

*Official Proceedings
Codington County Justice Advisory Committee
Lake Area Technical Institute, Room 512
Arrow Avenue, Watertown, SD 57201
April 9, 2015*

The Codington County Justice Advisory Committee (CCJAC) met at Lake Area Technical Institute on April 9, 2015. In attendance were Lee Gabel, Tyler McElhany, Greg Endres, Larry Wasland, Megan Gruman, Al Koistinen and Toby Wishard, as well as non-voting members Tom Walder and The Honorable Robert Timm. The meeting was called to order at 6:33 p.m. by Chairman Gabel.

Agenda Approved

The agenda for the meeting was presented; motion by Wasland to approve, motion seconded, all in favor; agenda approved.

Minutes Approved

No corrections or questions were presented to the minutes from March 12, 2015. Koistinen moved that the minutes be accepted; motion seconded, all in favor, minutes approved.

State of Process to Fulfill Commissioners' Instructions to the CCJAC

- **Regarding Instruction #1: Review previous work to determine need for further analysis**

Chairman Gabel presented a two-page draft report summarizing information from working papers, correspondence and public meetings prior to the Nov. 2014 Justice Center vote. Gabel noted that the consulting architect's (hired before the November 2014 election) floor plan as presented to the public for a vote was not considered for this report. This is because the goal of the Commissioners' instruction is to determine the county's needs for court and jail facilities before considering options for future facilities. Minor corrections were made to the draft report during discussion (see attached draft report). Wasland motioned for the report be given to the Board of County Commissioners as an answer to Instruction #1. The motion was seconded; all in favor, motion carried..

- **Regarding Instruction #2: Analyze and recommend to the BoCC ways to obtain the needed analysis**

Court needs:

A conference call was placed to Chang-Ming Yeh, facility planner from the National Center for State Courts (NCSC), to discuss a proposal (attached to these minutes) for NCSC to provide technical assistance to assess the county's court system facility needs. The county's financial responsibility would be to cover NCSC's expenses (approximately \$3,000).

Mr. Yeh stated that NCSC would need to visit the court facilities and meet with various officials for about two days. This visit could take place in early May or late June. Mr. Yeh estimated that the assessment could be completed in 2-3 months. The conference call was opened to the public for questions. There were none and the phone call was concluded.

Discussion items:

- Should other consultants be considered? There are a few private consulting firms (NCSC is a non-profit organization) that could possibly provide similar services. While such a study might provide more detail, the cost would probably be much higher. It is reasonable to guess that a request for proposals (RFP) would draw proposals mostly from architectural firms. NCSC would likely be focused solely on the assessment of needs; not on the scale of any future facility options.
- Would other consultants be an option later should the NCSC report have gaps in data needed by the county? Addressing such gaps could be part of an RFP for a planning consultant or architect.

Ms. Gruman motioned to recommend the NCSC proposal for technical assistance to the BoCC. Motion was seconded. The question was called; all in favor, motion carried.

Jail Needs:

Mr. Bill Garnos, jail needs consultant (contracted by the county), presented preliminary work on criminal justice statistical indicators (see attached slides) for the years 2008-2013. Discussion notes:

- The county population is slowly growing and the crime trends are showing a similar growth.
- These statistics do not include any juvenile criminal indicator statistics.
- These indicators do not include statistics from other counties that make use of Codrington County's jail.
- Earlier tracking software didn't separate the arrests of county residents from non-county residents. This may be possible for the past two years with current software.
- The impact of juvenile detainees upon the jail is relatively small. The jail has data on juveniles that may be of help.
- Most crime is within the city limits, which is the police department's jurisdiction. This is why the data show more arrests from the Watertown Police Department. The county issues mostly tickets that usually don't affect the jail population.
- In 2007, an incident-based reporting system was implemented, particularly for criminal offenses. Therefore, using criminal indicators from before 2008 may present difficulties in data uniformity.

Stakeholder Input:

Dawn Elshere, State's Attorney, provided her stakeholder perspective on the State's Attorney's office space and court space in general (slides attached). Discussion notes:

- As a case nears the 180-day deadline, there is more of a tendency to plea bargain. A case is dismissed after 180 days. If a case is dismissed without a trial, often there is another arrest at a later date, resulting in more jail time.
- There are space needs for a grand jury to be factored in to the need for meeting space.
- The county is required by law to have a law library accessible to the public (the previous library has been turned into attorney rooms). Judge Timm stated that there is \$68,000 in a law library fund. The State's Attorney and public currently have no access to a WestLaw subscription (nationwide case law).

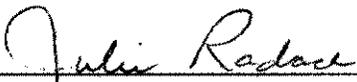
Unfinished business, New business, Open discussion:

Sheriff Wishard noted that recently members of the National Institute of Jail Operations, aligned with the National Sheriff's Association, recently began a jail facility assessment. In March, these experts were in Watertown to provide previously planned training for area corrections officers. During this time, they were able to visit the jail facility. They will provide a written report. The assessment will be paid for (\$1500) out of the sheriff's budget.

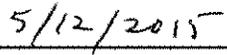
Future meetings:

Next meeting will be May 12, 6:30 p.m. The June date was moved to June 16. A tentative date of July 14 was set.

Motion to adjourn by Gruman, seconded, all in favor. CCIAC is adjourned until May 12, location to be announced.



Secretary
CCIAC



Date Approved



CODRINGTON COUNTY JUSTICE ADVISORY COMMITTEE (CCJAC)

Helping leaders & citizens make good
decisions about justice issues



Agenda for April 9, 2015

- Approve Agenda
- Approve Minutes from March 12, 2015
- State of process to fulfill Commissioners' instructions
 - Discussion: Review of previous (up to Nov 2014) work.
 - Further Analysis
- Obtaining Analysis
 - Discussion: Court Consultants
 - Possible Action to recommend a Court Consultant to the County
 - Discussion: Statistical Crime Indicators
- Self Analysis
 - Stakeholder Input: States Attorney
 - Possible discussion of review of pre-November 2014 work report
- Schedule Future meetings of CCJAC
- Unfinished Business (Writing up review report, space inventory)
- New Business
- Open
- Adjourn as CCJAC until May 12th, 6:30 PM



Instructions to CCJAC from County Commission

- Review the previous work done to develop the “Justice Center” proposal prior to the election in November 2014 to determine the need for further analysis regarding the space needs for the Court and jail,
- As necessary, further analyze or recommend to the Board of County Commissioners ways to obtain the needed analysis,
- Recommend to the Board of County Commissioners criteria to use in evaluating options to resolve Court and jail space needs,
- Recommend to the Board of County Commissioners options for resolving Court and jail space needs.

Needs Determination



Instruction Task Tracker

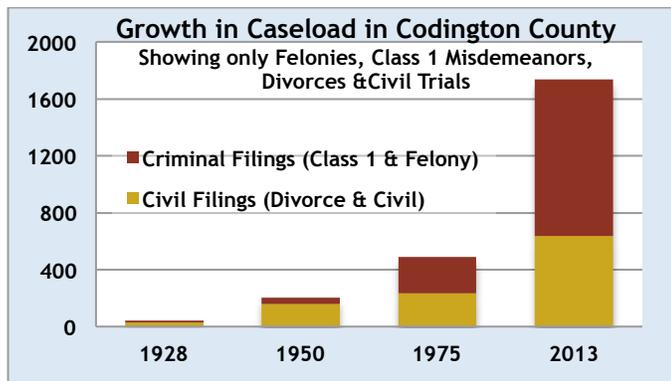
Reports/ Recommendation	CCJAC agreement	Report CCJAC apprvd	Forwrd to BoCC	Comment
Review of pre-Nov 2014 work	General data on rising caseload & ADP. General info on facility needs.			Working
Further self analysis	Space inventory			Limited Capability
	Compare to basic standards			
	Stakeholders			
	Funds inventory			
	Assumptions/Choices			
Recommendations for obtaining analysis	Jail			Mr. Garnos
	Court			
Develop Criteria	Elimination			Planning Consultant(s)
	Comparative			
Develop Options	Facility			
	Execution (loc, \$, phasing)			

On November 4th, 2014, voters in Codington County, South Dakota voted down a proposal that would have provided up to \$35 million to fund the construction of a new courthouse-jail-law enforcement complex. The work done to develop this proposal is partially documented in a series of working papers and correspondence dating from 2002 to 2014. This paper is a short compilation of the main points from these documents and the public meetings held in the months before the vote in November 2014.

Problem identified: Our justice facilities are too small and unsecure

The Courthouse

Codington County opened its courthouse in 1929 with one jury courtroom and a small non-jury courtroom. That year, there were only 40 cases. In 2013, there were a total of 7,463 cases filed in Codington County.¹



This growth in caseload is causing the following problems:

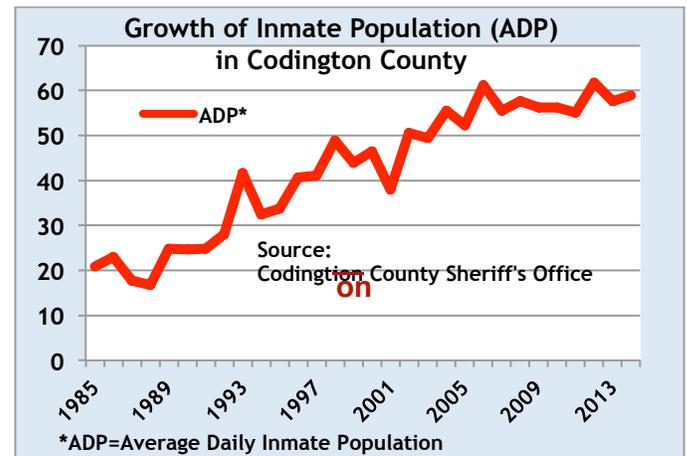
- Difficulties protecting the right to a speedy trial.
- Trials must be scheduled 2 to 3 months in advance.²
- Because 2 trial judges & one magistrate share this court space, it can be months before proceedings can be rescheduled.³
- Increasing demand for court space due to recently established drug & veterans' courts.
- Crowding of court-related offices to manage caseload has absorbed attorney-client meeting space.

Additionally, our 1929 courthouse wasn't constructed according to modern best practices for security & handicapped access.

- No secure separation of defendants, victims, inmates, witnesses, jury members.
- Judicial personnel lack secure entry to courthouse & movement patterns within building.
- Inmates must be moved to courtroom in close proximity to members of the public.
- Platforms & steps throughout large courtroom, rest rooms, & jury room prevent handicapped access & movement.⁴

The Jail (or Detention Center)

Since its construction in 1974, the county jail has seen steady growth in its inmate population. The facility was built with 38 inmate beds. In 1985, the average daily inmate population (ADP) was 20.85. By 1995, the ADP was 33.66.⁵ Anticipating the impact, in 1998, the county added to the jail, bringing the total to 52 beds. As the ADP continued to rise, the Sheriff's Office modified the basement to eventually reach 92 beds. Due to the need to segregate the various prisoner classifications, the true current capacity of the jail is from 70 to 80 inmates. The ADP in recent years has hovered around 60 inmates, but the ADP spikes above 80 from time to time.⁶



This rise in ADP is causing the following problems:

- **Crowded** conditions throughout jail.
- Conversion of inappropriate space to cells ("Band-Aids").
- Frequent mismatch in the type of cell space to prisoner classification.
- Spikes in ADP cause overcrowding in some cellblocks.

Also, our 1974 jail wasn't built using modern standards for security & effectiveness.

- Most cells are too small to meet "constitutional" standards.⁷
- Linear floor plan prohibits constant view of the inmates.
- Reliance on passive "intermittent surveillance" techniques (video surveillance and regular cell checks), which puts inmates in control of the cell space most of the time.
- Converted basement cells lack natural light.
- Juvenile cell space not sound segregated.

What are the basic needs?

For the Courthouse

- Enough adequately sized court and jury deliberation rooms for projected caseload.
- Separate areas in the courtrooms for prisoners, experts, press and litigants.
- Inmate holding cells with secure courtroom access.
- Separate access to building for public, judicial staff, inmates, victims and witnesses.
- Private meeting space for attorney-client and other sensitive meetings.⁸

For the Jail

- Floor plan with a central control station for constant inmate viewing that doesn't rely on video observation.⁹
- Adequate number of beds for projected growth in ADP.

- “Constitutionally sized” cells (70 sq. ft. for 2-person cell) and common floor space.
- Larger booking area for simultaneous bookings and maintaining classification of detainees.

For associated spaces (Judges’ Chambers, Sheriff’s Office, State’s Attorney, Court Services, Clerk of Courts, court reporters, etc.)

- Work space to accommodate current staff and expected growth in staff based on projected growth in workload.
- Space for the projected need for file storage, evidence storage, equipment and resources.
- Conference space for working meetings.
- Appropriate public waiting areas.
- Secure customer service windows.

What should we do to learn more?

Continue working to determine space needs in further detail

- Project future caseload and ADP 20 years forward to determine expected need for court and jail spaces.
- Become more familiar with current standards and best practices for court and jail facilities. This can provide a better understanding of how facilities can make things more efficient and safer.
- Determine assumptions and choices for future facilities. Possible examples:
 - Assumed lifespan of facilities.
 - Desired preservation of historical features.
 - Location considerations.

- Needs for proximity among offices and departments.
- Willingness to assume risk in levels of security.

“Inventory” the current facilities and other resources available. This might reveal:

- Possible alternative uses for current spaces.
- Limitations for modifying current facilities.¹⁰

Document our findings to

- Maintain an objective understanding of what we learn and reference point for working together.
- Provide accessible information for further project work.
- Provide a way to share findings with the public and stakeholders.

Where will this process lead? A sufficiently detailed picture of our needs will help us determine criteria we can use to evaluate specific facility options.

Most of the working papers used to prepare this paper are available at <http://codington.org/codington-county-justice-advisory-committee>

¹ 2014 3rd Judicial Circuit Administrator Presentation <http://codington.org/ccwp/wp-content/uploads/2014/12/Court-Svcs-on-JustCtr.pdf>

² 2002 “Needs of the Circuit Court in Watertown/Codington County” January 15, 2002 with 2013 updates, <http://codington.org/ccwp/wp-content/uploads/2014/12/2002-01-15-w-updates-Circuit-Ct-Request-to-develop-options.pdf>

³ The difficulty in rescheduling a court trial is due to the significant preparation necessary & the large number of people involved (defendants, witnesses, lawyers, judges, juries, plaintiffs).

⁴ 2006 Facility Needs Committee Recommendations, <http://codington.org/ccwp/wp-content/uploads/2014/12/2006-11-Facility-Needs-Committee-Recommendations.pdf>

⁵ Jail Population Trends, <http://codington.org/ccwp/wp-content/uploads/2014/12/Jail-ADP-1985-2012.pdf>

⁶ Codington County Sheriff’s Office, <http://codington.org/ccwp/wp-content/uploads/2014/12/2006-09-Sheriffs-Office-Facility-Assessment.pdf>

⁷ Based on court findings in recent decades, the typical standard for unencumbered square footage for a two-person cell is 70 square feet.

⁸ See 2008 Court checklist for detailed list of estimated needs <http://codington.org/ccwp/wp-content/uploads/2014/12/2008-03-25-Court-Checklist.pdf>

⁹ According to the National Institute of Corrections Jail Design Guide, 3rd Edition, intermittent, indirect surveillance (also known as remote surveillance) allows constant viewing of the inmates by staff with the staff being physically separated from the inmates. P.42

¹⁰ The consulting architect’s preliminary assessment of the structure of the courthouse indicates that there are numerous load-bearing walls and columns throughout the first floor of the courthouse. Modifications would need to balance maintaining the structural integrity of the building with the desired use of the space. Similarly, the jail’s basic structure would be difficult to modify and achieve the desired functionality <http://codington.org/ccwp/wp-content/uploads/2014/12/Consulting-Architect-Narrative-Summary-Assessment-on-Existing-Facilities.pdf>

Mary Campbell McQueen
President

Daniel J. Hall
Vice President
Court Consulting Services
Denver Office

March 25, 2015

D. Lee Gabel, PMP
Colonel, US Army (Retired)
Codington County Commissioner, District 1
14 1st Avenue Southeast
Watertown, South Dakota 57201

Dear Commissioner Gabel:

The National Center for State Courts (NCSC) would be pleased to work with Codington County, South Dakota (County), in planning for suitable space for the proposed county courthouse project.

The County is requesting technical assistance from the NCSC to review the court space needs for its proposed courthouse initiative. The NCSC agrees to provide its services under the NCSC's technical assistance program. Per request from the County, the NCSC consultants propose to perform the following tasks/deliverables:

1. Analyze historic court filing data, workload measures, and population forecasts to infer the future growth of the court system, in terms of the staffing levels and service for the next 20 years.
2. Review the existing court operations and the use of the court facility to assess the proper implication to the planned needs of future physical work environment.
3. Establish functional space standards for the major court functional areas, such as courtrooms, judges' chambers, offices, prisoner holding areas, jury facilities, courtroom ancillary areas, clerk's office stations, record storage, building security areas, and public accommodations, based on the projected future court operations and service delivery schemes.
4. Estimate future court functional space requirements and the overall building square footages for the proposed courthouse plans over the next 20 years.
5. Provide a document summarizing the study findings from the project tasks aforementioned.

NCSC Project Staff and Service Budget Estimate

The NCSC will offer the services of Chang-Ming Yeh, principal court facility planner, and Nathan Hall, senior staff architect, to work on this project. Please find attached their resumes.

Headquarters
300 Newport Avenue
Williamsburg, VA 23185-4147
(800) 616-6164

Court Consulting
707 Seventeenth Street, Suite 2900
Denver, CO 80202-3429
(800) 466-3063

Washington Office
2425 Wilson Boulevard, Suite 350
Arlington, VA 22201-3326
(800) 532-0204

D. Lee Gabel
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Also enclosed, for your reference, is a five-year project list of the NCSC's previous court facility and security projects. The NCSC facility consulting team plans to visit the County to tour the existing facility and observe court operations at the early stage of the study. During the NCSC facility consulting team's visit, the NCSC consultants will also meet with court and County officials to gather input and comments on the courthouse facility issues. The NCSC consultants will compile the information, analyze the statistical data, and develop its recommendations no later than 120 days from the inception of the project. The project could tentatively be scheduled to start in late April 2015.

The NCSC technical assistance program will cover the fees for the time that the NCSC consultants spend working on the project. The cost to the County will be the actual project expenses, which are estimated to be \$3,000. The estimate of the project expenses includes travel expenses for the two consultants to travel from Denver, Colorado, to Codington County, South Dakota; work on-site for two days; miscellaneous project expenses; and the required NCSC G&A cost. The NCSC will bill the County for the actual project expenses (estimated to be \$3,000) at the time the summary report is delivered to the County.

I trust this proposal addresses your request. If there are questions, I can be reached at (303) 308-4302 or by e-mail at cyeh@ncsc.org. I look forward to working with you on this project.

Sincerely,



Chang-Ming Yeh
Principal Court Facility Planner
National Center for State Courts

CHANG-MING YEY

Judicial Facility Planner, Principal

cye@ncsc.org

303-520-1311



Work Experience

Responsibilities include: Providing technical assistance and consulting services in fields of courthouse facility requirements analysis, design and planning; long-term facility strategic planning; architectural evaluation; court security analysis; court technology requirements analysis; and technical assistance on ADA court facility accessibility compliance. Presently the principal court facility planner for the NCSC consultant team in charge of delivering court facility related consulting services.

Education

M.S., University of Kansas,

Computer Science, 1988

M.S., University of Kansas,

Architectural Engineering –

Construction Management, 1985

B.S., Chinese Culture University,

Architecture Design and Urban

Planning, Taiwan, 1978

Highlights of NCSC Projects

Court Facility Master Plan Development

- Jackson County Court Facility Master Plan, Kansas City, MO
- Lyon County, Emporia, KS Courthouse Master Plan
- Multnomah County Circuit Court Facility Planning Study, Portland, OR
- Benton County, AR Court Facility Feasibility Study
- Boise, ID Municipal Court Planning Study
- Clackamas County, OR Strategic Planning and Schematic Design Development
- Houston, TX Municipal Court Facilities Master Plan and Space Programming
- Springfield MO, Municipal Court Conceptual Design and Site Planning Feasibility Study
- Oklahoma City, OK New Municipal Court Schematic Design and Design Implementation Consultation
- Mohave County Superior Court Space Program and Design Feasibility Study, Kingman, AZ
- Volusia County E-filing Courtroom Design Concept Study, Daytona Beach, FL
- Waukesha County Circuit Court Facility Master Plan, Waukesha, WI
- Scottsdale Municipal Court Facility Master Plan, Scottsdale, AZ
- Maricopa County Superior Court Criminal Court Tower Planning and Design Review, Phoenix, AZ
- Albemarle County Circuit Court Facility Plan, Charlottesville, VA
- Halifax County Courthouse Renovation Planning, Halifax, VA
- Orleans Civil District Court Requirement and Space Program, New Orleans, LA
- New Municipal Court Space Program, Schematic Design, and Design Implementation Consultation, Oklahoma City, OK
- Strategic Planning and Schematic Design Development, Clackamas County, OR
- Franklin County Court of Common Pleas New Courthouse Planning and Design, Columbus, OH
- Municipal Court Space Programming, Austin, TX
- Hawaii State-wide Court Facility Master Plan, Honolulu, HI
- Preliminary Planning for Construction of a New Courthouse, Union County, OR
- Snohomish County Court facility Master Plan, Everett, WA
- Mesa Municipal Court New Facility Design Consultation and Operation Planning, Mesa, AZ
- California Statewide County Court Facility Master Plans for 9 counties, including Alameda, San Francisco, San Bernardino,

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- San Mateo, Napa, Calaveras, Kern, Contra Costa, and Del Norte
 - Aurora Municipal Court Facility Long-term Needs Planning, Aurora, CO
 - Denver District Court and City/County Court Facility Needs Analysis, Denver, CO
 - Denver Criminal Justice Center Master Plan, Denver, CO
 - Chatham County Court Facility Master Plan, Savannah, GA
 - Iowa Supreme Court Facility Master Plan, Des Moines, IA
 - Fayette County Courthouse Master Plan and Facility Programming, Lexington, KY

Highlights of NCSC Projects Continued

- Kenton County Courthouse Master Plan and Facility Programming, Covington, KY
- 19th Judicial District Court Facility Master Plan, Baton Rouge, LA
- Juvenile Court Facility Program, Orleans Parish, LA
- Greene County Courthouse Space Program, Springfield, MO
- Planning and Design Consultation Services to Nebraska Workers' Compensation Court
- Sarpy County Courthouse Master Plan, Papillion, NE
- Planning Consultation Services for the Cabarrus County, NC, Master Plan
- Hall of Justice Facilities Planning Review for Forsyth County, NC
- District Court Facility Master Plan and Space Program, Grand Forks, ND
- Facility Planning Consulting for Hancock County, OH, Common Pleas Court
- Bucks County Circuit Court facility Master Plan and Space Program, Doylestown, PA

- Court Facility Master Planning for Franklin County, PA
- York County Circuit Court facility Master Plan and Space Program, York, PA
- Harris County Justice of the Peace Court Regional Facility Master Plan, Houston, TX
- City of Houston Municipal Court Facility Master Plan and Update of Master Plan, Houston TX
- Court Facility Master Plan, Norfolk, VA

Court Facility Renovation Programming

- Court Facility Evaluation and Renovation Planning, Lake County, CA
- Courthouse Addition and Retrofitting Design, Adams County, CO
- 24th Judicial District Courthouse Annex Renovation Design Consultation, Jefferson Parish, LA
- Municipal Courthouse Renovation Space Program, Baton Rouge, LA
- 61st District Court Facility Renovation Feasibility Study, Grand Rapids, MI
- Tulsa County Courthouse Renovation Design Planning, Tulsa, OK

Courthouse Facility Technology Planning and Design

- Huntsville Municipal Court Video Arraignment system Planning, Huntsville, AL
- Mesa Municipal Court Space, Technology and Security Consulting, Mesa, AZ
- Yuma County Justice Center Design Project, Yuma County, AZ
- Pinal County Justice Center Technology Planning and Design, Florence, AZ
- Overview Assessment of Facilities, Records Management and Information Technologies, Chatham County, GA
- Hawaii County Court Facility Planning and Design, Hilo, HI
- Warren County New Justice Center Court Security and Technology Planning, Bowling Green, KY
- 5th Circuit Court of Appeals Facility Technology and Security Planning, Gretna, LA
- UNLV Law School Moot Court Space Programming and Technology Planning, Las Vegas, NV
- Clark County Regional Justice Center Technology Planning, Las Vegas, NV
- Harris County Criminal Court Courtroom Technology Planning, Houston, TX

Court Administrative Space Planning and Design

- Design Review consulting for the District Court Remodel, Anchorage, AK
- Program and Design Review for the Southwest Regional Justice Center for the Superior Court, Maricopa County, AZ
- Consulting and Design Review for the Downtown Criminal Court Tower, Phase I for the Superior Court of Maricopa County, AZ
- Mesa Municipal Court Space, Technology and Security Consulting, Mesa, AZ
- Court Services Office Renovation and Design, Charlotte County, FL

Highlights of NCSC Projects

Continued

- Courthouse Planning for Teton County, ID
- Joplin Municipal Court Facility Planning and Clerk's Office Assessment, Joplin, MO
- Facility Needs Assessment for First Judicial District Courthouse, Santa Fe, NM
- Facility Review for the New Mexico Court of Appeals Facility
- District Court Clerks' Offices Statewide Facilities Assessment and Planning, ND
- Space Utilization Study for Adams County, PA
- Court Record Management Analysis and Space Requirement Analysis, Arlington, VA
- Circuit Clerk's Office Space Planning and Design, Chesterfield County, VA
- Court Security Assessment and Facility Planning, Stanislaus County, CA
- Westminster Municipal Court Security Study, Westminster, CO
- Court System Management Review, Pinellas County, FL
- Overland Park Municipal Court Security Planning, Overland Park, KS
- Mahoning County Courthouse Security Study, Youngstown, OH
- Las Vegas Municipal Court Facility and Security Evaluation, Las Vegas, NV
- Snohomish County Court Facility Security Planning, Everett, WA

Selected Books and Publications

- Author of *Americans with Disabilities Act Court Facility Accessibility Reference Guide*, National Center for State Courts, 1992
- Co-author of *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, 1991 & 2000
- "Retrospective of Courthouse Design, 2001 – 2010," National Center for State Courts, Director

Presentations

- "Courthouse Design and Technology Requirement," Court Technology Conference, Long Beach, California 2011
- "Retrospective of Courthouse Design 1990-2010," National Court Management Association 2011 Annual Conference, Las Vegas, Nevada, July 2011
- "Courthouse Design Retrospective, 1990 – 2010," AIA 7th International Courthouse Design Conference, Boston, Massachusetts, November 2010
- "Equal Access to Justice: ADA and Courthouse Design," forum speaker, American Institute of Architects St. Louis, Missouri Chapter, Architecture for Justice Committee, 1992

Awards and Honors

- NCSC Staff Excellence Award: Year 2000

Court Facility Security Assessment and Planning

- Wayne County Criminal Court Facility Needs Conceptual Estimate, Detroit, MI
- Mesa Municipal Court Space, Technology and Security Consulting, Mesa, AZ

NATHAN HALL

Senior Court

Planning Consultant

Colorado Registered Architect

#401776

LEED AP+ Certified

nhall@ncsc.org



Work Experience

Mr. Hall is a registered Architect and Senior Court Consultant for the National Center for State Courts. Since joining the National Center in 2008, he has been involved in over 50 court facility projects for state and local courts across the nation.

At the National Center, Mr. Hall provides expert consultation and technical assistance to state and local courts, local and county governments, and private industry design firms on facility planning and design projects. Areas of expertise include operational assessment and strategic pre-design planning analysis, conceptual and schematic design development, architectural design peer review, court security a, and court technology requirements analysis.

Mr. Hall provides training to professionals regarding courthouse planning and design as well as security design and has published multiple articles on the subject of innovation in courthouse planning appearing in *Courts Today* and in the NCSC Future Trends series.

Education

Master of Architecture, University of Colorado School of Architecture and Planning, 2003

Bachelor of Arts, History, Lewis and Clark College, Portland, Oregon, 1998

Project Highlights

- Multnomah County, OR: Downtown Courthouse Architectural Program and Concept Development
- Cherokee County, GA: Architectural Program and Concept Development
- Idaho: State Facility Guidelines and Professional Training
- Houston, TX: Municipal Court (Multiple Projects): Facilities Master Plan, Program and Concept Site planning Alternatives
- New Orleans, LA: Civil District Court Architectural Program and New Courthouse Concept Development
- New Orleans, LA: Criminal District Court Security Assessment
- Oklahoma City, OK: New Municipal Court Schematic Design and Design Implementation Consultation
- Polk County, IA: (Multiple Projects): Judicial Facilities Needs Assessment, Facility Utilization Analysis, Design Programming, Schematic Design Development
- Wayne County, MI (Detroit): Court Facilities Assessment
- Mohave, AZ: Courthouse Concept Design and Site Feasibility Assessment
- Maricopa County, AZ: Downtown Criminal Court Tower, Arizona: Building Design Review
- California: State Security Plan Assessment
- State of Hawai'i: System Wide Facilities Master Plan
- State of Hawai'i: Security Assessment of the 2nd Judicial Circuit
- US Virgin Islands: Supreme Court Site Assessment and Space Program
- Trinidad and Tobago: Court Facility Design and Planning Training
- Republic of Kosovo: Court Facilities Design Requirement Consulting

Selected Publications

- *Retrospective of Courthouse Design: 2001 – 2010* NCSC, 2010. Staff Editor.
- “Green Courthouse Planning and Design” *Courts Today*, April/May 2010, Vol. 8 #2.
- “Implementing Collegial Chambers as a Means for Courtroom Sharing” *Future Trends in State Courts*, NCSC. 2010.

Mary Campbell McQueen
President

Daniel J. Hall
Vice President
Court Consulting Services
Denver Office

**FACILITY PLANNING AND PROGRAMING STUDIES AND
SPACE UTILIZATION ANALYSIS CURRENTLY IN PROGRESS**

Digitization of Facilities Planning and Design Resources and Creation of a Virtual Courthouse (SJI Grant)
Court Facility Plan Development for the Superior Court of Mohave County, Arizona (SJI Grant)
Conceptual Courthouse Site Planning Feasibility Study for Benton County, Arkansas
Courthouse Consulting for Chatham County, Georgia (subcontractor to PSA-Dewberry Architects)
Develop Training Module for Planning Courthouse Facility Projects for the Idaho Supreme Court (SJI Grant)
Court Functional Space Standards Development and Facility Assessment for the Administrative Office of the Courts, Idaho Supreme Court
Security and Courtroom Design Review Consulting for the Beauregard Parish, Louisiana, Courthouse
Courtroom Assessment and Design Consulting Services for Warren County Courthouse, Warren County, New Jersey
Court Consolidation Review, Space Assessment, and Compensation Study for Muskingum County Court, Ohio
Court Planning Services for the Police Headquarters and Municipal Courts Complex for Oklahoma City, Oklahoma (subcontractor to Architectural Design Group)
Facility Planning and Space Programming for the Development and Planning of the Multnomah County, Oregon, Courthouse
Austin, Texas, Master Plan Consulting
Courthouse Design Consulting Services for Halifax County, Virginia (subcontractor to CJMW Architecture)
Court Facility Needs Assessment and Space Planning for Winnebago County, Wisconsin

**FACILITY PLANNING AND PROGRAMMING STUDIES AND
SPACE UTILIZATION ANALYSIS COMPLETED IN PAST FIVE YEARS**

Renovation/Expansion Feasibility Study for the Benton County, Arkansas, Courthouse (subcontractor to Hight Jackson Associates) 2014
Courthouse Space Programming, Site Evaluation, and Building Schematic Design for the City of Springfield, Missouri (subcontractor to Esterly, Schneider & Associates, Inc.) 2014

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Williamsburg, VA 23185-4147
(800) 616-6164

Court Consulting
707 Seventeenth Street, Suite 2900
Denver, CO 80202-3429
(800) 466-3063

Washington Office
2425 Wilson Boulevard, Suite 350
Arlington, VA 22201-3326
(800) 532-0204

E-Courtroom Assessment and Design Consulting Services for the Volusia County, Florida, Circuit Court (SJI Grant)	2013
Phase 2 Judicial Facility Master Plan Update for Polk County, Iowa (subcontractor to OPN Architects)	2013
Court Facility Planning for the Parish of Orleans, Louisiana, Civil District Court Justice Center	2013
Security Design Consulting for the Cecil County, Maryland, Courthouse (subcontractor to Frederick Ward Associates, Inc.)	2013
Develop Conceptual Estimates of the Third Circuit Court Facility Space Requirements and Construction Cost Opinions for the State Court Administrative Office, Supreme Court of Michigan	2013
Court Consolidation Study for Franklin Municipal Court, Lebanon Municipal Court, and Warren County Court, Ohio	2013
Facility Design Consulting for Clackamas County, Oregon, Justice Court	2013
Facility Master Planning Consulting for Albemarle County, Virginia (subcontractor to PSA-Dewberry Architects)	2013
Space Planning and Courthouse Operations Study for Halifax County, Virginia (subcontractor to CJMW Architecture)	2013
Courthouse Study for Waukesha County, Wisconsin (subcontractor to Zimmerman Architectural Studios)	2013
Courtroom Analysis for Multnomah County, Oregon, Circuit Court (SJI Grant)	2012
Court Security and Technology Planning for the Salt River Pima Maricopa Indian Community (subcontractor to Gould Evans)	2012
Phase II Conducting Architectural Peer Reviews and Consulting Services to Superior Court of Maricopa County, Arizona, for the Downtown Criminal Court Tower	2011
Develop a Statewide Judicial Facilities Master Plan for the Hawaii Administrative Office of the Courts	2011
Facility Consulting for the Kona, Hawaii, Judicial Site Selection (subcontractor to Group 70 International, Inc.)	2011
Facility Consulting for the City of Boise, Idaho	2011
Phase 2 Judicial Facility Master Planning for Polk County, Iowa (subcontractor to OPN Architects)	2011
Courthouse Facility Consulting Services to the Twenty-first Judicial District, Livingston Parish, Louisiana (subcontractor to Grace & Hebert/Labarre Architects)	2011
Facility Feasibility Assessment Services for the Civil District Court for the Parish of Orleans, Louisiana	2011
Police and Courts Consolidated Study for Lansing, Michigan (subcontractor to Capital Consultants)	2011
Space Programming for the Catawba County, North Carolina, Justice Center (subcontractor to Little Diversified Architectural Consulting)	2011
Facility Planning for Morrow County, Ohio, Board of County Commissioners	2011
Police Headquarters and Court Complex Renovation Study for Oklahoma City, Oklahoma (subcontractor to Architectural Design Group)	2011
Assistance with Strategic Planning and Facility Space Planning for Clackamas County, Oregon, Justice Court (SJI Grant)	2011

Court Facility Consulting for the Old Main Jail Adaptive Reuse Project for Polk County, Iowa, Board of Supervisors (subcontractor to OPN Architects, Inc.)	2010
Facility Planning Consulting for Hancock County, Ohio, Common Pleas Court	2010
Preliminary Planning for Construction of a New Courthouse in Union County, Oregon (SJI Grant)	2010
Design Review Consulting for the District Court Remodel at Anchorage, Alaska	2009
Overview Assessment of Facilities, Records Management, and Information Technologies for Chatham County, Georgia	2009
Court Facility Master Plan Review and Case Filing Projection Model for the Judiciary of Guam	2009
Facility Utilization Study of the District Court for Polk County, Iowa	2009
Review of Procedures for Court Facility Project Development for the Kentucky Administrative Office of the Courts	2009
Planning and Design Consultation Services to Nebraska Workers' Compensation Court	2009
Planning Consultation Services for the Cabarrus County, North Carolina, Master Plan (subcontractor to Moseley Architects)	2009
Hall of Justice Facilities Planning Review for Forsyth County, North Carolina	2009
Space Utilization Study for Adams County, Pennsylvania (subcontractor to C.S. Davidson)	2009
Court Facility Master Planning for Franklin County, Pennsylvania	2009
Update of Master Plan for the Houston, Texas, Municipal Court (subcontractor to Gensler)	2009



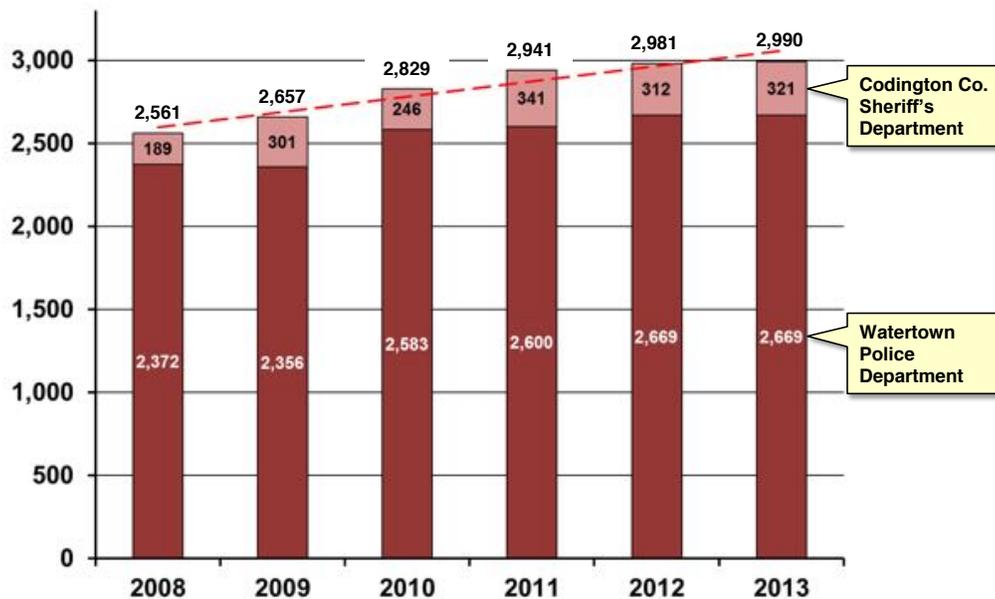
Obtaining Analysis

Criminal Justice Statistical Indicators For Codrington County

Bill Garnos



Criminal Offenses Reported in Codrington County (2008 – 2013)





Criminal Offenses Reported in Codrington County (2008 – 2013)

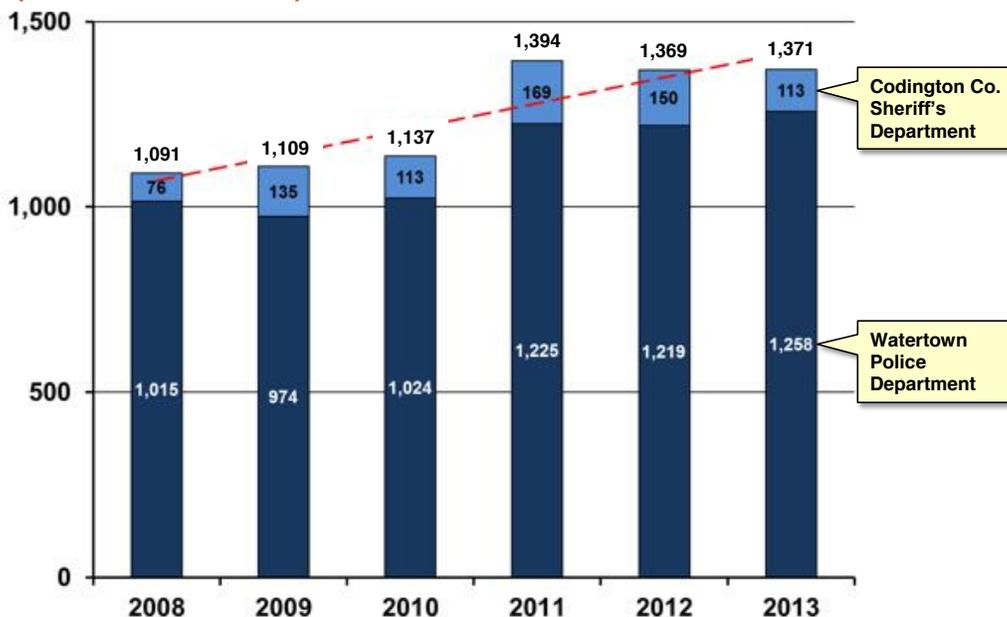
Criminal offenses in Codrington County have increased 17 percent from 2008 to 2013.

Five criminal offenses comprise 50 percent of the reported offenses.

- Simple Assault
- Destruction / Damage / Vandalism of Property
- Liquor Law Violations
- Driving Under the Influence
- Drug / Narcotic Violations



Adult Arrests in Codrington County (2008 – 2013)





Adult Arrests in Codrington County (2008 – 2013)

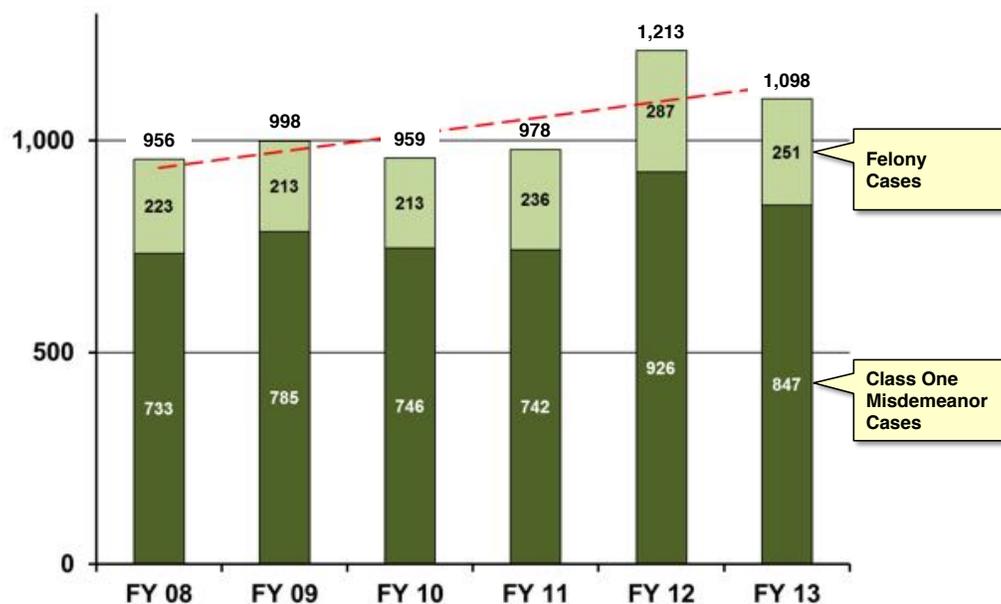
Adult arrests in Codrington County have increased 26 percent from 2008 to 2013.

Four criminal offenses comprise 62 percent of the adult arrests.

- Liquor Law Violations
- Driving Under the Influence
- Simple Assault
- Drug / Narcotic Violations



Criminal Case Filings in Circuit Court in Codrington County (FY2008 – FY2013)





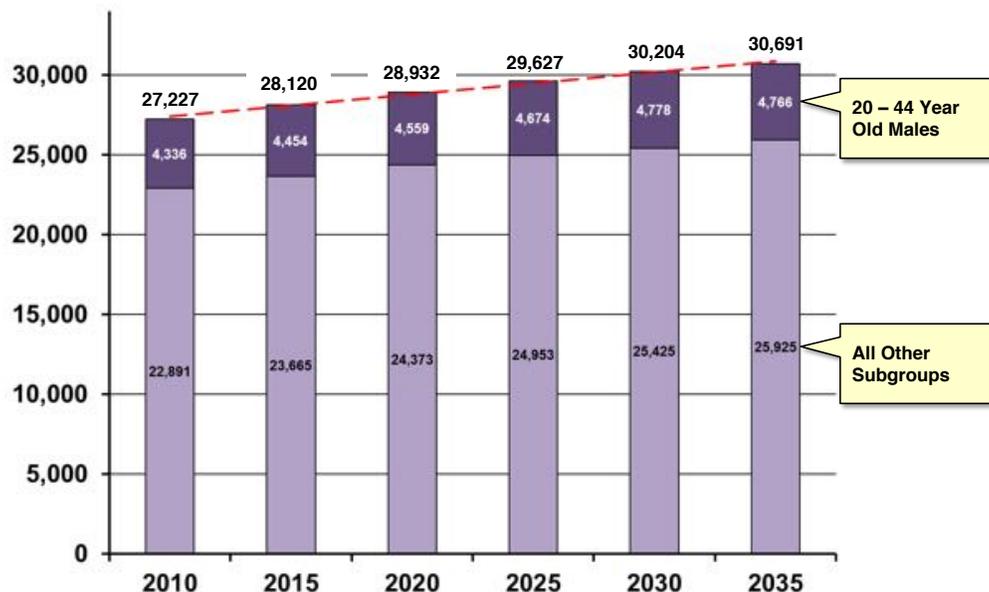
Criminal Case Filings in Circuit Court in Codington County (FY2008 – FY2013)

Criminal case filings in Circuit Court in Codington County have increased 15 percent from FY2008 to FY2013.

- Class One Misdemeanor case filings have increased 16 percent from FY2008 to FY2013.
- Felony case filings have increased 13 percent from FY2008 to FY2013.



Population Projections for Codington County (2010 – 2035)



Population Projections for Codington County (2010 – 2035)



Total Codington County population is projected to increase 13 percent from 2010 to 2035.

The number of 20 – 44 year old males in Codington County is projected to increase 10 percent from 2010 to 2035.

Jail Needs Assessment: Next Steps



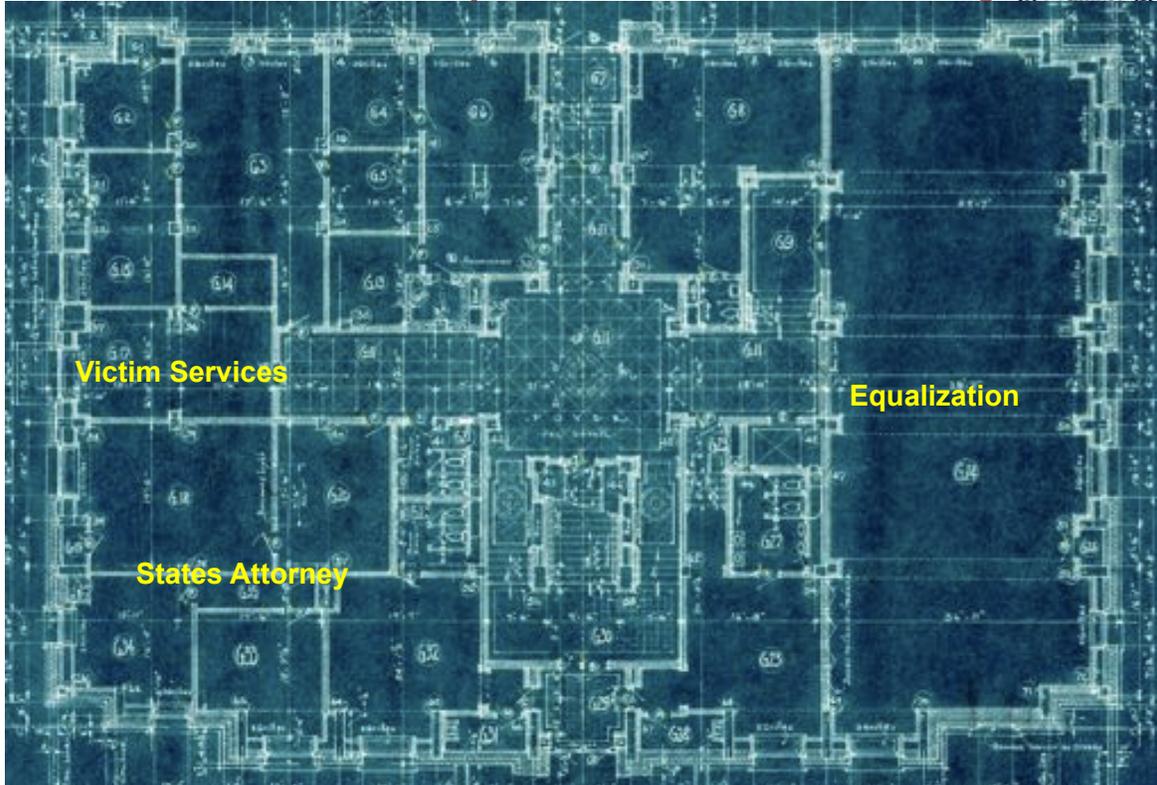
Collect monthly jail population data, including:

- Total Bookings
- Average Daily Population (ADP)
- Average Daily Population by Jurisdiction
- High and Low Inmate Population

Develop inmate population profile.

- Analyze current jail capacity, including:
 - Breakdown of inmate housing units
 - Type of housing (single cells, double cells, dorm beds, etc.)
- Current usage

Stakeholder Input: State's Attorney



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- Current Staff:
 - 1 States' Atty, 3 Asst SAs, 4 Admin (and 1 Victim Svcs)
- Workload:
 - Annually review ~2,500 cases,
 - Annually charge ~1,100 cases (of these ~250 are felonies)
 - Annually process ~3,500 to ~5,000 lower misdemeanor cases
- Impact of your current space:
 - Very crowded (4 Attorneys share 2 offices)
 - No good meeting space
- What could be improved in your space? Accommodate:
 - 5 attorneys
 - 4 staff
 - victim witness assistant.
 - one or two conference rooms



Stakeholder Input: State's Attorney

- Impact of the court space:
 - Must “stack” up to 50 jury trials on days when jury court room is available.
 - Difficult to prioritize based on the nature of the case
 - Backlog grows as caseload rises
 - Difficult to separate victims from accused.
 - No witness waiting area/room.
 - Lack of handicapped access difficult for witnesses and jurors
 - No shared meeting rooms (absorbed by Court)
- What could be improved in the court space?
 - More courtrooms – would allow better prioritization of cases
 - Security improvements
 - Provide for Separation of different parties, both in courtroom and surrounding spaces