



Codington County, South Dakota Courthouse Space Assessment

Technical Assistance Final Report

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National Center for State Courts

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I. Introduction

Codington County, South Dakota (herein referred to as “the County”) contracted with the National Center for State Courts (herein referred to as “ the NCSC project team”) to develop a needs assessment and space requirements for the County’s court facilities that would effectively conduct judicial operation for the next twenty years. Input from respective agencies and major tenants of the Courthouse was gathered through interviews, survey questionnaires, and on-site observation and facility tours. Statistical models of future county demographic and court workload evolvments were developed to quantify their impacts to future demands upon the Court. A qualitative analysis of feasible and innovative changes and improvements of future court operations, given reference to the applicable national best practices of court administration and the local operation initiatives, was conducted to supplement the quantitative model inferences and optimize the resulting court facility needs and space solutions. The following report identifies the current and future court operation environments, the findings on historic and future population demographics and Court case filing trends, future court staffing requirements, future facility planning considerations, and the Court facility space requirements.

Scope of Work

To complete the strategic plan it was necessary for the NCSC project team to undertake a series of activities in order to reach conclusions concerning long-term facilities implementation strategies for the Court. The following list of task items summarizes the work efforts involved in this project:

1. Analyzed current court components and offices to identify current practices and the operational environment of the Court.
2. Projected future growth of the Court and court-related offices based on demographic data and historic case filing analysis.
3. Identified Court and court-related office functional requirements based on the Court’s unique operating environment resulting in the development of appropriate design concepts and goals as well as functional space standards for the needs identified.
4. Developed future long-range court facility space needs requirements based on court system growth models in terms of total square footage, incorporating space standards and building grossing factors. The future court facility space needs projections will accommodate the growth and expansion of the Court into the year 2035.

Methodology

To identify the current operating environment and current facility deficiencies and needs, the NCSC project team collected data and information by distributing a questionnaire to all Court and court-related offices to be included in this study, conducted on-site interviews and meetings, and toured the existing facilities. The NCSC project team then analyzed the data and information collected to identify the current operational practices of the Court and the various issues that have physical implications. The court facility planning and needs assessment questionnaire requested information about court organization and functions, staffing levels, and workload and sought input as to current facility problems and issues. The NCSC project team met court officials and collected information from staff members representing the various offices within the Court that are included in this study:

- Circuit Court Judges and Support Staff
- Clerk of Courts
- Court Services
- Sheriff's Office
- State's Attorney

Following the initial site tours, interviews, and survey analysis, the NCSC project team analyzed historical demographic and caseload data to develop projections of future court caseload and population growth. The NCSC project team then used the analysis and projections of court caseload and population growth to estimate personnel and staffing needs of the Court and court-related offices or departments. Long-term facility requirements were developed for the court system to year 2035 based on the future growth projections of the court system and the applicable space standards for the court functional areas. The functional space standards adopted for the development of the long-term facility requirements comply with the Courthouse Design Guideline published by the NCSC.

II. Overview of Courts and Court-Related Agencies

Circuit Court

Circuit Courts in South Dakota are the state’s trial courts of general jurisdiction through which the majority of criminal proceedings and civil litigation are processed. South Dakota has seven judicial circuits, 41 circuit judges and 14 full-time magistrate judges and 1 part-time magistrate judge. Codington County is currently staffed by two judges and one magistrate judge. Circuit Court judges are elected by the voters within the circuit where they serve. The judges must be voting residents of their circuit at the time they take office. In the event of a vacancy, the Governor appoints a replacement from a list of nominees selected by the Judicial Qualifications Commission. Circuit Court judges have original jurisdiction in all civil and criminal actions, exclusive jurisdiction in felony trials, arraignments and all types of civil actions except areas of concurrent jurisdiction shared with magistrate courts, and appellate jurisdiction over magistrate court decisions.

Magistrate Court

Magistrates assist the Court in disposing of misdemeanor criminal cases and minor civil actions. These courts have limited jurisdiction but make the judicial system more accessible to the public by providing a means of direct court contact for the average citizen. The jurisdiction of the magistrate court varies depending on whether a Magistrate Judge or a Clerk Magistrate presides. Clerk Magistrates are not attorneys but are clerks who receive specialized training. They provide functions that need to be handled expeditiously. Both Magistrate Judges and a Clerk Magistrates are hired by the circuit upon approval of presiding judge of the circuit.

TABLE 1: JUDICIARY

Position	Current FTE
Circuit Court Judge	2
Court Reporter	2
Magistrate Judge	1
Total	5

Clerk of Courts

The Clerk of Court is statutorily the keeper of all records, meaning anything that is filed into the Court will come to this office. Staff collect fines, administer payment plans, work permits, jail sheets, and warrants, organize the court calendar, sit in court room and enter data which consists of next hearing, sentence and conditions, warrants, bonds, etc. Staff also prepare paperwork for the jail confinement and pen confinement and follow up paperwork. Deputy clerks open all filings including criminal, tickets, juvenile, small claims, protection orders, search warrants, restitution, civil, appeals, divorce, reciprocal, adoption, mental illness, probate, guardianship wills, trusts, and several other case types including performing weddings.

Clerk of Court’s staff administer all of the court follow up processes including fine, payment plans set up, work permits, sending in licenses to driver licensing, warrants, indexing of all documents received in court, and scheduling of subsequent hearings. Jury management is also conducted out of this office with tasks including: sending out questionnaires each quarter, entering information once returned, setting panels for grand jury and jury trials.

TABLE 2: CLERK OF COURTS	
<u>Position</u>	<u>Current FTE</u>
Clerk of Courts	1
Deputy Clerks	5
Total Clerk of Courts Staff	6

Court Services

Court Services provides probation services to several counties in the Watertown, SD area. This includes Codington, Clark, Grant, and Hamlin Counties. The major functions of this office include ensuring that Court/Judge ordered probation conditions are carried out - meeting with adult and juvenile probationers (both office and field contacts), administration of drug tests of probationers, establishing probation plans to assist probationers successfully through probation, and providing sanctions and incentives based on probationer behavior. The staff in this office spend time contacting chemical dependency treatment providers, mental health treatment providers, and discussing the progress of probationers. Typically, Court Services Officers (CSO) will carry a caseload of approximately 70-105 clients annually. The office also writes judge-ordered presentence investigative reports for felony sentencing cases and predisposition reports for juvenile cases. The Office is currently staffed by 7.5 FTEs:

TABLE 3: COURT SERVICES	
<u>Position</u>	<u>Current FTE</u>
Deputy Court Services Officer	1
Court Services Officer (CSO)	3
Support Staff	1.5
Drug Court Coordinator	1
Drug Court Court Services Officer	1
Total Court Services Staff	7.5

State’s Attorney

The State’s Attorney has the exclusive and statutory responsibility for prosecuting violations of the criminal laws of the State of South Dakota, as well as many other regulatory laws of the state and county including traffic regulations. While the principal responsibility of the office is the prosecution of adult and juvenile crime, the office has the duty of protecting children who may be living in abusive or neglectful homes. Additionally, the office is responsible for providing legal advice and representation to the Board of County Commissioners and other elected and appointed department heads and staff. The State’s Attorney’s Office is currently staffed by seven FTEs:

TABLE 4: STATE’S ATTORNEY	
<u>Position</u>	<u>Current FTE</u>
State Attorney	1
Assistant Attorney (one FTE vacant)	2.5
Administrative Support	2.5
Victim Services	1
Total Court Services Staff	7

Sheriff’s Office

The Codington County Sheriff’s Office is a full-service office providing Civil Process, Detention, Warrant Service and Law Enforcement services for the 700 square miles that make up Codington County, as well as the municipalities of Florence, Wallace, South Shore, Henry, Kranzburg and the village of Waverly. The Sheriff’s Office supports court operations by providing the court security and in-custody transports. No staff are permanently housed in the courthouse as the facility is located adjacent to the jail and main sheriff’s office; however, staff will be assigned daily to provide court security and in-custody transport as needed. Typically, two to three deputy sheriffs will be scheduled to provide courthouse security depending on the level of court activity scheduled that day.

Codington County Court Staffing Summary

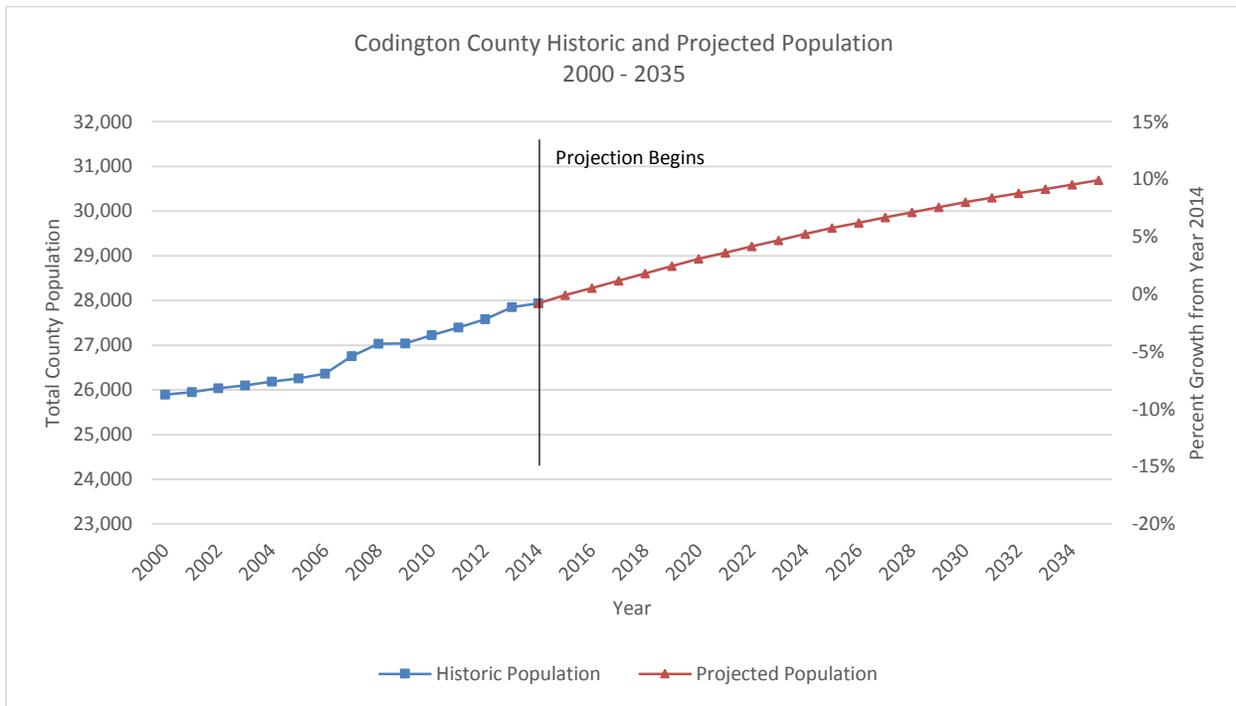
TABLE 5: TOTAL STAFFING SUMMARY	
<u>Department / Office</u>	<u>Current FTE</u>
Court Judges	2
Court Support Staff	2
Magistrate Judge	1
Clerk of Courts	6
Court Services	7.5
State’s Attorney	7
Total Staff	25.5

III. Codington County Future Requirements

The planning process for court facilities involves the projection of future growth and the determination of its architectural implications, in terms of the operational work environment of the Courts and court-related agencies and the building square footage. Planning considerations include the number of individuals expected to use the facility, the various types of services to be provided, and the estimated caseload volumes and growth trends. To provide a realistic and reasonable basis for estimating future requirements for adjudication facilities, the NCSC project team analyzed the case filing data of the Court along with local population data and developed the future growth model to infer future facility requirements.

Historic and Projected Population Estimates

In order to develop a basis for future growth of the courts and court related agencies housed in the courthouse, it is necessary to first analyze the demographic makeup of the public served by the courts and related agencies. The NCSC project team obtained and reviewed historic population estimates from 2000 to 2014 as compiled by the U.S. Census and projected county population data to year 2035 presented by the South Dakota Department of Labor and Regulation.



Source: 2000 – 2014 U.S. Census
 2014-2035 South Dakota Department of Labor and Regulation

Table 6: CODINGTON COUNTY POPULATION, 2000 - 2035

Year	<u>Historic Population</u>	<u>Projected Population</u>	<u>Growth from Year 2014</u>
2000	25,897		
2005	26,364		
2010	27,227		
2011	27,399		
2012	27,581		
2013	27,855		
2014	27,938		
2015		28,120	0.65%
2020		28,932	3.56%
2025		29,627	6.05%
2030		30,204	8.11%
2035		30,691	9.85%

*Source: 2000 – 2014 U.S. Census
 2014-2035 South Dakota Department of Labor and Regulation*

Analysis

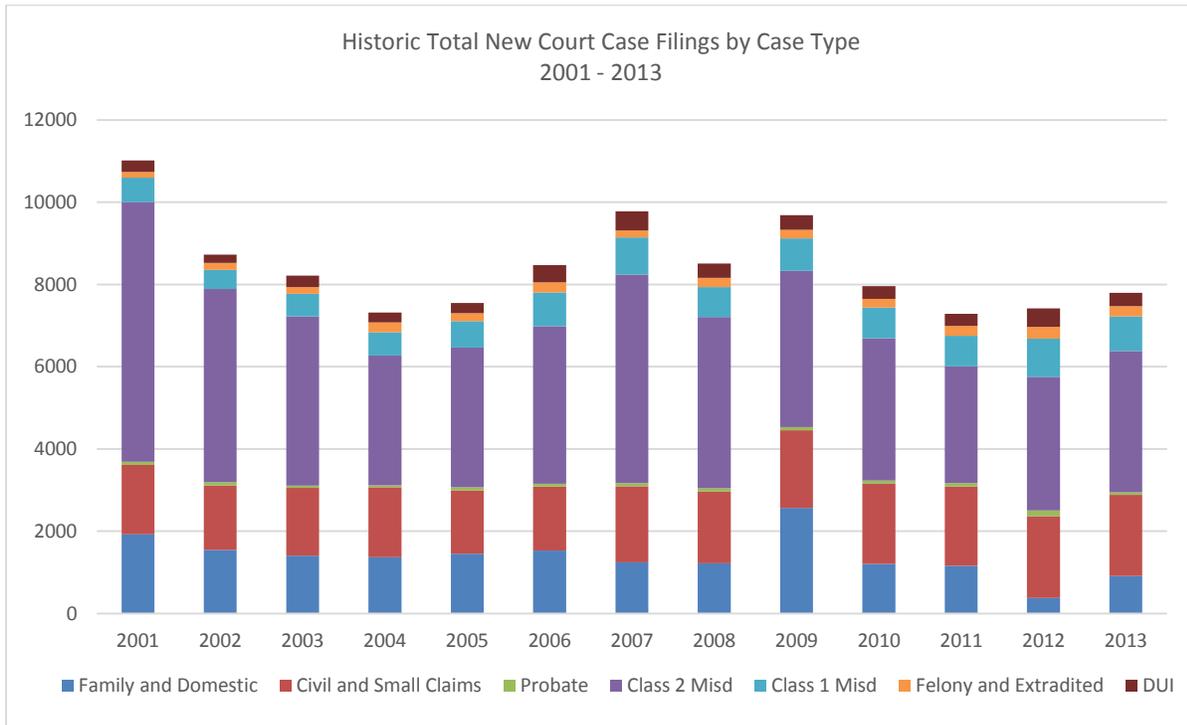
- Between years 2000 and 2010, Codington County Population increased 5.14%. This represents an average annual growth rate of 0.51% over the past decade.
- Population in the Codington County area by year 2035 is expected to be at just over 30,000, which is equivalent to a 9.85% increase from the 2014 population estimate. This represents an average annual growth rate of nearly 0.49%, consistent with the historic population growth observed over the past decade.

Future Court Case Filing Projection

The primary purpose of the forecasting process is to provide a realistic and reasonable basis for estimating future facility needs for the Court and related agencies. The caseload projections represent the trends of what may be expected in the future, assuming that current trends and practices continue unchanged. The projections become more tenuous the further into the future they extend, regardless of the estimating technique used. The first step necessary to produce case filing projections for planning horizon of 2035 is to analyze recent historical case filing data.

A wide variety of methodologies and criteria are available to assess future court workload levels. For Codington County’s Courthouse planning purposes, an analysis of the number of cases filed over the past 13 years, provides sufficient guidance for estimating growth of the court system and inferring the resulting long-term staffing and space needs. Admittedly, raw case filing data do not indicate how much time and resources are required to process all cases. Cases vary in complexity, and different types of cases require different amounts of time and attention from judges and court staff. For example, felony cases having jury trials have a much greater impact on the workload of the court than some of the more administrative types, such as violation cases. Furthermore, divorce, custody, and juvenile dependency cases may require continuous post judgment judicial attention over a long period of time – work that may go on for a decade or more which is not reflected in the mere counting of cases filed. The following table examines the year-to-year changes in the new case filings entered into the Court.

TABLE 7: TOTAL NEW COURT CASE FILINGS	
Year	Total New Case Filings
2001	11,017
2002	8,728
2003	8,218
2004	7,319
2005	7,547
2006	8,469
2007	9,781
2008	8,507
2009	9,686
2010	7,960
2011	7,283
2012	7,420
2013	7,798
Maximum Annual New Case Filings	11,017 (Yr. 2001)
Minimum Annual New Case Filings	7,283 (Yr. 2011)
Average Annual New Case Filings	8,441



Analysis

- While examining the historic trends in new cases that are entered into the Court, it is important to understand that while there may be significant increases or decreases in new filings, the impact on the Court’s total workload is not equal across all case types.
- Total case filings have fluctuated year to year ranging as high as 11,017 in year 2001 to a minimum of 7,283 new filings in year 2011. The historic average annual case filing level has been 8,441 cases. This represents a case filing level 8.2% higher than year 2013 case filing levels.
- The most notable change in new case filing entered into the Court occurred between years 2001 and 2004 largely in Class 2 misdemeanor cases. Class 2 misdemeanors represented 42% of annual filings, the largest classification of cases. Between years 2001 and 2004, this case type dropped from 6,315 annual filings in 2001 to 3,160 annual filings in 2004; a 49% decrease.
- The remaining case types have experienced cyclical increases and decreases annually, but not to the same extent as the misdemeanor case filings.

The history of case filings is examined to identify a trend that can be used as the basis for making inferences about probable future activity. Projections based on past filing trends implicitly assume that caseloads change fairly consistently over time, or at least that the factors that influenced caseload growth in the past will continue to affect case filings in the future. Any dramatic changes to court jurisdiction, laws, or demographics may affect the level of case filings. While it is reasonable to assume that court caseloads will increase over time, caseloads can be subject to significant fluctuations from year to year. Multiple forecasting models have been tested to simulate the case filing trends evolvments. The resulting models were chosen for use in the case filing analysis.

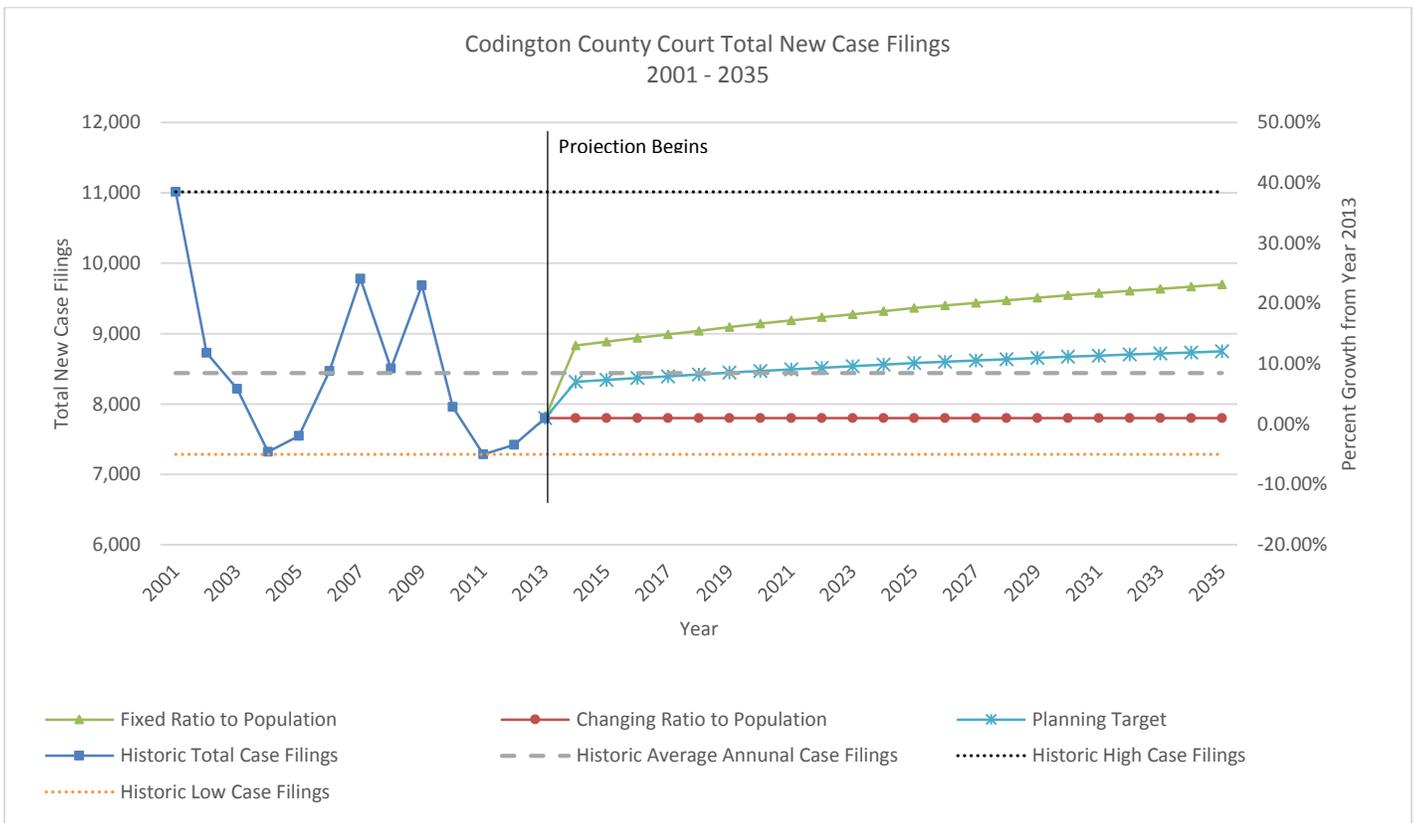
1. **Linear Regression** – This model uses an equation that measures, for a series of data, how much one data variable changes in relation to a second (regression only works for two or more variables). As a forecasting technique, linear regression equations find the relationship that best expresses the trend between two variables (number of case filings and a duration of time), and then extends the trend by that amount into the future.
2. **Fixed Ratio to Population** – This model analyzes how case filings trend in relation to population, with the assumption that case filing levels will change in proportion to changes in the populations with the number of filings per population remaining constant over the time frame examined. The range of ratios for historical filings is calculated to create a mean average of case filings per unit of population; this ratio is then applied against the population forecast. Forecasts based on this ratio can be useful, especially when historical trends are not suited for regression or exponential smoothing techniques.
3. **Exponential Smoothing/Changing Ratio to Population** – This model, based on past filing trends, implicitly assumes that caseloads change fairly consistently over time, and that the factors that influenced caseload growth in the past will continue to affect case filings in the future. Exponential smoothing is a two-variable forecasting method and is used to project case filings based on historical trends between both population and case filings; however, rather than a fixed ratio between the two variables, this model calculates the annual changing ratios of number of cases in relation to yearly population and projects that changing average forward.
4. **Planning Target** – This multi-model trend calculates the mathematical average between chosen applicable forecast models. Understandably, each model has its own inherent strengths and weaknesses, the averaging in this fourth model attempts to counter the weakness of one model with the strength of the others.

Historic case filing statistics from 2001 to 2013 were provided to the NCSC project team by the 3rd Judicial Circuit and South Dakota Unified Judicial System¹. Case filing projections using multiple forecasting models for the Court follow.

¹ Data can be found on the South Dakota Unified Judicial System website, <http://ujs.sd.gov/Information/Public.aspx>

TABLE 8: CODINGTON COUNTY COURT TOTAL CASE FILINGS

	Actual				Estimated					Average Growth 2014=3-2035
	2003	2005	2010	2013	2015	2020	2025	2030	2035	
Codington County Population	26,100	26,254	27,227	27,855	28,120	28,932	29,627	30,204	30,691	
Total Court Case Filings										
Linear Projection	8,218	7,547	7,960	7,798	7,798	7,798	7,798	7,798	7,798	0.00%
Fixed Ratio to Population	8,218	7,547	7,960	7,798	8,887	9,144	9,363	9,546	9,699	24.38%
Planning Target	8,218	7,547	7,960	7,798	8,342	8,471	8,581	8,672	8,749	12.19%



Analysis

- Total new case filings entered into the Court have historically fluctuated between 11,000 and 7,000 cases annually. The historic average annual number of case filings is 8,441 cases.
- Using future case filing modeling methods, future case filings entered into the Court could be within a range of 0% and 24% higher than the current case filing level. Case filings entered into the Court will continue to fluctuate year to year as they have done in the past, therefore a

planning target within this range must be selected to develop possible future staffing requirements of the Court and court-related agencies for the planning of the future court facility space requirements. This value is determined for use by two factors. The planning average should be relevant to the 12-year historic annual average number of new filings entered into the Court. Secondly, the planning target represents the mathematical average between the high and low ranges of the projection models. Selecting the mathematical average between the two projection models allows for the continued fluctuation of annual filings that will be entered into the Court.

- A planning target of 12% growth from the current case filing level was determined to be used for future staffing requirement estimates.

	<u>Number of Annual Case Filings</u>	
Year 2035 Planning Target	8,749	
Year 2013 Case Filings Level	7,798	12% Lower than Planning Target
Historic Maximum Case Filing Level	11,017	20.6% Higher than Planning Target
Historic Minimum Case Filing Level	7,283	20.1% Lower than Planning Target
Historic Average Case Filing Level	8,441	3.6% Lower than Planning Target

- The planning target estimates the annual case filing level could be near 8,749 new cases by year 2035. This represents a case filing level 12% higher than the year 2013 case filing level.
- Historically, the Court has handled a case filing level 20.6% higher than the estimated year 2035 planning target.
- The planning target case filing level by year 2035 is 3.6% higher than the average annual case filing level experienced over the past 12 years.

Codington County Jury Trials

The time-honored pattern of one jury deliberation room attached to every jury configured courtroom is both inefficient and a costly use of space. An improved practice, given the multi-year trend toward a dwindling number of jury trials nationwide and in Codington County, is to rethink the use of space for empaneled jurors. A best practice is to establish a ratio of one deliberation room for every two jury courtrooms. Also, it is quite acceptable to conserve space by clustering juror rooms together in strategic locations provided they allow security and privacy for empaneled jurors. Clustering rooms reduces construction costs by sharing common amenities needed by sitting jurors (e.g., restrooms, coat closets, and small kitchen areas).

Jury deliberation rooms should serve three functions: they should provide a protected location for deliberation; they should provide a gathering place and waiting area for impaneled jurors and alternates when trial is not in session; and they should provide a space for staff meetings and training when not used by a jury panel. Also, in modern courthouse design, deliberation rooms allow jurors to conduct routine personal business during non-trial times as necessary (i.e., checking email, making personal cell phone calls, etc.). Some judges may be concerned that jurors might use Internet access to obtain ex parte information about the trial. There may be similar concerns about jurors mingling with jurors from other cases in shared deliberation suite areas. Empirical research suggests that if jurors are appropriately admonished to avoid conducting independent research or discussing the case with others, and given the underlying rationale for the prohibition, they are remarkably good about policing themselves.²

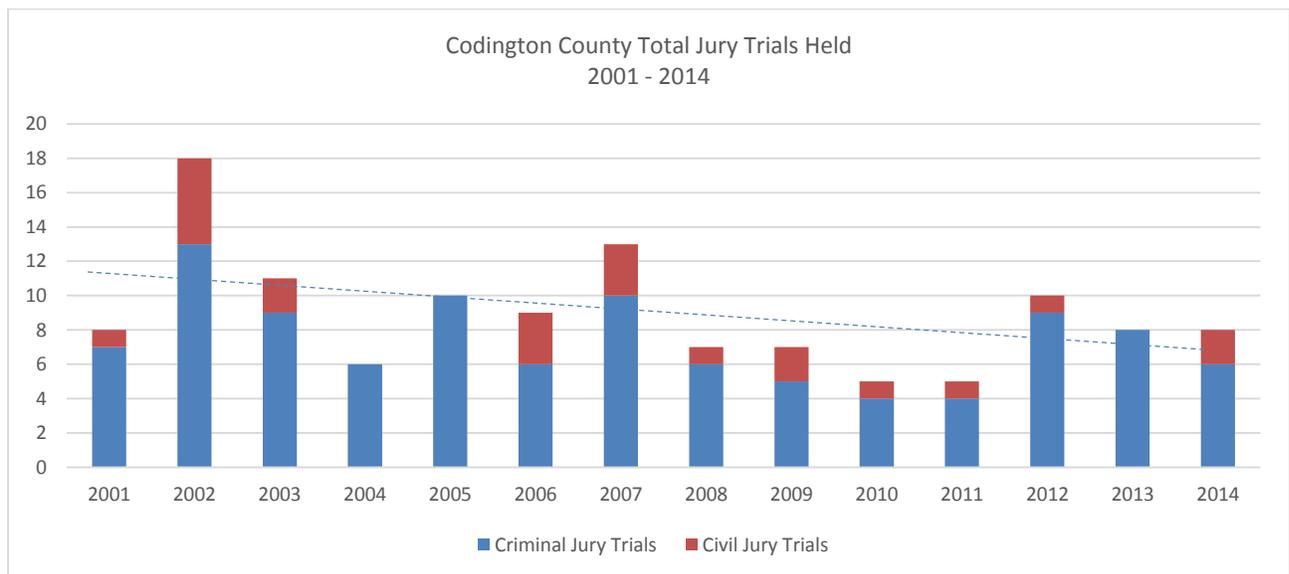
In running a sample of general jurisdiction courts in 16 states (South Dakota was not one of the states studied, but a review of the Court's data indicates no dramatic difference than depicted by the NCSC dataset) over the last three decades, jury trial rates have consistently dropped. For civil jury cases, the reduction went from a high of 3.5 percent to 0.5 percent of the cases filed.³ For criminal jury cases, the change was not as significant; dropping from 3.1 percent to 1.1 percent during the same time period. Both national and Codington County trends suggest there is little likelihood there will be a resurgence of jury trials anytime soon.

The following table identifies the total number of jury trials conducted annually in Codington County. Understanding there are more jury trials calendared and prepped than are actually conducted, reviewing the number of trials set and prepped addresses only the impact on clerical workloads rather than physical space.

² Data available at the Center for Jury Studies, National Center for State Courts, Williamsburg, VA.

³ See: National Center for State Courts *Statistical Project*. Sixteen states are part of the criminal trend analyses, including Alaska, Arizona, California, Delaware, Florida, Hawaii, Indiana, Kansas, Maryland, Michigan, Missouri, North Carolina, Ohio, Pennsylvania, Texas, Vermont.

TABLE 9: CODINGTON COUNTY JURY TRIALS HELD			
<u>Year</u>	<u>Criminal Jury Trials</u>	<u>Civil Jury Trials</u>	<u>Total Jury Trials</u>
2001	7	1	8
2002	13	5	18
2003	9	2	11
2004	6	0	6
2005	10	0	10
2006	6	3	9
2007	10	3	13
2008	6	1	7
2009	5	2	7
2010	4	1	5
2011	4	1	5
2012	9	1	10
2013	8	0	8
2014	6	2	8



Analysis

- The total number of jury trials conducted in Codington County has fluctuated annually, with an average annual number of 8 to 9 jury trials actually conducted.
- Historically, an average of 83% of all jury trials are criminal cases with the balance belonging to civil cases.
- Codington County, much like the rest of the country, has seen an overall decrease in the number of jury trials conducted annually.

IV. Projected Staffing for the Codington County Court

This section of the report contains staffing projections through the year 2035 for the occupants of the Codington County Courthouse. These staffing projections are to be used solely for long-range planning purposes, as they are estimates of the *likely* needs that might be expected over the planning time span, based largely upon historical trends and qualitative assessments of the future. These estimates should not be construed as being justification for funding additional staff positions. Before any personnel are added to the Court’s, whether they are judges or administrative personnel, a thorough staffing analysis should be done and that staff should be added only if the additional positions can be justified.

Synthesizing quantitative case filing projections and qualitative planning elements assists in projecting future staffing requirements for the Courts and related agencies. The staffing projections consider future workload increases within a range of expected growth. The projected staffing growth will increase in proportion to the estimated ranges of increase. Quantitative analysis translates the workload increase into equivalent staffing needs. The resulting staffing needs were adjusted to reflect qualitative considerations and input from each user group through on-site interviews and NCSC’s experiences.

TABLE 10: CODINGTON COUNTY COURT FUTURE STAFF NEEDS ESTIMATES					
<u>Staff Position</u>	<u>Current FTE</u>	<u>2020</u>	<u>2025</u>	<u>2030</u>	<u>2035</u>
Judiciary					
Court Judge	2	2	2	2	2
Court Reporter	2	2	2	2	2
Magistrate Judge	1	1	1	1	1
Clerk of Court					
Clerk of Court	1	1	1	1	1
Deputy Clerk	5	5	5	6	6
Court Services (Probation)					
Deputy CSO	1	1	1	1	1
CSO	3	3	4	4	4
Support Staff	1.5	1.5	1.5	2	2
Drug Court Coordinator	1	1	1	1	1
Drug Court / Veterans Court CSO	1	2	2	2	2
State's Attorney					
State Attorney	1	1	1	1	1
Assistant Attorney	2.5	2.5	2.5	3.5	3.5
Administrative Support	2.5	3	3	4	4
Victim Services	1	1	1	1	1
Total Staff	25.5	27	28	30.5	31.5

Analysis

- The Court is currently staffed by two judges and a magistrate judge. In consideration that the annual case filing level of the court has been higher in recent years than the current year and the County is estimated to grow less than ten percent by year 2035, the three judicial officer positions are estimated to be able to handle the future case load of the Court through year 2035.
- Ten years ago, the Clerk of Court Office was staffed by 5.5 FTEs and currently is staffed by 6 FTEs. Without significant changes to process or legislation with this trend of staffing increase and the overall estimated case filing increase of the Court, the Clerk staff are estimated to have a need of one additional staff by year 2035 for a total of 7 FTEs.
- Court Services staff has seen significant increases in workload and program requirements resulting in increased staffing. Ten years ago the office was staff by 3 FTEs and currently has 7.5 FTEs. The majority of this growth was to establish the core support staff and functions of this office. Additionally, the Court wanted to expand the specialty court programs requiring an additional Court Services Officer to be hired. While it is not anticipated that this office will continue to grow at this rate, future estimates and staff input indicate that staffing for this office could increase to 10 FTEs by year 2035.
- The State's Attorney Office has indicated that on an annual basis the office reviews an average of 2,500 new cases where approximately 1,100 become charges sent to the Court. With the future growth of the County and the court caseload, it is estimated that the Office would need to increase by one Assistant Attorney and one and a half Administrative Support positions to handle the possible increased caseload.

V. Codington County Courthouse Requirements

As a means of guiding development of future facilities for the Court, facility planning principles were developed based upon future court growth expectations, operational considerations, functional space needs, as well as accepted planning standards and precedents seen around the country in similar jurisdiction court operations and courthouse designs. The following planning requirements are a response to both the functional/operational assessments and physical assessments conducted for this project and describe the overall programming concepts and goals, future functional space requirements and planning considerations.

Future Court Facility Planning Concepts and Goals

The various court facilities should serve the citizens of Codington County for many years. In consideration of the present and future needs of the Court and the citizens of Codington County, the court facilities should be designed to address the following goals:

1. To convey an image of dignity and solemnity and a sense that the facility is one in which justice is done.⁴
2. To represent careful thought and consideration of the Court's operational and spatial needs.
3. To maintain flexibility to accommodate both short- and long-term space needs and contribute to the effective administration of justice.
4. To offer an environment that is easily accessible to the public and user-friendly.
5. To offer a safe and secure environment for all citizens who utilize the facility as well as for the court staff who work within the facility.
6. To equip all courtrooms, offices, and other functional space with advanced technologies to facilitate the efficient administration of justice and improve the quality of service to the public.

In the preparation of the future space needs requirements, these goals are presented as follows:

Goal 1: The court facility should be designed to convey an image of dignity and solemnity and a sense that the facility is one in which justice is done.

- The architecture throughout the interior and exterior of the court facility should convey the image of the judicial system: dignity, strength, respect, and a sense of importance of the judicial system in the community.
- The appearance and ambiance of the courtrooms should be dignified and business-like. Consideration should be given to proper sight lines, acoustics, lighting, properly functioning heating, ventilation, and air-conditioning systems.

⁴ See American Bar Association, Judicial Administration Division, *Standards Relating to Trial Courts* § 2.46 (1990).

- The selection of finishes should be made with a view to the future. The materials selected should be functional and durable for use over time and should contribute to the overall image of dignity and institutional permanence.
- The architecture should represent an expression that is responsive to local context, geography, climate, culture, and history, and should improve and enrich the site and community in which the facility is located.

Goal 2: The architecture should represent careful thought and consideration of the Court's operational and spatial needs.

- The spaces should promote efficient operation of the Court with consideration to workflow, adjacencies, and proper zoning of functions.
- The architecture should promote streamlined communication and interaction between justice partners involved with the Court and result in more efficient processing of cases.

Goal 3: The court facility should maintain flexibility to accommodate both short- and long-term space needs and contribute to the effective administration of justice.

- The design should provide for flexibility to anticipate future changes and enhance building longevity.
- Provisions for future expansion of the Court capacity should exist including additional space for courtrooms, chambers and support spaces.
- Courtrooms, hearing rooms, and ancillary spaces should be constructed to accommodate a broad range of growth or policy changes by the Court in order to enhance the facility's flexibility and long-term usefulness.
- In order to promote easy movement between offices and courtrooms, chambers and courtrooms should be located in close proximity.

Goal 4: The court facility should offer an environment that is user-friendly and easily accessible to the public.

- The court facility should be a barrier-free, accessible facility in compliance with the American with Disabilities Act Title II requirements for governmental facilities.
- A simple and clearly displayed public directory and signage system should be provided so visitors are able to find their way around the courthouse easily. The layout of spaces should be designed for simplicity so that way-finding throughout the facility is readily apparent. The use of architectural features to serve as landmarks and the provision of windows and natural light are also important features to be considered to improve user orientation within the building.

- High public traffic areas should be located near the public entrance of the building so that the public visiting these offices can be served quickly.
- Clear and easy access to staff should be provided for the public to seek assistance in answering questions or preparing forms or other documents.

Goal 5: The court facility should offer a safe and secure environment for all citizens who utilize the facility as well as for the court staff who work within the facility.

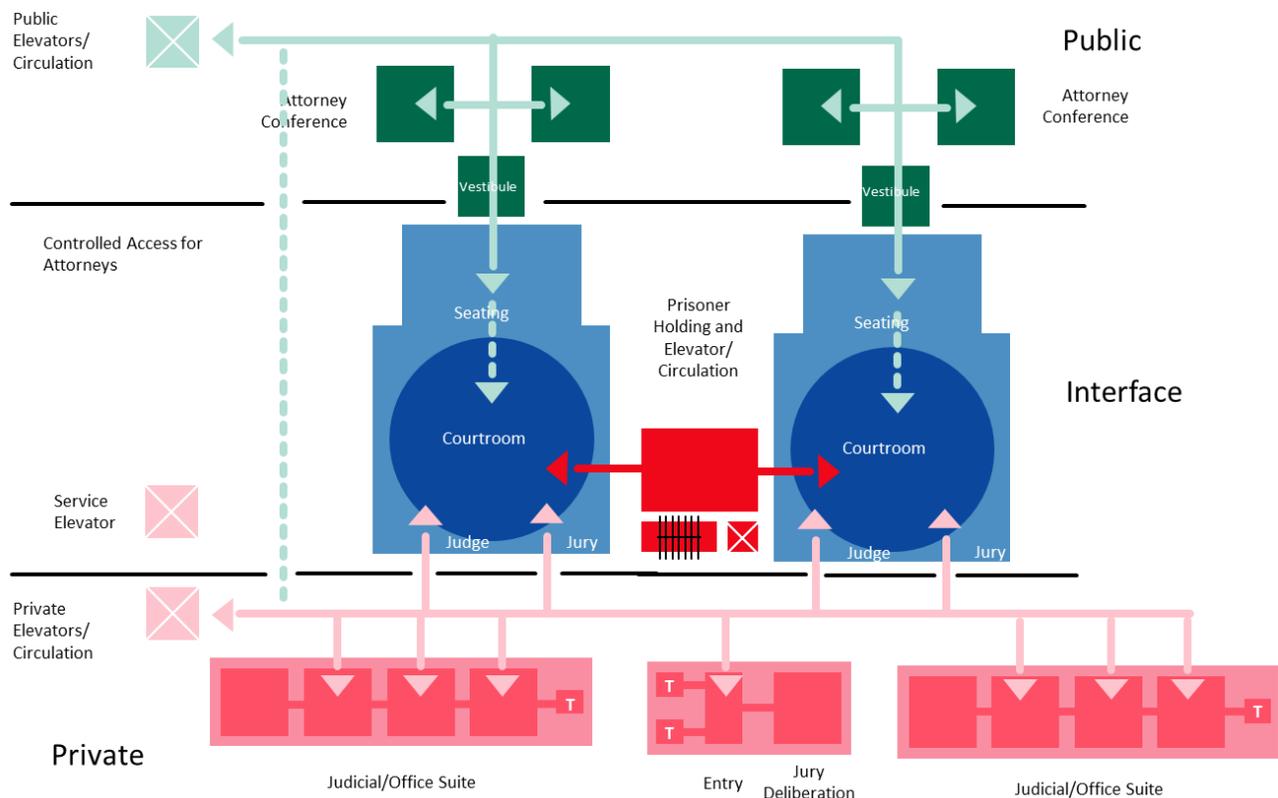
- Provide an integrated solution for security. The facility security planning should incorporate structural elements, architectural barriers, traffic pattern and access controls, weapons detection and screening, security surveillance devices, and properly trained security personnel and effective security operations planning in a balanced way. Security provisions should be cost-effective and developed with an understanding of the impact on operational costs and security staffing needs.
- Where possible, separate circulation systems should be provided for court employees and the public in the building to maintain proper security and work privacy. The facility should be organized into zones that are similar in function, operational needs, physical characteristics, or access requirements. Proper circulation and access control should be designed and provided at individual space zones to maintain an efficient and safe court environment.

The various circulations zones include:

- **Public Zone:** The public circulation system provides access from the public point of entry to the controlled access points for the restricted and secure areas of the courthouse. All areas that require access by the general public should be accessible from the public circulation system including courtrooms, public counter areas and court service functions, public restrooms, public elevators, and chamber reception areas. The public circulation system also includes the public waiting areas immediately adjacent to courtrooms and attorney conference rooms. Oftentimes due to volume and/or protracted proceedings, lawyers and parties may be required to wait in hallways and alcoves. Consequently, these public spaces should provide comfortable seating, considerate levels of conversation, safety of the parties, and respect for the adjudication process.
- **Restricted Zone:** The restricted circulation corridors provide access to court staff, judges, escorted jurors, and security personnel to courtrooms, chambers, court support space, and jury deliberation rooms. Judges and court employees should be able to move into work areas or courtrooms through private corridors and a private elevator without going through the public area.
- **Secure Zone:** On the occasion that prisoners need to appear in Court, special provisions for the escorting of in-custody persons to and from the courtrooms

should be made. For the purposes facilities planning criteria, a secured prisoner circulation system should be designed. Within the secure zone, sight and sound separation of different in-custody populations (adult male and female) should be provided and the design of these areas should prohibit unauthorized access by the public and escape by persons in custody.

- **Interface Zone (Courtrooms):** The interface zone is the focus of all court facilities and is the destination for judges, court staff, jurors, attorneys, witnesses, and public spectators to conduct their business in a formal courtroom setting. Access to the courtrooms should be carefully considered and planned as separate entrance approaches need to be provided for all the participants listed above. The following figure diagrams the circulation zones.



- Security in the facility should be visible but not obtrusive. The image of the Court should convey an open and transparent judicial process while simultaneously promoting a sense of safety for all building occupants. Visitors should be aware of security controls and the presence of uniformed security personnel. Security equipment and systems are important parts of appropriate design; however, their presence in the facility should not unduly conflict with the efficient operation of the Court or compromise the citizen’s perception of a fair and open judicial process.

- A shared staff and public entrance point, rather than separated staff and public screening stations, should be provided to reduce operational screening requirements. An additional entry point may be provided for inconspicuous access for judges. Protected pathways from the judges' secure parking area to judges' chambers should be provided where possible.
- Adequate space should be provided at the main entrance for queuing of court visitors with special attention to problems caused by extreme weather. The design should allow fast and efficient processing of those entering the court facility through a main entrance where security staff use a magnetometer and an x-ray scanner to screen for weapons and contraband. After clearing the checkpoint, visitors should enter into a larger area (lobby) of the building to allow people to become oriented for way-finding purposes.
- Building systems should be designed and maintained to protect public health and life safety, as well as provide direct egress routes for rapid and safe evacuation of building occupants to the outside in cases of an emergency.
- Accommodations should be made for the installation of security surveillance and monitoring systems throughout all facilities. These systems should be controlled through a central security command station and should be connected at all times to a law enforcement remote dispatch function.
- The building design should incorporate building security and operational considerations for having programs and activities held in the building during non-regular business hours.

Goal 6: The court facility, including all courtrooms, offices, and other functional space, should be equipped with advanced technologies to facilitate the efficient administration of justice and improve the quality of service to the public.

- The facility should be designed with provisions for the extensive use of computerized, advanced technologies at all functional areas for efficient operations and a secure work environment.
- Provisions for video/audio recording technologies should be planned and pre-wired in all courtrooms and hearing rooms to provide a convenient, accurate record of court proceedings, requiring a minimum of human intervention.
- The facility should be planned for video arraignment technology to arraign in-custody defendants
- Video arraignment technology should be incorporated into the design of one of the courtrooms and be linked to the Sheriff's office / jail communications network (and County government's communications network, as feasible). The location of the cameras, video monitors for the respective participants, and the public should be planned.

- Computerized evidence display capabilities should be provided and integrated in the courtroom audio/video system.
- Security surveillance cameras should be installed in courtrooms, hearing rooms, access control locations, and secure parking areas. Court security should be monitored and managed by the designated security personnel.
- As the State and Court advances with electronic document storage, document imaging technology should be available throughout the facility to reduce paper circulation and storage requirements, improve record dissemination, and facilitate effective information sharing.
- The general public should be able to access court services through the use of telecommunications and self-service information display technology. Public information and public access terminals should be provided where applicable for the public to access court information. The facility should be designed with provision to allow public access to court information and services remotely through web portals.

In addition to the goals previously outlined, the NCSC project team identified operational issues that will could impact space in the new court facilities related to the following major functional areas:

Flexibly Assigned Courtrooms

It is observed that a new, collaborative approach to using courtrooms more dynamically or cooperatively is becoming a practice in many modern court design projects in both large jurisdictions and smaller, less urban locations. The concept necessitates new thinking in allocating courtrooms among judges by requiring courtrooms to be used by more than one judicial officer based on the nature of the matters litigated and/or the calendaring systems operated by the Court. No single judge “owns” his/her courtroom. Flexibility assigning courtrooms, allows the court to most efficiently utilize the courthouse space while also reducing the actual square footage required of the facility. Considerations in the flexible use of courtrooms include the need for adjacent, secure, dignified space (e.g., available conference rooms, non-used jury deliberation rooms, etc.) for meet-and-confer sessions between attorneys and their clients, discussions between the judge and attorneys, and witness waiting, as necessary.

Determining the assignment of courtrooms requires both an understanding of the judicial resource management issues within the court as well as an awareness of the operational benefits afforded by this configuration of adjudication space. In a traditional courtroom and chambers arrangement, the courtrooms are assigned to the judicial officers. To determine the assignment of courtrooms in a shared environment, however, requires a more sophisticated understanding of the judicial work circumstances, caseload practices, settlement points and rates, and local legal culture regarding case dispositions. Although there is no simple, universal formula for determining courtroom

sharing patterns, the Court is able to accommodate the flexible assignment of courtrooms if the judicial chambers are located adjacent and nearby the courtrooms, but not directly attached.

Safeguarding People in the Courthouse

Given the highly-charged and emotional proceedings that take place on a daily basis in courthouses across America, it is prudent for designers/architects to structure courthouse space to enhance safety and well-being for all occupants. A basic construct recommended by NCSC is for all new court buildings to be designed with three separate zones of security as discussed in the previously outlined goals. None of the zones should intersect unless the intersection is monitored and controlled. Elevators in a multi-story building should conform to the zone pattern with discrete public elevators, and a secured elevator that may be accessed by judges/staff/jurors and scheduled use for in-custody movement.

Separate areas for victims near courtrooms to view proceedings securely and privately should be provided with those areas controlled by the appropriate staff. Protocols for separating prosecution and defense witnesses should be established. Separate spaces for juveniles and adults must be provided if proceedings occur simultaneously. A public address system for emergencies should be arranged with controls in place for such occurrences as building evacuations, bomb threats, medical emergencies, prisoner escapes, unruly litigants or visitors, and the like. CCTV camera surveillance in hallways, reception areas, waiting areas, and conference rooms should be provided as necessary. Simple, clear, and consistent public way-finding throughout the courthouse should be provided. Pleasant and secure conference space with safety features (CCTV, duress alarms) as appropriate for attorney/clients, mediators, and alternative dispute resolution (ADR) neutrals should be provided near courtrooms.

High-Tech, High-Touch Digital Operations

Trial courts are knowledge-based, process-oriented organizations. Much of the recent innovation taking place in trial courts has come from adapting digitized technical and business solutions used by other knowledge-based industries and high-tech companies such as banks, insurance, and finance institutions. Two circumstances largely caused this change. New configurable software approaches used by electronic systems developers (e.g., Tyler Justice Solutions' *Odyssey*®) have lowered costs and increased installation speed for case management systems (CMS) central to such everyday trial court operations as filing documents, sending notices, scheduling hearings, and coordinating appearances in trial courts. Secondly, the Great Recession, reducing staffing levels in some courts by as much as 25-30 percent over recent years with little hope of recouping those losses, gave court leaders reasons to reengineer and computerize in more strategic ways rather than piecemeal approaches in order to readjust to a more long-term austere future.⁵

⁵ Clerically oriented, paper-intensive jobs such as those found in courts are especially vulnerable to increased automation and technological efficiencies.

The recordkeeping and business process changes taking place in the State will occasion widespread electronic “*court2customer*” connections, whether those customers are county or state justice system agencies, or the general public. Newer graphical (and web-based) interfaces with court users will eventually be standard practice. In doing so, both caseflow and associated workflows will move toward a “paper on demand” environment, implying that although paper will still be a medium of exchange, it will be up to the individual to print a document as necessary. Paper will become less a part of the work/business process and the court will eventually not be obligated to retain it in its physical form as an official government record.

Internally within the Court, electronic workflows will expand among judges and court staff streamlining the exchange of information and reducing the need for paper. The use of digitized voice and video technologies in recording, translating (e.g., language interpretation), remote in-custody proceedings, and facilitating court proceedings will grow. Externally, between the court and its customers, information will be exchanged electronically.

Over time, and based on NCSC experience within the national community of courts, it is likely that standalone electronic systems operated by other state and county justice stakeholders who work closely with the Court (e.g., State’s Attorney, Human Service Agency, Public Defender, Sheriff) will increasingly integrate in more systematic and strategic ways with the Court.

Law Libraries

In many courts around the nation, Law Libraries have been an integral part of the justice system services offered to the public. South Dakota Statute 14-6-4 outlines the following requirements and funding for such services:

Use of county lawbook and law library fund--Acceptance of gift, donations, and bequests authorized. The county lawbook and law library fund shall be used at the direction of the circuit judges and as by them deemed necessary for the purchase of law books, computer assisted research services, presentation technologies, software, or related equipment and to pay the necessary expenses of equipping and maintaining a law library in the courthouse or other suitable place provided by the county, or other suitable place outside the county in the circuit as directed by the circuit judges. In addition the county may appropriate additional amounts for such purposes and may receive gifts, donations, and bequests for such purposes.

An emerging, innovative partnership between trial courts and public libraries has been growing recently to supplement the delivery of self-help legal services. Public libraries are progressively becoming multi-faceted electronic government portals, ideal partners for trial courts. Scholarly articles and monographs encouraging court and library collaboration in delivering do-it-yourself legal services have begun to appear; a sign that the concept is moving beyond a vision to a bona fide solution.

NCSC suggests Court and County policymakers consider providing the majority of self-help litigant services via public libraries while maintaining a smaller, electronic law library and self-help center at the Courthouse. This may help to reduce public visits to and congestion in the courthouse, it will enhance neighborhood services through the library system, and it will save court staff time. Public libraries are ideally suited to be remote, self-help, walk-in legal information, and electronic court access sites for self-represented litigants. Many courts and libraries are moving in such a direction today. In planning a new Courthouse, this trend should be explored and adapted as possible especially since much of the Court's information, forms, and instructions regarding access to justice by litigants without lawyers will eventually be digitized and available on the Internet.

There are a growing number of courts and state judicial systems that are partnering with libraries to expand their reach to self-represented litigants. Where courts have not made the initial thrust, local and state law libraries have done so. Montana's state law library is an example where they have partnered with public libraries to become access-to-justice gateways by training their staff in how to provide informational assistance, not legal advice. In New York, *LawHelpNY*, a legal aid website that collaborates closely with the court system, has conducted extensive training of public librarians to enable a more robust outreach program especially to patrons with limited proficiency in English.

Just like court staff, librarians can provide information, not advice, and explain court forms and their use but not how to choose among legal strategies, and they can help people understand how to access the court both electronically and physically. Librarians are often willing to buy self-help legal materials from their book budgets and set up special reference sections. Since many libraries must collect book fines, they may be able to easily collect fees for self-help forms and instruction packets as well. All-in-all, public libraries are progressively becoming multifaceted electronic government portals, ideal partners for trial courts interested in expanding their services beyond the courthouse to the public. A 2013 Pew Research Center report found 54% of Americans have used a public library in the past year, and 72% live in a "library served household." Most say libraries are very important to their communities.

It is prudent to provide a small combined law library and self-help center at the courthouse in addition to services at public libraries. In doing so, it should be a high-tech, hi-touch space for lawyers to conduct Internet legal research while in the courthouse and for litigants to access self-help electronic forms and instructions.

Future Space Requirements Projections

Court system growth projections, staffing projections, operational consideration, functional needs, accepted court facility planning standards, and experience in developing criteria for similar court facilities form a comprehensive basis for development of future space requirements, expressed in terms of square footage needs. This section of the report contains a summary of the projected departmental space requirements for each department to be included in planning for future facilities. The complete listing of space for all departments can be found in the appendices. The space requirement sheet for each department contains the following information:

- The types of functional space
- The number of functional units required
- The net square footage of the functional unit/space (NSF)
- The net assignable floor space for each division and office
- Departmental circulation factor
- The total assignable floor space for each department and office (DGFSF)
- The overall gross building area required (BGSF).

Space requirements for the tenants of the Codington County Courthouse facility were examined and developed to include: the judicial staff⁶, Clerk of Courts, Court Services, State's Attorney, and security operations.

Definitions of Square Footage Terms Used in the Space Estimates

The space projections contained in this report were developed based on the programmed, assignable, functional space anticipated for conducting the planned activities within the court environment, and the necessary un-assignable floor space for the building elements, circulation space, building service mechanical rooms, and other public areas. Three types of space data, namely Net Square Feet (NSF), Departmental Gross Square Feet (DGFSF), and Building Gross Square Feet (BGSF), were used for the development of the space requirements.

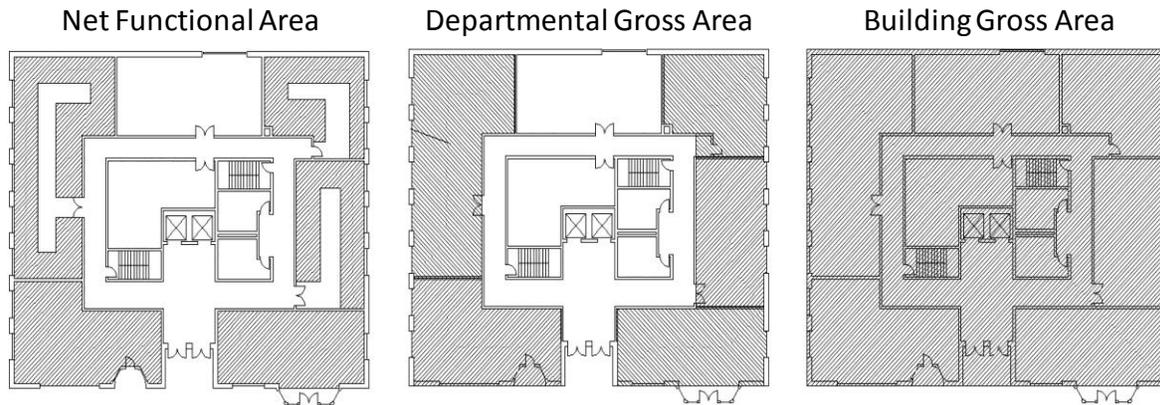
Net Square Feet (NSF). Net area – also called "programmable area" – is measured in net square feet (NSF). Net area describes the actual working area of an office, workstation, or support space. Net area represents the actual area assigned for a specific space for function, excluding permanent structural or architectural elements and internal circulation.

Departmental Gross Square Feet (DGFSF). Departmental area – also called "usable area" – is measured in departmental gross square feet, including all net areas (as described above) and a factor to account for interior wall thicknesses, corridors and pathways within a department, columns and other structural elements, and inefficiencies created by shaft

⁶ Currently two circuit judges, on magistrate and court reporters.

spaces that penetrate through the floors within departmental areas, and the like. This value represents the total area that is typically used when calculating the area on a floor that a specific unit or department would require.

Building Gross Square Feet (BGSF). Building gross area, includes the total of all departmental areas (as described above), with an additional factor to account for major public circulation among departments, elevators stairwells, mechanical and electrical spaces not specifically included in the project space listing, exterior walls, and any other common spaces not clearly identified as net areas. Building gross area is measured to the exterior surface of permanent outer building walls, and includes all enclosed areas.



Future Space Requirements Summary

TABLE 11: CODINGTON COUNTY COURT FACILITY SPACE REQUIREMENTS SUMMARY			
Department	Current Existing Space (Approximation)	Current Space Needs (DGSF)	Year 2035 Space Needs (DGSF)
Court Courtrooms and Support Areas	5,300 DGSF	8,089	8,089
Judicial Chambers	1,100 DGSF	1,554	1,554
Clerk of Courts	1,450 DGSF	2,736	2,830
Court Services	1,063 DGSF	1,804	2,116
State's Attorney	1,600 DGSF	2,063	2,302
<i>Building Security (if located with jail)</i>	N/A	1,225	1,225
<i>Building Security (if located away from jail)</i>	N/A	2,345	2,345
Building Support	<i>Shared with County Agencies</i>	4,474	4,474
Sub-total Departmental Space (DGSF)			
<i>If located with Jail and Sheriff's Office</i>	10,513	21,994	22,589
Building Gross Square Footage Estimate (25%)			
<i>If located with Jail and Sheriff's Office</i>	13,141	27,431	28,236
Sub-total Departmental Space (DGSF)			
<i>If located away from Jail and Sheriff's Office</i>	10,513	23,065	23,710
Building Gross Square Footage Estimate (25%)			
<i>If located away from Jail and Sheriff's Office</i>	13,141	28,831	29,638

	<u>Space Standard (NSF)</u>	<u>Current FTE</u>	<u>Current Need (# Units)</u>	<u>2035 Target (# Units)</u>	<u>Current Space Needs (SF)</u>	<u>Year 2035 Space Needs (SF)</u>	Comments
1.0 Court Courtrooms and Support Areas							
Large Jury Trial Courtroom	2,000		1	1	2,000	2,000	Seat up to 100 ppl. in the public gallery. This courtroom may double as Jury Assembly Room*
Medium Jury Trial Courtroom	1,600		1	1	1,600	1,600	Seat 50-60 ppl in the public gallery
Hearing Room	800		1	1	800	800	Seat 20 ppl in the public gallery
Public Waiting Areas Outside Courtrooms	200		3	3	600	600	
Courtroom Soundlock Vestibule	64		3	3	192	192	
Attorney Client Conference- Small	75		2	2	150	150	
Witness/Attorney Client Conference - Medium	120		2	2	240	240	A pair of conf. rooms, 75 & 120SF ea. per CT room
Victim / Witness Waiting Room	150		1	1	150	150	
Jury Deliberation/ Staff Conference	300		1	1	300	300	Used as staff conference room when not in use by jury
Jury Deliberation Toilets	50		2	2	100	100	
Jury Room Soundlock	75		1	1	75	75	
Jury Room Closet	15		1	1	15	15	
Sub-Total Courtrooms (NSF)							
<u>CIRCUIT COURT - COURTROOM AND ANCILLARY SPACE SUBTOTAL</u>							
Net Square Footage Total:					6,222	6,222	
Circulation Factor:		30%			1,867	1,867	
Departmental Gross Square Footage Total:					8,089	8,089	

*Note: Currently due to the low volume in the number of actual jury trials conducted annually, the court facility plan does not include a designated jury assembly room. In lieu of this space, it is recommended that the large jury trial courtroom function as a jury assembly space on jury trial days.

	<u>Space Standard (NSF)</u>	<u>Current FTE</u>	<u>Current Need (# Units)</u>	<u>2035 Target (# Units)</u>	<u>Current Space Needs (SF)</u>	<u>Year 2035 Space Needs (SF)</u>	<u>Comments</u>
2.0 Judicial Chambers							
Judge's Chambers	300		2	2	600	600	
Judge's Toilets/Closet	50		2	2	100	100	
Court Reporter	120		2	2*	240	240	
Galley	15		1	1	15	15	
Supply Storage	15		1	1	15	15	
File Storage	25		1	1	25	25	
Magistrate Chambers	200		1	1	200	200	
<u>CIRCUIT COURT - JUDICIAL CHAMBERS SPACE SUBTOTAL</u>							
Net Square Footage Total:					1,195	1,195	
Circulation Factor:		30%			359	359	
Departmental Gross Square Footage Total:					1,554	1,554	

*Note: Depending on future Court organization and support staffing requirements as determined by the Court, an additional Court Reporter position may be required to support the three judicial officers housed in the courthouse. The resulting space estimate would need to be updated to include this staff's office.

	<u>Space Standard (NSF)</u>	<u>Current FTE</u>	<u>Current Need (# Units)</u>	<u>2035 Target (# Units)</u>	<u>Current Space Needs (SF)</u>	<u>Year 2035 Space Needs (SF)</u>	<u>Comments</u>
3.0 Clerk of Courts							
Clerk of Courts	180	1	1	1	180	180	
Deputy Clerk workstation	54	5	5	6	270	324	
Deputy Clerk Walk-up Counter Window	48		4	4	192	192	1 ADA accessible
Public Waiting before the Window	70		4	4	280	280	
Protection Order / Sensitive Matter Office	120		1	1	120	120	
Marriage Ceremony Room	200		1	1	200	200	
Public Access Terminals	15		2	3	30	45	
Public forms and Information	15		1	1	15	15	
Self Help Work Area*	120		1	1	120	120	
Money Counting/Safe Deposit Box/Vault	100		1	1	100	100	
Evidence / Storage Vault	75		1	1	75	75	
Document Scanning/Paper Processing/Mail	50		1	1	50	50	
Staff Galley	15		1	1	15	15	
Employee Restrooms							Included in Building Support
Active Case File Record Storage – High Density	180		1	1	180	180	Assumes maximum electronic storage implementation. Inactive records are not included
Administrative File Storage	50		1	1	50	50	
Supplies Storage / Copy/ Workroom	150		1	1	150	150	
Staff Conference Room							Included in Building Support
<u>CLERK OF COURT - OFFICE SPACE SUBTOTAL</u>							
Net Square Footage Total:					2,027	2,096	
Circulation Factor:		35%			709	734	
Departmental Gross Square Footage Total:					2,736	2,830	

***Note:** South Dakota Statute 14-6-4 outlines that the County must consider a location for a law library either in the courthouse or other suitable place provided by the County. It is recommended that the Court and County consider locating a modest self-help work area with public computer terminal access in the courthouse and work with the local library system to facilitate additional law library services at those out-of-court locations in order to efficiently and economically meet the state statute.

	<u>Space Standard (NSF)</u>	<u>Current FTE</u>	<u>Current Need (# Units)</u>	<u>2035 Target (# Units)</u>	<u>Current Space Needs (SF)</u>	<u>Year 2035 Space Needs (SF)</u>	<u>Comments</u>
4.0 Court Services							
Deputy Court Services Officer	180	1	1	1	180	180	
Court Services Officers (CSO)	120	3	3	4	360	480	
Support Staff	64	1.5	2	2	128	128	
Drug Court Coordinator	120	1	1	1	120	120	
Drug Court / Veterans Court CSO	120	1	1	2	120	240	
Reception Visitor Waiting Area	120		1	1	120	120	
Staff Conference Room							Included in Building Support
Copy/Work Room/Supplies	150		1	1	150	150	
Active Records	75		1	1	75	75	
Staff Galley	15		1	1	15	15	
Staff Restroom					0	0	Included in Building Support
UA Testing Room	120		1	1	120	120	Includes supply storage and toilet room
<u>COURT SERVICES - SPACE SUBTOTAL</u>							
Net Square Footage Total:					1,388	1,628	
Circulation Factor:		30%			416	488	
Departmental Gross Square Footage Total:					1,804	2,116	

	<u>Space Standard (NSF)</u>	<u>Current FTE</u>	<u>Current Need (# Units)</u>	<u>2035 Target (# Units)</u>	<u>Current Space Needs (SF)</u>	<u>Year 2035 Space Needs (SF)</u>	<u>Comments</u>
5.0 State's Attorney							
State's Attorney	180	1	1	1	180	180	
Assistant Attorney	120	2.5	3	4	360	480	
Administrative Support	64	2.5	3	4	192	256	
Victim Services	150	1	1	1	150	150	
Visitor Entrance/Security Vestibule/ Waiting	150		1	1	150	150	
Conference Room	180		1	1	180	180	
Victim / Witness Waiting Room							Included in court set 1.00
Employee Restroom	65		1	1	65	65	
Staff Galley	15		1	1	15	15	
Work/Copy/ Supply Area	120		1	1	120	120	
Supply Storage Closet	75		1	1	75	75	
Centralized File Storage	100		1	1	100	100	
<u>STATE'S ATTORNEY - SPACE SUBTOTAL</u>							
Net Square Footage Total:					1,587	1,771	
Circulation Factor:		30%			476	531	
Departmental Gross Square Footage Total:					2,063	2,302	

	<u>Space Standard (NSF)</u>	<u>Current FTE</u>	<u>Current Need (# Units)</u>	<u>2035 Target (# Units)</u>	<u>Current Space Needs (SF)</u>	<u>Year 2035 Space Needs (SF)</u>	<u>Comments</u>
6.0A Building Security – If Courthouse remains adjacent to Jail and Sheriff’s Office							
Courthouse Public Entrance Security Operation							
Security Screening Station by the Building Entrance	100		1	1	100	100	
Public Waiting/Queuing at Screening Station	200		1	1	200	200	
Prisoner Central Processing/Holding							
Prisoner Staging/Processing Area	150		1	1	150	150	
Building Security Monitor/Communication Station					0	0	From adjacent jail
Small Holding Cell	100		2	2	200	200	Assuming remained co-location of jail.*
Prisoner-Attorney Interview Booth	72		1	1	72	72	
Security Elevator Vestibule	120		1	1	120	120	
Secure Elevator	100		1	1	100	100	Use by court staff when not used by in-custody
Prisoner Transportation Sally Port							Transportation secular sally port requirement is Site specific.
<u>BUILDING SECURITY - SPACE SUBTOTAL</u>							
Net Square Footage Total:					942	942	
Circulation Factor:		30%			283	283	
Departmental Gross Square Footage Total:					1,225	1,225	

*Note: If the Courthouse relocates away from the current jail facility, considerations should be made to address the needs of the Sheriff’s Office transportation unit and possible increased requirements for on-site holding in the courthouse. At the time of this report, there was no indication that the Court will be moving to a site away from the jail, however, considerations have been made to provide for adequate space for the efficient transfer of in-custody defendants and the required staff support spaces as listed in the following table. The following table only indicates the possible space requirements if the courthouse is not located in proximity to the jail and Sheriff’s Office. This study does not account for the possible effects on the Sheriff’s Office staffing and operational changes relocating the Court may require.

6.0B Building Security - If Courthouse is relocated away from Jail and Sheriff's Office

Courthouse Public Entrance Security Operation

Security Screening Station by the Building Entrance	100	1	1	100	100
Public Waiting/Queuing at Screening Station	200	1	1	200	200
Building Security Monitor/Staff Office	180	1	1	180	180
Male Staff Locker room	100	1	1	100	100
Female Staff locker room	100	1	1	100	100
Staff Restrooms	60	2	2	120	120

Prisoner Central Processing/Holding

Prisoner Staging/Processing Area	200	1	1	200	200
Small Holding Cell	100	2	2	200	200
Medium Holding	240	1	1	240	240
Prisoner-Attorney Interview Booth	72	2	2	144	144
Security Elevator Vestibule	120	1	1	120	120
Prisoner Elevator Shafts	100	1	1	100	100
Prisoner Transportation Sally Port					

2-4 person per cell
 15 holding capacity

Vehicular sally port requirement is site specific
 and could require additional square footage

BUILDING SECURITY - SPACE SUBTOTAL

Net Square Footage Total:				1,804	1,804
Circulation Factor:	30%			541	541
Departmental Gross Square Footage Total:				2,345	2,345

	<u>Space Standard (NSF)</u>	<u>Current FTE</u>	<u>Current Need (# Units)</u>	<u>2035 Target (# Units)</u>	<u>Current Space Needs (SF)</u>	<u>Year 2035 Space Needs (SF)</u>	<u>Comments</u>
7.0 Building Support							
Building Lobby at the Front Entrance	500		1	1	500	500	
Public Entrance Vestibule	100		1	1	100	100	
Mail Drops/Pick-up	64		1	1	64	64	
Telephone Switchboard/Communication Server Rooms	120		2	2	240	240	1 per floor
Public Information Station	75		1	1	75	75	
Public Elevator	100		1	1	100	100	
Public Elevator Lobby	100		2	2	200	200	
Building Mechanical	500		1	1	500	500	
Staff Restrooms	50		4	4	200	200	1 pair per floor
Staff Break Room	250		1	1	250	250	
Staff Conference Room	300		1	1	300	300	Also use for additional jury deliberation room
Janitorial Closet	25		2	2	50	50	1 per floor
Public Restrooms	250		4	4	1000	1000	A pair of restrooms per floor.
<u>BUILDING SUPPORT - SPACE SUBTOTAL</u>							
Net Square Footage Total:					3,579	3,579	
Circulation Factor:		25%			895	895	
Departmental Gross Square Footage Total:					4,474	4,474	