped with a microphone connected to the courtroom's amplification system controlled preferably by the judge. Many witnesses are nervous and tend to speak very softly. Amplification of witnesses' testimony is of special importance to the court reporter.
- j. When an interpreter is used, she/he should be seated next to or slightly behind the witness and should be provided with a microphone tied to the courtroom's amplification system. The primary focus should remain on the witness.
- k. The witness's chair should be an ergonomic, swivel armchair, preferable on a five-prong base with casters to allow movement of the chair without the risk of rolling it off the edge of the step up to the witness stand.
- l. The witness box shall be wheelchair accessible. Since the floor of the witness box can be one step (6"-7") above courtroom floor level, a lift or ramp (if floor space is available) will be needed.

#### Jury Box

- a. The jury box should provide partial enclosure to provide jurors a degree of psychological security. Jurors should not feel unduly exposed to public or court participants' view, which could make them feel self-conscious and cause them to be distracted from the proceedings.
- b. Jurors should be adequately separated from the public to avoid interference, intimidation and improper influence. Where spatial separation cannot be achieved, a court security officer should be located between jurors and the public to prevent communication between them.
- c. Jurors should be adequately separated by a minimum of six feet from attorneys and litigants to prevent their overhearing private conversations occurring at the litigants' table. Consider providing of supplemental, selectable

sound masking in jury box, controlled by the judge to prevent jurors from overhearing bench conferences.

- d. Non-encroachment distance of six feet from the jury box can be enforced by the presiding judge.
- e. Jurors should be able to see, be seen, and to hear attorney, judge, and witness. During examination of witnesses, all jurors should be able to see attorneys and witnesses as close to full face as possible.
- f. Floor level of the highest tier of the jury box should be lower than that of the judge's bench.
- g. The front row of the jury box could be on the same floor level as the courtroom. An adequate space along the front row should be provided to accommodate a disabled juror's wheelchair.
- h. Jurors receive, examine, and return exhibits. A fixed shelf upon which exhibits may be laid, approximately 12" deep, should be designed as an integral part of the jury box.
- i. Jurors should be provided with ergonomic, upholstered, fixed-base swivel armchairs. The chairs should be equipped with stops at 30 degree rotations to prevent chairs from bumping. In 12-person jury trial courtrooms, at least 14 juror seats should be provided.
- j. Juror's chairs should be fixed on increments of not less than 2'-6" on-center, side-to-side, and 3'-3" back-to-back, to assure that the chair arms do not collide when swiveled and to provide sufficient aisle space in front of each row of seats.

#### Court Reporter Station

- a. The court reporter:
  - Is responsible for recording court proceedings through the use of a stenographic machine, a computer-aided transcription (CAT) system, a stenomask, or other recognized methods;
  - Must see the facial expressions and hand movements of witnesses, attorney, and judge, and to hear every word spoken;
  - Should be located close to the witness box, the judge, attorneys, and jurors so all hear him or her equally well when she/he reads back to the court portions of the transcript. Should be as inconspicuous as possible, especially to the witness who should not be made overly aware that every word she/he utters is being recorded in evidence, and should not be placed so as to provide a distraction to the jurors;
  - At times must record the answers of a witness by indicating facial expressions and body movements.
- b. The furniture and other equipment used by the court reporter should be movable so that it may easily be re-arranged to suit the preferences of each court reporter or judge. The steno chair should be of an ergonomic design, armless and fully and easily adjustable to adapt to different court reporters. The small, movable work-surface should incorporate a modesty panel.
- c. Provisions must be made to accommodate the power and (future) data cabling requirement of the court reporter, with consideration for the mobility of this courtroom station.
- d. Provision must be made at the judge's bench to accommodate the court reporter's stenographic machine during bench or side-bar conferences between the judge's and both parties' attorneys in order to fully record their conversations.

#### Court Security Officer \*

- a. The court security officers are responsible for:
  - Custody and movement of the defendant(s);
  - The safety, security, and privacy of judge, jurors and witnesses.
  - Security of the courtroom and safety of its occupants;
  - Keeping order in the courtroom;
  - Calling and escorting witnesses;
  - Assisting the clerk with the docket, file handling, etc., when it does not interfere with his/her primary responsibility.



## E. APPENDIX

### Space Standards and Design Guidelines

- b. Each courtroom should be provided with a court security officer's station located to allow effective performance of duties. This station should provide comfortable seating, a small work-surface, some storage capability, a silent duress alarm button, and a telephone equipped with a flashing light rather than a ringer. A second court security officer, where used, should be provided a seated station either proximate to the public entry to the courtroom or adjacent to the prisoner(s); according to specific need.
- c. The court security officer(s) should be able to see all participants and the public.

#### Attorneys' and Litigants' Stations

- a. Attorney and litigants should be able to confer privately at their courtroom stations without being overheard by jurors, witnesses, opposing attorney and litigants, or others in the courtroom.
- b. Attorneys should be able to move easily from their stations to a lectern, the judge's bench, court reporter's station, jury box, and witness box.
- c. Attorneys and litigants should be able to see and hear, and be seen and heard, by the judge, witnesses, jurors, courtroom clerk and court reporter.
- d. Distances should be approximately equal between the attorneys' stations, lectern, witness box, and judge's bench.
- e. Each attorney's station should have a work-surface, at least 36" x 72" (36" x 84" preferred), allowing at least two lineal feet per person. If wired microphones are used at the tables then the table should have built-in wire management to conceal the wires and outlets. Small wireless microphones suspended from the ceiling should also be considered.
- f. Each attorney's station should be equipped with three movable, upholstered armchairs. Other movable swivel armchairs should be available for use in multi-litigant cases.
- g. Each attorney's station should be equipped with (or provision made for) a microphone connected to the courtroom's amplification system controlled by either the judge or the clerk. Wiring for microphones should be hidden from view as much as possible. Lengthy runs of exposed wiring should be avoided as they present a tripping hazard and detract from the decorum.
- h. Provision should be made for both present and future power and data cabling needs at each attorney table. For example, if the court adopts real-time court reporting, each litigant's table will be provided with a monitor linked to the court reporter's equipment. Additionally, provision should be made for installation of telephones and lap-top computers at counsel tables.

#### Public Area

- a. The public:
  - Has the right to attend most court proceedings, except certain closed hearings, in the role of spectator;
  - Need not be relegated to the traditional position at the rear of the courtroom;
  - Should be able to see and hear all participants as clearly as possible without intruding upon the proceedings;
  - Should, by design, remain as inconspicuous and unobtrusive as possible.
- b. Size of the public observation area may be determined principally by the number of prospective jurors in a panel brought into the courtroom for jury selection and impaneling (see above).
- c. Wheelchair space should be provided in the spectator area of each courtroom. The number of wheelchair spaces depends on the spectator seating capacity according to ADA.
- d. A rail should separate the arena from the spectator area. A gate is not required.
- e. For controversial and high-security trials, public entering the courtroom may be subject to electronic screening and/or a search by security officers.
- f. For high-security trials, detection devices could be installed inconspicuously at the courtroom entrance lobby to deter firearms, bombs, and other weapons. These installations would be in addition to the screening station at the building entry.



#### Press Facilities (Also, refer to section on News Media Facilities)

- a. To avoid distraction to proceedings, separate facilities may need to be provided in some courtrooms for the press. This is especially true during a controversial trial.
- b. If separate press facilities are included, they should be remote acoustically and visually separated with camera feed. The space must incorporate adequate sound isolation across partitions to protect the privacy of proceedings and to prevent distraction. Generally, this will require STC 50 rated wall and CAC 40 rated ceiling construction. Lighting in the press room should be variable at each workstation to provide an illumination range of 30-75fc for varying visual tasks, from handwriting to typing.
- c. The remote space must be soundproof to protect the privacy of closed proceedings and to prevent distraction. The audio system from the courtroom into the press room should be controlled by the judge and/or court clerk to close the proceedings to the press, when considered necessary by the court.
- d. The press facilities should be equipped with a work-surface, at least 24"D x 42"W, at desk height, for each occupant. The work surface can be continuous around one or more walls, each station separated by an acoustical panel, if necessary. ADA accessibility is required.
- e. Storage need not be provided for individuals. However, it may be provided for:
  - Equipment retained by the court system, which may include computers, recorders and microphones. The amount of storage needed will vary, but at least four cubic feet of lockable cabinet-type storage should be provided per computer and one cubic foot lockable, cabinet-type storage per recorder.
  - Additional storage for microphones and other equipment should be provided as needed.
- f. A telephone/data connection and power outlet should be provided at each workstation. Communications equipment in press and news media rooms shall be provided by individual news agencies using the facilities.

#### Displays

- a. White magnetic dry-maker boards for charting, drawings, and for holding paper exhibits
- b. Tackboard for cardboard exhibits:
  - Exhibit boards can be portable or built-in. Consider integrating the board with the courtroom design by a flush swivel-mount display system with doors finished in the same material as the wall;
  - Each board should be at least 54"H x 42"W at least 36" above floor level;
  - Angle of vision subtended at the boards should be greater than 30 degrees for clear viewing.
- c. Provide a pointer 36" to 42" long (can be collapsible) and rechargeable battery-operated light/laser pointer for explaining slide or film displays in a darkened courtroom.
- d. Provide storage for an adequate supply of magnetic strips, wipe-off markers and cleaning cloths.

#### Projecting of Images of Exhibits

- a. Projectors and video monitors and recorders should be stored at a central location for use in courtrooms, on request.
- b. A roll-up screen could be installed such that it hangs in front of the presentation board when in use, with the roll-up mechanism concealed.
- c. An electrical outlet should be provided at the expected location of projection equipment.
- d. A portable projector stand could be collapsible for easy storage.
- e. An x-ray viewer or a shadow box for presenting medical evidence can be portable to be shared by various courtrooms.
- f. Consideration should be given to potential multi-media presentation of evidence, with images projected on several sides of a central monitor/screen device or on several wall surfaces or on multiple monitors simultaneously for all participants to see.

## E. APPENDIX

### Space Standards and Design Guidelines

#### Clock

- a. An integral part of wall design, the clock should be located where it can be viewed by the judge, the court clerk, attorney and litigants.
- b. All clocks in the court building should be synchronized with a master clock, if possible.

#### Lectern

- a. A movable lectern may be provided for attorneys' use in each courtroom.
- b. The lectern should provide the capability for connecting with the courtroom's sound amplification system.
- c. The lectern should have task lighting incorporated into its design, and should have height adjustments to accommodate attorneys of different stature as well as for handicapped attorneys in wheelchairs.
- d. Care should be taken in layout to provide flexibility for changing technologies such as Elmo units.

### SPECIAL CONSIDERATIONS

#### Court Interpreters

- Should be provided with adequate seating adjacent to the public seating area.
- Interpret testimony on non-English speaking witnesses and defendants for the understanding of the court.
- Interpret English testimony and other aspects of court proceedings for defendants who do not speak English.
- When deaf jurors are used, the interpreter provide signed interpretation of testimony and other aspects of court proceedings for those jurors.
- When co-defendant(s) are not sufficiently fluent in English to assure a proper understanding of the proceedings, it must be assumed that an interpreter will be provided for each such defendant. These interpreters must also be accommodated at the litigants' tables. Alternatively, when all affected parties so stipulate, a single interpreter can be provided for all the defendants speaking a common language or dialect. In these cases, the interpreter will utilize a machine which provides transmission of the spoken interpretation to wireless earphones worn by the defendants.
- The witness box should be sufficiently wide in order to accommodate both the witness and an interpreter, when necessary.

#### Multi-Defendant Proceedings

- In multi-defendant proceedings, it must be assumed that each defendant will be accompanied by his/her counsel and will effectively function as a separate party. Therefore, the litigants' tables must be flexibly planned to accommodate a larger-than-normal number of people. Cases involving at least three co-defendants are not atypical. If the judicial area of the courtroom is not sufficient to accommodate multiple defendant proceedings, a large courtroom should be assigned.

### Judge's CHAMBERS

#### USERS

Judge's and support staff, including a secretary, law clerk, court reporter, case calendar clerk, and bailiff/deputy sheriff.

#### FUNCTIONS/ACTIVITIES

A judge's chamber is used for reading, writing, research, activities and review. This office is a space in which the judge can work or confer with court personnel in private.

#### ACCESS

Because of the nature of the judge's activities, his/her security is of special concern in all movements around and through the court

building. In all cases, the judge's chambers should be accessible only through private circulation. Access to chambers must be controlled. The judge should also be able to privately access a judge's parking area contiguous to the facility. In all instances, measures should be taken to prevent the judge from having to pass through unsupervised public circulation areas (interior or exterior) to access other spaces, such as Hearing Rooms, Clerk's Office, Law Library or parking area.

#### GROUP SIZE

Primarily one; but will vary from two to four persons at meetings.

#### SPACE SIZE

200 NSF, with an adjoining toilet 45 NSF, capable of accommodating wheelchair access, and a 15 NSF coat and storage closet.

#### ELEMENTS NEEDED

- a. Complete enclosure, to provide privacy, confidentiality, security and to prevent work distraction.
- b. An entrance, directly from private circulation should be provided through a reception space. If possible, the judge should also have an alternate means of egress from the chambers to private circulation.
- c. A private toilet should be provided. This may be directly accessible from the workspace, or through the sound-lock. This toilet should be wheelchair accessible.
- d. Storage should be provided for:
  - Judge's personal belongings: Hanging space and shelf space; storage should be lockable.
  - Office supplies: Drawer or cabinet-type, convenient to primary work surface, should be at least 14 inches in one dimension to accommodate legal-size pads and files.
  - Files: Space requirements will vary, but allow for up to legal-size documents. All file storage should be lockable.
  - Judge's usually retain set of law books pertaining to the jurisdiction over which they preside. At least four seven-shelf book units should be provided.
- e. A primary work-surface (movable), at least 36"D x 72"W, should be provided. A moveable surface perpendicular to the primary worksurface, should be provided and should have dimensions of at least 24" wide and 27" high for a computer terminal. Because judge's have a number of files in their work area at one time, a worksurface with a knee space to the rear to the judge, at least 24"D x 72"W should be provided. Two-drawer vertical or lateral file units could be placed under this work surface for file storage.
- f. Because judge's often meet with attorneys, other judge's and individuals, a separate worksurface around which these individuals can be seated may be provided. This is to separate the conference activities from the judge's personal work area, to protect confidentiality of case records spread out on the secondary work-surface, and prevent interference with other projects.
- g. Seating for all work-surfaces should be movable, back-supporting, upholstered, with arms. Chair should swivel and be fully adjustable.
- h. Lounge seating, if provided, would be used for informal discussions. This seating should be movable to allow different arrangements, according to the preference of the judge.
- i. For security reasons, the work area should be equipped with a silent alarm and intercom system, to notify a central security control station of an emergency or security risk.
- j. HVAC: Provide individual room temperature control.
- k. Walls: Should be constructed to prevent sound transmission to adjoining spaces, consider internal speech level acoustics. Finish materials used should provide a fine quality impression of the space.
- l. Ceilings: Should be constructed to prevent sound transmission to adjoining spaces; consider acoustics, light reflectance, fixture placement. Provide impression of quality.
- m. Floors: Should be constructed to prevent sound transmission to adjoining spaces. Should be carpeted, and provide an impression of quality.

## E. APPENDIX

### Space Standards and Design Guidelines

- n. Fenestration: Windows are recommended to provide light and visual relief above ground level. Security and privacy needs to be provided in the fenestration near the ground level. Window treatments should be provided to control daylighting and privacy.

#### LIGHTING

General Lighting: 30fc illumination recommended in work and conference areas, including tasks such as reading and writing. Relaxation area should provide illumination for reading, 50fs, variable to 20fc for informal conversation.

Task Lighting: Should be adjustable and variable, to provide up to 75fc for more detailed tasks, such as reading or writing very fine print. Writing/display surface should be independently lighted, 75fc.

Considerations: Reflections on reading materials and monitors, color rendition and lighting contrast affecting impression of quality in the space should be considered.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Full ceiling treatment recommended – sound absorption on walls should not be necessary. However, walls must be properly constructed to prevent sound transmission to adjoining spaces (see Minimum Barrier STC Rating).

HVAC: Reduce mechanical and air-turbulence noise; isolate sound transmission into or out of the private office through the duct system.

PLUMBING: Eliminate plumbing noise, isolate sound transmission through plumbing system.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 35 CAC

### COURTROOM HOLDING FACILITIES

#### USERS

Prisoners awaiting court appearance or transport to the jail for confinement or release. Prisoners are monitored by staff, either by physical presence or electronically (CCTV). Attorneys also use secure interview facilities to interview their in-custody clients.

#### FUNCTIONS/ACTIVITIES

The purpose of courtroom holding facilities is to provide a space in which a prisoner can be held temporarily, such as while awaiting court appearance or transfer to the Sheriff's central holding facilities elsewhere in the court facility. These holding facilities strengthen the security of the court building by keeping prisoners out of public and staff contact, and by allowing more efficiency in scheduling of prisoners for court appearance. Proper design of holding facilities can reduce the number of staff and the time spent in handling prisoners.

Holding facilities may provide for a single prisoner and/or multiple prisoners in a group holding cell.

Secured interview rooms provide a safe means by which attorneys can meet with clients to discuss their cases in confidence without concern for prisoner escape or dangerous behavior. Interview spaces should be in direct view of the deputy's workstation.

## GROUP SIZE

Varies: One single-person cell; one group cell. If there is no need to isolate a particular prisoner, the single-person cell may be used to hold up to four prisoners. The group cell may hold up to eight prisoners.

## ELEMENTS NEEDED

- a. Each prisoner holding cell should have at least one security grade combined wash basin and toilet unit. This unit should be installed such that repairs can be made from outside the cell.
- b. Secured spaces must be designed for ease of supervision and security, either by locating staff in a control area near the holding cells, or by electronic supervision by closed-circuit television. If CCTV is used, a system should be devised to provide for positive identification of areas being monitored, as many areas may appear identical on camera.
- c. Security measures should be taken to avoid the passage of weapons, drugs and other contraband into the prisoner holding facility.
- d. Bench-type seating which allows 18 lineal inches of setting space per prisoner, fixed to the wall and floor, must be provided in all holding areas.
- e. A 12" wide work-surface can be provided on the attorney side of the interview space; the prisoner should be provided a fixed seat (or bench) on the secure side of the interview space. Non-breakable, high-impact glazing or approved wire mesh may be used to separate these two areas. Communication from one side to the other may be gained by use of talk around frame perforations.
- f. A solid panel door, lockable only on the outside, with a high-impact glass viewing panel is preferable to open bars in cells.
- g. Storage is not required or desired in holding cells and interview rooms.
- h. Each cell should be provided with a secure floor drain, to prevent flooding by prisoners and to facilitate maintenance.
- i. Ease of maintenance is a primary concern in all cells and interview rooms.
- j. Air conditioning and ventilating registers and lighting fixtures should be secured in place to prevent their removal and use as weapons.
- k. Walls in secured areas should not have protruding elements which prisoners could use to harm themselves or others. Walls should be impenetrable, and constructed to eliminate sound transmission to adjoining spaces.
- l. Ceilings shall be acoustical security metal, so as not to allow escape or removal of components for use as weapons. Ceiling height should be sufficient to allow good air circulation and to prevent prisoner access to lighting fixtures.
- m. A detention grade fire sprinkler system should be installed in the cell area.
- n. The control area should have one-way glass from the cell area, with a lower level of lighting, so that security personnel can monitor prisoners or temporarily leave the area without their knowledge.

## LIGHTING

Prisoner holding cells, sallyports and elevators: 30fc illumination recommended.

Secured Interview room: 30-50fc recommended.

## ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Secure acoustic ceiling treatments recommended in areas other than cells. Durable acoustic treatment of other surfaces desirable with adequate security and maintenance consideration.

## E. APPENDIX

### Space Standards and Design Guidelines

HVAC: Reduce mechanical and air-turbulence noise, isolate sound transmission into or out of the holding area through the duct system, especially to adjoining courtrooms or jury deliberation rooms.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 35 CAC

#### SPECIAL ACOUSTICAL CONSIDERATIONS

Attention should be given to the control of generally loud noise levels existing in holding cells and control areas. Adjacent areas should receive no sound transmission from this area, either through structural or HVAC system.

## CENTRAL HOLDING FACILITIES

### USERS

In-custody defendants and witnesses waiting to be transferred to either courtroom holding cells or to remote detention/correctional facilities.

Sheriff's personnel involved in courthouse prisoner security.

Attorneys wishing to confer with their detained clients and witnesses in a secure environment.

### FUNCTIONS/ACTIVITIES

The purpose of the Central Holding Facilities is to provide a secure staging area for the arrival, dispersal, collection and departure of prisoners making appearances in the courthouse. The Central Holding Facilities consists of several types of spaces, including:

- A vehicular sallyport; the vehicular sallyport provides a secure enclosed area for loading and unloading of prisoner transport vehicles. The vehicular sallyport should accommodate, simultaneously, at least two prisoner transportation buses and must provide clear height of at least 14'-0" (i.e., when the door is open it should be possible to enter with a vehicle requiring vertical clearance of 14'-0").
- A walk-through sallyport; the walk-through sallyport provides a secure interface between the vehicular sallyport and the internal areas of the Central Holding Facilities.
- A circulation/control area; this area consist of a secure station for the guards assigned to maintaining security in the Central Holding Facilities.
- "Isolation" cells, 70 NSF in area, each of which may hold a single prisoner. If there is no need to isolate a specific prisoner, these cells may be used to hold up to four prisoners of similar classification.
- "Small group" cells, 120 NSF in area which may hold from one to eight prisoners of similar classification.
- "Large group" cells, 240 NSF in area which may hold from one to sixteen prisoners of similar classification.
- Cells are used to temporarily hold individuals or groups of prisoners in transit either to courtrooms or to remote detention facilities. The number and mix of cells in the lock-up must be planned to adequately segregate the various numbers and classifications of prisoners to be accommodated.
- Secure interview facilities, which are used by attorneys conferring privately with their detained clients and witnesses, and each of which is actually two spaces divided by a secure partition that allows both visual and verbal communication. The prisoner enters from the secure side of the room and the attorney enters from a

private circulation area.

- A gunlock; the gunlock provides secure storage for the guns from guards entering the holding areas through the vehicular sallyport.
- A pat-down area, used for physical searches of prisoners entering and leaving the courthouse.
- Other areas provided for in the facility program..

## GROUP SIZE

- Walk-through sallyport: up to 8
- Control/processing area and central building security control station: up to 4 staff
- Isolation cell: 1 -4; Small group cell: up to 8; Large group cell: up to 16

## ACCESS

Access to the secured vehicular sallyport will occur from a non-secure restricted access driveway or street entry. The walk-through sallyport serves as a secure circulation control point between the vehicular sallyport and secure circulation within the central holding facilities. The circulation control/processing area should have secure access, with visual control (either direct or by CCTV) to the secure areas throughout the central holding facilities unit.

The cells should be provided with secure access only. The secure interview rooms will be effectively split into two spaces. The prisoner's side should have secure access. The attorney's side should be privately accessible, with attorney access controlled at the Sheriff's central control station.

## ELEMENTS NEEDED

- a. Each prisoner holding cell should have a security-grade combination water closet/wash basin. This unit should be installed such that repairs can be made from outside the cell or, preferably, outside the secure perimeter of the Central Holding Facilities.
- b. Male and female prisoners must be separated physically, visually and verbally, as must juveniles be separated from adults. Other classifications employed by the Sheriff's Department will dictate further segregation of prisoners.
- c. Secured spaces must be designed for ease of supervision and security, either by the location of staff in a control area adjacent to the cells, or electronic supervision by closed-circuit television and threshold audio monitoring devices.
- d. Measures must be taken to prevent the passage of weapons, drugs and other contraband into the secured areas of the facility.
- e. Solid bench-type seating which allows 18 lineal inches of seating space per prisoner, fixed to the wall and floor must be provided in all holding areas.
- f. One or two side chairs and a 12" deep work-surface can be provided on the attorney side of the interview facilities. The prisoner should be provided a fixed stool on the secure side of the interview room. Impact-resistant security glazing or approved multi-layer wire mesh may be used to separate these two areas. Communication from one side to the other may be gained through the use of a secure grille or talk around frame. An accessible private interview room should be provided which would accommodate both disabled defendants and attorneys, especially sensitive interviews, and multiple participants. This space should be equipped with a securable document pass-through controlled by a deputy.
- g. The atmosphere in prisoner holding facilities may be subdued but with interesting use of color texture.
- h. Solid panel doors with impact-resistant security glazing are preferred, for noise control and separation of different classifications of prisoners.
- i. Storage space or equipment should not be provided in holding cells or interview rooms.
- j. All secure areas should be provided with secure floor drains.
- k. Ease of maintenance is of primary concern in all secure areas.

## E. APPENDIX

### Space Standards and Design Guidelines

- l. HVAC equipment/register and lighting fixtures should be secured in place to prevent their removal and use as weapons.
- m. Walls in secure areas should be free of protruding elements which prisoners could use to harm themselves or other. Walls should be impenetrable and designed to eliminate transmission of noise to adjoining spaces.
- n. Ceiling shall be acoustical security metal so as to eliminate escape routes or removal of elements for use as weapons.

#### LIGHTING

Holding Cells: 30-30fc

Interview Spaces: 30-50fc

Control/Circulation Areas: 30fc

Sallyport/Soundlocks: 30fc

#### ACOUSTICS

Noise levels in the Central Holding Facilities can be expected to be high. Therefore, every attempt should be made to reduce the impact of noise by providing sound absorbent materials on the ceilings and floors, if possible, of the circulation and guard work areas.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred Range: 30 to 40

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 40 STC

### JURY DELIBERATION SUITES

#### USERS

- Twelve-person juries (12 jurors plus two alternate jurors).
- Judge's, attorneys, litigants, and judicial staff when using the jury deliberation room as an auxiliary conference/meeting room.

#### FUNCTIONS/ACTIVITIES

Deliberations: The activities of a jury must be kept strictly confidential while it is in session. Activities will include discussion of testimony and review of transcripts, exhibits, etc., used during trial proceedings. If audio-visual or graphic displays were used in court, they may also be reviewed in deliberation. The length of time used for jury deliberation can vary from less than an hour to several days. Therefore, the space must accommodate both the deliberation itself and occasional relaxation activities.

Court Recesses: The deliberation suite also serves as a waiting/lounge facility for jurors during recesses throughout the course of the trials.

Since jury deliberation suites are not in constant use, they should be designed as multiple-function spaces that, with properly controlled access could be used for mediation/arbitration rooms, ADR rooms, conference/training rooms, staff meeting rooms, etc.



## ACCESS

A jury deliberation suite should be privately accessible from the jury box in the courtroom or by means of a private corridor outside the courtroom. The jury should not have to pass through the public seating area of the courtroom when moving to the jury deliberation suite. Jury deliberation suites should not be located where the public can see or hear jurors, or gain access to them, a probable basis for mistrial. Jury deliberation suites should not adjoin consultation rooms or judge's conference rooms, etc., unless the common walls are soundproofed so that transmitted speech is unintelligible.

## GROUP SIZE

Fourteen or more jurors, including at least two alternate jurors during trial. During jury deliberation: twelve jurors.

## SPACE SIZE

Size 12-member juries to be adequate to provide a deliberation suite including; two private juror's toilet rooms, to accommodate wheelchair accessibility; a beverage area with sink; coat closet and a sound-lock entry.

## ELEMENTS NEEDED

- a. Soundproof enclosure: An entrance sound-lock vestibule to the jury deliberation room should be provided.
- b. Two toilets should be provided for the sole use of jurors. The toilets should be accessed via the sound-lock. Direct toilet access from jury room should be avoided, whenever possible. Each toilet should accommodate wheelchair accessibility.
- c. Access to drinking water is essential in every jury deliberation suite. A drinking fountain or small sink with paper or plastic cups should be provided.
- d. An area for beverage preparation should be provided, preferable located in the deliberation room. A small sink should be provided for cleaning purposes.
- e. A small seating area may be provided in the entrance lobby, where a juror who may have become fatigued can lie down and rest for a while.
- f. A wall-mounted writing/display/projection surface should be provided in the deliberation room.
- g. A means of signaling the bailiff or court security officer should be provided near the jury foreman's station in the deliberation suite.
- h. Storage should be provided for:
  - Jurors' personal belongings, in the entrance lobby, such as coats, hats, handbag.
  - Beverage making supplies serving ware and bathroom supplies; cabinet-type storage.
  - Audio-visual equipment and supplies that must be left in the jury deliberation room; lockable cabinet-type storage.
- i. A common central work-surface (e.g., a conference table capable of seating all jurors) should be provided in the jury deliberation room. Consideration must be made for maintenance, color, reflectance and effect on eyestrain.
- j. Seating should be upholstered, movable (with casters), back-supporting, with arms, and should swivel. There should be enough chairs to accommodate both jurors and alternate(s) in each jury room.
- k. Adequate heating, air conditioning and ventilation must be provided to accommodate a group of people over varying periods of time.
- l. Power to accommodate audio-visual equipment and communication to the court clerk should be provided.
- m. Wall structure and finishes: Consider soundproofing, speaking acoustics, maintenance, effect on eyestrain.

## E. APPENDIX

### Space Standards and Design Guidelines

- n. Ceiling finishes: Consider acoustics and light reflectance.
- o. Floor finishes: Should be carpeted for comfort and acoustical control.
- p. For jury deliberation suites located above the ground floor, use of the exterior fenestration is encouraged in the jury deliberation room and entrance lobby to provide both light and visual relief for jurors. Jury deliberation suites on the ground level should be avoided.

#### LIGHTING

General Lighting: 30fc illumination, variable in jury deliberation room. 30fc illumination, non-variable, other areas. Writing/display/projection surface should be independently lighted, 75fc.

Considerations: Veiling reflections on reading materials, color rendition for exhibits.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surface: Full ceiling treatment recommended – sound absorption on walls should not be necessary; however, walls must be properly constructed to prevent sound transmission to adjoining spaces (see Minimum Barrier STC Rating).

HVAC: Reduce mechanical and air-turbulence noise; isolate sound transmission into or out of the jury deliberation suite through the duct system.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 40 CAC

#### SPECIAL CONSIDERATIONS

Because jury deliberation suites are not used continuously, it is possible, with proper planning and placement, for these spaces to be used also for staff meeting, conferencing, mediation/arbitration hearings, and training purposes when they are not used for jury deliberation. Such joint uses of jury deliberation suites can only be achieved by locating them in areas where both controlled public access (from public waiting/circulation areas) and separate private staff access (from private/restrictive circulation spaces) terminate at a jury deliberation suite which would be more likely to be on one side of the trial courtrooms, rather than behind i

## ATTORNEY CONFERENCE/WITNESS WAITING ROOMS

### USER

- Witnesses waiting to testify for either the defense or the prosecution.
- Attorneys, their clients and litigants.

### FUNCTIONS/ACTIVITIES

Consultation rooms may serve as areas, in which the witnesses for either side of a dispute can wait, separated from one another and other parties. The intent of providing such spaces is to protect witnesses from being intimidated prior to testifying. Because some witnesses may have to wait for extended periods of time, these rooms should accommodate a wide variety of activities ranging from simple relaxation to employment-related tasks. With permission, these rooms may also be used by attorneys for individual review of case information, meeting with clients, writing, reading, tape recording and possibly telephone conferences.

### GROUP SIZE

Generally, should accommodate two to four people.

### SPACE SIZE

Allow at least 20 NSF per person.

### ACCESS

Consultation rooms should be accessible to the public near or within the soundlock entrances to the courtrooms.

### ELEMENTS NEEDED

- a. Acoustical separation from adjoining rooms should be provided.
- b. Occupancy indicator: Sign to determine if room is occupied before entering. This may be accomplished through the use of signage or a small view panel. A view panel will also allow visual surveillance for security.
- c. Consideration should be given to provision of lockable storage cubicles in which witnesses may secure personal effects (purses, brief cases, etc.) while testifying.
- d. Rooms should be furnished to accommodate work activities; a common central work surface (conference table, movable), with comfortable armchairs would be appropriate.
- e. Telephone and power connections should be provided; a telephone may be provided if specifically requested; long-distance dialing access should be restricted.
- f. Finishes:
  - Walls should be easily maintainable; consider light reflectance, acoustics, security; aesthetic considerations include texture, surface color, color contrast, provision of art work.
  - Ceiling should provide acoustic absorption and attenuation; consider light reflectance, placement of luminaries.
  - Floors: Carpet preferred; consider maintenance, resistance to stains, acoustic effects.
- g. Fenestration may be used; considerations include security and privacy of witness, heat loss/gain, control of excessive brightness.

### LIGHTING

General Lighting: 30fc

Task Lighting: 75fc at work surface.

## E. APPENDIX

### Space Standards and Design Guidelines

Considerations: Reflections on reading materials; reflectance of room and furniture finishes; color rendition and lighting contrast to create a pleasant atmosphere, since persons using these spaces may be under stress.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred Range: 0.65-0.75

Surface: Full ceiling treatment recommended. Walls constructed to prevent sound transmission to or from adjoining spaces.

HVAC: Reduce mechanical and air turbulence noise, isolate sound transmission into this room from adjoining spaces, especially the courtroom.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred Range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 40 CAC

### COURTROOM HOLDING FACILITIES

#### USERS

Prisoners awaiting court appearance or transport to the jail for confinement or release. Prisoners are monitored by staff, either by physical presence or electronically (CCTV). Attorneys also use secure interview facilities to interview their in-custody clients.

#### FUNCTIONS/ACTIVITIES

The purpose of courtroom holding facilities is to provide a space in which a prisoner can be held temporarily, such as while awaiting court appearance or transfer to the Sheriff's central holding facilities elsewhere in the court facility. These holding facilities strengthen the security of the court building by keeping prisoners out of public and staff contact, and by allowing more efficiency in scheduling of prisoners for court appearance. Proper design of holding facilities can reduce the number of staff and the time spent in handling prisoners.

Holding facilities may provide for a single prisoner and/or multiple prisoners in a group holding cell.

Secured interview rooms provide a safe means by which attorneys can meet with clients to discuss their cases in confidence without concern for prisoner escape or dangerous behavior. Interview spaces should be in direct view of the deputy's workstation.

#### GROUP SIZE

Varies: One single-person cell; one group cell. If there is no need to isolate a particular prisoner, the single-person cell may be used to hold up to four prisoners. The group cell may hold up to eight prisoners.

#### ELEMENTS NEEDED

- a. Each prisoner holding cell should have at least one security grade combined wash basin and toilet unit. This unit should be installed such that repairs can be made from outside the cell.
- b. Secured spaces must be designed for ease of supervision and security, either by locating staff in a control area near the holding cells, or by electronic supervision by closed-circuit television. If CCTV is used, a system should be devised to provide for positive identification of areas being monitored, as many areas may appear identical on camera.
- c. Security measures should be taken to avoid the passage of weapons, drugs and other contraband into the prisoner holding facility.

- d. Bench-type seating which allows 18 lineal inches of setting space per prisoner, fixed to the wall and floor, must be provided in all holding areas.
- e. A 12" wide work-surface can be provided on the attorney side of the interview space; the prisoner should be provided a fixed seat (or bench) on the secure side of the interview space. Non-breakable, high-impact glazing or approved wire mesh may be used to separate these two areas. Communication from one side to the other may be gained by use of secure grilles.
- f. A solid panel door, lockable only on the outside, with a high-impact glass viewing panel is preferable to open bars in cells.
- g. Storage is not required or desired in holding cells and interview rooms.
- h. Each cell should be provided with a secure floor drain, to prevent flooding by prisoners and to facilitate maintenance.
- i. Ease of maintenance is a primary concern in all cells and interview rooms.
- j. Air conditioning and ventilating registers and lighting fixtures should be secured in place to prevent their removal and use as weapons.
- k. Walls in secured areas should not have protruding elements which prisoners could use to harm themselves or others. Walls should be impenetrable, and constructed to eliminate sound transmission to adjoining spaces.
- l. Ceilings shall be acoustical security metal, so as not to allow escape or removal of components for use as weapons. Ceiling height should be sufficient to allow good air circulation and to prevent prisoner access to lighting fixtures.
- m. A detention grade fire sprinkler system should be installed in the cell area.
- n. The control area should have one-way glass from the cell area, with a lower level of lighting, so that security personnel can monitor prisoners or temporarily leave the area without their knowledge.

## LIGHTING

Prisoner holding cells, sallyports and elevators: 30fc illumination recommended.

Secured Interview room: 30-50fc recommended.

## ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Secure acoustic ceiling treatments recommended in areas other than cells. Durable acoustic treatment of other surfaces desirable with adequate security and maintenance consideration.

HVAC: Reduce mechanical and air-turbulence noise, isolate sound transmission into or out of the holding area through the duct system, especially to adjoining courtrooms or jury deliberation rooms.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 35 CAC

## SPECIAL ACOUSTICAL CONSIDERATIONS

Attention should be given to the control of generally loud noise levels existing in holding cells and control areas. Adjacent areas should receive no sound transmission from this area, either through structural or HVAC system.

## E. APPENDIX

### Space Standards and Design Guidelines

#### CENTRAL HOLDING FACILITIES

##### USERS

In-custody defendants and witnesses waiting to be transferred to either courtroom holding cells or to remote detention/correctional facilities.

Sheriff's personnel involved in courthouse prisoner security.

Attorneys wishing to confer with their detained clients and witnesses in a secure environment.

##### FUNCTIONS/ACTIVITIES

The purpose of the Central Holding Facilities is to provide a secure staging area for the arrival, dispersal, collection and departure of prisoners making appearances in the courthouse. The Central Holding Facilities consists of several types of spaces, including:

- A vehicular sallyport; the vehicular sallyport provides a secure enclosed area for loading and unloading of prisoner transport vehicles. The vehicular sallyport should accommodate, simultaneously, at least two prisoner transportation buses and must provide clear height of at least 14'-0" (i.e., when the door is open it should be possible to enter with a vehicle requiring vertical clearance of 14'-0").
- A walk-through sallyport; the walk-through sallyport provides a secure interface between the vehicular sallyport and the internal areas of the Central Holding Facilities.
- A circulation/control area; this area consist of a secure station for the guards assigned to maintaining security in the Central Holding Facilities.
- "Isolation" cells, 70 NSF in area, each of which may hold a single prisoner. If there is no need to isolate a specific prisoner, these cells may be used to hold up to four prisoners of similar classification.
- "Small group" cells, 120 NSF in area which may hold from one to eight prisoners of similar classification.
- "Large group" cells, 240 NSF in area which may hold from one to sixteen prisoners of similar classification.
- Cells are used to temporarily hold individuals or groups of prisoners in transit either to courtrooms or to remote detention facilities. The number and mix of cells in the lock-up must be planned to adequately segregate the various numbers and classifications of prisoners to be accommodated.
- Secure interview facilities, which are used by attorneys conferring privately with their detained clients and witnesses, and each of which is actually two spaces divided by a secure partition that allows both visual and verbal communication. The prisoner enters from the secure side of the room and the attorney enters from a private circulation area.
- A gunlock; the gunlock provides secure storage for the guns from guards entering the holding areas through the vehicular sallyport.
- A pat-down area, used for physical searches of prisoners entering and leaving the courthouse.
- Other areas provided for in the facility program..

##### GROUP SIZE

- Walk-through sallyport: up to 8
- Control/processing area and central building security control station: up to 4 staff
- Isolation cell: 1 -4; Small group cell: up to 8; Large group cell: up to 16

##### ACCESS

Access to the secured vehicular sallyport will occur from a non-secure restricted access driveway or street entry. The walk-through sallyport serves as a secure circulation control point between the vehicular sallyport and secure circulation within the central holding facilities. The

circulation control/processing area should have secure access, with visual control (either direct or by CCTV) to the secure areas throughout the central holding facilities unit.

The cells should be provided with secure access only. The secure interview rooms will be effectively split into two spaces. The prisoner's side should have secure access. The attorney's side should be privately accessible, with attorney access controlled at the Sheriff's central control station.

#### ELEMENTS NEEDED

- a. Each prisoner holding cell should have a security-grade combination water closet/wash basin. This unit should be installed such that repairs can be made from outside the cell or, preferably, outside the secure perimeter of the Central Holding Facilities.
- b. Male and female prisoners must be separated physically, visually and verbally, as must juveniles be separated from adults. Other classifications employed by the Sheriff's Department will dictate further segregation of prisoners.
- c. Secured spaces must be designed for ease of supervision and security, either by the location of staff in a control area adjacent to the cells, or electronic supervision by closed-circuit television and threshold audio monitoring devices.
- d. Measures must be taken to prevent the passage of weapons, drugs and other contraband into the secured areas of the facility.
- e. Solid bench-type seating which allows 18 lineal inches of seating space per prisoner, fixed to the wall and floor must be provided in all holding areas.
- f. One or two side chairs and a 12" deep work-surface can be provided on the attorney side of the interview facilities. The prisoner should be provided a fixed stool on the secure side of the interview room. Impact-resistant security glazing or approved multi-layer wire mesh may be used to separate these two areas. Communication from one side to the other may be gained through the use of a secure grille or talk around frame. An accessible private interview room should be provided which would accommodate both disabled defendants and attorneys, especially sensitive interviews, and multiple participants. This space should be equipped with a securable document pass-through controlled by a deputy.
- g. The atmosphere in prisoner holding facilities may be subdued but with interesting use of color texture.
- h. Solid panel doors with impact-resistant security glazing are preferred, for noise control and separation of different classifications of prisoners.
- i. Storage space or equipment should not be provided in holding cells or interview rooms.
- j. All secure areas should be provided with secure floor drains.
- k. Ease of maintenance is of primary concern in all secure areas.
- l. HVAC equipment/register and lighting fixtures should be secured in place to prevent their removal and use as weapons.
- m. Walls in secure areas should be free of protruding elements which prisoners could use to harm themselves or other. Walls should be impenetrable and designed to eliminate transmission of noise to adjoining spaces.
- n. Ceiling shall be acoustical security metal so as to eliminate escape routes or removal of elements for use as weapons.

#### LIGHTING

Holding Cells: 30-30fc

Interview Spaces: 30-50fc

Control/Circulation Areas: 30fc

Sallyport/Soundlocks: 30fc

#### ACOUSTICS

Noise levels in the Central Holding Facilities can be expected to be high. Therefore, every attempt should be made to reduce the impact of noise by providing sound absorbent materials on the ceilings and floors, if possible, of the circulation and guard work areas.

## E. APPENDIX

### Space Standards and Design Guidelines

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 30 to 40

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 40 STC

## JURY ASSEMBLY FACILITY

### USERS

- Prospective jurors (people who have been called for jury service, but who have not yet been impaneled)
- Jury staff – manager, court clerks, and court security officers
- Other staff – for training and conference activities
- Multi-purpose set-up for Hearing Room on Thursdays

### FUNCTIONS/ACTIVITIES

A jury assembly area is essentially a large orientation and waiting room that has smaller adjoining spaces to accommodate a variety of activities. Jurors summoned to duty will gather in this space to wait to be called to a courtroom for impaneling. For those who may spend an entire day in the jury assembly room, except for lunch break, activities will include employment-related work, reading, watching television, playing board games, conversing, and perhaps hobbies, such as needlework. Orientation and swearing-in proceeding will involve an address to the group and/or the viewing of a video presentation. Prospective jurors may also be required to fill out various forms required by the court.

Staff training and conference activities may also occur in the jury assembly area, when it is not being used by jurors; these activities would likely include lectures and/or audio-visual presentations to court personnel or to the public required to attend training or social service programs by court order. Attendees will likely take notes and ask questions. The facility may also be used at night during the work week or on the weekend.

The jury assembly room should be designed to allow its use as a Hearing Room on Thursdays.

### ACCESS

The jury assembly room should be easy to find from major public lobbies, and should be located to provide convenient access to all jury courtrooms, where jury impaneling takes place. A reception area located outside of this space is desirable. The assembly facility should be provided with a set of toilet facilities for the exclusive use of jurors. Accessibility for the disabled must be provided. Access to courtrooms should be through private circulation where possible. Some care should be taken to limit mixing of jury traffic with court personnel traffic, where feasible. A large freight or service elevator, with a capacity of 20 or more passengers and accessible from a private circulation system, may be used for the transfer of jurors between the jury assembly facility and trial courtrooms on different floors. It can also be used to transfer a sequestered jury panel from courtroom/jury deliberation suite to the loading area from which a bus would take the panel to dinner and hotel after each trial day.

### GROUP SIZE

Varies with a number of jury-trials set on the calendar each day. Accommodation should be made for 200 potential jurors (300 future), who may arrive for duty at the beginning of the week. Once the jurors are impaneled, the seating requirement of the jury assembly room can be substantially reduced, or the space can be subdivided for other uses.



## ELEMENTS NEEDED

- a. A large assembly room in which juror orientation can take place is necessary. The ability to subdivide this large space into smaller areas accessed from a secondary circulation pathway may be desired. These separate enclosed spaces could house the multipurpose functions of training, orientation and jury waiting simultaneously.
- b. Access to drinking water should be provided. This should be a drinking fountain with handicapped accessibility.
- c. A beverage station should be provided. Vending machines can also be provided.
- d. Storage should be provided for:
  - Prospective jurors' personal belongings: lockable lockers.
  - Beverage supplies and service ware: Cabinet-type storage above and under sink and coffee preparation counter.
  - Audio-visual equipment and supplies: lockage cabinet-type storage.
  - Jury registration forms and records; file and drawer space and check-in counter.
  - Board games; cabinet-type storage.
  - Reading materials; a wall display rack or a bookshelf unit can be provided.
- e. A wall-mounted writing/display/projection surface and/or recessed projecting screen in the ceiling should be provided for training and conferencing activities.
- f. Consideration should be given to the length of time that prospective jurors will spend in the space. Surroundings should be cheerful, relaxing and colorful to provide interest for jurors waiting over a long period of time.
- g. Various type of seating may be appropriate to the space:

Comfortable armchairs (preferably with fold-up tablet arms) may be provided for prospective jurors assembled for orientation or filing out forms. These chairs may be tandem seating to allow for easy reconfiguration. Bench seating should also be available.

Upholstered, comfortable armchairs should be provided in lounge areas for those who may have long periods of waiting. Modular sectional sofas may also be desirable in lounge areas.
- h. A small number for work-surfaces similar to study carrels (at least 24" deep by 36" wide each) should be provided for prospective jurors who may bring work with them or who wish to do some writing. Movable clerical chairs or armchairs should be provided. A built-in task light and electrical outlets should be provided at each station.
- i. Tables (movable), at least 36"W by 36"D should be provided. Movable armchairs should be provided. At least one table should be high enough to allow wheelchair access.
- j. Easy maintenance should be considered for all materials and finishes.
- k. Adequate heating, air conditioning and ventilation must be provided to accommodate varying sizes of groups over periods of time and to provide comfort. An enclosed exterior patio adjacent to the jury assembly area should be provided to accommodate smokers in a non-smoking government building.
- l. Correct placement of power supply outlets is important to accommodate audio-visual equipment.
- m. Walls: consider speech-level acoustics, maintenance, eyestrain and aesthetics to abate boredom.
- n. Ceilings: Consider acoustics and light reflectance.
- o. Floors: Should be a low-maintenance carpet for comfort, acoustical control.
- p. Fenestration: Is encouraged in the jury assembly area, to provide both lighting and visual relief. However, privacy should be maintained.

## E. APPENDIX

### Space Standards and Design Guidelines

#### LIGHTING

General Lighting: 30fc illumination, for areas where forms will be filled out, and game areas, variable to low levels for audio-visual purposes.

10-15fc illumination, for areas used solely for relaxation, waiting, and eating; can be adjusted to 30fc for other uses.

Task Lighting: 75fc illumination, independently controlled, for wall writing/display purposes, study carrels, and reading lamps near lounge chairs.

Consideration: Reflections on reading materials; non-uniform and peripheral lighting to create an atmosphere of relaxation and pleasantness; lighting flexibility to allow multiple uses of space.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Full ceiling treatment generally recommended: Sound absorption of walls should not be necessary, but this will depend upon design of enclosure.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 35

## GRAND JURY FACILITIES

#### USERS

Grand jurors, Assistant District Attorney, witness and secret witnesses.

#### FUNCTIONS/ACTIVITIES

The Office of the District Attorney presents evidence and witnesses before grand jurors who decide whether the case has merit, in which instance an indictment is returned. Witnesses would be accommodated in separate adjacent spaces. Jurors may take notes during the proceedings. If a jury deliberation suite adjoins the grand jury facilities, it is possible for the grand jury to use the jury deliberation room as a grand jury lounge when it is not being used for jury deliberation.

#### ACCESS

Grand jury facilities should only be accessible by private circulation controlled either by the court or the District Attorney.

#### GROUP SIZE

23 grand jurors (plus three alternates), Assistant District Attorneys, and a varying number of witnesses. Prisoners may testify as witnesses in grand jury proceedings.

## SPACE SIZE

Approximately 15 square feet per person for the juror seating area, plus 425 NSF for the arena for the grand jury hearing room. Witness waiting rooms are necessary.

## ELEMENTS NEEDED

### General

- a. Total enclosure must provide the acoustical and visual privacy that these strictly confidential proceedings require.
- b. Access to drinking water, coffee-making and toilet facilities should be provided for the exclusive use of the grand jurors in the Grand Jury Room.
- c. Storage should be provided for:
  - Juror's personal belongings, such as coats, hats and handbags.
  - Coffee making equipment, near the sink in cabinet-type storage.
  - Audio-visual equipment that may be used to present evidence. This may be stored in the Grand Jury room itself or may be moved into the room on a cart.
- d. Display and projection equipment should be accommodated to assist in the presentation of evidence.
- e. Electrical outlets should be located near anticipated equipment placement, e.g., sound recording equipment, amplifiers, projectors, x-ray viewer, etc.
- f. HVAC ducts should be acoustically designed to prevent sound transmission from the grand jury Facilities to other rooms in the building.
- g. Walls should have good light reluctance, provide non-distraction back drop in grand jury Room.
- h. Ceiling should have good light reflectance, consider customized acoustical treatment.
- i. Floors should be carpeted for acoustic control and comfort.
- j. Fenestration may be permitted if privacy is maintained, brightness is controlled and the view does not distract from the proceedings. An interior hearing room is usually preferred.

### Foreperson Station

- a. The station is used by the foreperson, vice-foreperson and secretary during grand jury proceedings.
- b. This station should be adjacent to the grand jury seating area.
- c. A work surface 30" deep by 72" wide should be provided. Storage drawers should also be part of the station. Provision should be made for the installation of a personal computer, printer and keyboard.

### Witness Station

- a. The witness station should be provided with a partial enclosure to provide psychological security while "on the stand". Witnesses should not be unduly exposed to view, which would make them self-conscious.
- b. When not testifying, witnesses should be isolated for their safety and protection. A secure elevator or corridor should access the waiting area for transport of high-security witnesses.
- c. Witnesses should be able to be seen full face as much as possible.
- d. Witnesses on the stand receive, examine, and return exhibits. A fixed shelf for the purpose (12" deep) should be part of the witness box design.
- e. The witness box should be equipped with a microphone connected to an amplifier controlled by the assistant district attorney. Many witnesses are nervous and tend to speak very softly.
- f. When an interpreter is used, he/so should be seated next to or slightly behind the witness and should be provided with a microphone tied to the room's amplification system. The primary focus should remain on the witness.

## E. APPENDIX

### Space Standards and Design Guidelines

- g. The witness stand should be elevated 6" to 12" above the arena floor.
- h. Provide for handicapped accessibility.

#### Grand Jury Seating

- a. The jurors' seating area should be provided with a partial enclosure to provide a degree of psychological security. Jurors should not feel unduly exposed to participant's view, which could make them feel self-conscious, and cause distraction from the proceedings.
- b. Jurors should be able to see, hear, and be seen by prosecuting attorneys, and witnesses. During examination of witnesses, all jurors should be able to see attorney's and witnesses close to full face as possible.
- c. Jurors receive, examine, and return exhibit; a fixed shelf should be designed as an integral part of the jury area for resting large exhibits.
- d. Jurors should be provided with comfortable, upholstered armchairs. Jury seating area can be tiered so that all jurors have an unobstructed view of the witness and the assistant district attorney. Handicapped accessibility is required.
- e. A writing surface for jurors should be provided, either as tablet arms on the chairs or as separate table or counters.

#### Assistant District Attorney Station

- a. Assistant District Attorneys should be able to move easily from their stations to a lectern (optional).
- b. Assistant District Attorneys should be able to see and hear and be seen and heard by the witnesses, jurors and clerk, if needed.
- c. The Assistant District Attorney's station should provide movable upholstered armchairs and a work surface 36" x 72".
- d. A microphone connected to a sound system should be provided at the Assistant District Attorney's station as well as at a lectern, if used.
- e. LIGHTING

General Lighting: 30fc illumination recommended.

Task Lighting: 30fc variable to 75fc at the witness, prosecutor and court reporter stations as well as on the writing surfaces of the jury seating area. A writing/display/projection surface should be independently lighted, 75fc.

Considerations: Reflections on reading materials.

#### ACOUSTIC

Noise Reduction Coefficient – NRC

Preferred Range: 0.65 – 0.75

Surfaces: Full ceiling treatment recommended – sound absorption on walls should not be necessary. However, walls must be properly constructed to prevent sound transmission to adjoining spaces.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 40 STC

#### SPECIAL CONSIDERATIONS

The Grand Jury room may be used as a multi-purpose room when not being used for Grand Jury proceedings. It may be used for educational and staff meeting purposes within the District Attorney's Office. Provisions could be made for lecture-classroom seating with writing/

projection/display surface. Seating should allow flexible layout, storage and use.

## LAW LIBRARY

### USERS

Members of the judiciary and bar, court personnel, attorneys, the librarian and staff, and the public.

### FUNCTIONS/ACTIVITIES

The Law Library assists legal research by storing and organizing legal materials, and facilitating their use by the court's staff. The judicial staff may sign out documents.

The library facilitates legal research by:

- Furnishing references and circulation assistance to users,
- Answering questions,
- Suggesting research strategies to locate source,
- Preparing bibliographies, and
- Operating a computer-assisted legal research program.

The library also supports legal research by:

- Acquiring, processing, cataloging and conserving library resources and
- Updating books in the judge's' chambers.

### ACCESS

The library requires access from both public and private circulation areas. The library may require access during evening and week-end hours, without compromising security in the judicial building as a whole. Ingress and egress should be located to allow monitoring by the librarian. All stacks and one of each type of study spaces should be wheelchair accessible; upper shelves of the stacks may be accessible through staff assistance.

### GROUP SIZE

Varies, usually individual legal research at study tables.

### SPACE SIZE

Library size is dependent on the size of the court facility and the relative number of users as well as the number of books required and available.

### ELEMENTS NEEDED

#### General

- a. Total enclosure of the library is required to eliminate outside noise and provide security for library materials.
- b. The photocopier should be at least partially enclosed to absorb excessive noise. It could be placed in an alcove area.
- c. For security, motion detectors or video surveillance should be installed for operation after-hours.
- d. An approved dry type fire extinguishing system should be considered to protect the library references.

## E. APPENDIX

### Space Standards and Design Guidelines

#### Reference/Circulation Area

- a. Should be able to monitor the patron entrance and have good visual access to the rest of the library. It should also be near the librarian's office and computer research area.
- b. A dual height counter, 30" deep and at least 6'-0" long, for both stand-up and sit-down service should be provided. Accommodation at the counter should be provided for:
  - An on-line computer terminal,
  - Knee space for one high swivel chair with foot rail, and one desk chair (3 feet wide counter minimum),
  - One 3 feet wide cabinet unit for storage.
- c. A card catalog or an on-line catalog should be provided near the counter, accessible to both staff and patrons, with a small work surface next to it.
- d. Furnishings:
  - Two adjustable swivel chairs, one high, one desk height,
  - One standard book truck and
  - One bulletin board
- e. Power and Communications:
  - Provide for one on-line catalog terminal at counter,
  - One telephone should be provided with two incoming lines,
  - Six electrical outlets for general use should also be provided.
- f. Finishes:
  - Walls: Consider acoustics, light reflectance, maintenance, and corner-guard protection.
  - Ceilings: Should provide sound absorption and attenuation, as this is a noisy area of the library. Provide good light reflectance.
  - Floor: Should be carpeted from acoustics and comfort; to take heavy traffic.
- g. Fenestration: May be used, particularly as a benefit to the staff. Consider heat loss/gain, control of excessive brightness, sunlight damage to book bindings and paper.

#### Copier

- a. This space should be semi-enclosed and near the reference/circulation area. It should be accessible from the patron side from the coin-operated copier and the staff side of the library for the other copier.
- b. Each space should be provide for:
  - One photocopier machine,
  - One small table or work-surface on which to place books.
- c. A storage cabinet should provide for:
  - Four cartons of paper,
  - Copy machine toner, fluid, if applicable
- d. Power and Communications: Electrical outlets for the specified photocopier should be provided.
- e. Finishes: See Reference/Circulation Area.
- f. Fenestration: Exterior fenestration not required interior fenestration to allow surveillance by staff is desired.

## Casual Reading Areas

- a. This area should be separated from the quieter areas of the library, as it will serve as a reception area for light reading, relaxation, and conversations. It should be located near but screened from the entrance lobby.
- b. Furnishings:
  - Four comfortable, upholstered armchairs or two sofas.
  - One section of periodical display shelving.
- c. Power and Communications:
  - One extension telephone;
  - Occasional outlets for cleaning purposes and lamps.
- d. Finishes: See Reference/Circulation Area.
- e. Fenestration: Exterior fenestration is very desirable for reading areas; should be adjustable to control excessive brightness.

## Bookstack

- a. The stacks should be open and accessible to library patrons.
- b. Stack shelving should consist of:
  - Double-faced Stacks for the majority of the collection.
  - A pull-out reference shelf every other stack.
  - Bookstacks units should be seven shelves high (7'-6") and approximately 2'-0" wide,
  - Adjustable shelves with a 8" minimum depth (for a single-face unit),
  - Braced shelving; stability may be added by bolting to the floor, and running channels between the tops of stacks, or
  - A finished base, top and end panels to provide extra stability and facilitate maintenance.
- c. Clear aisle width between stacks should be typically 44".
- d. Cross aisles widths should be a minimum of 4'-0", with major traffic aisles 5'-0".
- e. Electrical outlets should be provided in the walls and floors for cleaning purposes.
- f. Walls: Consider light reflectance, maintenance and protection from book carts.
- g. Ceiling: Should be a minimum of 8'-6" high; provide sound absorption, and good light reflectance. Placement of luminaries is critical. Avoid veiling reflections on book spines; stack lighting shall run perpendicular to stacks and be ceiling or shelf mounted.
- h. Floors: Should be designed for a minimum live load of 150 pounds per square foot or 300 pounds per square foot if future compact shelving is desired. Carpeting is desirable. Hard-surface flooring may also be used.
- i. Fenestration: May be used, if heat loss/gain, excessive brightness, and sunlight damage to books are avoided.
- j. HAVC:
  - An environment maintained at 70° plus or minus 5°F and 50 percent plus or minus 5 percent relative humidity is considered reasonable to preserve the library collection. Fluctuations are to be avoided.

## Study Spaces

- a. General reading and research spaces may be interspersed throughout the stack area; except that study areas requiring special equipment should be located near the reference/circulation desk.

## E. APPENDIX

### Space Standards and Design Guidelines

- b. Furnishings:
  - Study tables, accommodating four persons should be provided.
  - Sturdy upholstered armchairs should be provided at study areas.
- c. Power and Communications:
  - Electrical outlets should be provided at all study areas.
  - Television cable should be provided in a conference room
- d. Finishes:
  - Walls: Should be easily maintained, provide good light reflectance, and sound absorption in noise-generating study areas. Protection from book carts and chairs should be provided.
  - Ceilings: Provide sound absorption and attenuation; good light reflectance.
  - Floors: Should be carpeted for acoustics and comfort. Computer areas may be other durable surface to lessen build-up of static electricity, or static-control carpeting.
- e. Fenestration: Is desirable for study carrels and tables; should provide adjustments to control excessive brightness and heat gain. Interior fenestration into study and conference rooms is required.

#### Workroom

- a. Total enclosure is required for privacy, improved work concentration, and security of library materials.
- b. Space should also be provided for:
  - One work table (30" x 72"),
  - Two sections of book shelving, and
  - One adjustable swivel armchair,
  - Wired for data communications and power,
  - A supply storage closet.
- c. Finishes:
  - Walls: Should be easily maintained. Provide good light reflectance and protection from book carts.
  - Ceiling: Provide sound absorption and attenuation; good light reflectance.
  - Floor: Carpet preferred for comfort, acoustics; could be other durable surface. Consider maintenance, build-up of static electricity in computer areas, mobile of furniture and book trucks.
- d. Fenestration: Exterior fenestration is encouraged if controlled for excessive heat loss/gain and brightness. It can provide visual relief from worker tasks. Interior fenestration into the library is required to facilitate staff surveillance.

#### Library Offices

- a. The Librarian's Office should be located near the entrance and reference/circulation desk, with the library assistant near the workroom.
- b. Furnishings:
  - A desk with primary work-surface of 30" deep x 60" wide with an attached return at least 20" deep and 48" wide.
  - One additional work-surface behind the desk, 20" deep x 60" wide,
  - One five-drawer lateral file cabinet,
  - One adjustable swivel armchair, and
  - 40 to 60 lineal feet of book shelving in the private office.



- c. Power and Communications:
  - Electrical outlets at the desk, return and back work surface as well as around the perimeter of the office.
  - One telephone outlet with three lines, and
  - Wiring for computer, printer, and modem
- d. Fenestration:
  - Outside fenestration is desirable for aesthetics and psychological comfort.
  - A window wall or door into the library is necessary for the Librarians to monitor activity in the library and for library patrons to be able to locate the library staff for assistance.

## LIGHTING

General Lighting: 50fc, with 70fc for the Workroom and with dimming to 2-5fc in areas with visual projection. Lighting should be indirect in areas with monitors and microform readers. Light level should be adjustable in library staff offices.

Task Lighting: 70-100fc should be provided at all work stations, study tables/carrels, card catalogs and other work surfaces, e.g., reference/circulation desk. Adjustability of lighting is desired.

Considerations: Reflections on reading materials, book spines, and monitors, luminere placement in relation to stacks.

## ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred Range: 0.656-0.75

Surfaces: Full ceiling treatment recommended – sound absorption on walls, should not be necessary. However, walls must be properly constructed to prevent sound transmission from adjoining spaces.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 30 to 40

Minimum Barrier

Wall Rating: 40 STC

Ceiling Rating: 35 CAC

## CONFERENCE/TRAINING ROOMS

### USERS

Staff and escorted public.

## E. APPENDIX

### Space Standards and Design Guidelines

#### FUNCTIONS/ACTIVITIES

Staff: Periodic and special staff meetings, staff training, group presentations, assisting public groups with cannot be accommodated elsewhere.

Public: Group presentation or assistance meetings, special public training and presentation sessions.

#### ACCESS

Generally access off of private circulation for staff. But, should also be accessible off of public circulation areas where used by both staff and public.

#### GROUP SIZE

Varies: Up to thirty participants.

#### SPACE SIZE

Varies with intended number of users and intended uses. Refer to detailed facility program tables for specific size requirements. 25 NSF per participant's station.

#### ELEMENTS NEEDED

- a. Acoustical separation from adjoining rooms for privacy to eliminate distraction, provide confidentiality.
- b. Subdivision of large conference rooms should be sought for flexibility of use, allowing two or more functions to occur simultaneously when group size permits.
- c. Occupancy indicator: To determine if room is occupied before entering (signage or view panels).
- d. An areas for coffee preparation may be provided, if the room is used for lengthy meetings. A kitchen or bar-type sink can be provided.
- e. A wall-mounted writing/display/projection surface should be provided for presentations or training.
- f. Storage can be provided for:
  - Personal belongings, such as coats, hats, handbags.
  - Coffee preparation supplies and serving ware; cabinet-type storage.
  - Audio-visual equipment and supplies; lockable cabinet-type storage.
- g. A common central work-surface should be provided in each space. Modular folding tables and stackable chairs in the large rooms add to the flexibility for variable seating arrangement for diverse user groups. Consideration must be given for maintenance, color, reflectance and effect on eyestrain.
- h. Seating should be provided for maximum number of occupants, should be movable, upholstered and should have arms. Allow at least 24 lineal inches of work-surface per user.
- i. A built-in surface for audio-visual equipment, at least 24" x 36" can be provided in an appropriate location in the room, or space for a wheeled equipment cart.
- j. Adequate HVAC must be provided to accommodate a group of people over varying periods of time.
- k. A telephone outlet should be provided. Electrical outlets should be provided to support use of computers or audio-visual equipment, etc.
- l. Walls: Consider speaking acoustics, soundproofing, maintenance, effect on eyestrain, reflectance, tackboard or marker boards.
- m. Ceiling: Consider acoustics, light reflectance.
- n. Floor: Should be carpeted for comfort, acoustical control

- o. Fenestration: Is recommended, if used with control to avoid excessive brightness.
- p. Convenient access to toilets should be provided.
- q. Conference rooms intended to serve also as libraries may be lined with bookshelves to accommodate collections.

## LIGHTING

General lighting: 30fc, variable to low levels for audio-visual purposes.

Writing/display/projection surface should be independently lighted, 75fc.

Consideration: Reflections on reading materials, flexibility of arrangements in the large space.

## ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Full ceiling treatment recommended – other surface treatment should not be necessary, depending upon design.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 30

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 35 CAC

## RECEPTION/ WAITING AREAS

### USERS

Receptionists and visitors to court offices: Attorneys, litigants, witnesses, jurors, probation officers, news reporters, judicial and court personnel, and the general public (including victims, defendants, families and others).

### FUNCTIONS/ACTIVITIES

These areas control access to the court and related agencies, provide the public with assistance and information, and provide comfortable areas in which to wait.

### ACCESS

Generally, these areas should be easily visible and accessible from public circulation areas. Internal reception areas would be accessed from private circulation. They would be used only by court personnel and other persons subject to initial screening at a public reception area. The reception station should control access from the waiting area into the internal areas of the departments.

## E. APPENDIX

### Space Standards and Design Guidelines

#### GROUP SIZE

Receptionist, variable numbers of visitors.

#### SPACE SIZE

Waiting areas require 15 NSF per person; the receptionist's work area should have the area of a clerical work station (64 NSF).

#### ELEMENTS NEEDED

- a. Enclosure is generally required except in departments requiring complete control of access to staff areas by the public. Some separation and acoustic isolation should be provided in reception areas open to large public circulation areas.
- b. The receptionist should be separated from the waiting area by a desk, window, or half-height partition, depending on the level of security required.
- c. For the District Attorney, Solicitor General and Probation and Pre-trial Offices, the receptionist's workstation should be enclosed with shatterproof glazing from the public waiting area. Entry from the waiting areas into the private office areas will require the receptionist to activate the electro magnetic strike in the entry door.
- d. There should be a duress alarm installed at each of the above receptionists' workstations so that the central security control station could be alerted when trouble occurs.
- e. Restrooms, coffee and drinking water should be available if waiting times are long.
- f. Furnishing
  - Upholstered, lounge-type armchairs for persons waiting,
  - An occasional, end or coffee table should be provided for magazines, lamps, etc.,
  - A reception desk or clerical work station for the receptionist,
  - Small-size furnishings and a play area could be provided if children are frequently present, possibly in an alcove or separate enclosed area.
- g. Power and Communications

Electrical outlets should be provided for lamps and cleaning equipment,

The receptionist's area should be wired as for a clerical work station if clerical duties are to be performed,

A telephone and silent duress alarm should be provided at the receptionist's desk,

A public address system may be provided in large waiting areas.
- h. HVAC
  - Air supply and return fixtures must be appropriately located so that excessive draft conditions are not created.
- i. Finishes
  - Walls: Should have aesthetic interest, color contrasts, varied finishes and textures; be easily maintained.
  - Ceiling: Consider acoustics, light reflectance, aesthetics.
  - Floors: Should be carpeted for acoustics, comfort, consider maintenance, aesthetics.
- j. Fenestration: Desirable to the exterior, adjustable to control brightness. Interior fenestration to public circulation where confidential waiting is not required.

## LIGHTING

General Lighting: 20fc, 30fc at reception desk if additional clerical duties performed there.

Task Lighting: 75fc sufficient for reading, higher levels may be needed to provide greater contrast. 75fc at reception desk.

Considerations: A variety of lighting levels to create visual interest; pleasing color rendition.

## ACOUSTIC

Noise Reduction Coefficient – NRC

Preferred Range: 0.65-0.75

Surfaces: Full ceiling treatment – other surface treatment should not be necessary, depending upon design of the enclosure and finish materials.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 30 to 40

Minimum Barrier

Wall Rating: 35 STC

Ceiling Rating: 30 CAC

## PUBLIC COUNTER AND QUEUING AREAS

### USERS

Clerical staff, such as counter clerks, receptionists; and the public including attorneys, litigants, witnesses and messengers.

### FUNCTIONS/ACTIVITIES

The public uses these counter areas for transacting business with the court and court-related agencies, which may involve queuing, completing forms, paying fees, copying information, or inspecting documents.

### SPACE SIZE

Allow 15 NSF per person in Queuing and Reception Areas. It is assumed that the workstations of clerical personnel serving the public will directly adjoin the staff side of the counters.

### ACCESS

Public counters should be located directly off of public circulation areas.

### ELEMENTS NEEDED

- a. A degree of acoustical separation from public circulation is desirable to provide privacy. Sound may be absorbed or reflected from circulation space. Provision for securing the counter area is required (e.g., roll-up shutters). It should be located in a lockable space separate from public circulation.
- b. Storage should be provided for:
  - Forms and information sheets dispensed to the public on adjustable shelves;

## E. APPENDIX

### Space Standards and Design Guidelines

- Money and checks received in payments, computerized entry and receipts shall be in lockable cash drawers.
- c. Furnishings:
  - A built-in 42" high, 30" deep counter with L-shaped staff workstations. An elevated staff work area for the counter may be considered, and assumed for the Court Clerk's Office. In this case, the floor would be elevated 12" and staff could work with standard height chairs and workstations (optional). Handicapped accessibility must be considered.
  - Movable and adjustable chairs or stools should be provided for the staff servicing the counter.
  - A lowered 30" high, 5-foot section of counter, with a 24" deep knee space, should be provided for persons with disabilities or persons of short stature. Two back-supporting movable staff chairs to be used at this location should be readily available. Offices may want to control access to this area and could do so with an electro magnetic door lock.
  - Work surfaces should be provided at public counter areas for completing forms and records viewing by the public. Separate public work counter could be provided away from queuing areas.
- d. Power, Data and Communications
  - The counter should be provided with outlets on the staff side. Provision should also be made for connecting monitors behind the counter.
  - Cashier stations should be provided with a computerized cash register, printer, stamps and forms placed/stored at a work-surface perpendicular to the counter. Bullet-resistant glass screening with a pass-under slot for money should be provided in offices that handle large amounts of cash
- e. Finishes
  - Walls: Easily maintained. Consider light reflectance, acoustics, security
  - Ceilings: Provide sound absorption, and good light reflectance.
  - Floors: Can be carpeted or other durable surface, consideration include maintenance, defining traffic patterns, and the effect of carpet on acoustics and data/power access.
- f. Exterior fenestration may be used, with control of excessive brightness, heat loss/gain. Interior fenestration to public circulation desirable.
- g. Informational signage should be provided, clearly legible at a distance of 30-50 feet, and easy to update. Signage should be an integral part of the design of the public counter area.

#### LIGHTING

General Lighting: 30fc illumination for staff side of counter. This will accommodate activities such as: Keyboard operations, pencil, ball-point and felt-tip handwriting, reading printed originals, reading newsprint.

30fc for public queuing and waiting side of counter.

Task Lighting: 75fc on counter surface and workstations, adjustable.

Considerations: Reflections on all reading materials, micro-film readers, and monitors.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred Range: 0.65-0.75

Surfaces: Full ceiling treatment recommended – other surface treatment may be necessary in immediate vicinity of counter, depending upon design.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 40 to 45

Minimum Barrier – Not Applicable

## PRIVATE OFFICES

### USERS

Staff members, such as attorneys and departmental supervisors, and those who often meet with or interview others in situations requiring privacy.

### FUNCTIONS/ACTIVITIES

A private office acts as its occupant's primary workspace. Within this space the person will do reading, writing, and use the telephone, in addition to privately interviewing clients and/or other individuals. The space should be designed to promote conversation and put occupants at ease.

### ACCESS

Staff members' offices should be provided with controlled access from reception and public waiting areas. A shared conference room that is easily accessible may be provided for interviewing groups larger than can be comfortably handled in a private office.

### GROUP SIZE

In private offices, usually one, with additional visitors, from one to four.

### SPACE SIZE

Varies: See Program User Agency Spreadsheets.

### ELEMENTS NEEDED

- a. Total enclosure for acoustical privacy, to protect confidentiality and to improve work concentration. Interior windows and door lites may be used for security or supervisory surveillance, providing window treatments are installed to create privacy when needed.
- b. Interviews frequently involve sensitive personnel or policy matters. Therefore, the office setting should be comfortable but should present a sense of privacy.
- c. Storage should be provided for
  - Occupant's personal belongings including coats, handbag, umbrella, etc.
  - Limited office supplies storage; drawer- or cabinet-type, convenient to primary work-surface.
  - Files: Space requirements will vary, but generally allow for legal size documents. Files should be located proximate to the primary work-surface. 2-drawer vertical and lateral file units can fit under a 30" high work surface behind occupant's work station.

## E. APPENDIX

### Space Standards and Design Guidelines

- Book shelf storage, if needed, should be provided, or a bookcase could be used. Wall space should be utilized for bookshelves in close proximity to occupants' primary work station.
- d. A primary work-surface at least 30" deep should be provided with a recessed front to provide for visitors. If a large amount of paperwork or files is handled by an occupant, or if a computer terminal is used, a secondary surface should be provided, and perhaps even a third surface. These surfaces should be 20" to 24" deep and of a length that will suit the needs of the occupant. The surface should be easily maintained and the designer should consider color, reflectance and the effect on eyestrain.
- e. Seating for all occupants of private offices should be movable, upholstered, with arms, have back-support for general work activities and comfort for interviewing activities.
- f. Telephone and data outlets should be provided at two locations in each private office. Power supply should be flexible and should accommodate office machines, such as computer terminals, printers, calculators, radio, and clocks, etc.
- g. Walls: Consider speech level acoustics, maintenance, and light reflectance.
- h. Ceilings: Consider acoustics, light reflectance, fixture placement.
- i. Floor: Carpeted for comfort, acoustics.
- j. Fenestration: Encouraged; should be adjustable to control excessive brightness. Interior fenestration may be required for supervisory control of large offices, particularly in the Clerk's Office.

#### LIGHTING

General Lighting: 20-30fc illumination recommended for most tasks.

Task Lighting: 75fc illumination recommended for some handwriting tasks. Should be adjustable to accommodate computer screens.

Consideration: Reflections on reading and writing materials, and the monitors; pleasing color rendition for high stress areas.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred Range: 0.65-0.75

Surfaces: Full ceiling treatment – other surface treatment should not be necessary, depending upon design of the enclosure and finish materials.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 35 CAC



## SEMI-PRIVATE WORK AREAS

### USERS

Line supervisors, senior level clerks, legal secretaries, accounting technicians, calendar clerks, coordinators, etc.

### FUNCTIONS/ACTIVITIES

Research, public assistance and conferencing, word processing, data entry, accounting, computer programming, phone conferencing, reading, writing, staff supervision.

### GROUP SIZE

One person per workstation, with one or two visitors in some cases.

### SPACE SIZE

The type of office furniture used will vary depending on specific job functions. The layout of the workstation will differ when standard furnishings and office systems are compared.

### ACCESS

Generally, accessible from private aisle ways. Escorted public may need access under certain conditions, such as receiving assistance from staff. Considerations should include access to other spaces, such as department head offices, clerical staff, general work areas, staff conference rooms and other facilities outside the department, such as courtrooms, judge's chambers, training rooms, and staff break rooms, etc.

### ELEMENTS NEEDED

- a. Acoustical enclosure to provide privacy and minimize distraction, with the following limitations:
  - If employee needs to observe the public to assist them, enclosure should be adjusted accordingly.
  - Door-height acoustical panels will be adequate to provide acoustical privacy if used in combination with proper floor and ceiling treatments. However, such panels should surround the work area on at least three sides to provide enough privacy.
- b. Workflow: Professional work areas should be laid out in accordance with the communication patterns and paper flow or processing of documents per managerial practices within the department, and need for access to or seclusion from the public.
- c. Semi-private workstations generally should be located away from busy, noisy work areas within the general department layout.
- d. Storage should be provide for:
  - Employees' personal belongings; briefcases, handbags, etc.
  - Office supplies, such as letter-and legal- size paper and envelopes, pens, pencils, office stationery, labels, file folders, computer disks and paper.
  - Workstation specific files: Letter and legal size. Some lockable storage should be provided. Consider overhead storage bins attached to wall panels.
  - Work-in-progress storage such as open paper-sorters or shelf space.
  - Reference manuals and texts. Consider overhead storage bookshelves attached to wall panels.
- e. One primary and one secondary work-surface to accommodate above functions. If the staff processes large amounts of files or performs accounting duties, additional surface upon which to spread out materials may be needed at each workstation. A work-surface for computer and printer should be provided at every station.

## E. APPENDIX

### Space Standards and Design Guidelines

- f. Seating should be movable, adjustable, upholstered, and back-supporting, with recessed arms so as not to restrict movement. One or two side chairs may be required, particularly for supervisors. These would preferably be placed across the desk. All surfaces should be easily maintained, with consideration of color, reflectance, excessive brightness and effect of eyestrain.
- g. Power and communications connections should be provided to accommodate telephone, computer, monitor, adding machine/calculator, clock and other accessories. Power and communications distribution systems should be flexible to allow for workstations to be re-configured.
- h. Walls: partitions should be easily maintained, consider light reflectance, acoustics, security. Provide attachments for wall-mounted units.
- i. Panels: should be easily movable, consider light reflectance, acoustics, and power capabilities.
- j. Ceilings: should provide sound absorption at suitable levels for open office systems. Consider light reflectance, placement of luminaires to avoid creation of reflections on monitors and reading/writing materials.
- k. Floors: can be carpeted or other durable surface. Considerations include build-up of static electricity in areas where computer equipment is used, development of traffic patterns, and the effect of carpet and pad on acoustics.
- l. Fenestration is encouraged if controlled to avoid excessive brightness. Fenestration can also provide visual relief from worker tasks.

#### LIGHTING

General lighting: 30fc general illumination. This will accommodate activities such as: computer printing, keyboard operations, pencil, ball-point and felt-tip handwriting, reading printed originals, reading newsprint.

Task Lighting: 75fc, with adjustable angles. This will accommodate activities such as: reading computer printouts, copies, maps, sorting mail, servicing equipment.

Consideration: Reflection on all reading materials and monitors.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Full ceiling treatment recommended – no other surface treatment should be necessary, depending upon design.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 30 to 40

Minimum Barrier

Wall Rating: 25 STC

Ceiling Rating: 30 CAC

## OPEN WORK AREAS

### USERS

Secretaries, clerks, telephone operators, accounting, office assistants, student workers (volunteers), receptionists, etc.

### FUNCTIONS/ACTIVITIES

Reception, public assistance, cashiers, word processing, accounting, telephones, mail sorting, filing, reading, writing.

### GROUP SIZE

One person per workstation.

### SPACE SIZE

The type of office furniture used can have a great impact on the space requirements. The space required and the layout of the workstation will differ when standard furnishings and office systems are compared.

### ACCESS

Generally accessible from private corridors. Public may need access under certain conditions, such as receiving assistance from staff. Considerations should include access to other spaces, such as supervisors' offices, conference rooms and other facilities outside the department, such as courtrooms, judge's' chambers, training rooms, and break rooms, etc.

### ELEMENTS NEEDED

- a. A degree of acoustical enclosure to provide privacy and eliminate distraction, with the following limitations.
  - If employee needs to observe the public to assist them, enclosure should be adjusted accordingly. Either use lower height panels, or use glazed panels.
  - If significant work interaction occurs between clerical workers, tall panels may not be desirable. In these cases other elements such as lower panels, plantings and storage units can be used to define areas.
  - The need for an employee to be visually supervised dictates use of panels no higher than 42 inches.
  - Wall panels can vary in height from desk height to door heights, depending on the level of privacy needed.
- b. Workflow: Clerical work areas should be laid out in accordance with the paper flow or processing of documents per managerial practices within the department.
- c. Storage should be provided for:
  - Employee's personal belongings, handbags, etc., in a lockable drawer or cabinet.
  - Office supplies, such as letter and legal size paper and envelopes, pens, pencils, office stationery, labels, file folders, computer disks and paper.
  - Workstation specific files, letter and legal size.
- d. A primary and secondary work-surface to accommodate above functions and proper placement of all automated equipment to be used at each station. If clerical staff processes large amounts of files, paper sorting, or performs accounting duties, an additional deep work surface upon which to spread out materials may be needed at each workstation.
- e. Seating should be movable, adjustable, upholstered, and back-supporting, either without arms or with recessed arms so as not to restrict movement. All surfaces should be easily maintained with a consideration to color, reflectance, excessive brightness and effect on eyestrain.
- f. Electrical power, data and communications connections should be provided to accommodate computer monitor, adding machine/calculator, clock and other accessories. Power and communications distribution systems should be flexible to allow for work-stations to be reconfigured.

## E. APPENDIX

### Space Standards and Design Guidelines

- g. Walls: Partition panels should be easily maintained; consider light reflectance, acoustics security.
- h. Wall Panels: Easily movable. Consider light reflectance, acoustics, and power capabilities.
- i. Ceiling: Should provide sound absorption at levels suitable for open office systems. Consider light reflectance, placement of luminaires for avoidance of reflections on monitors and reading/writing materials.
- j. Floors: Carpeted or other durable surface. Considerations include build-up of static electricity in areas where computer equipment is used, development of traffic patterns, and the effect of carpet and padding on acoustics.
- k. Fenestration: Is encouraged if controlled to avoid excessive brightness. Fenestration can also provide visual relief from worker tasks.

#### LIGHTING

General lighting: 30fc general illumination. This will accommodate activities such as: computer printing, keyboard operations, duplicating, pencil, ball-point and felt-tip handwriting, reading originals, reading newsprint.

Task lighting: 75fc, with adjustable angles. This will accommodate activities such as: reading computer printouts, copies, maps, sorting mail, servicing equipment.

Consideration: Reflections on all reading materials and monitors.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Full ceiling treatment recommended – no other surface treatment should be necessary, depending upon design.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 30 to 40

Minimum Barrier – Not applicable

#### PHOTOCOPY AREAS

##### USERS

Primarily staff; coin-operated copies for the public

##### FUNCTIONS/ACTIVITIES

Duplication, printing, collating, sorting, stapling, binding and shredding may occur, some requiring confidentiality.

##### ACCESS

For staff use, these areas would be accessed only from private corridors and should be conveniently located in relation to the staff they serve. For the public, these areas would be accessible from public corridors, located near the records they wish to copy. They would either be coin-operated copiers or be charged for copies made.

##### GROUP SIZE

Generally one person at a time.

## SPACE SIZE

Coin operated copier: 50 NSF. Low-volume copier: 50 NSF. Medium-volume copier: 80 NSF. High-volume copier: 120 NSF. Work surface and paper/supplies storage cabinets included.

## ELEMENTS NEEDED

- a. Some enclosure for acoustical control, separation from work stations to prevent distractions.
- b. Storage should be provided for:
  - Paper; boxes of paper should preferably be stored low, under a countertop, or on lower shelves; consider structural loading for concentrated storage configurations.
  - Copier maintenance; toners, cleaners, may be stored under copier or on shelves.
  - Office supplies; paper clips, staplers, staple removers, report covers, envelopes, etc., in drawers or on shelves.
- c. Furnishings and equipment required are:
  - Photocopy machine, size and type may vary; collators may be provided, depending on usage.
  - Work surface; counter top or work table, a minimum of 4 feet long to accommodate two persons. They can be greater in length, depending on usage. Additional work surfaces may be provided for rooms serving large departments. Work surfaces should provide good light reflectance and have a non-glare, heavy-duty finish.
  - Shelving should be provided both above and below the work surface to accommodate equipment such as postal scales, punches, or binders, and to make available additional space for collating and assembling.
  - If a paper shredder is provided, storage for empty and full bags are necessary. Additional space should be provided for the paper shredder and wastepaper container.
  - The photocopier for the public needs only a copy machine with a small work-surface adjacent to it. Supplies could be stored under the work-surface or copier if they are locked.
- d. Power and Communications:
  - Electrical outlets should be provided for the copier (220V may be required for large machines), shredder if provided, and along the walls. Additional outlets should be provided above the work surface.
  - A telephone may be provided in large areas.
- e. HVAC: Consider equipment needs and specifications. Extra ventilation may be required for some type of equipment.
- f. Finishes:
  - Walls: Sound absorption desirable, consider light reflectance/maintenance.
  - Ceiling: Should provide acoustic absorption and attenuation; consider light reflectance.
  - Floors: Carpet or other durable surface; consider maintenance, build-up of static electricity.
- g. Fenestration: Not required.

General Lighting: 30fc general illumination will accommodate most activities;

Task Lighting: 75fc illumination available at work surface, and for servicing machines.

## ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Full ceiling treatment recommended – no other surface treatment should be necessary, depending upon design.

## E. APPENDIX

### Space Standards and Design Guidelines

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 30 to 40

Minimum Barrier

Wall Rating: 35 STC

Ceiling Rating: 30 CAC

## STORAGE AREAS

### USERS

Court and court-related staff, including file clerks, interns, etc.

### FUNCTIONS/ACTIVITIES

These areas store and preserve active and inactive records and files, on paper and microfilm, electronic media, exhibits presented during trials, supplies, and surplus items; and facilitate their retrieval for examination.

### ACCESS

Most records and exhibits should be stored in areas that are inaccessible to the public and that can be secured after-hours, to maintain security. Active records should be centrally located to all employee users; inactive records may be stored in a less accessible, secured area of the building or at a remote site. Public requests for viewing records must be made directly to the departmental personnel who retrieve and re-file records for the users. Some classes of exhibits (e.g., drugs, weapons, valuable items) should be stored in continuously secured areas. Supplies should be stored in areas easily accessible to staff but should be secured for inventory control. Surplus items may be stored in relatively inaccessible areas of the building. Ideally, they should either be transferred to low-cost, remote storage facilities or discarded.

### SPACE SIZE

Variable for records depending on:

- Number of records, and
- Type of storage cabinets, shelves, or files.

Generally 10 NSF is allotted per filing unit. The use of six and seven high open shelf units is generally assumed. High-density storage systems may be used for storage of inactive records. Considerations will include structural live-load capacity of floor systems (generally, allowable live loads of at least 300 PSF will be required for high-density systems), frequency of access, number of persons requiring simultaneous access.

### ELEMENTS NEEDED

- a. Secure enclosure that is lockable and fire resistant. This may be the room of the storage units themselves.
- b. Storage systems for records include:
  - For files in enclosed, secure rooms, open shelving provides the most compact and readily accessible storage. The method should be provided for the Clerk's Office, where files are constantly handled, and often retrieved for public viewing. Open shelving may also be used for inactive storage, either packed in transfer boxes, or on open shelves for retrieval.
  - Steel file cabinets, which are lockable and fire resistant, may provide records storage in open and private office areas, where the number of records and frequency of retrieval is smaller.

- Micrographic files, which require smaller cabinets, readers and printer.
  - Computer stored records on tapes, disks or other formats. Requires specialized storage units, usually shelves or cabinets.
- c. Storage systems for exhibits require flexibility, given the variable sizes and shapes possibly stored; a combination of open shelving and large bins is desirable.
  - d. Work surfaces should be provided for both records and exhibits storage, as stored items may need to be tagged or examined. In high-density file rooms, retractable work surfaces, integral with the storage units should be provided throughout.
  - e. Power and Communications: Fire/security/alarm systems should be installed and linked with the central security control room.
  - f. HVAC: Temperature and humidity should be carefully controlled for exhibits, electronic and magnetic media, and micrographics storage areas.
  - g. Finishes:
    - Walls: Consider light reflectance, maintenance. For security, walls should extend to structure.
    - Ceilings: Consider light reflectance, acoustics, placement of luminaires for illumination on lower shelves or drawers.
    - Floors: Consider durability in exhibits rooms, heavy objects may be wheeled in and stored, heavy traffic in records area. Consider carpet for comfort.
  - h. Fenestration: Not desirable, as it may decrease security.

## LIGHTING

General Lighting: 30fc sufficient for filing.

Task Lighting: 75fc at work surfaces for examination of records/exhibits.

## ACOUSTICS

Not of critical concern in exhibits rooms, as they are occupied infrequently. Records storage areas may have a high frequency of usage particularly in the Clerks' Office.

Noise Reduction Coefficient – NCR

Preferred Range: 0.65-0.75

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 40 to 50

Minimum Barrier – Not applicable

## SPECIAL CONSIDERATIONS

Fire Protection for Records Storage: Records need to be protected from fire hazards from both inside and outside the space they occupy.

- a. In protecting records from outside fire hazards, the following components need to be considered:
  - Fire-resistive building or vault envelope. If the building housing the records has insufficient fire resistance or contains high volumes of combustible materials, isolation of vital records in a vault should be considered. Vaults are generally constructed to have independent structural integrity and a 4-hour fire resistive rating.

## E. APPENDIX

### Space Standards and Design Guidelines

- Opening into the records areas. A file room or records vault requires automatic-closing, fire-rated doors and dampers on all ducts that pierce the protective envelope. These would close upon activation by general alarm or local heat or smoke detector. Egress by persons within the room or vault must still be possible.
- b. Protecting records from fire hazards inside the storage space could involve the following:
  - Reducing the fuel load of the storage space. If records are isolated in a vault, non-combustible finishes and furnishings should be provided. When records are stored in work areas, non-combustible furnishings and attention to good housekeeping practices (to minimize loose paper and other combustibles) can help reduce the fuel load.
  - A pre-action fire suppression system may be used.
  - Storing records in fire-resistant, insulated file cabinets.
  - A minimal requirement is to store records in non-combustible cabinets. Fire-resistant containers can provide protection only on a limited scale due to their relatively high cost.
- c. No matter what the protection systems are employed, smoke and/or heat detectors should be provided in the records area and in the building as a whole. These detectors should be tied into a constantly monitored alarm system.
- d. In some instances, protection of records may better be provided by storing duplicates in a separate location.
- e. A dry type fire suppression system may be used (i.e. fm200, etc.)

### STAFF BREAKROOMS

#### USERS

Staff of court and court-related department.

#### FUNCTIONS/ACTIVITIES

Relaxing and eating during break and through the lunch hour.

#### ACCESS

Accessible from private circulation convenient to staff work areas.

#### GROUP SIZE

Will vary greatly.

#### SPACE SIZE

Varies depending on the personnel load estimated at 12 NSF per person.

#### ELEMENTS NEEDED

- a. Acoustical separation from adjoining rooms for privacy and quiet.
- b. A kitchenette for coffee making should be provided with a sink and microwave oven.
- c. A wall-mounted writing/display/tack surface should be provided for posting of notices.
- d. Seating should be provided for maximum number of occupants at table. Allow at least 30 lineal inches of table surface per user.



- e. Adequate HVAC must be provided to accommodate a group of people over varying periods of time.
- f. A telephone connection with intercom capabilities should be provided.
- g. Walls: Consider speaking acoustics, soundproofing, maintenance, and light reflectance.
- h. Ceiling: Consider acoustics, light reflectance.
- i. Floors: Should be carpeted for comfort, acoustical control, and vinyl material adjacent to sink area preferred for ease of maintenance.
- j. Fenestration: Highly recommended.

## LIGHTING

General lighting: 30fc, variable to 70fc with dimming to 2-5fc for video display, if applicable.

Consideration: Reflections on reading materials, video screens; reflectance of furniture and finishes.

## ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-0.75

Surfaces: Full ceiling treatment recommended – other surface treatment should not be necessary, depending on design.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 35 to 45

Minimum Barrier: If staff break rooms adjoin storage or other spaces that are not affected adversely by noise transmission, the STC or CAC rating can be reduced substantially.

Wall Rating: 45 STC

Ceiling Rating: 35 CAC

## SNACK BAR/VENDING FACILITIES

### USERS

Visitors, staff, attorneys, witnesses and potential jurors, etc.

### FUNCTIONS/ACTIVITIES

Sell refreshment, snacks and lunch food, etc.

### ACCESS

The facility should be accessible to public lobbies and circulation areas.

## E. APPENDIX

### Space Standards and Design Guidelines

#### GROUP SIZE

Varies due to trail publicity and juror numbers.

#### SPACE SIZE

Varies due to number of users and alternative dining provided in the vicinity of the courthouse.

#### ELEMENTS NEEDED

- a. Seating should be provided for maximum number of occupants at table, should be movable and allow at least 30 lineal inches of table surface per user.
- b. Adequate HVAC must be provided to accommodate a group of people over varying periods of time. Smoking is not allowed.
- c. Walls: Consider speaking acoustics, maintenance, light reflectance, effect on eyestrain. Finish materials used should provide an impression of comfort.
- d. Ceilings: Consider acoustics, light reflectance; provide impression of quality.
- e. Floor: Should be carpeted for comfort, acoustical control. Provide impression of quality.
- f. Fenestration: Recommended, if used with control to avoid excessive brightness; the view provided should be controlled (e.g., provision of a view to a walled garden would be desirable).

#### LIGHTING

General lighting: 30fc, variable to 70fc.

Considerations: Reflections on reading materials; reflectance of furniture and finishes.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred range: 0.65-75

Surface: Full ceiling treatment recommended – other surface treatment should not be necessary.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 35 to 40

Minimum Barrier: If snack bar/vending facilities areas adjoin spaces that are not adversely affected by noise transmission, the STC or CAC rating can be reduced substantially.

Wall Rating: 45 STC

Ceiling Rating: 35 CAC

## NEWS MEDIA FACILITIES

### USERS

Members of the news media – television, radio, newspaper and magazine reporters.

### FUNCTIONS/ACTIVITIES

Reporters may use this space to view court proceedings on the court's CCTV system, write reports on court cases, business, procedures, etc. And occasionally broadcast reports directly.

### ACCESS

The media room should be located off of public circulation, preferably near a large trial courtroom normally used to handle public-interest trials. A court-controlled video-feed could be provided.

### GROUP SIZE

Varies, usually only two to four, but can be many more particularly notorious cases.

### SPACE SIZE

A space of 300 NSF should be sufficient for all but the most unusual instances.

### ELEMENTS NEEDED

- a. The media room requires total enclosure, for acoustic and visual privacy and security. Direct video-feed should be controlled by the court security officer or the judge.
- b. Lockable storage should be provided for:
  - Personal belongings: Coats, hats, briefcases, handbags, etc.
  - Office supplies: Not applicable.
  - Equipment: Not applicable.
- c. Furnishings:
  - Built-in counter or desk tops, a minimum of 24" deep.
  - Movable, back-supporting, swivel chairs.
- d. Power and Communications:
  - Electrical outlets: Portable computers and facsimile machines.
  - Telephone: Conduit for at least four telephones with access to at least four outside lines should be provided.
  - Audio-Video: Wiring provision for CCTV monitors and connection to the courtrooms' sound systems. Also port holes for cables to TV broadcasting vans parking outside of courthouse for live broadcast of trial proceedings if permitted by the court.
- e. Finishes:
  - Walls: Easily maintained. Consider light reflectance level compatible with lower light level to be maintained in the media room, acoustic treatment may be necessary.
  - Ceiling: Provide sound absorption and attenuation. Consider light reflectance and placement of luminaires as regards reading/writing tasks and viewing of monitors.
  - Floors: Should be carpeted for acoustical reason.
- f. Exterior fenestration: Not desirable, due to problems of privacy, security, sunlight control, outside noise.

## E. APPENDIX

### Space Standards and Design Guidelines

#### LIGHTING

General Lighting: 20fc general illumination for video monitor viewing.

Task Lighting: 75fc available and individually controllable at counter work surface.

Considerations: Reflections on reading materials, video screens. Reflectance of furniture and finishes.

#### ACOUSTICS

Noise Reduction Coefficient – NRC

Preferred Range: 0.65-.0.75

Surfaces: Full ceiling treatment recommended. Applied sound absorption on walls may be necessary; walls must be properly constructed to prevent sound transmission to and from adjoining spaces.

HVAC: Reduce mechanical and air-turbulence noise, isolate sound transmission into or out of the media room through the duct system.

Room Criteria – RC (N)

(QAI  $\leq$  5dB)

Preferred range: 25 to 35

Minimum Barrier

Wall Rating: 45 STC

Ceiling Rating: 40 CAC

Special Considerations: Due to varying of numbers media personnel and accompanying equipment, this area must receive special ventilation and acoustical considerations.



**CBRE | HEERY**

100 East Pine Street, Suite 300  
Orlando, Florida 32801