Facility Program
for a
New County Courthouse
FINAL DRAFT

September 2017
Facility Program for a New County Courthouse

September 2017

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INTRODUCTION

This report documents the facility program requirements for a new Moore County Courthouse. These requirements address courthouse operations, specific functional space needs, and general architectural, engineering, security, and life safety criteria of the various entities that will ultimately occupy space in the new courthouse, and for whom space needs and program criteria were developed. They include:

- Superior Court
- District Court
- District Attorney
- Clerk of Court
- NC DPS/Adult Probation
- Sheriff

Following a kick-off meeting in late January, work got fully underway in February and progressed on all fronts through June. During their meeting of July 18, 2017, the Board of County Commissioners passed a resolution to exclude Adult Probation from the new courthouse; i.e. the total programmed-to-date space that would accommodate offices for two complete Probation Units; the caveat being, that the Board could reconsider the resolution if they wished, should new or additional information merit; and, that Adult Probation would still be provided the space in the courthouse necessary to maintain its Intake Office operations.

In as much as the work to identify the space and program needs of Adult Probation had been completed for its full office requirements when the Board’s resolution was addressed, these needs are discussed and included in the narrative and space list tables in Chapter 4. However, the County Commissioners preference, per their resolution, is addressed among the options discussed in Chapter 8.

As noted also, the above list of new courthouse occupants includes “Sheriff”. This does not refer to the Sheriff’s Department, or to his personal office. Rather, it refers to the responsibility assigned the Sheriff, per statute, to oversee and administer security operations in the County courthouse. Subsection 4.6 of Chapter 4 addresses the specific building component areas for which the Sheriff will be responsible.

Resources

While experience in and with dozens of courthouses in North Carolina was quite helpful in this effort, research was undertaken as well, to discover what was currently in-use and favored in terms of court operations and technology applications, as well as best practices in Courthouse design. Numerous, very credible, sources were identified and studied for consideration and possible application by Moore County, of various practices and published standards. Included among these sources were the North Carolina Court System, the American Bar Association, the American Institute of Architects, the US Department of Justice, and the National Center for State Courts.

Of course, the most valuable and appreciated resource was the collective efforts contributed by the many men and women that work in and with the court system every day and were so willing to spend their time, address and discuss the issues, offer suggestions, be willing-when necessary-to disagree, and finally, spend the time to review and comment on the many draft portions of this report as they were developed.

Document Organization

The major Chapters of this report include:
Chapter 1. Court Operations—provides a general overview of the principal occupants of the courthouse, their responsibilities, statutory basis, and role within the judicial process.

Chapter 2. County & Judicial System Growth—considers and analyses recent and projected future year County populations, discusses the relationship of historical court system workloads (case filings) with known annual populations, and provides a basis for estimating future space needs, beyond the current, that have been identified in this document.

Chapter 3. Programming Methodology—discusses the process, methods and sources that were accessed and necessary to collect the information that enabled the calculation of the space needs identified in this report; also discussed were several sources that provide space “standards” for courthouses are cited, as well as the basis for calculating area grossing factors; i.e. net vs. gross square foot requirements.

Chapter 4. Facility Program Component Areas—is essentially the culmination of previous efforts to understand, and here organize and document, the specific space needs and functional requirements of the major building component areas identified for inclusion in the new Moore County Courthouse. The component areas discussed include: Superior Court, District Court, District Attorney, Clerk of Court, DPS/Adult Probation, Sheriff, Court Support, and Building Support.

Chapter 5. Building System Requirements—identifies basic building system requirements commonly provided in courthouses. The major sub-headings include Architecture, Engineering, Fire & Life Safety, and Security & Electronics.

Chapter 6. Courthouse Area & Building Concepts—emphasizes the importance of the internal location of functions and the “zoning” of space and movement patterns critical to efficient courthouse operations.

Chapter 7. Space Summary, Site Suitability & Probable Costs—includes a summary of the space of each major program component area, identifies individual department/agency and overall building grossing factors to identify the projected total gross square feet of the new courthouse; includes a brief discussion supporting the site selection and comments with regards to utilization options. An estimate of the probable construction and project related costs associated with the square footage identified is discussed and illustrated.

Chapter 8. Options for Consideration—discusses several options, related to the quantity of space identified in Chapter 7, as requested by County staff, and per the referenced County Commissioners’ resolution regarding Adult Probation space, as well as the impact that the identified options may have on courthouse total area and cost.

Background
During December 2009, Moore County contracted with Solutions for Local Government, Inc. to develop a “Comprehensive Space Needs Assessment of the Moore County Courthouse”. At the time, the County’s stated purpose for the assessment was “…to study and document the specific needs of the Court officials and related agencies that do and/or should occupy space in the County Courthouse; both currently as well as into the near and long-term future; i.e. minimum of 20 years; and the options to provide those needs that are identified”.

Solutions for Local Government, Inc.
The permanent occupants of the Courthouse at the commencement of the study included; Superior Court, District Court, Clerk of Court, NC DOC/Community Services (Probation & Parole), and the Moore County Sheriff’s Office.

At the time, the District Attorney’s offices were located across the street from the courthouse. The final presentation of study’s findings and recommendations were presented to the Courthouse Facilities Advisory Committee (CFAC) in February 2010. In short, the net space deficit of the courthouse and its then occupants, plus the District Attorney, was determined to be approximately 54,400 square feet.

The issues associated with that deficit ran the gamut from being overcrowded and in several instances very inefficient space; to notable lack of security (due to physical limitations of the building) and very poor circulation throughout the courthouse; i.e. public having to “cross-traffic” with inmates having to “cross-traffic” with judges and court officers, etc.

And, while numerous options to add-on to the existing courthouse were considered, the consensus of the CFAC at the time was that Moore County needed a new courthouse.

2010-2017
Since 2010 the County has built a new consolidated public safety center that houses the Sheriff’s Department, Emergency Management, 911, EMS Administration, and the new Detention Center.

Movement on the Courthouse was slow going for several years for reasons, not the least of which were concerns regarding the cost of a new courthouse.

Following the Sheriff’s move to the new facility, a major project was undertaken to renovate space in the courthouse vacated by the Sheriff’s Office to better accommodate Adult Probation, and expand the Clerk of Courts space, as well adding an elevator at the main public entrance to address accessibility issues.

Sometime in 2013 (based on minutes of past CFAC and BCC meeting minutes) the Chief Justice of the NC Supreme Court appointed an "Emergency" Superior Court Judge to address Moore County’s court facility needs. That Superior Court Judge requested that the Grand Jury, empaneled in late 2013, prepare a report regarding the conditions it observed during a tour of the Courthouse. The findings noted in that report were not good.

Similar results were noted in an additional Grand Jury Report dated December 2015.

In the spring of 2016, County staff requested a meeting with Solutions for Local Government to discuss what the next steps would be should the County wish to move forward with the planning for a new County Courthouse. The Facility Programming process was explained, and the methodology and eventual deliverables that the County could expect were identified.

In April 2016, the discussion with County staff held previously was formalized and presented to the Board of County Commissioners and CFAC members in a workshop.
On January 31st, 2017, a meeting of the CFAC was convened to kick-off the facility programming effort for a new Moore County Courthouse. Solutions for Local Government presented an overview of the programming process, examples of the eventual program content, and an estimated schedule for completion. Expectations regarding a new courthouse were solicited from the committee members, documented and discussed. The summary of those expectations is included here.
NEW COURTHOUSE FACILITY OBJECTIVES

- Efficient flow of public users & staff.
- Efficient from an energy perspective.
- Plan space for future growth; minimum 40-50 year building.
- Safety of movement within Courthouse of public, staff & inmates.
- Optimize technology for staff and public.
- Accommodate media.
- Identify options during the programming process for future expansion.
- Site should have an architect’s input.
- Consider adjacent structures and esthetics in the design.
- The design should “tell us” it IS a courthouse.
- Secure parking for court personnel and Jurors.
- Include Court Reporter(s) in planning process.
- Identify and address public parking needs.
- Provide good and effective signage.
- The building should:
  - Last many years (minimum 40-50)
  - Offer flexibility in design, including internal space reuse options
  - Be properly designed and constructed
  - Provide quality space within & throughout CH
  - Include surfaces and materials that are durable
- Consider life cycle costs.
- HVAC system equipment location…NOT on the roof.
- Hours of operation/# entrances and security.
- Provide evidence storage w/ climate control.
- Provide space for remote testimony within Courthouse (DA/Superior Court).
- Facilitate public access to records that simultaneously considers security of those records.
- Provide plenty of attorney/client meeting rooms in public areas.
- Juvenile Courtroom design must address specificity of functional requirements.
- Require Courtroom acoustics and sound systems that are effective.
- Provide securable storage space for DA’s materials/evidence convenient to Superior Courtrooms.
- Provide Litigation areas in Courtrooms that are adequately sized for Prosecutor & Defense personnel & materials.
- Adequate entry, screening, and cueing spaces for public at CH entrance.
- Vending and lounge type seating within CH.
- Provide vending in Jury Assembly area.
- Victim and witness area(s) must be private and secure.
- Provide space for custody mediation.
- Others to consider for space in the Courthouse include: DPS/Adult Probation, Guardian ad Litem, DSS, Child Support Enforcement, Juvenile Probation.
- Public area meeting rooms need to be soundproof.
- Assure Fire/Life Safety codes and systems are incorporated into the planning & design.
- Consider facility & site perimeter drive/access by emergency response vehicles; i.e. fire, EMS.
- Address Janitorial/Facility Maintenance space needs.
- Require that Courthouse construction/construction materials will not be impeded in any way with emergency radio communications to/from the Courthouse.
CHAPTER 1. COURT OPERATIONS

The process of planning a functional, user friendly, environmentally and economically efficient, flexible, and secure Courthouse must begin with a thorough understanding of the operational requirements that are placed upon it and the extent to which those requirements, both operational and physical, might change or evolve over time.

The previously referenced *Comprehensive Space Needs Assessment of the Moore County Courthouse* provided the initial opportunity to become familiar with the operations of the Moore County Courthouse overall and, somewhat, the business objectives and specific needs of the principal occupants.

This document represents a greater level of involvement with the people that work within the courthouse and the justice system itself. Facility programming is very much a shared undertaking. The people who will occupy and use the new courthouse know the most about their responsibilities, daily activities and needs; thus, the *operations* they are a part of everyday. Subsequently, the operations phase of the process begins where the needs assessment ended by becoming more familiar with and developing a more detailed understanding of the occupant's purpose and responsibilities, and understanding the numerous specific issues that are fundamental to individual and agency effectiveness.

The judicial system, as represented in microcosm in this courthouse, is not a single entity, organization or agency. It consists of many "parts" tied together by an extensive network of constitutional history and legislation that assign responsibility, specific duties and establish jurisdiction.

The narrative that follows briefly describes these various "parts"; i.e. the principal occupants; that will be addressed in this document and included in the new courthouse.

**Superior Court**

The Superior Court is the trial court of general jurisdiction in North Carolina. The State’s 100 counties are grouped into 46 superior court districts, which in turn are grouped into eight divisions. One or more superior court judges are elected for each superior court district. Moore County Superior Court is within District 19D, 4th Division.

The Superior Court is the proper division for the trial of civil actions in which the amount in controversy exceeds $25,000. It is also the proper division, without regard to the amount in controversy, for certain special proceedings, condemnation actions and proceedings, corporate receiverships, review of decisions of administrative agencies, and where the principal relief sought is injunctive or declaratory to establish the validity of a statute, ordinance or regulation, or enforcement or declaration of any claim of constitutional right. In addition, the Superior Court Division, through the clerk of superior court, has exclusive original jurisdiction for probate of wills and for administration of decedent's estates.

As to criminal jurisdiction, the Superior Court has original jurisdiction in all felony cases and in some misdemeanor cases. Most misdemeanors are tried first in the District Court, from which a conviction may be appealed to the Superior Court for trial de novo by a jury. Both criminal and civil cases in superior court are tried before a twelve-person jury.

The North Carolina Constitution requires superior court judges to rotate between districts, or "ride circuit." Each superior court judge holds court for at least six months in another superior court district. The rotation method was developed to avoid any favoritism that might result from always having the
same judges hold court where they live, where they might be personally familiar with and interested in the cases brought before the court.

The senior resident superior court judge is responsible for court operations within the district. By statute, the senior resident superior court judge is the most senior judge in the district and is responsible for carrying out various administrative duties and appointing magistrates and some other court officials.

**District Court**

The State is currently divided into 42 District Court districts. Moore County is part of District 19B which also includes Randolph and Montgomery Counties. The jurisdiction of the District Court is extensive and may be divided into four major categories: criminal, civil, juvenile, and magisterial.

The criminal jurisdiction of the District Court includes preliminary "probable cause" hearings in felony cases, and virtually all misdemeanor and infraction cases. The District Court also has jurisdiction to accept guilty pleas in certain felony cases. Trials in criminal and infraction cases are by district court judges; no trial by jury is available for such cases. Appeals are to the superior court for trial de novo before a jury.

In addition, the district courts share concurrent jurisdiction with the superior courts in general civil cases. However, the District Court is the "proper" division for general civil cases where the amount in controversy is $10,000 or less. Civil cases in District Court may be tried before a jury; appeals are to the Court of Appeals.

All civil cases involving claims for money damages of $15,000 or less are subject to court-ordered, non-binding arbitration. Certain property disputes, family law matters, estates, special proceedings, and class actions are excluded from court-ordered arbitration. If a case is not resolved at arbitration, it may be appealed and heard before a judge or jury.

The court's jurisdiction also extends to all juvenile proceedings, mental health hospital commitments, and domestic relations cases. Juvenile proceedings concern children who are delinquent, undisciplined, abused, neglected, or dependent. These proceedings are initiated by petition, and the hearing conducted by the judge may be less formal than in adult cases. Juveniles alleged to be delinquent are entitled to have the court appoint counsel for them.

The Chief Justice of the Supreme Court designates a chief district court judge for each district court district. The chief district court judge is responsible for the effective and efficient operation of district court within the district.

**District 19B Family Court**

Family Court was established in District 19B in April 2008 as a specialized court centered on the "One Judge - One Family" concept. Family Court seeks to consolidate all domestic and juvenile court issues involving the same family before one judge. Family Court incorporates administrative practices, such as monitoring whether cases are resolved according to time standard goals or statutes, which promote timely resolution of family legal issues.

Family Court has jurisdiction over all domestic and juvenile actions filed in Montgomery, Moore and Randolph Counties. The family court case coordinators schedule cases on the judges' court docket and continuously monitor the cases to ensure timely disposition. The case coordinators also schedule methods of alternative dispute resolution such as, custody mediation orientation, parent education and family...
financial mediation that can assist families in resolving or narrowing their legal issues so that a trial before a judge is either shorter, or no longer necessary. The case coordinators directly manage and monitor cases on a day-to-day basis and communicate with the parties in the case, any attorneys or other interested parties about the status of cases. From the time a lawsuit is filed, case coordinators begin managing the case by assigning a judge that will preside over all of the issues in the case, communicating with any lawyers or pro se parties about calendaring hearings and tracking the case's progress for time standard goals or statutory goals. Case time standards are dependent on the legal issue raised, but ideally, the majority of domestic issues should have a permanent resolution within one year from the date the lawsuit is filed.

**Clerk of Superior Court**

The Clerk of Superior Court is elected for four years and must be a resident of the county in which he or she is elected. Unlike clerks of court in other states, the Clerk of Superior Court in North Carolina has numerous judicial functions.

As judge of probate, the Clerk has exclusive original jurisdiction over matters relating to the probate of wills, and the administration of estates, including appointing personal representatives, auditing their accounting, and removing them from office if necessary. The Clerk also presides over many other legal matters including adoptions, incompetency proceedings, condemnation of private lands for public use, and foreclosures. The Clerk is responsible for all clerical and record-keeping functions of the district and superior court. In addition, the Clerk receives and disburses money collected each year from court fees and fines.

Each County Clerk of Court has a number of Assistant and Deputy Clerks. The number of assistants and deputies that each clerk may employ is determined by the Administrative Office of the Courts (AOC) and will vary from county to county depending workload; predominately, volume of cases filed.

The Moore County Clerk of Court is currently responsible for overseeing the functions of five (5) operational Divisions which are each supervised by an Assistant Clerk:

- Bookkeeping & Cashiering
- Estates & Special Proceedings
- Civil Division
- Criminal Division
- Juvenile Division

**District Attorney**

District Attorneys are the elected representatives of the State in all criminal and some juvenile matters. The primary responsibility of the District Attorney is to prosecute all criminal cases filed in the Superior and District Courts of their assigned prosecutorial district. Moore County is a single County District; i.e. 19D. The District Attorney also advises local law enforcement, prepares the criminal trial docket, and performs those duties related to appeals to the Appellate Division from prosecutorial district 19D as the State Attorney General may require.

Each district has at least four full-time assistant district attorneys. The number of additional Assistant District Attorneys that the District is allotted is determined by the General Assembly after consulting the workload formula established by the National Center for State Courts. They are appointed by the District Attorney and serve at the District Attorney's pleasure. Both the District Attorney and Assistant
District Attorneys are full-time employees of the State and may not engage in the private practice of law while in office.
The current allocation of personnel includes the District Attorney, (5) Assistant District Attorneys, (5) Victim Witness/Legal Assistants, and (1) Investigator; a total of 12 personnel.

**Sheriff**

NC General Statute 17E-1 provides that the sheriff is “the only officer who is responsible for the courts of the state, and acting as their bailiff and marshal.” That provision codifies a common-law understanding of the duties of the sheriff. The sheriff therefore must provide court security services. The sheriff obtains funds to operate his or her office from the County. On operating matters, however, because he is elected, the sheriff has the discretion to manage the office consistently with the responsibilities assigned to it.

The Sheriff’s Deputies that provide security in the Courthouse are referred to as Bailiffs. According to North Carolina BLET published curricula: a Bailiff “is a court officer who guards the participants of a trial, maintains order in the courtroom, announces the opening and closing of court, calls witnesses and other persons to appear in court, attends to other matters under the courts direction, and may maintain secure custody of defendants while in court”.

The BLET curricula further identifies the most common duties of a Court Bailiff to be:

- Inspect the Courtroom
- Secure the Courtroom
- Conduct daily inspections of equipment; fire alarms, telephones, cameras, radios, etc.
- Inspect prisoner holding area(s)
- Perform Courtroom opening and closing announcement
- Ensure safety of the judge
- Maintain order and decorum in the Courtroom
- Maintain supervision over and custody of prisoners in the Courtroom
- Provide security
- Call names
- Administer oaths

In addition to maintaining order and security within Courtrooms when they are in session, as well as within the Courthouse itself, the specific physical areas that will further support these efforts, and for which the Sheriff will be responsible are:

- The Public Lobby and the security screening of all those entering the Courthouse during business hours.
- The Security Control Room that will continuously monitor radio traffic, camera surveillance and security and safety alarm systems throughout the courthouse during business hours.
- The Bailiff’s Office from which Deputies will be deployed to daily assignments.
- The Central Inmate Holding area wherein inmates, escorted from the Jail are held prior to being taken to Court Floor Holding areas.
- The secure Court Floor Inmate Holding areas adjacent to each Courtroom.
DPS/Adult Probation & Parole
The North Carolina Department of Public Safety (DPS) Division of Adult Correction and Juvenile Justice is responsible for the care, custody and supervision of all adults and juveniles sentenced after conviction for violations of North Carolina law.

For adults, sentences range from probation served in the community to active prison sentences served in one of the state's prison facilities. After prison, there is a period of post-release supervision to help offenders transition more successfully back to the community. For those who commit technical violations of probation there is Confinement in Response to Violation (CRV).

For juveniles, the focus is on strengthening families, promoting delinquency prevention, supporting core social institutions, intervening immediately and effectively when delinquent behavior occurs, and identifying and controlling the small group of serious, violent, and chronic juvenile offenders in the local communities.

Juvenile dispositions can include supervision by a juvenile court counselor in the community, short-term commitment at a residential facility or longer-term commitment in a youth development center for serious and/or violent or chronic offenders. Delinquent, non-adjudicated and at-risk juveniles may all receive services from programs in their communities.

North Carolina’s general statutes direct the division to provide adequate custodial care, educational opportunities and medical and psychological treatment services to all incarcerated persons while at the same time providing community-based supervision and some needed social services to clients on probation, parole or post-release supervision.

In Moore County, DPS has allocated two Adult Probation Units to provide supervision of county residents sentenced to serve a period of probation or post-release supervision. Both Units are currently housed in the courthouse, where they have occupied space for more than 24 years. Currently, each Unit is comprised of 11 personnel; (1) Chief Probation Officer, (8) certified/sworn Probation & Parole Officers, (1) Judicial Services Coordinator, and (1) Office Assistant; a total of 22 personnel.

Adult Probation Officers are duly sworn Officers of the Court. Officers and JSCs’ interact with both Superior and District Courts, and the Offices of the Clerk of Court, on a daily basis.

Juvenile Court Services currently occupies space in an office building approximately 1 ½ blocks from the existing courthouse. The office is small (six personnel), but functional. Although not considered for permanent “residence” in the new courthouse, specifically identified “Juvenile Court Services Intake Office” space has been designated for their use, adjacent the Juvenile & Family District Courtroom.

Private Counsel & Law Enforcement
Although not “occupants” of the courthouse, per se, the Judicial System would not function as intended were it not for the many private attorneys and law enforcement officers that appear in court regularly and interact with; albeit, in different ways; with the thousands of individuals that appear in court every year.
CHAPTER 2. COUNTY & JUDICIAL SYSTEM GROWTH

As with government operations generally, variations in Moore County’s population over time can have an impact on the future needs of its Court system. County population alone, however, is not the only factor that must be considered when calculating future space needs for the Courthouse.

A principal influence, albeit the “driver” of the Court system’s workload has historically been, and is expected to continue to be, the number of court cases filed. It is the “filing” of a case; i.e. the petitioning of any court having jurisdiction of a potential case, complaint, or procedural matter; that starts the workload “ball” rolling. This is regardless of whether the filing is a civil or criminal matter or, whether it is filed with Superior Court, District Court, or with the Clerk of Court who is the Judge of Probate.

Therefore, the number of cases filed in every major category of Superior and District Court, which include Probate hearings presided over by the Clerk of Court, were accessed from the NC Administrative Office of the Courts data base and collated and totaled for each of the past 16 fiscal years. The results are illustrated in this table and graph.

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<td>4,779</td>
<td>3,302</td>
<td>3,043</td>
<td>2,538</td>
<td>2,633</td>
<td>2,806</td>
<td></td>
</tr>
<tr>
<td>Criminal-MV</td>
<td>7,480</td>
<td>7,451</td>
<td>7,940</td>
<td>8,847</td>
<td>9,342</td>
<td>9,135</td>
<td>11,936</td>
<td>12,867</td>
<td>12,406</td>
<td>11,120</td>
<td>12,063</td>
<td>11,399</td>
<td>9,485</td>
<td>8,036</td>
<td>7,625</td>
<td>8,502</td>
<td>8,815</td>
</tr>
<tr>
<td>Infractions</td>
<td>6,534</td>
<td>7,256</td>
<td>7,511</td>
<td>7,276</td>
<td>6,574</td>
<td>6,928</td>
<td>8,364</td>
<td>9,698</td>
<td>10,388</td>
<td>9,877</td>
<td>10,265</td>
<td>9,138</td>
<td>6,211</td>
<td>5,139</td>
<td>4,540</td>
<td>5,035</td>
<td></td>
</tr>
<tr>
<td>Total Cases Filed</td>
<td>24,479</td>
<td>25,334</td>
<td>26,875</td>
<td>26,675</td>
<td>26,541</td>
<td>27,362</td>
<td>32,114</td>
<td>34,462</td>
<td>34,817</td>
<td>30,936</td>
<td>32,716</td>
<td>27,227</td>
<td>20,613</td>
<td>19,370</td>
<td>19,686</td>
<td>20,621</td>
<td></td>
</tr>
</tbody>
</table>

Each of the eight categories under the “Court” heading was assessed individually to note both the total change and annual rate of change of each. Utilizing linear trend forecast modeling, each category’s numbers were evaluated for the most recent five years to determine recent year trends. Of the four Superior Court categories, Civil and Special Proceedings were trending down while Estates and Criminal filings were trending up. Of the four District Court categories, Civil filings were trending up, Criminal/Motor Vehicle filings showed no trend indication up or down, and Criminal/Non-Motor Vehicle and Infractions were trending down.
The graph in Figure 1 illustrates the year-to-year variances in case filings for all categories. As well as the peaking of the three largest categories in 2007 and 2008, followed by a steady annual decrease of the same categories beginning in 2010. Then, beginning in 2013, 2014 and 2015 respectively, annual filings for Criminal/Motor Vehicle, Criminal/Non-Motor Vehicle and Infractions indicate gradual, continuing increases. And, although not necessarily consistent with the previous 5-year "trends", the individual year increases should merit continued monitoring.

**County Population**

The graphs that follow illustrate the experienced and projected populations of Moore County over a 30-year period; 2007-2036. The data used to create these graphs was originally developed and published by the North Carolina Office of Budget and Management (NCOBM).

Subsequently, the County's population increased 13.5% (11,396 residents) between 2007-2016; and, is projected to increase by an additional 18.4% (21,037 Residents) by 2036; a rate of approximately .92% per year.

**Figure 2.2**

Additional population numbers published in the County's 2013 Land Use Plan, and provided by the Moore County Planning & Transportation Department, are shown in Figure 2.3 that follows. The basis for the 10-year intervals illustrated is that they coincide with like-year US Census data.

The table inserted in the graph illustrates a comparison between the County's projected populations (MC) for 2020 and 2030 with the populations for the same years generated by the State (NC).
Figure 2.3

The 10.2% difference in the County and State’s 2030 numbers amounts to almost 11,400 residents. Are the County’s projections “high”? That is possible. Are the State’s projections “low”? That is also possible. Is it likely that the County’s population in 2030 will be somewhere between these two numbers? That is very possible.

Growth

During the many conversations with County Officials, Judicial officials, CFAC members and various citizens, when the subject of County growth or potential for growth was brought up, so was the subject of Fort Bragg; albeit, the largest military installation in the United States and the County’s next-door neighbor.

Indeed, there have been several residential, single-home subdivision type developments built in recent years which reportedly are predominantly occupied by military families. However, recent information suggests that this growth may not last.

The Regional Land Use Advisory Commission is currently comprised of eight counties, including Moore, 14 area municipalities and several significant partners including Fort Bragg, the Mid Carolina Council of Governments, the NC Chamber, NC Military & Veterans Affairs and others.

Both in conversation with the Commission’s Executive Director, and a review of Commission meeting minutes of August 2016 and February 2017, the following became clear with regards to Fort Bragg’s likelihood for continued growth:

- Past growth numbers have been overestimated
- Past annual construction/capital funding has been reduced significantly
- Recent reports of a decline in population at Fort Bragg are premature, troop strength should remain steady

At this point in time, and for the foreseeable future (20 years) it does not appear that the County’s population, by itself, will have a significant impact on future courthouse space needs.

Therefore, estimating future court workloads; i.e. annual cases filed; must be considered further. The methodology illustrated in Figure 2.4 continues to use population as a variable, however, here considers the most recent 10-years of actual court and population activity and calculates the annual number of cases filed per 1,000 County residents.
Moore County, North Carolina
Facility Program for New County Courthouse

Figure 2.4

The 10-year average ratio of cases filed per year, per 1,000 County residents, was 295.61. Applying this ratio to future projected County populations’, per NCOBM estimates, results in the projected annual case filings identified here.

Figure 2.5

Notably, the projected cases filed in 2036 (20 years hence) is less than 100 cases higher than the highest annual filing identified in Figure 2.4, which occurred in 2007.

Also of note here, is that the CFAC stated in their New Courthouse Facilities Objectives that the building “must last for at least 40-50 years”.

Since the State has yet to forecast County population numbers beyond 2036 an alternative method utilizing linear trend forecast modeling was used to identify/project 2046 and 2056 County populations and, in turn, corresponding year projected court filings. The baseline information on which this forecast model relies will be the known County populations identified for the years 2007-2016, plus the State’s identified projected populations for 2017-2036. The average ratio of cases filed per year, per 1,000 County residents, remained at 295.61 as calculated in Figure 2.6.

Figure 2.6

With the courthouse, so much of the built space is comprised of the court system’s “infrastructure”; those spaces necessary to accommodate the required circulation zones, and the larger spaces, in addition to the courtrooms, that once constructed, should not have to change for many years. Examples include, Grand Jury operations, Jury Assembly space, the Courthouse Security Control Center, and the Public Lobby and Security Screening area.

By the same token, the projected 40-year County population and the corresponding projected annual case filings suggest numbers that, for the most part, no one today has any experience with.
Subsequently, if the eventual courthouse design that results is reasonably consistent with the Program requirements documented in the chapters that follow, it is unlikely that additional significant space of any kind beyond the that noted will be necessary.

Of course, the possibility of future increases in personnel was discussed with agency principals and has been anticipated; for example:

Superior Court—an additional Superior Courtroom and Resident Superior Court Judge’s Office with corresponding support space has been included; in addition, each of the Superior Courtrooms have adjacent Chambers (offices) for visiting judges.

District Court—three additional District Courtrooms and one additional Resident District Court Judge’s Office w/corresponding support spaces has been included; in addition, each of the five District Courtrooms have adjacent Chambers (offices) for visiting judges.

District Attorney—two additional Attorney offices and two additional Victim-Witness/Legal Assistant offices have been included for near future expansion; as well as an allowance (adjacent empty space) of 1,140 nsf is identified for future expansion.

Clerk of Court—has anticipated and planned for two additional positions in Estates & Special Proceedings, two in the Criminal Division, and three in the Civil Division. In addition, expansion beyond these already anticipated positions can be accommodated in the future as implemented technology advances will inevitably whittle away at the large open file areas, that can then be easily repurposed.

Sheriff/Court Security—the planned Bailiff’s Office/Workroom and Break area has been planned to accommodate up to twenty (20) officers; approximately twice the current deployment. Anticipating inevitable increases in in-custody defendants, the Central-main and Central-remote holding areas have been sized accordingly with capacities at 26 and 18 respectively. In addition, the program includes four (4) court floor holding areas with a capacity of 19 each.

DPS/Adult Probation— is organized into Units consisting of a Chief Officer, eight (8) Probation Officers, one (1) Judicial Service Coordinator, and one (1) Office Assistant for a total of eleven (11) personnel per Unit; a total of 22 personnel; all of which are currently located in the existing courthouse. Should Adult Probation’s caseload increase to the point that the state would want to establish another unit for Moore County in the future, that unit would presumably be housed elsewhere.

Courtrooms—the current courthouse includes three (3) courtrooms and one (1) formal Hearing room. The program identifies two (2) Superior Courtrooms, five (5) District Courtrooms, and one (1) formal hearing room for the new courthouse.

Bottom Line: The cumulative space list totals and the accompanying documentation identified in Chapter 4, will accommodate the County’s and the CFAC’s objective for a minimum 40-50 year building.
CHAPTER 3. PROGRAMMING METHODOLOGY

The development of this program document essentially began with the 2010 space needs assessment of the existing courthouse. The foundation was set and an initial framework was established for what was to come; albeit, seven years later. And, while a number of specific tasks were originally identified in the formal work plan submitted to the County, a clearer presentation of the activities undertaken to accomplish those tasks are perhaps better described as an evolving and very interactive “process”.

Initial efforts involved a series of interviews and office visits with judicial officials, principal courthouse occupants, support personnel, assistant and deputy clerks, bailiffs, probation officers, and private attorneys, among others; as well as auditing courtroom activities, inmate movement, and the security screening of public visitors entering the courthouse. The purpose being to develop a more detailed and in-depth understanding of what people did, how they did it, who they did it with, how the physical space helped or impeded their effectiveness, and any concerns or issues they had with their assigned space, their work assignment, or the building itself.

Having gathered a considerable amount of information, efforts next focused on the organization, transcription, and analysis of interview and meeting notes, photographs, the various reports provided, and the mapping of various processes, many of which intersected or overlapped with one another. Upon returning for additional meetings with interviewees and principal occupant leadership, questions were presented and discussed and challenges proffered with regards to the status quo and how current challenges might be addressed moving forward. The cumulative result of these meetings provided again, a deeper understanding of the remaining functional issues and challenges which needed yet to be addressed; thus, defining the direction this programming effort would take.

Now, utilizing the knowledge and information accumulated, the specific spaces necessary to address and accomplish the operational mission of both the occupant agencies and the courthouse itself, could be delineated.

The result of this process is a program that focuses on function; i.e. “form follows function”; that will serve to guide the design of a courthouse for Moore County that will present a dignified physical presence, and provide an efficient and secure structure that will endure for many decades to come.

Space Standards

In North Carolina there are no published or otherwise provided uniform space standards for local government buildings. At the State level, a few agencies have provided assistance, to a limited degree, in the past.

The Administrative Office of the Courts (AOC) in Raleigh has from time to time provided general guidelines, typically based on comparisons of Courthouse space recently constructed.
The Governor's Crime Commission in 1998, in conjunction with the NCACC published the "North Carolina Court Security Guidelines".

Among the more prominent guidelines with regards to local Court facilities are found in the Trial Court Performance Standards; published by the U.S. Department of Justice, Bureau of Justice Assistance and the Commission on Trial Court Performance Standards; and, the Planning & Design Guide for Court Facilities; published by the National Center for State Courts; Williamsburg, Virginia.

For example, from The Trial Court Performance Standards, that "came into play" during the 2009 assessment of Moore County's existing courthouse, and are as applicable now, included the following:

**Standard 1.1 Public Proceedings**
The Trial Court conducts its proceedings and other public business openly.
This standard requires the trial court to conduct all proceedings openly, contested or uncontested, that are public by law or custom. The court must specify proceedings to which the public is denied access and ensure that the restriction is in accordance with the law and reasonable public expectations.

Further, the court must ensure that its proceedings are accessible to all participants, including litigants, attorneys, court personnel, and other persons in the courtroom.

**Standard 1.2 Safety, Accessibility and Convenience**
Trial courts are safe, accessible and convenient to use.
Standard 1.2 considers three distinct aspects of court performance; the security of persons and property within the courthouse and its facilities, access to the courthouse and its facilities, and the reasonable convenience and accommodation of those unfamiliar with court facilities and proceedings.

It urges a trial court to be concerned about matters such as the centrality of its location within the community that it serves, adequate parking, the availability of public transportation, the degree to which the design of the court provides a secure setting, and the internal layout of court buildings.

**National Center for State Courts Design Standards**
The design standards for courthouses addressed by the National Center for State Courts (NCSC) are comprehensive and detailed. Further, they range from the single secure evidence storage room and the size of the witness stand within the courtroom, to the largest multi-defendant Courtroom.

As an example, the diagram and table that follow illustrate space standards recommended for a courtroom. While the diagram illustrates the major areas that comprise a courtroom, the table illustrates the variations in the size of the Litigation Area depending upon the intended use of the space; i.e. Courtroom.
Also, within the Litigation Area are several sub-areas for which size of space, number of spaces, and functional requirements must also be considered; such as Judges Bench, Witness Stand, Court Reporter, the Jury Box, Attorney Tables, Evidence Display, etc.

9-12 square feet per spectator

70-90 square feet

Additional examples of the more commonly referenced courthouse spaces for which standards are provided include:

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judges Office</td>
<td>300-500 SF</td>
</tr>
<tr>
<td>Judicial Assistant/Secretary</td>
<td>100-120 SF</td>
</tr>
<tr>
<td>Jury Deliberation Suite</td>
<td>400-450 SF</td>
</tr>
<tr>
<td>Grand Jury Hearing Room</td>
<td>600-800 SF</td>
</tr>
<tr>
<td>Elected Officials Office</td>
<td>250-500 SF</td>
</tr>
<tr>
<td>Prosecuting Atty/Public Defender</td>
<td>150-175 SF</td>
</tr>
<tr>
<td>Training/Classroom</td>
<td>25 SF/Pers.</td>
</tr>
<tr>
<td>Conference Room</td>
<td>25-50 SF/Pers</td>
</tr>
<tr>
<td>Witness Stand</td>
<td>Min. 5 ft. x 5 ft.</td>
</tr>
<tr>
<td>Records Management</td>
<td>8 SF/5-Dwr. File</td>
</tr>
</tbody>
</table>

Area Grossing Factors

One way that a courthouse differs from other building types is the amount of space required. Functional courthouses, compared to less specialized buildings such as office buildings, are relatively less efficient in terms of net-to-gross square footage ratios. If this concept is not clearly understood during planning and early design phases, significant building areas could be miscalculated and project budgets underestimated. In addition, various planners and architects will often define terms such as net square feet (nsf) and gross square feet (gsf) in different ways, making building comparisons and area calculations difficult.
For purposes of this document, net square feet (NSF) is the amount of space required for a specific function, such as a single office or workstation, exclusive of interior walls or circulation space; such as corridors around the area.

When combining work spaces in a cluster or a suite, a circulation factor must be added to the combined NSF of the spaces that are clustered to account for the thickness of interior walls and partitions, internal corridors and internal circulation space between functional areas.

**Departmental Grossing Factor**

This example illustrates an office suite consisting of numerous individual spaces. The combined net area of all these spaces is 3,600 net square feet (NSF). However, the total area which the suite consumes is that within the red square. That space includes the walls between all the spaces, the internal corridors and open circulation space; a total of 4,400 gross square feet (GSF); which here is referred to as the department gross square feet (DGSF). Therefore, the *departmental grossing factor or DGF* for this department/office suite is 1.22 per the illustrated formula.

Consequently, differences in the many types of space that must be included in a courthouse as well as the considerable differences in the necessary circulation and security requirements, different DGFs’ will need to be applied individually to each of the major program components to more concisely address their specific overall space requirements. The adjacent table identifies the numbers assigned.

**Building Grossing Factor (BGF)**

To link various departments and functional areas within a courthouse, and to transport people between floors, additional space must be added to the individual department GSF numbers. Basic core functions, beyond net assignable square feet, are required in any building. For a courthouse, this includes major public corridors linking departments; private corridors linking courtrooms, judges’ offices, jury deliberation rooms, and other dedicated court support spaces; secure corridors linking courtrooms with in-custody prisoner holding areas; public elevators and elevator lobbies; mechanical, electrical, and plumbing chases; public toilet facilities; and exterior walls. Ultimately, courthouses have unique security and circulation requirements, which means more total space will be needed to enable individual departmental areas to work together effectively.

This additional space is referred to as building gross square feet (BGSF). An appropriate BGSF multiplier for courthouses is typically 1.20-1.30 times the DGSF.

<table>
<thead>
<tr>
<th>Program Component Area</th>
<th>DGF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Court</td>
<td>1.20</td>
</tr>
<tr>
<td>District Court</td>
<td>1.25</td>
</tr>
<tr>
<td>District Attorney</td>
<td>1.15</td>
</tr>
<tr>
<td>Clerk of Court</td>
<td>1.25</td>
</tr>
<tr>
<td>Sheriff</td>
<td>1.30</td>
</tr>
<tr>
<td>DPS/Adult Probation</td>
<td>1.15</td>
</tr>
<tr>
<td>Court Support</td>
<td>1.15</td>
</tr>
<tr>
<td>Building Support</td>
<td>1.10</td>
</tr>
</tbody>
</table>
CHAPTER 4. FACILITY PROGRAM COMPONENT AREAS

This chapter is the culmination of efforts that now organize and document the specific space needs and functional requirements of the major component areas to be included in the new Moore County Courthouse. These areas include:

4.1 Superior Court  
4.2 District Court  
4.3 District Attorney  
4.4 Clerk of Court  
4.5 Adult Probation  
4.6 Sheriff  
4.7 Court Support  
4.8 Building Support

The documentation that follows is the result of many interviews and meetings, studies of existing space, operations audits, and research dealing with the functions and responsibilities of the major areas discussed. In addition, were the considered input of Judges, attorneys, Bailiffs, Probation Officers the Clerk of Court, numerous Assistant and Deputy Clerks, as well as numerous County personnel that represented Departments that would either have a “stake” in this building (IT, Facilities Services) or were able to contribute important information to support or supplement information developed for this report (Planning & Transportation).

Format
For the eight component areas identified above; Superior Court, District Court, etc.; the sub-sections under each heading will include the following:

β Area Space List  
β Area Adjacency Diagram(s)  
β Individual Space Comments

Space List Column Headings
The space lists that follow identify those spaces necessary to accommodate the operational requirements identified and documented for each component area that will be part of the new Moore County Courthouse. They are intended to correspond with their companion Adjacency Diagrams that are included and follow the space lists.

The column headings are intended to clarify and support the square footage called for, and include:

“Area/Program Unit”-Identifies the name or area for which the space is designated.

“Max. No. per Space”-refers to the typical number of persons (usually maximum) that might be expected be present in the referenced space at any one time.

“NSF per Space”-the interior dimensions of the space designated; NOT including wall thicknesses, common circulation areas, etc. and expressed as net square feet or NSF
"Number of Spaces"-the number of spaces of the type designated; for example, restroom, interview room, etc.

"Sub-Total NSF"-the product of the “NSF per Area” and the “No. of Areas”; i.e., two (2) offices @ 125 net square feet (NSF) each = 250 “Total Net Space”

“Total Area NSF”- this is the total area in NSF for the space(s) identified in boldface in the same row under the column heading Area/Program Unit. For example, in this clip from District Court, the area referred to as Courtroom Entrance will require a Sound-Lock Vestibule of 116 square feet and two Attorney/Client Conference rooms at 108 square feet each. The total NSF required for this Courtroom Entrance area, is 332 NSF; as noted in the “Sub-Total NSF” column, in boldface, above these individual numbers. Since District Court has requested five (5) courtrooms, there will need to be five (5) Courtroom Entrance areas; i.e. 5 (under the heading “Number of Spaces) times 332 NSF per area = a Total Area NSF of 1,660.

Adjacency Diagram Symbol Key

- A work space or activity area that is enclosed
- A work space or activity area that is not enclosed
- An designated function or activity area within an enclosed space
- Connector between two spaces or from one area to another
- Indicates optional access to/from a space, spaces or area
- Represents a counter/pass-thru between two spaces or reception/discussion area
- Represents view or line of sight/observation into adjacent space from point of origin
- Indicates primary access point into building from outside
- Indicates primary access point into a major areas within the building
- Point of controlled access, typically electronically from within an internal area

<table>
<thead>
<tr>
<th>Area/Program Unit</th>
<th>Max. No. per Space</th>
<th>NSF per Space</th>
<th>Number of Spaces</th>
<th>Sub-Total NSF</th>
<th>Total Area NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtroom Entrance</td>
<td>5</td>
<td>332</td>
<td>1660</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound-Lock Vestibule</td>
<td>3-4</td>
<td>116</td>
<td>2</td>
<td>232</td>
<td></td>
</tr>
<tr>
<td>Attorney Client Conference</td>
<td>2-4</td>
<td>108</td>
<td>2</td>
<td>216</td>
<td></td>
</tr>
</tbody>
</table>
### Superior Court-Space List

<table>
<thead>
<tr>
<th>Area/Program Unit</th>
<th>Max. No. per Space</th>
<th>NSF per Space</th>
<th>Number of Spaces</th>
<th>Sub-Total NSF</th>
<th>Total Area NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Litigation Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judges Bench</td>
<td>1</td>
<td>100</td>
<td>1</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Court Clerk Seating</td>
<td>2</td>
<td>72</td>
<td>1</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Court Clerk Files &amp; Cart Staging</td>
<td>2</td>
<td>42</td>
<td>1</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Witness Stand</td>
<td>1</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Court Reporter</td>
<td>1</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Jury Box</td>
<td>14</td>
<td>210</td>
<td>1</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td>Litigant Tables &amp; Seating</td>
<td>6-8</td>
<td>192</td>
<td>2</td>
<td>384</td>
<td></td>
</tr>
<tr>
<td>A/V &amp; Communications Equipment</td>
<td>1-2</td>
<td>56</td>
<td>1</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Secure Evidence Storage</td>
<td>1</td>
<td>27</td>
<td>1</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>Court Security Officer</td>
<td>1</td>
<td>16</td>
<td>1</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Open Litigant &amp; Circulation Space</td>
<td>AR</td>
<td>AR</td>
<td>1</td>
<td>943</td>
<td></td>
</tr>
<tr>
<td><strong>Public Seating Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seating @ 256 incl four (4) Accessible</td>
<td>256</td>
<td>2304</td>
<td>2</td>
<td>2304</td>
<td>4608</td>
</tr>
<tr>
<td>Court Security Officer (included within)</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Courtroom Entrance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound-Lock Vestibule</td>
<td>3-4</td>
<td>116</td>
<td>1</td>
<td>116</td>
<td>664</td>
</tr>
<tr>
<td>Attorney Client Conference</td>
<td>2-4</td>
<td>108</td>
<td>2</td>
<td>216</td>
<td></td>
</tr>
<tr>
<td><strong>Jury Deliberation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vestibule/Lounge</td>
<td>6-8</td>
<td>184</td>
<td>1</td>
<td>184</td>
<td>1240</td>
</tr>
<tr>
<td>Restroom</td>
<td>1</td>
<td>63</td>
<td>2</td>
<td>126</td>
<td></td>
</tr>
<tr>
<td>Coats</td>
<td>2</td>
<td>30</td>
<td>1</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Jury Room</td>
<td>14</td>
<td>280</td>
<td>1</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td><strong>Courtroom Support</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live-Scan Print &amp; Photo Room</td>
<td>2</td>
<td>64</td>
<td>1</td>
<td>64</td>
<td>4024</td>
</tr>
<tr>
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**Superior Court Total NSF**: 16434
SUPERIOR COURT-OFFICES & SUPPORT

- Staff
- Copy & Supply
- Resident Judge
- Conference
- Files
- Entry & Seating
- Judicial Assistant
- Clerk Work Area
- Private Corridor
Superior Court-Space Comments

Courtrooms
The courtroom is the focal point of courthouse activity with its purpose being to provide an impartial setting for conducting legal proceedings.

The typical courtroom is rectangular and most often deeper than it is wide.

Functionally, the courtroom is divided into two zones; the litigation or “well” area, and the public seating or spectator area.

The litigation area of the courtroom must allow all participants involved in the proceedings to see and hear each other clearly; and, be wide enough to permit isolation of individuals from improper influence.

The rail dividing the Litigation area from the Public Seating area is referred to as the “bar”.

The public seating capacity requested, for what was initially referred to as the prototypical courtroom, and duplicated in the initial Master Space List seven (7) times (7 Courtrooms) was for 250-260 adults.

This seating included was for 256 in bench seating, and four (4) ADA compliant, accessible spaces for wheelchair bound spectators.

The elements or sub-spaces identified within the litigation area and identified in the courtroom space list include:

Judge’s Bench-should be the focal point of the courtroom and command a view to/from all areas of the Courtroom

Court Clerk Seating-should be able to accommodate two (2) Clerks with one position being immediately adjacent the Judge’s position to enable passing/exchange of papers and court files.

Clerk of Court Files & Cart Staging-to include an open work counter with 15-inch deep shelving above for file trays, and open space below counter for cart storage when not in use.

Witness Stand-elevated at least one riser height above litigation area floor level and adjacent to Judges Bench with witness, when seated, clearly visible to the Judge, Jury members, litigant tables and Court Reporter work station.

Court Reporter-work station is intended to be moveable while at the same time as inconspicuous as possible; field of vision should include Judge, Witness, jury box and litigant (attorney) tables.

Jury Box-the preference suggested was a two-tiered Jury Box able to comfortably accommodate 14 jurors; the first tier at one riser height above the Litigation floor and the second tier at two riser’s height; with the chair(s) at the entrance to the jury box able to be adjusted and/or moved out of the way to accommodate ADA compliant accessibility to wheelchair bound juror(s)

Litigant Tables-the net area identified for each litigant party is 85 square feet, which includes two (2)
3 ½’ x 5’ tables w/seating for four (4), plus a second row of chairs for additional attorneys or legal staff; separation between litigant party tables should be no less than 4 feet and at least 8 feet from the nearest juror or public spectator.

A/V & Communications Equipment—while IT has suggested a single location in the courthouse from which to monitor, or control/fix as necessary, audio visual and communications equipment remotely, this closet/cabinet is provided to both house the “guts” or hub of said equipment as well as provide storage for equipment that is only occasionally used.

Secure Evidence—closet type space of durable construction with significant locking mechanism to secure evidence presented during a trial extending over more than a single day.

Court Security Officer (Bailiff Station)—work station may not be “fixed”, however Bailiff will require work surface and seating; primary responsibilities will include announcing the judge presiding, calling the court to order, monitoring litigation area activities, assisting with movement of inmates to/from the court floor holding area, etc.

Public Seating Area
The size of the Public Seating area was based on the capacity requested; in this case 250-260 adults.

The detailed Courtroom illustration identifies bench seating for 256 persons plus 4 additional “accessible” spaces to comply with ADA requirements for a public seating area of this size.

The entire public seating area will remain at floor level; however, the noted Bailiff Station, identified within this area, may be elevated to permit visual monitoring of audience while court is in session.

Courtroom Entrance (Public)
Individuals having business with the court and public visitors/spectators will enter the courtroom from the public corridor and adjacent courtroom seating/waiting area via the sound-lock vestibule; i.e. the visually apparent double-door entrance.

The size of the Vestibule will allow for the entrance doors to self-close quickly (and quietly) prior to opening the double doors from the vestibule into the courtroom, avoiding the transfer of any noise from the public areas.

Windows should be included in both sets of doors to avoid accidental collisions of persons passing to/from the vestibule and the courtroom.

Immediately adjacent and to each side of the sound-lock vestibule are attorney-client conference rooms directly accessible from within the vestibule.

Each conference room, as shown on the illustrated courtroom adjacency diagram, are sized to accommodate up to four (4) adults seated at a conference table.

Note that the referenced adjacency diagrams included, show both a 4-person attorney-client conference room, and one sized slightly larger to accommodate up to six (6) adults; in addition to each courtroom having two adjacent attorney-client conference rooms, there are six additional such conference rooms.
listed under the Court Support area(s) heading that are intended to be distributed throughout the courthouse proximate the courtrooms to provide much needed additional private meeting space.

As with the attorney-client conference rooms within each courtroom entry vestibule, the doors to these stand-alone rooms should also have glass in the doors and/or walls to enable others to notice whether the room is already occupied prior to entering.

**Jury Deliberation**
The Jury Deliberation room should be adjacent to and directly accessible from the courtroom.

Jurors will enter the deliberation area via a sound lock vestibule within the jury deliberation reception, lounge/seating area.

Additional spaces that make up the jury deliberation “suite” include a juror lounge which includes comfortable seating & vending, men's and women's restrooms, and a coat closet or alcove.

The sound-lock vestibule will insure the jurors’ privacy while the case that was heard is being deliberated.

In this instance, within the included jury deliberation adjacency diagram, the juror lounge also serves as a large vestibule to/from the courtroom.

**Courtroom Support**
Courtroom Support in this instance refers to several spaces outside each courtroom that are intended to serve the courtroom from which they are accessed.

*Live-Scan*-The first of these spaces is the Live-Scan room for use, as needed, by Court Bailiffs when defendants that appear in court must be fingerprinted. to be fingerprinted.

The room should provide a built-in counter with minimal cabinetry for supplies; equipment will include Live-Scan capable computer and monitor for processing fingerprints as well as a compatible digital camera
For taking pictures of the defendant for filing with the fingerprints.

The defendant will be escorted from the courtroom by a Bailiff, attended to by the officer while in the room and escorted back to the courtroom and/or to the court floor holding area.

The room should be securable, accessible by Sheriff’s personnel only, and locked when not in use.

*Victim/Witness Waiting*-two separate rooms are provided, each identified as Victim/Witness Waiting on the accompanying space list; each will be able to accommodate up to four (4) adults.

These rooms are intended to be comfortable, private and quiet wherein victims or witnesses scheduled to appear in the adjacent courtroom can comfortably wait until they are called.

*Probation Intake*-is intended to accommodate Adult Probation and/or Judicial Services Officers where they can take offenders sentenced in the adjacent courtroom to Probation, to conduct initial intake interviews, have papers signed and the conditions of their probation explained.

The space is intended to accommodate 2 small private offices (or open work stations) and a small seating/waiting area.
Live-Scan, Victim/Witness, and Probation Intake rooms will be accessible via a private hallway to/from the Litigation Area of the adjacent Courtroom.

Upon completion of the intake process, probationers may exit the room via the adjacent corridor, to and through courthouse lobby area and out of the courthouse without having to re-enter the courtroom.

**Courtroom Lobby & Seating Area**-space has been allocated in the space list and the accompanying adjacency diagram for public seating adjacent to each courtroom, typically located just outside the public access courtroom doors.

in some instances, this area may be combined with the same area associated with a nearby courtroom, in which case it should still be but a short distance from the courtroom, within sight and easy walk.

For a stand-alone courtroom of the size described; i.e. public seating to accommodate up to 260 persons; a ratio of 12 square feet per person was used and multiplied by (approximately) one-half the designated public seating capacity; in this case 124; 124 x 12 square feet/person = 1,488 total square feet.

This amount of space (1,488 square feet) was used in the initial space calculations for each of the Courtrooms identified; initially five district courtrooms and two superior courtrooms.

Whether economies of scale can be realized will depend on how the eventual designer chooses to isolate, distribute, or group the number of courtrooms eventually agreed upon within the courthouse building. Utilizing this courtroom lobby and seating square foot area now will hopefully enable the designer flexibility as the design develops.

**Superior Court Offices & Support**
The Superior Court office suite will be located on the same private corridor from which the Judge(s) will be able to access the courtroom wherein he/she is presiding; ideally the office suite and the private entrance to the Superior Courtroom(s) will be across the corridor from one another.

**Entry & Seating**-The entrance to the Offices will offer an open seating area where visitors can be greeted by the Judicial Assistant.

**Judicial Assistant**-The Judicial Assistant’s work space is illustrated in the accompanying adjacency diagram as an enclosed office, however, in that it is located within a suite and on a private and controlled access corridor, an open work space may be considered to more easily accommodate visitors and the Judge(s) in residence.

Should an office be preferred, provide a window in the wall adjacent the open seating area and with a view of the entrance to the suite to enable the Judicial Assistant to observe and in turn greet visitors.

**Court Reporter/Clerk**-Space is intended to serve as a private office for the Court Reporter and/or assigned Court Clerk(s) on an “as-needed” basis; albeit its relatively small size.

Table and/or desk surface provided should enable two persons to simultaneously lay out files, laptop computer(s), dictation equipment etc. and work, uninterrupted in a quiet setting.
File Room—to provide for the secure storage of files, miscellaneous publications, documents, etc.

Copy & Supply—Counter height cabinetry should be provided along one wall to accommodate storage of bulk materials as well as counter surface for equipment. Work table(s) should be counter height for ease of access.

Additional cabinetry above the referenced counter should be provided to accommodate accessible materials and storage of office supplies.

Staff—This space is intended to serve as a Break Area for staff and visitors (if present/invited); should include built-in counter with hand sink, space for coffee maker, microwave and refrigerator with table seating to accommodate 2-4 adults.

Resident Judge—as with the Courtrooms and Courthouse itself, the Judge’s private office should reflect the dignity and importance of the position.

Space should include built-in book shelves, accommodate an executive desk and additional comfortable seating, at either an open, less formal, seating area or a table for up to four (4) additional adults.

Additional spaces accessible from within the office will include an ADA compliant restroom and a robe/coat closet; direct access to/from the adjacent conference room is noted in the adjacency diagram as an option; (dotted arrow).

Conference Room—an enclosed, formal space with conference table & chairs to accommodate up to twelve (12) adults.

Built-in book shelves should be provided along one wall for books and related legal publications.

Court Chambers/Visiting Judge—Among the adjacency diagrams included in this section is one titled “Adjacent Courtroom Concept”. The diagram shows a space adjacent to each court room, next to the Litigation areas, labeled “Judge’s Chambers”. Its purpose is twofold:

It will serve as the temporary office for a Visiting Judge who is assigned to preside over proceedings in the adjacent Courtroom; and serve as a temporary office for a Resident Judge when they are assigned to preside over a session of court in the same adjacent courtroom.

The additional purpose served by this space is that it will provide a private and immediately accessible venue for the Judge to call both litigant parties “into chambers” to discuss a legal issue or precedent prior to resuming proceedings in open court.

Subsequently adequate space should be included to provide comfortable seating for the Judge and 4-5 additional visitors.

Each Individual chamber (office) space should include an adjacent ADA compliant Restroom.
### District Court-Space list

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<th>Area/Program Unit</th>
<th>Max. No. per Space</th>
<th>NSF per Space</th>
<th>Number of Spaces</th>
<th>Sub-Total NSF</th>
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**District Court Total NSF** 41884
Moore County, North Carolina
Facility Program for New County Courthouse

DISTRICT COURTROOM-JURY DELIBERATION & COURTROOM SUPPORT

JURY DELIBERATION

COURTROOM SUPPORT

JUVENILE/FAMILY COURTROOM SUPPORT

From: Courtroom
DISTRICT COURT-RESIDENT JUDGE OFFICES & MEDIATION

RESIDENT JUDGES’ OFFICES

RESIDENTJUDGES’OFFICES

MEDIATION AREA

Orientation/Hearing Room

Office

Mediation Breakout

Mediation Breakout

Entrance & Seating

Mediation Conference

From Public Lobby/Corridor

Clerk Work Area

Private Corridor

Conference

Copy & Supply

Family Court Coordinator
District Court-Space Comments

Courtrooms
The courtroom is the focal point of courthouse activity with its purpose being to provide an impartial setting for conducting legal proceedings.

The typical courtroom is rectangular and most often deeper than it is wide.

Functionally, the courtroom is divided into two zones; the litigation or "well" area, and the public seating or spectator area.

The litigation area of the courtroom must allow all participants involved in the proceedings to see and hear each other clearly; and, be wide enough to permit isolation of individuals from improper influence.

The rail dividing the Litigation area from the Public Seating area is referred to as the "bar".

The public seating capacity requested, for what was initially referred to as the prototypical courtroom, and duplicated in the initial Master Space List seven (7) times (7 Courtrooms) was for 250-260 adults.

This seating included was for 256 in bench seating, and four (4) ADA compliant, accessible spaces for wheelchair bound spectators.

The elements or sub-spaces identified within the litigation area and identified in the courtroom space list include:

Judge's Bench—should be the focal point of the courtroom and command a view to/from all areas of the Courtroom

Court Clerk Seating—should be able to accommodate two (2) Clerks with one position being immediately adjacent the Judge's position to enable passing/exchange of papers and court files.

Clerk of Court Files & Cart Staging—to include an open work counter with 15-inch deep shelving above for file trays, and open space below counter for cart storage when not in use.

Witness Stand—elevated at least one riser height above litigation area floor level and adjacent to Judges Bench with witness, when seated, clearly visible to the Judge, Jury members, litigant tables and Court Reporter work station.

Court Reporter—work station is intended to be moveable while at the same time as inconspicuous as possible; field of vision should include Judge, Witness, jury box and litigant (attorney) tables.

Jury Box—the preference suggested was a two-tiered Jury Box able to comfortably accommodate 14 jurors; the first tier at one riser height above the Litigation floor and the second tier at the height of two risers; with the chair(s) at the entrance to the jury box able to be adjusted and/or moved out of the way to accommodate ADA compliant accessibility to wheelchair bound juror(s).

Litigant Tables—the net area identified for each litigant party is 85 square feet, which includes two (2)
3 ½' x 5' tables w/seating for four (4), plus a second row of chairs for additional attorneys or legal staff; separation between litigant party tables should be no less than 4 feet and at least 8 feet from the nearest juror or public spectator.

**A/V & Communications Equipment**—while IT has suggested a single location in the courthouse from which to monitor, or control/fix as necessary, audio visual and communications equipment remotely, this closet/cabinet is provided to both house the “guts” or hub of said equipment as well as provide storage for equipment that is only occasionally used.

**Secure Evidence**—closet type space of durable construction with significant locking mechanism to secure evidence presented during a trial extending over more than a single day.

**Court Security Officer (Bailiff Station)**—work station may not be “fixed”, however Bailiff will require work surface and seating; primary responsibilities will include announcing the judge presiding, calling the court to order, monitoring litigation area activities, assisting with movement of inmates to/from the court floor holding area, etc.

**Public Seating Area**
The size of the Public Seating area was based on the capacity requested; in this case 250-260 adults.

The detailed Courtroom illustration identifies bench seating for 256 persons plus 4 additional “accessible” spaces to comply with ADA requirements for a public seating area of this size.

The entire public seating area will remain at floor level; however, the noted Bailiff Station, identified within this area, may be elevated to permit visual monitoring of audience while court is in session.

**Courtroom Entrance (Public)**
Individuals having business with the court and public visitors/spectators will enter the courtroom from the public corridor and adjacent courtroom seating/waiting area via the sound-lock vestibule; i.e. the visually apparent double-door entrance.

The size of the Vestibule will allow for the entrance doors to self-close quickly (and quietly) prior to opening the double doors from the vestibule into the courtroom, avoiding the transfer of any noise from the public areas.

Windows should be included in both sets of doors to avoid accidental collisions of persons passing to/from the vestibule and the courtroom.

Immediately adjacent and to each side of the sound-lock vestibule are attorney-client conference rooms directly accessible from within the vestibule.

Each conference room, as shown on the illustrated courtroom adjacency diagram, are sized to accommodate up to four (4) adults seated at a conference table.

Note that the referenced adjacency diagrams included, show both a 4-person attorney-client conference room, and one sized slightly larger to accommodate up to six (6) adults; in addition to each courtroom having two adjacent attorney-client conference rooms, there are six additional such conference rooms.
listed under the Court Support area(s) heading that are intended to be distributed throughout the courthouse proximate the courtrooms to provide much needed additional private meeting space.

As with the attorney-client conference rooms within each courtroom entry vestibule, the doors to these stand-alone rooms should also have glass in the doors and/or walls to enable others to notice whether the room is already occupied prior to entering.

**Jury Deliberation**
The Jury Deliberation room should be adjacent to and directly accessible from the courtroom.

Jurors will enter the deliberation area via a sound lock vestibule within the jury deliberation reception, lounge/seating area.

Additional spaces that make up the jury deliberation "suite" include a juror lounge which includes comfortable seating & vending, men’s and women’s restrooms, and a coat closet or alcove.

The sound-lock vestibule will insure the jurors' privacy while the case that was heard is being deliberated.

In this instance, within the included jury deliberation adjacency diagram, the juror lounge also serves as a large vestibule to/from the courtroom.

**Courtroom Support**
Courtroom Support in this instance refers to several spaces outside each courtroom that are intended to serve the courtroom from which they are accessed.

*Live-Scan*-The first of these spaces is the Live-Scan room for use, as needed, by Court Bailiffs when defendants that appear in court must be fingerprinted. The room should provide a built-in counter with minimal cabinetry for supplies; equipment will include Live-Scan capable computer and monitor for processing fingerprints as well as a compatible digital camera for taking pictures of the defendant for filing with the fingerprints.

The defendant will be escorted from the courtroom by a Bailiff, attended to by the officer while in the room and escorted back to the courtroom and/or to the court floor holding area.

The room should be securable, accessible by Sheriff’s personnel only, and locked when not in use.

*Victim/Witness Waiting*-two separate rooms are provided, each identified as Victim/Witness Waiting on the accompanying space list; each will be able to accommodate up to four (4) adults.

These rooms are intended to be comfortable, private and quiet wherein victims or witnesses scheduled to appear in the adjacent courtroom can comfortably wait until they are called.

*Probation Intake*-is intended to accommodate Adult Probation and/or Judicial Services Officers where they can take offenders sentenced in the adjacent courtroom to Probation, to conduct initial intake interviews, have papers signed and the conditions of their probation explained.
The space is intended to accommodate 2 small private offices (or open work stations) and a small seating/waiting area.

Live-Scan, Victim/Witness, and Probation Intake rooms will be accessible via a private hallway to/from the Litigation Area of the adjacent Courtroom.

Upon completion of the intake process, probationers may exit the room via the adjacent corridor, to and through courthouse lobby area and out of the courthouse without having to re-enter the courtroom.

**Courtroom Lobby & Seating Area** - space has been allocated in the space list and the accompanying adjacency diagram for public seating adjacent to each courtroom, typically located just outside the public access courtroom doors.

In some instances, this area may be combined with the same area associated with a nearby courtroom, in which case it should still be but a short distance from the courtroom, within sight and easy walk.

For a stand-alone courtroom of the size described; i.e. public seating to accommodate up to 260 persons; a ratio of 12 square feet per person was used and multiplied by (approximately) one-half the designated public seating capacity; in this case 124; 124 x 12 square feet/person = 1,488 total square feet.

This amount of space (1,488 square feet) was used in the initial space calculations *for each* of the Courtrooms identified; initially five district courtrooms and two superior courtrooms.

Whether economies of scale can be realized will depend on how the eventual designer chooses to isolate, distribute, or group the number of courtrooms eventually agreed upon within the courthouse building. Utilizing this courtroom lobby and seating square foot area now will hopefully enable the designer flexibility as the design develops.

**District Court Offices & Support**
The Superior Court office suite will be located on the same private corridor from which the Judge(s) will be able to access the courtroom wherein he/she is presiding; ideally the office suite and the private entrance to the Superior Courtroom(s) will be across the corridor from one another.

**Entry & Seating** - The entrance to the Offices will offer an open seating area where visitors can be greeted by the Judicial Assistant.

**Judicial Assistant** - The Judicial Assistant's work space is illustrated in the accompanying adjacency diagram as an enclosed office, however, in that it is located within a suite and on a private and controlled access corridor, an open work space may be considered to more easily accommodate visitors and the Judge(s) in residence.

Should an office be preferred, provide a window in the wall adjacent the open seating area and with a view of the entrance to the suite to enable the Judicial Assistant to observe and in turn greet visitors.

**Court Reporter/Clerk** - Space is intended to serve as a private office for the Court Reporter and/or assigned Court Clerk(s) on an "as-needed" basis; albeit its relatively small size.
Table and/or desk surface provided should enable two persons to simultaneously lay out files, laptop computer(s), dictation equipment etc. and work, uninterrupted in a quiet setting.

**File Room** - to provide for the secure storage of files, miscellaneous publications, documents, etc.

**Copy & Supply** - Counter height cabinetry should be provided along one wall to accommodate storage of bulk materials as well as counter surface for equipment.

Work table(s) should be counter height for ease of access.

Additional cabinetry above the referenced counter should be provided to accommodate accessible materials and storage of office supplies.

**Staff** - This space is intended to serve as a Break Area for staff and visitors (if present/invited); should include built-in counter with hand sink, space for coffee maker, microwave and refrigerator with table seating to accommodate 2-4 adults.

**Resident Judge** - as with the Courtrooms and Courthouse itself, the Judge’s private office should reflect the dignity and importance of the position.

Space should include built-in book shelves, accommodate an executive desk and additional comfortable seating, at either an open, less formal, seating area or a table for up to four (4) additional adults.

Additional spaces accessible from within the office will include an ADA compliant restroom and a robe/coat closet; direct access to/from the adjacent Conference room is noted in the adjacency diagram as an option; (dotted arrow).

**Conference Room** - an enclosed, formal space with conference table & chairs to accommodate up to twelve (12) adults.

Built-in book shelves should be provided along one wall for books and related legal publications.

**Court Chambers/Visiting Judge** - Among the adjacency diagrams included in this section is one titled “Adjacent Courtroom Concept”. The diagram shows a space adjacent to each court room, next to the Litigation areas, labeled “Judge’s Chambers”. Its purpose is twofold:

It will serve as the temporary office for a Visiting Judge who is assigned to preside over proceedings in the adjacent Courtroom; and serve as a temporary office for a Resident Judge when they are assigned to preside over a session of court in the same adjacent courtroom.

The additional purpose served by this space is that it will provide a private and immediately accessible venue for the Judge to call both litigant parties “into chambers” to discuss a legal issue or precedent prior to resuming proceedings in open court.

Subsequently adequate space should be included to provide comfortable seating for the Judge and 4-5 additional visitors.

Each Individual chamber (office) space should include an adjacent ADA compliant Restroom.
## 4.3 District Attorney

### District Attorney-Space List

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<th>Area/Space</th>
<th>Max. No. per Space</th>
<th>NSF per Space</th>
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**District Attorney Total NSF** 7666
District Attorney-Adjacency Diagram

VW/LA: Victim-Witness/Legal Assistant
ADA: Assistant District Attorney
District Attorney-Space Comments

Reception & Seating
Visitors to the District Attorney’s Office will be able to access the Reception area from an adjacent Public corridor.

Upon entry, the visitor will check-in at the available counter/window, with a Legal Assistant in the adjacent office.

The Legal Assistant’s work station will be positioned to enable a view through the counter window to the entrance door of the reception area, and a clear view and means by which to communicate with the visitor in a normal tone of voice at the counter window itself.

Seating will be provided within the reception area for 8-10 adults.

Victim/Witness Assistance
The spaces identified under this heading in the accompanying space list support the District Attorney’s responsibility to assist the victims of and witnesses to crimes that have been committed. These victims and witnesses are many times adults, however, when dealing with family, domestic or juvenile matters, they are often children.

The Meeting and Children’s room, and Restroom are grouped together in the adjacency diagram and are proximate the reception area to accommodate these victims, witnesses and family members, when meeting with District Attorney office personnel; i.e. Assistant District Attorney(s) and/or Victim-Witness/Legal Assistants.

Children’s Room-the atmosphere in this room should reflect a calming environment and include a grouped casual seating area to facilitate conversation for 3-4 adults and/or children; and an activity area where a child or children can watch a video, read, or play with age appropriate toys.

Provide a window in the room’s wall, adjacent the corridor, to permit monitoring of children in the room that might be temporarily separated from their parent or guardian.

Restroom-considering the length of time a victim or witness might be in the office; an ADA compliant restroom will be available in this area and will include a baby-changing station within.

Meeting-provide a conference table and seating to accommodate six (6) adults and/or children.

Personnel
Not including the District Attorney, there are sixteen (16) individual offices identified in the accompanying adjacency diagram; seven (7) identified for occupancy by an Assistant District Attorney (ADA), seven (7) for Victim-Witness/Legal Assistants (VW/LA, and two (2) for Investigators.

Responsibilities assigned, the need for privacy, legal requirements to assure confidentiality and the security of information developed and maintained by office personnel were among the issues considered in identifying the need for private offices and the square footage provided.

Offices will be provided with doors that enable them to be locked when the occupant is not present.
The preferred locations of these offices are identified in the accompanying adjacency diagrams. While office sizes and internal furniture arrangements will vary, furnishings should accommodate adequate work surfaces for the responsibilities assigned.

Offices shall accommodate additional seating within (beyond that of the assigned occupant) for typically from two (2) to four (4) adults; again, the number will depend upon the requirements of the position and responsibilities assigned.

Glass will be used in office walls to both maximize access to natural light, to enable occupants to see visitors entering the office or area, and to address personal security concerns; subsequently, the confidentiality issue referenced may be addressed via mounted blinds or other means when necessary.

**District Attorney’s Office**—the District Attorney’s private office, as with the Courthouse itself, should reflect the dignity and importance of the position.

Space should include built-in book shelves, accommodate an executive desk and additional comfortable seating at either an open, less formal, seating area or a table for up to four (4) additional adults. Additional spaces accessible from within the office will include an ADA compliant restroom and a walk-in type closet/storage area.

**Staff Support**

**Staff Entrance**—it is anticipated that District Attorney office employees will enter the courthouse through a secure, building entrance designated for “staff only”; preferably adjacent to a secure staff parking area. The “staff entrance” identified in the adjacency diagram is an assumed location from which District Attorney employees will enter the office area, having traveled via private corridor(s) from the building’s secure-staff only entrance.

The area may be open, screened with a wall, or enclosed depending on the eventual/actual location of the entrance determined during design.

The only space characteristic of note is that a coat closet or alcove be provided for staff to place coats, raingear, umbrellas, etc. for the duration of their work day.

**Staff Restroom/Shower**—as illustrated in the adjacency diagram, there are two staff restrooms of equal size.

The restrooms are sized to accommodate 2-3 positions, lavatories, and a shower w/drying area within each.

The shower & drying area, estimated @ approximately 28-30 square feet, should be enclosed for privacy, however, in the interest maintaining ventilation and HVAC system efficiencies, internal walls do not need to extend to ceiling

Restroom sizing did assume ADA compliance requirements.

**Break**—A Breakroom will be available to District Attorney employees at any time.
It should include "kitchen" space; i.e. built-in counter to accommodate a sink and spaces for a coffee maker, microwave, and refrigerator as well as cabinetry above and below for common supplies, utensils, etc.
Include a small area to accommodate vending machines offering drink, snack, and microwaveable products.

Provide seating for 6-8 adults; type and variety of seating may vary; i.e. tradition al table, high-top, etc.;

Conference Room-a formal conference room shall be provided adjacent the District Attorney's private office to include a table and seating for up to twelve (12) adults.

Multipurpose/Training-the training room should be convenient to the public entrance & seating area and public and staff restrooms.

The room will be able to accommodate 24 adults seated at 2-person tables or an estimated 36-40 adults seated auditorium style without tables.

The adjacent multipurpose storage room will accommodate tables when not in use and additional chairs as/when needed.

The "multipurpose" aspect of this space is that it will provide a needed venue for the District Attorney, often in conjunction with law enforcement, to collect, arrange, catalog, organize, label and review an array of physical evidence, including photographic, audio, or video formats; victim, witness and defendant/suspect statements; information or materials relevant an ongoing investigation, a complex multi-defendant trial, or a presentation to a grand jury; all, in a single room that can be preserved for the necessary period needed.

Copy, Work & Supply- Areas designated as "Copy, Work & Supply" are intended to accommodate the activities noted and include within the space copy, print, and scanning equipment (or combination unit) for use by office personnel.

Counter height cabinetry should be provided to accommodate storage of materials as well as counter surfaces for additional equipment.

Work table(s) provided for layout and assembly of materials being prepared should be counter height for ease of access.

Additional cabinetry above the referenced counter should be provided to accommodate accessible storage of materials and supplies.

Provide some open, under-counter space as legroom for personnel who may choose to sit at the counter while working in the room.

Provide for a small hand sink at an appropriate location in the built-in counter.

Records-while current active and pending case files are maintained in the Victim Witness/Legal Assistants’ offices, “retired” investigative, completed trial and related case files are stored in the Records room.
The current method of filing is on open, two sided, metal shelving units, typically 9-12 feet in length.

Include within the room a workstation with a computer terminal and adequate surface to spread out case file contents.

_Evidence Storage_- room is intended to provide secure storage of evidence presented in court proceedings or formal hearings for such time as prescribed by statute.

Provide built-in shelving on two walls with ample open space to accommodate bulky items, trial presentation materials, etc.

Room must be secured when not in use.

_Evidence Staging_-this is illustrated as an open or partially enclosed area with counter height table (or counter) to accommodate staging of evidence before storage or prior to use in court; e.g. packing/unpacking, assembly/disassembly before and after storage as required.

_Janitor & Supply_- a closet space to include a floor-type or raised wet sink, built-in shelving on one wall for storage of cleaning supplies and restroom paper products.

_Server/Mechanical Allowance_- a space to accommodate the Administrative Office of the Courts (AOC) server and communications equipment that enables the District Attorney to send required reports and statistics to AOC/Raleigh. The square footage is such that the area may be divided to also accommodate mechanical or electrical equipment if necessary.

_Expansion Allowance_-projections of future District Attorney staff allocations were not available from the State (AOC); subsequently an allowance of 1,140 net square feet has been identified on the accompanying adjacency diagram for future use if/as needed; the basis for the square footage is the equivalent of four (4) Assistant District Attorney and three (3) Victim Witness/Legal Assistant offices.
### 4.4 Clerk of Court

#### Clerk of Court-Space List

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<tr>
<th>Area/Program Unit</th>
<th>Max. No. per Space</th>
<th>NSF per Space</th>
<th>Number of Spaces</th>
<th>Total NSF</th>
<th>Total Area NSF</th>
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<td><strong>Public Entry &amp; Queuing</strong></td>
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Solutions for Local Government, Inc.
### Clerk of Court-Continued

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Moore County, North Carolina
Facility Program for New County Courthouse

Solutions for Local Government, Inc.

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CLERK OF COURT-STAFF SUPPORT

Public Access  Civil Records

COC Internal Corridor

Guardian Ad Litem

Restroom

Janitor Closet

Restroom

Supplies & Forms

Coats

Server

Archive Transfer Disposal

Break

General Storage

To/From Juvenile Division & GGAL
Clerk of Court-Space Comments

On a day-to-day basis, the offices of the Clerk of Court will be the busiest of any area in the Courthouse. The accompanying adjacency diagram, which illustrates the entire office and its included divisions, identifies the preferred locations of each division and is based upon the operational working relationships that have been established and assessed to be the most functional and efficient.

Office Concept
The “whole office” concept in the accompanying adjacency diagram illustrates what essentially is a series of rectangles arranged along both sides of a long “central corridor”, and is referenced in each of the previous individual division office adjacency diagrams and, numerous times in the space comments that follow. This reference is not intended to limit or influence flexibility in the design options considered. In fact, there are several references that use “central corridor” and “lobby” interchangeably.

Note that in the whole-office adjacency diagram, the Divisions that typically receive the highest volume of public visitors (Criminal, Civil and Cashier & Bookkeeping) are located together on the “upper” half of the page. Each provide an open lobby-type queuing area from which visitors can access the service counters in Criminal and Civil Offices and the Cashier windows in the Cashier & Bookkeeping Division.

These open spaces will be visible from the open staff work areas on the opposite side of the service counter enabling staff to observe visitors as they are approaching the counter.

Each public access/lobby-type area should include comfortable seating, seating at tables or counter for completing paperwork, and seating at public access computer terminals.

The Mailroom is also located with these Divisions (Between Criminal Division and Cashier & Bookkeeping) as it is used daily by courthouse resident agencies; i.e. Superior Court, District Attorney, Clerk of Court, Adult Probation & Parole, etc.

The lower half of the included diagram includes those divisions and activities that will typically require that COC staff and their visitors are able to communicate in a more private environment and on a personal basis; i.e. the formal Hearing Room, the Clerk of Court’s personal office and adjacent administrative space, estates and special proceedings offices, and the juvenile division.

Office space for the Guardian Ad Litem (GAL) program supervisor is also included within this area. Although not a division within the Clerk of Court’s office, it was felt that rather than locating a stand-alone space for GAL within the courthouse that co-location within the COC adjacent the juvenile division offices would be appropriate, especially considering the frequency of work/court case related communications and personal interactions occurring daily between GAL and the Juvenile Division personnel.

General Comments re: Common Spaces

Private Offices
Responsibilities assigned, the need for privacy, legal requirements to assure confidentiality and the security of information developed and maintained by Department personnel were among the issues considered in identifying the need for private offices.

Offices will be provided with doors that enable them to be locked when the occupant is not present.
The preferred locations of these offices are identified in the accompanying adjacency diagrams.

While office sizes and internal furniture arrangements will vary, furnishings should accommodate adequate work surfaces for the responsibilities assigned.

Offices will accommodate additional seating within (beyond that of the assigned occupant) for typically from two (2) to four (4) adults; again, the number will depend upon the requirements of the position and responsibilities assigned.

Glass will be used in office walls to both maximize access to natural light, to enable occupants to see visitors entering the office or area, and to address personal security concerns; subsequently, the confidentiality issue referenced may be addressed via mounted blinds or other means when necessary.

**Open Work Spaces**
Open work spaces, unless otherwise directed by a Division Supervisor or the Clerk, shall provide no less than 12 linear feet, consisting of no less than 14 square feet, of unencumbered work surface, as well as open shelving, and adequate cabinetry or other lockable space to appropriately secure work materials and personal items when the assigned occupant is not present.

Work space furnishings will be arranged to enable staff to easily view visitors at or approaching the service counter or cashier windows.

**Copy, Work & Supply**
Areas designated as "Copy, Work & Supply", “Copy & Supply”, etc. are intended to accommodate the activities noted and include within the space copy, print, and scanning equipment (or combination unit) for use by Division personnel.

Counter height cabinetry should be provided to accommodate storage of materials as well as counter surfaces for additional equipment.

Work table(s) provided for layout and assembly of materials being prepared should be counter height for ease of access.

Additional cabinetry above the referenced counter cabinetry should be provided to accommodate accessible storage of materials and supplies.

Provide some open, under-counter space as legroom for personnel who may choose to sit at the Counter while working in the room.

Provide for a small hand sink at an appropriate location in the built-in counter

**Records**
Included among the Clerk of Courts major responsibilities is the maintenance, care, and security of all court records, documents, case files, and other pleadings filed in the office. Subsequently, in four of the five Office Divisions, “Records” is the single largest space in each of their area space lists; Civil & Criminal at 1800 square feet each, Estates & Special Proceedings at 972 sf, and Juvenile at 316 sf.
Except for the Juvenile Division Records and several categories of records maintained in the Estates & Special Proceedings Division, all other records are, for the most part, "public".

The spaces where these accessible/public records are maintained must be strategically located within their respective Divisions to allow staff convenient access but also be configured to enable COC staff to be able to monitor, and if/as necessary control, access to and from the respective major records areas. To the extent possible, the activities of public visitors within the Records areas should be monitored either directly from employee work stations or via camera(s) that can be monitored from Division employee work stations.

The current preferred method of filing is on open, two sided, metal shelving units, typically 9-12 feet in length and mounted on permanent "tracks" in the floor to permit easy movement and file access.

**Public Entry & Queuing**
Once passing through security screening, upon entry to the Courthouse, public visitors will be able to access the Clerk of Courts office directly from the public lobby and/or a connecting public corridor.

**Area Entry & Display** - this space, identified on the space list and on the adjacency diagram is intended to offer an illustrated display via flat screen monitor or kiosk from which the visitor can easily identify the location of the office, division or area they wish to visit.

**Bookkeeping & Cashiering**

**Entry/Visitor Seating** - in addition to the open queuing area previously mentioned, is a designated visitor entrance and seating area identified within the Cashier & Bookkeeping office adjacency diagram.

The area is accessed via a corridor from the central office corridor and will provide seating in the space identified for up to 4-5 adults.

In that the most frequent visitors to the internal office area of the Division are reportedly Clerks office personnel and DPS Adult Probation Officers, it is recommended that the entrance to this corridor be designated as "limited access".

One-time visitors or courthouse personnel without card key access can check in at the cashier's window and service counter and either be met at the door by division personnel or, upon approval, be admitted into the corridor electronically by cashiers via door controls located at their work stations.

**Cashiers** - while the space list identifies two (2) Cashier work stations, the size of the two spaces were established to allow for up to four (4) cashiers during busy times in the future; the window/glass separating the Cashiers from the public during transactions should include four (4) windows/station openings.

The partition labeled in the adjacency diagram, "behind" the Cashier work stations, is intended to mask the view from the public service counter of the additional activities occurring in the office, not the least of which would be the Money Room.

**Imaging** - this enclosed space will accommodate the scanning and imaging equipment and computer monitor(s) necessary to convert paper files to digital format.
Ample work surface(s) will be provided to also accommodate the stacking, sorting, disassembly and reassembly of a considerable number paper files while they are being worked with.

**Money Room**-payments, including cash, received by the COC are counted and recorded daily in the Money Room, which will also house the Office’s safe.

The room will essentially serve as a vault; construction materials and door lock(s) should be specified accordingly.

Ample work surfaces should be provided within to accommodate the tasks described with seating for two adults.

**Estates & Special Proceedings**
The Estates & Special Proceedings Division space is an enclosed office suite within the overall Clerk of Courts Office, with visitors able to enter the office through a door directly from the central corridor.

The internal spaces will include private offices, a conference room, evidence storage space, a copy, work & supply area and records room.

**Offices**-due to the nature of the business and personal issues discussed, all Assistant and Deputy clerks will have private offices.

All offices will have windows which permit views of the Visitor Seating area and in most cases direct view of visitors entering the office.

**Visitor Seating**-the area should be a quiet and comfortable space with seating for up to 12 adults.

The basis for the seating area being set back from the entrance door to the office (see adjacency diagram) is to mitigate the level of noise coming from the adjacent corridor.

**Meeting Room**- will accommodate meetings with visitors and visitor family members as well as staff meetings with Division personnel.

Accommodations should include a conference table and chairs for up to eight (8) adults.

**Evidence**-room is intended to provide secure storage of evidence presented in court proceeding or formal hearings for such time as prescribed by statute.

Provide built-in shelving on one wall.

**Secure Files**-while the Records room will contain files that are considered “public records” and therefore accessible, private files that, by statute, are not subject to public review will be kept in a separate room and secured, with access limited to designated Division personnel.

**Criminal Division**
**Service Counter**-Visitors will enter via the open lobby/queuing area previously discussed and proceed to the Service Counter for assistance.
Deputy Clerks whose work stations are in the open office area on the staff side of the counter will be able to see visitors approaching and greet them at the service counter at one of the designated work stations.

Open Office Area-includes 12 work stations of 80 net square feet each (8' x 10') which are arranged to provide clear views of the service counter to enable the prompt greeting of visitors.

As noted, the designated counter positions will not be permanently occupied but utilized as needed by division personnel when addressing visitor requests.

Assistant Clerk—the Assistant Clerk assigned to manage the Division will have a private office at the back of the office area that will have a window to permit views of the open work stations as well as of the service counter.

Evidence—room is intended to provide secure storage of evidence presented in court proceeding or formal hearings for such time as prescribed by statute.

General Storage—intended for temporary storage of bulk supplies received and pending distribution, storage of obsolete or broken equipment or furnishings that have been replaced and pending approval for disposal, seasonal office decorations, etc. as needed.

Records—for visitors wishing to access Criminal Division records, they may search for them on the system computers available in the lobby/queuing area, approach the service counter and ask an available clerk for assistance wherein they will be directed to the Records Room, or go directly to the Records room.

The wall separating the Records room from the open office area will include a series of windows to permit views from staff work stations into the records room and provide at least casual monitoring of visitor activities.

Civil Division

Service Counter—Visitors will enter via the open lobby/queuing area previously discussed and proceed to the Service Counter for assistance.

Deputy Clerks whose work stations are in the open Office area on the staff side of the counter will be able to see visitors approaching and greet them at the Service counter at one of the designated work stations.

Safe Room—many of the cases handled in the Civil Division are "domestic"; involving disputes regarding money, child custody, distribution of property, less than amicable divorce and the like; Division personnel have experienced numerous incidents wherein an abused spouse has been threatened or a plaintiff in a domestic dispute is "afraid" and will appear in the Civil Division asking for help; this room is intended to provide a safe place for the individual to wait until their attorney, family member or Deputy can be reached to offer assistance.

Open Office Area-includes 8 work stations of 80 net square feet each (8’ x 10’) which are arranged to provide clear views of the service counter to enable the prompt greeting of visitors.

As noted, the designated counter positions will not be permanently occupied but utilized as needed by division personnel when addressing visitor requests.
Assistant Clerk—the Assistant Clerk assigned to manage the Division will have a private office at the back of the office area that will have a window to permit views of the open work stations as well as of the service counter.

Evidence—room is intended to provide secure storage of evidence presented in court proceeding or formal hearings for such time as prescribed by statute.

Records—for visitors wishing to access Civil Division records, they may search for them on the system computers available in the lobby/queuing area, approach the service counter and ask an available clerk for assistance wherein they will be directed to the records room, or go directly to the records room.

The wall separating the Records room from the open office area will include a series of windows to permit views from staff work stations into the records room and provide at least casual monitoring of visitor activities.

Juvenile Division
The Juvenile Division, as the name implies, deals with children and their parents or guardians regarding any number of matters that have brought them before the court, among them; delinquency, abuse, neglect, dependency, and termination of parental rights. Subsequently it is preferred that access to the Juvenile Division offices not be via the primary entrance and central corridor/lobby area of the Clerks’ Office.

A quieter, less congested, alternative public access would be preferred.

Reception & Seating—this area is sized larger than the suggested 5-6 seats would normally require to allow for a small Children’s Activity area within the room.

It is also from this lobby that visitors will check in at the counter window shown on the adjacency diagram.

The area of the wall separating the Lobby & Seating area from the inner offices, and above the level of the Deputy Clerk’s desk, should include large windows to facilitate direct views of visitors entering the Lobby from both the Deputy Clerks workstation and the Assistant Clerk’s Office.

Visitors entering the offices beyond the Lobby & Seating area will be escorted by the Deputy or Assistant Clerk.

Meeting—will accommodate meetings with parents or guardians, children and perhaps other family members.

Accommodations should include a conference table and chairs for up to six (6) adults.

General Storage—intended for temporary storage of bulk supplies, storage of records that may be archived but must remain secured, extra furniture to accommodate family groups; i.e. table and additional chairs, etc. as needed.

Copy, Cart & Shelving—an open work area for the staging, collating and sorting of court records (cases) that will need to be taken to court.
Built-in shelving must be able to accommodate the multiple 12x15 inch file trays ("buckets") in which sorted files are placed for transport, via wheeled cart, to court.

Recordsl unlike most of the records in the Criminal and Civil Divisions that are “public”, Juvenile records, by statute, are highly confidential and must be protected and secured accordingly.

Guardian Ad Litem (GAL)
As noted previously, while not an operating Division within the Clerk of Courts office, the Guardian Ad Litem program supervisor and the Juvenile Division personnel communicate daily, typically several times a day, regarding court cases and individual children and/or families with whom they have a common professional interest/responsibility to address. Subsequently the Juvenile Division and GAL offices are adjacent to one another.

The GAL space consists of an entry & seating area, a meeting room, and the GAL Supervisor’s office

Entry & Seating-the GAL office entrance is accessed from an adjacent public corridor.

The space should provide seating for 3-4 adults, as well as direct access to the Supervisor's Office and the Meeting Room.

From within the Entry & Seating area, GAL staff will be able to access the Juvenile Division Offices, via internal corridor, the large central corridor/lobby of the Clerk's office and the corridor leading to the COC staff break area and restrooms; these corridors and the access to the Juvenile Division will be restricted to Juvenile Division and GAL personnel only.

Meeting-to include conference table with seating for up to six (6) adults.

Supervisor-As noted in the adjacency diagram, this all-purpose space serves as an office, copy & layout work area, and a records room.

Administration
As previously noted, as Judge of Probate, the Clerk has exclusive original jurisdiction over matters relating to the probate of wills, and the administration of estates, including appointing personal representatives, auditing their accounting, and removing them from office if necessary. The Clerk also presides over many other legal matters including adoptions, incompetency proceedings, condemnation of private lands for public use, and foreclosures. Subsequently, the Administration area is comprised of the Clerk’s personal office and related support spaces and the adjacent Hearing Room.

Hearing Room-the Hearing room should reflect the formality, design characteristics, and prominence of the larger courtrooms in the Courthouse as it is in fact a small courtroom.

The sound-lock vestibule at the public entrance to the Hearing room will serve to mitigate noise that may otherwise come from the central corridor/lobby adjacent.

Public bench-type seating will be provided to accommodate up to 24 adults; plus, two (2) additional ADA compliant spaces for accessibility by visitors in wheelchairs.

The net space requirement calculated for the Public Seating area is 270 square feet (15’ x 18’); and 378 square feet (18’ X 21’) for the Litigation area.
The Litigation area should provide for two litigant tables, adequate "well" space, a formal, elevated judge's bench and a witness stand separate from but adjacent to the judges bench.

The Clerk will be able to enter and exit the hearing room via a private door from the private corridor adjacent her private office.

_Clerk's Office Access_-The formal entrance to the Clerk of Court's personal office area will be located along the central corridor/lobby, next to the Hearing Room; signage will direct visitors to the office via a corridor extending between the Hearing Room and the offices of the Estates & Special Proceedings Division.

*Entrance & Seating*-entering the private corridor between the back of the Hearing Room and the Clerk's office, visitors will first enter a small reception space identified by prominent signage and the room's corridor side window wall.

Seating within the area should be provided for 3-4 adults

_Office_-as with the Hearing Room and the Courthouse itself, the Clerk's private office should reflect the dignity and importance of the position.

Space should include built-in book shelves, accommodate an executive desk and additional comfortable seating at either an open, less formal, seating area or a table for up to four (4) additional adults. Additional spaces accessible from within the office will include an ADA compliant restroom and a walk-in type closet/storage area.

**Staff Support**
The spaces described in this section are those that support, in various ways, the overall operations of the Clerk of Court and the employees responsible for the services provided and work produced daily. With regards to the Mailroom, while located in the Clerk's Office, it serves the entire courthouse.

*Staff Entrance*-it is anticipated that all courthouse employees will enter the building through a dedicated, secure, "staff entrance"; preferably adjacent to an assigned and equally secure staff parking area. The "staff entrance" is that which COC employees will use within the building to access the COC offices.

The area may be open, screened with a wall, or enclosed depending on the eventual/actual location of the entrance.

The only space characteristic of note is that for a coat closet or alcove for staff to place coats, raingear, umbrellas, etc. for the duration of their work day.

_Supply & Forms_-intended to provide bulk storage of various office supplies, paper, printer cartridges, forms, etc. that will be accessed for distribution as needed by the various operating divisions.

Include built-in, durable shelving along two walls as well as spaces for pallets that may support bulk paper deliveries or other large items.

_Server_-a space to accommodate the Administrative Office of the Courts (AOC) server and communications equipment that enables the Clerk to send required reports and statistics to AOC/Raleigh.
Restrooms—as illustrated in the adjacency diagram, there are two staff restrooms of equal size, one on each side of a Janitor's closet (JC).

The restrooms are sized to accommodate 2-3 positions each, which may be adjusted during design based on a breakdown of staff by gender at that time.

Restroom sizing did consider ADA compliance requirements.

Janitor closet will include a floor-type or raised wet sink, built-in shelving on one wall for storage of cleaning supplies and restroom paper products.

General Storage—intended for temporary storage of bulk supplies received and pending breakdown and/or distribution, storage of obsolete or broken equipment or furnishings that have been replaced and are pending approval for disposal, seasonal office decorations, additional furnishings or equipment that may be needed periodically or for special purposes, etc. as needed.

Breakroom—A Breakroom will be available to all COC employees at any time.

It should include “kitchen” space; i.e. built-in counter to accommodate a sink and spaces for a coffee maker, microwave, refrigerator and ice machine as well as cabinetry above and below for common supplies, utensils, etc.

Include a vending area that will provide machines offering drink, snack, and microwaveable products.

Provide a variety of seating types; i.e. traditional height round tables for 3-4, smaller “high-top” tables for 1-2, and perhaps counter seating; ultimately to accommodate as many as 10-12 adults.

Archive, Transfer & Disposal—this room will serve as a collection point for records that need to be sorted, labeled and packaged for transfer to State Archives or, upon expiration of retention period, be reviewed and properly disposed of.

Space should include built-in shelving on two walls, a built-in counter and counter height work tables, storage space for packing supplies, computer work station and accommodations for a paper shredder.
### 4.5 DPS/Adult Probation

#### DPS/ADULT PROBATION & PAROLE-ALL PERSONNEL

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**Total DPS/Adult Probation & Parole NSF-All Personnel**

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**Total DPS/Adult Probation & Parole NSF-Intake Office Only**

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Solutions for Local Government, Inc.

68
DPS/ADULT-PROBATION-Adjacency Concept-INTAKE OFFICE ONLY
DPS/Adult Probation-Space Comments
Visitors to Adult Probation will be able to access the Probation Office reception area from an adjacent public corridor.

Public Entry & Reception
Upon entry, the visitor may:
- Check-in at the reception counter/window with an Office Assistant
- Sign in at the available touch screen/kiosk.
- Use the available internal office telephone in the reception area to call their assigned Officer directly

Seating will be provided within the reception area for 6-8 adults.

Probationers under supervision will not have direct access to the internal office area.

Probation Officers will meet their clients at the reception area and remain with them while they are in the office.

Employees returning from court will have access to the office via their assigned key card.

Official visitors known to the Office Assistant may be admitted to the office electronically from a switch activated by the Office Assistant from at their desk.

*Specimen Restroom*: Probationers required to submit regular urine specimens for drug screening are escorted to the specimen restroom by their assigned Officer who must remain with them to monitor the taking and receive and process the sample.

The space list identifies the “Specimen Restroom” and “Drug Screen Kits” as separate spaces; the square footage allocated can easily be combined and cabinetry provided within the restroom to accommodate the drug kits.

**Personnel**
There are twenty (20) individual offices identified in the accompanying adjacency diagram; two (2) are identified for the Chief Probation Officer of each Unit, sixteen (16) are identified for the Probation Officers assigned to each Unit, and two (2) are for the JSCs.

Responsibilities assigned, the need for privacy, legal requirements to assure confidentiality and the security of information developed and maintained by department personnel were among the issues considered in identifying the need for private offices and the identified square footage.

As also noted in the adjacency diagram, the Office Assistant’s share an open office with a view of the entry to the reception area and a counter from which they can address visitors.

Individual offices will be provided with doors that enable them to be locked when the occupant is not present.

The preferred locations of these offices are identified in the accompanying adjacency diagram.
While office sizes and internal furniture arrangements will vary, furnishings should accommodate adequate work surfaces for the responsibilities assigned.

Offices shall accommodate additional seating within (beyond that of the assigned occupant) for typically from two (2) to four (4) adults; again, the number will depend upon the requirements of the position, the size of the office, and responsibilities assigned.

Glass will be used in office walls and/or doors to both allow for access to natural light, if available, and to address personal security concerns; if necessary, the confidentiality issue referenced may be addressed via mounted blinds or other means.

**Staff Support**

*Staff Entrance*- it is anticipated that all courthouse employees will enter the building through a secure entrance designated for "staff only"; preferably adjacent to a secure staff parking area. The "staff entrance" identified in the adjacency diagram is an assumed location from which Adult Probation employees will enter their designated office area, having traveled via private corridor(s) from the building’s secured-staff only entrance.

The area may be open, screened with a wall, or enclosed depending on the eventual/actual location of the entrance determined during design.

The only space characteristic of note is that a coat closet or alcove be provided for staff to place coats, rainwear, umbrellas, etc. for the duration of their work day.

*Lockers*- provide twenty-four (24) individual, full-sized lockers for personnel assigned, to accommodate individual secure storage of coat/jacket, extra clothing, personal items, etc.

Lockers are to be full height with dimensions approximating 15" wide by 26" deep and securable with combination or padlock.

*Staff Restroom/Shower*- as illustrated in the adjacency diagram, there are two staff restrooms of equal size.

The restrooms are sized to accommodate 2-3 positions with toilets/urinals, lavatories, and a shower w/drying area within each.

The shower & drying area, estimated @ approximately 28-30 square feet, should be enclosed for privacy, however, in the interest maintaining ventilation and HVAC system efficiencies, internal walls do not need to extend to the ceiling.

Restroom sizing assumes ADA compliance requirements.

*Break*- A Breakroom will be available to Adult Probation employees at any time.

It should include "kitchen" space; i.e. built-in counter to accommodate a sink and spaces for a coffee maker, microwave, refrigerator as well as cabinetry above and below for common supplies, utensils, etc.

Include an area within for vending that will offer drink, snack, and microwaveable products.
Provide seating for 6-8 adults; type and variety of seating may vary; i.e. traditional table, high-top, etc.;

**Training/Multipurpose** - The room will be able to accommodate up to 24 adults seated at 2-person tables or an estimated 36-40 adults seated auditorium style without tables.

The adjacent multipurpose storage room will accommodate tables when not in use and additional chairs as/when needed.

**Copy, Work & Supply** - area is intended to accommodate the activities noted and include copy, print, and scanning equipment (or combination unit) within the space, for use by office personnel.

Counter height cabinetry should be provided to accommodate storage of materials as well as counter surfaces for additional equipment.

Work table(s) provided for layout and assembly of materials being prepared should be counter height for ease of access.

Additional cabinetry above the referenced counter should be provided to accommodate accessible storage of materials and supplies.

Provide some open, under-counter space as legroom for personnel who may choose to sit at the counter while working in the room.

Provide for a small hand sink at an appropriate location in the built-in counter.

**File Archive** - while current active and pending case files are maintained in the recently closed and former case files will be maintained and securely stored in this room in compliance with DPS Adult Probation retention policy.

The current method of filing is on open, two sided, metal shelving units, and 4-5 drawer vertical file cabinets.

Include within the room a small workstation with a computer terminal and adequate surface to spread out case file contents.

**Evidence** - room is intended to provide secure storage of evidence presented or to be presented in court proceedings or otherwise confiscated while carrying out assigned responsibilities.

Provide built-in shelving on two walls with ample open space to accommodate bulky items.

Room must be secured when not in use.

**Janitor Closet (JC)** - A closet space to include a floor-type or raised wet sink, built-in shelving on one wall for storage of cleaning supplies and restroom paper products.

**Server/IT** - a space to accommodate the DPS server and communications equipment that enables the Probation Office to send required reports and statistics.

**General Storage** - intended for storage of issued gun belts, personal protective vests and related equipment, items issued for placement in assigned state-owned vehicles, temporary storage of bulk supplies received and pending breakdown and/or distribution, storage of equipment or furnishings that have been replaced and are pending approval for disposal, and additional purposes as needed.

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*Solutions for Local Government, Inc.*
### 4.6 Sheriff

#### Sheriff-Space List

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Sheriff-Adjacency Diagrams

SHERIFF-SECURITY CONTROL & PUBLIC LOBBY

SECURITY CONTROL

Private Corridor

Vestibule

Restroom

IT/AV & Comm.

Control

FCR

Search/
Interview

Information Kiosk

Information Kiosk

Exit Lane

Public Entrance & Cueing

Lockers

Equipment

Public Entrance & Cueing
SHERIFF-BAILIFF’S OFFICE

Office

Restroom

Restroom

Break

Secure

Copy & Supply

Meeting Room

Private Corridor

Lockers
SHERIFF-CENTRAL HOLDING [Remote]
SHERIFF-COURT FLOOR HOLDING [4]

Access from Litigation Area to Courtroom Support spaces: Live Scan, Victim-Witness, etc.

Public Seating

Litigation Area

Public Seating

Staff RR Control Storage

Elevator

Attorney Access

Dashed line represents secure perimeter within which the Court Floor Holding area is contained

Live Scan

Victim-Witness

Group [6]

Chambers

Chambers

Group [6]
Sheriff-Space Comments

Security Control
The security control room will serve as the central hub of security operations for the entire courthouse on a day-to-day basis.

It will also serve as the command center/headquarters from which to direct operations should an emergency arise.

Security control will be staffed by a Sheriff’s deputy during all hours the Courthouse is open, including those time(s) when court proceedings run beyond normal business hours.

The spaces that comprise Security Control include the security control room, the security vestibule between the control room and the access corridor, a restroom accessible from the security control room, a fire control room (FCR), also accessible from within the security control room, a technology (IT)-audio visual (AV) and communications (Comm.) equipment/server room, and an equipment room for security and emergency response supplies & equipment.

Security Control Room—will include an ample work station from which the officer on duty can initiate, receive and monitor communications between security personnel (Bailiffs) on duty throughout the courthouse; as well as monitor live feeds coming from an array of security cameras located throughout the building, public and private corridors, lobby and waiting areas, individual courtrooms, public elevators, etc.

The officer on duty will also be able to pull up designated courthouse floor plans for reference during communications with assigned Bailiffs and for tracking location(s) of additional roving and support personnel on duty within the courthouse.

Multiple telephone lines should include those dedicated for internal courthouse use as well as external lines to supporting agencies; i.e. County 911/emergency communications center, Sheriff’s Office, etc.

The security control room will be located proximate the public lobby security screening stations and include secure glazing in the facing wall to allow the officer on duty on direct and uninterrupted views of the activities occurring.

Security Vestibule—the enclosed area between the adjacent access corridor and the security control room.

Access to the vestibule and then into the security control room (SCR) will be via two interlocking doors controlled by the officer on duty from within the SCR.

Glazing in each door will enable the officer to see who is requesting entry; an intercom and/or phone will enable the SCR officer and visitor to communicate prior to entry if necessary.

Equipment Room—this room should include built-in shelving as well as open floor space to accommodate security and emergency response supplies & equipment.

The room will be accessed from within the Security Vestibule via a separate door, also controlled from within the SCR, for safety and security reasons, which will preclude direct access to the Equipment Room from an open corridor.
Restroom & IT/AV/Comm.-an ADA compliant restroom and the IT/AV/Comm. equipment/server room will be adjacent to and directly accessible from within the Security Control Room.

Public Lobby
It is intended that all visitors to the Courthouse, including the general public, attorneys, and visiting probation officers and law enforcement, will enter the courthouse from a single entrance lobby.

They will physically walk through a security screening station, while simultaneously placing personal items (wallet, purse, briefcase, other) on an adjacent conveyor belt to be x-rayed prior to being access to the courthouse public corridors.

A limited number (24) of small lockers will be available for public use depending on need and circumstances. During screening, should a Bailiff determine that a visitor is in possession of an item not allowed in the courthouse; for example, a cell phone; the Bailiff, upon further inspection of the item and the visitor’s circumstances; i.e. has no vehicle to return the item to; may permit the visitor to secure that possession in a small locker.

It is preferred the lockers be no larger than a typical gun locker; for example-5 ½” x 8 ½” x 10” deep; they may be mounted as a “bank” of lockers, with keys to the lockers kept by the Bailiffs until the visitor returns.

Should any Bailiff working the screening area identify or suspect that a visitor or his/her belongings might present a security problem, they may escort the visitor to the interview room adjacent the lobby screening area for further questioning, conducting a more thorough search, or further/other processing as required.

The Sheriff and/or Courthouse Security Committee may stipulate an expedited screening process for officers of the Court; i.e. attorneys, probation officers, law enforcement; either as formal policy or on an individual basis; for example, a dedicated “court officials only” screening aisle.

Once through security screening, visitors will be able to view information kiosks that display either on large flat screen monitors or as an illustrated map of the Courthouse, the location of the various courtrooms, courthouse offices, court schedules for the day, etc.

Visitors exiting the Courthouse upon completion of their business will leave through the public lobby via the designated exit aisle running through the middle of the security screening area.

The exit aisle will include a one-way gate, which will be easily activated by persons leaving the Courthouse and will also prevent any visitor from entering the Courthouse without first passing through a security screening station.

Courthouse employees will enter the building through a specifically designated staff entrance adjacent the staff parking area utilizing their assigned card-key identification.

Bailiff’s Office
This space is intended to provide a central location for Bailiff assembly and coordination; where bailiff’s can meet, receive assignments, complete reports, confer with other bailiffs and take their meals.

It will include office space, a large assembly/work area, restrooms, secure storage space, a copy & supply area, individual lockers, and a small break room.
The suggested location for the Bailiff’s Office is the “floor with the most court activity”, which preliminarily would be the second floor, which could eventually include as many as four (4) courtrooms.

Office - work space identified for the Chief Bailiff will include a door that may be locked when the occupant is not present.

Office should accommodate desk w/return, computer work station with internet and County intranet access, and linked (preferably wireless) an office printer/copier.

Office should accommodate additional seating within (beyond that of the assigned occupant) for typically from two (2) adults.

Provide a window in the office wall to enable occupant to see who is entering the Bailiff’s Office.

Work/Assembly - the largest single area within the office; to include tables and chairs to accommodate 18-20 adults.

Restrooms - include one Men’s and one Women’s, single position each; ADA compliant.

Break - space may be open to the work/assembly area and include counter space for the preparation of meals and to accommodate a wash sink, coffee maker and microwave oven, plus space for a refrigerator.

Secure - may be an enclosed walk-in type closet or a durable cabinet, with shelving and/or cabinetry, for secure storage of special equipment, confiscated or discovered contraband, etc.

Copy & Supply - area may be open to larger work/assembly area; should provide copy/print machine and work counter with built-in cabinetry above & below for supplies.

Lockers - provide twenty (20) full-sized lockers for Sheriff’s Deputies assigned as Bailiffs on the courthouse security detail for secure, individual storage of coat/jacket, extra uniform, personal items.

Lockers are to be full height with dimensions approximating 15” wide by 26” deep and securable with combination or padlock.

Central Holding - Main

“Central Holding-Main” is the first location where in-custody inmates, scheduled to appear in court, are brought and secured until they are escorted via elevator to court floor holding areas.

Most inmates will be escorted from the detention center via an enclosed secure corridor which connects the detention center to the lower/below grade level of the courthouse; inmates may also arrive in transport vehicles that enter the facility through the secure vehicle sallyport wherein inmates are then escorted to central Holding.

Security Vestibule - Central Holding is a highly secure and fully enclosed space that is accessed at either of three (3) inter-locked security vestibule entrances, per the accompanying adjacency diagram; one to/from the detention center, one to/from the remote holding area, and one to/from the vehicle sallyport.
Note: Once design commences and courtroom locations on the upper floors are determined, Central Holding may be able to be located and/or oriented in such a way that could reduce the number of security vestibules.

The Vestibule doors will include security glazing to permit the Officer within to view approaching Officers and inmates and activate, from the internal control panel, the unlocking/relocking sequence to allow entry.

Should central holding be vacant; i.e. the escorting Officer(s) w/ inmates are the first to arrive; the Officer(s) will be able to activate the vestibule doors via their personal identification card-key.

**Control**—the control panel location within central holding should permit direct view(s) of the security vestibule doors and who it is the doors will be opened for.

The panel should also include lighting controls for central Holding, including courthouse offices, security control and outside agencies; Sheriff’s office, etc.; as needed.

*Holding Cells*—the capacity of central holding, as illustrated, is 26 inmates; 24 in four Group holding cells with a capacity of 6 inmates each, and two single cells with the capacity of one inmate each.

Cells will be of security grade construction; sealed concrete flooring, core-filled concrete block or precast concrete walls, precast concrete ceiling, security glazing in doors to allow for monitoring cell activities, filled steel door frames and security grade locking systems able to be activated from the control station.

Each cell will include bench seating to accommodate the number of inmates assigned as well as a stainless-steel combination toilet & sink fixture w/privacy screen.

*Change*—this space is intended to accommodate an inmate who must change from his/her jail uniform to street clothes prior to their appearance in court; it does not need to be an enclosed room; an open alcove with privacy door would be appropriate.

*Elevator*—the elevator within central holding is sized to accommodate 2 escort Officers and up to 4 inmates per trip, depending upon the security classification of the inmate(s) to be transported.

The elevator size is also “gurney friendly”; in the event of a medical emergency, EMS responders could transport an adult inmate via gurney in the secure elevator without having to access other public or private elevators in the Courthouse.

This elevator, as with the elevator in the in the Central Holding “remote” location, are restricted to inmates and escort/court assigned officers (Bailiffs) only.

Both elevators will extend from the ground level to the courthouse floors above and only exit into the secure Court Floor Holding areas adjacent to courtrooms.

*Elevator Equipment*—the location of this room assumes that the mechanical space necessary to support elevator operation would be located at this level for convenience and accessibility.

*Janitor Closet*—will include a floor-type or raised wet sink, built-in shelving on one wall for storage of cleaning supplies and restroom paper products.
Equipment Storage - to accommodate general storage for access by assigned Officer(s); include built-in shelving along one wall; organized storage of shackles, belly-chains and hand-cuffs; cleaning supplies and related equipment, general purpose, etc.

Staff Restroom - Private, staff use only, single position; nature of the work performed by staff would suggest that ADA compliance may not be required.

Central Holding-Remote
Based upon the number and size of the courtrooms requested, and the footprint of the proposed site, it is anticipated the two (2) separate elevators will be needed to transport inmates to and from the various court floor holding areas.

While Central Holding-Main will receive inmates initially, and be able to move some to court floor holding areas adjacent courtrooms above, other inmates will need to be escorted to the second; i.e. “remote” holding area, which will include within it, the second elevator to the court floor holding areas above it.

Security Vestibule - central holding-remote is also a highly secure and fully enclosed space that is accessed from the corridor connecting it with central control via a single security vestibule, per the accompanying adjacency diagram.

The Vestibule doors will include security glazing to permit the Officer within to view approaching Officers and inmates and activate, from the internal control panel, the unlocking/relocking sequence to allow entry.

Should central holding-remote be vacant; i.e. the escorting Officer(s) w/ inmates are the first to arrive; the Officer(s) will be able to activate the vestibule doors via their personal identification card-key.

Control - the control panel location within should permit direct view(s) of the Security Vestibule doors and who it is the doors will be opened for.

The panel should also include lighting controls for the area, including the individual holding cells, a computer work station and telephone to communicate as needed with Courthouse offices, Security Control and outside agencies; Sheriff’s office, etc.; as needed.

Holding Cells - the capacity of Central Holding-Remote, as illustrated, is 18 inmates; in three Group holding cells with a capacity for 6 inmates each.

Cells will be of security grade construction; sealed concrete flooring, core-filled concrete block or precast concrete walls, precast concrete ceiling, security glazing in doors to allow for monitoring cell activities, filled steel door frames and security grade locking systems activated from the control station.

Each cell will include bench seating to accommodate the number of inmates assigned as well as a stainless-steel combination toilet & sink fixture w/privacy screen.

Change - this space is intended to accommodate an inmate who must change from his/her jail uniform to street clothes prior to their appearance in court; an open alcove with privacy door would be appropriate.

Elevator - the elevator is sized to accommodate 2 escort Officers and up to 4 inmates per trip, depending upon the security classification of the inmate(s) to be transported.
The elevator size is also “gurney friendly”; in the event of a medical emergency, EMS responders could transport an adult inmate via gurney in the secure elevator without having to access other public or private elevators in the Courthouse.

This elevator, as with the elevator in the in the Central Holding-Main location, is restricted to inmates and escort/court assigned officers (Bailiffs) only.

Both elevators will extend from the ground level to the courthouse floors above and only exit into the secure Court Floor Holding areas adjacent to courtrooms.

_Elevator Equipment_-of this room assumes that the mechanical space necessary to support elevator operation would be located at this level for convenience and accessibility.

_Equipment Storage_- to accommodate general storage for access by assigned Officer(s); include built-in shelving along one wall; organized storage of shackles, belly-chains and hand-cuffs; cleaning supplies and related equipment, general purpose, etc.

_Staff Restroom_- Private, staff use only, single position; nature of the work performed by staff would suggest that ADA compliance may not be required.

_Court Floor Holding_
Court Floor Holding facilities are to be located on each floor that courtrooms are to be located, immediately adjacent to a courtroom or pair of courtrooms

As with the central holding facilities (Main & Remote, at ground level) these areas provide temporary short term holding cells for inmates waiting to appear in court.

Inmates will be escorted from central holding via secure elevator to the court floor holding area adjacent the courtroom in which they are to appear.

_Security Vestibule_-as with Central Holding, court floor holding areas are highly secure and fully enclosed and accessed only from the secure inmate elevator from central holding or the interlocking security vestibule leading to/from the courtroom in which the inmate is to appear.

_Control_-the control panel location within court floor holding should permit direct view(s) of the security vestibule doors that will be opened for the Officer and inmate returning from court.

The panel should also include lighting controls for the Court Floor Holding area, including the individual holding cells, a computer work station and telephone to communicate as needed with courthouse offices, Security Control and outside agencies; Sheriff’s office, etc.; as needed.

The panel may also include an intercom phone to communicate with attorneys who wish to visit with their clients before court and require access via a restricted access corridor; (see subheading Visiting Booths below.) If so, the panel will also need to include electronic door lock release for the door through which the attorney will need access.

_Holding Cells_-the capacity of the court floor holding areas is 19 inmates; 18 in three group holding cells having a capacity for 6 inmates each, and one single cell.
Cells will be of security grade construction; sealed concrete flooring, core-filled concrete block or precast concrete walls, precast concrete ceiling, security glazing in doors to allow for monitoring cell activities, filled steel door frames and security grade locking systems activated from the control station.

Each cell will include bench seating to accommodate the number of inmates assigned as well as a stainless-steel combination toilet & sink fixture w/privacy screen.

Elevator—The elevator is sized to accommodate 2 escort Officers and up to 4 inmates per trip, depending upon the security classification of the inmate(s) to be transported.

The elevator size is also "gurney friendly"; in the event of a medical emergency, EMS responders could transport an adult inmate via gurney in the secure elevator without having to access other public or private elevators in the Courthouse.

This elevator is restricted to inmates and escort/court assigned officers (Bailiffs) only.

The elevator will extend from the ground level to the courthouse floors above and only exit into the secure court floor holding areas adjacent to courtrooms.

Storage—to accommodate general storage for access by assigned Officer(s); include built-in shelving, organized storage of shackles, belly-chains and hand-cuffs; cleaning supplies and related equipment, general purpose, etc.

Staff Restroom—Private, staff use only, single position; nature of the work performed by staff would suggest that ADA compliance may not be required.

Visiting Booths—the adjacency diagram identifies four (4) visiting booths adjacent the area (corridor) labeled "Attorney Access".

These booths provide an opportunity for attorneys to meet with their in-custody clients in private prior to their scheduled court appearance.

These visiting booths are “non-contact”; i.e. secure glazing separates the inmate and the attorney (although a paper-pass may be provided) from having any contact other than visual/verbal during the visit.

The attorney will enter the "Attorney Access" area from a controlled access corridor via his/her issued identification card-key, OR by phoning the court floor holding officer and requesting access to meet with a specific client in the Holding area.

If the former, once in the attorney access area, the attorney will inform the officer of whom they wish to see and enter the booth number indicated by the officer; the officer will move the inmate from the cell and to the visiting booth.

If the later, once admitted into the controlled access corridor, the attorney will arrive at and enter the Attorney Access area and identify the booth where his client is waiting.
### 4.7 Court Support

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Court Support-Adjacency Diagrams

COURT SUPPORT-JURY ASSEMBLY

- Restroom
- Vending
- Restroom
- Assembly & Waiting
- Storage
- Vestibule
- Storage

From Public Lobby/Corridor
COURT SUPPORT-ATTORNEY WORK ROOM

Conference
Conference
Conference
Coffee & Vending
Copy/Fax Network Access

Restroom

Workroom

From Public Lobby/Corridor
COURT SUPPORT-LAW ENFORCEMENT WAITING

Conference

Coffee/Vending & Copy Area

Waiting Area

Restroom

From Public Lobby/Corridor
COURT SUPPORT - Attorney/Client Conference

4-Person @ 96 sf

6-Person @ 126 sf
COURT SUPPORT - Public Restrooms & Elevators

Public Restrooms

| Male @ 220 sf | Female @ 253 sf |

Restroom sizes noted are based on providing six (6) positions and four (4) lavatories each; individual restroom sizes and number of positions will vary depending on location in building and expected visitor volumes.

Primary Public Elevator Lobby

Actual lobby size & number of cars will vary depending on area served.

Individual car size recommended is 48 sf [minimum 6’ x 8’] to accommodate accessibility requirements and responders to medical emergencies.
COURT SUPPORT - Vending & Lounge

To/from: Public Corridor  To/from: Public Corridor
**Court Support-Space Comments**

This building component category refers to a variety of spaces that specifically support court functions (Jury Assembly, Grand Jury), support and accommodate professionals whose conduct business with the courts on a daily basis (Attorney Workroom, Law Enforcement Waiting, Attorney /Client Conference), or are provided as common convenience for public visitors also having business in the courthouse (Public Restrooms, Vending Area & Lounge).

**Jury Assembly**

The Jury Assembly area is intended to provide a comfortable place for citizens reporting for jury duty to receive their orientation to jury service and await their questioning and potential selection as a juror.

Amenities offered should include at least a quiet, comfortable and controlled area that offers convenient restrooms, snack and drink vending services, designated reading and television areas available to help pass the time.

The jury assembly area (room) should be on the first floor of the courthouse and easy to locate upon entry.

*Entry Vestibule*-perspective Jurors should enter the jury assembly area via a vestibule that will serve to provide noise control from the adjacent public corridor and provide jurors a place to leave coats.

Upon entry to the jury assembly area from the Vestibule perspective jurors will check-in at the Clerk's work station.

*Assembly/Waiting Area*-the large assembly/waiting area should be carpeted and acoustically sensitive to allow jurors to read, watch television, talk with other jurors, work on a computer, etc. without disturbing one another.

Natural light and views to the outdoors should be considered a priority for this space.

*Vending*-provide vending machines offering a variety of snacks and drinks as well as a built-in counter with sink to accommodate complimentary coffee service and with cabinetry above and/or below for storage of restroom paper products, coffee service supplies, etc.

*Restrooms*-Separate restrooms will be provided to men and women, each with 3-4 positions and three lavatories; and each will meet all appropriate ADA requirements regarding hardware accessibility.

*Storage*- two storage areas at the front of the assembly/waiting area will facilitate storage of additional chairs, tables, display materials, etc.

**Grand Jury**

Grand Jury members are drawn from the same jury pool of local citizen residents as those selected for jury duty in court.

The grand jury determines, upon presentation of evidence, whether the District Attorney has sufficient cause to prosecute a suspect.
The grand jury may also investigate criminal activity and subpoena witnesses and evidence; wherein the District Attorney is responsible for assembling witnesses and conducting the presentation of the case.

Grand juries are commonly impaneled by a judge, after which members will adjourn to the grand Jury suite of rooms to begin their work.

The suggested location of the grand jury suite would be the same floor level as the superior courtrooms.

**Reception**-serves as the entrance to the grand jury suite of spaces.

Access into the reception area will be restricted, requiring that either a Bailiff, the District Attorney or Assistant District Attorney are present to admit jurors.

A Bailiff will typically be assigned to the grand jury when in session, and while their presence may be requested within the hearing room, a work station (desk/table) w/chair should be provided in the reception area.

Provide some seating for jurors use during breaks.

**Vestibule**-a sound-lock vestibule will prevent unwanted noise from interfering with proceedings within the hearing room and will assure that conversations/presentations cannot be overheard by anyone that might be waiting in the reception area.

**Hearing Room**- as with the courtrooms and courthouse itself, in its appearance and atmosphere, the grand jury hearing room should reflect the dignity and importance of its purpose.

Formal seating to accommodate eighteen (18) jurors should be provided and arranged to offer unobstructed views of presenters, witnesses, and evidence displayed and at sound levels that do not have to be amplified.

In addition to jurors, space in the hearing room must also be allocated for the District Attorney, a witness, court reporter, evidence display, presentation of videos, and a Bailiff.

**Evidence**-a securable closet, accessible from within the hearing room, should be provided for the storage of physical evidence presented to the grand jury until a formal decision to indict (or not) is made.

**Witness**-the space labeled witness in the adjacency diagram is to provide a comfortable and convenient space for any sequestered witnesses that may be called by the District Attorney to testify.

It should be located just outside the vestibule to the hearing room and convenient to the restrooms.

**Attorney Conference**-in certain instances, witnesses called to testify before the grand jury may be accompanied by an attorney; this space is provided for their convenience.

**Restrooms**-will include one toilet and one lavatory in each restroom; fully compliant with ADA accessibility requirements.
**Juror Lounge**—provide kitchenette type space to accommodate complimentary coffee service and ample counter space to accommodate layout of catered/delivered meals and a hand wash sink.

Include a small alcove or coat rack for juror’s use.
Provide high-top and/or standard table seating for 8-10 adults.

**Attorney Work Room**
The Attorney Work Room is intended to serve a two-fold purpose; as a place to wait between hearings and recesses and, as a venue to do work, check e-mail, return phone calls, meet with colleagues in a private setting, and reading or writing.

**Work Room**—the large work room will be offset from a public corridor for semi-privacy and located convenient to the large (and busiest) district courtroom on the first floor of the courthouse.

A combination of work tables w/chairs and open clusters of single chairs will be available within the room with total seating available for 18-24 adults.

Three (3) small, private conference rooms will be accessible directly from the work room to facilitate meetings with colleagues, private phone conversations, other, as needed.

**Coffee & Vending**—an open area off the work room to accommodate drink & snack vending and a small counter and sink to also accommodate coffee service.

**Copy/Fax & Network Access**—an open area adjacent vending will accommodate copy and fax equipment and should include cabinetry to accommodate printer/copier supplies.

A computer work station will be available that will offer access to the Clerk of Courts and Sheriff’s office websites and to access relevant public records.

**Restrooms**—include one toilet and one lavatory in each restroom; fully compliant with ADA accessibility requirements.

**Law Enforcement Waiting**
As with the attorney work room, the law enforcement waiting room is intended to provide law enforcement officers a comfortable waiting area and work space, wherein they can complete reports, review testimony, and converse with others before court or during recesses.

**Work Room**—the large work room will be off-set from a public corridor for semi-privacy and located convenient to the large (and busiest) district courtroom on the first floor of the courthouse.

A combination of work tables w/chairs and open clusters of single chairs will be available within the room with total seating available for 12-16 adults.

A small, private conference room will be accessible directly from the work room to facilitate meetings with colleagues, private phone conversations, other, as needed.

**Coffee & Vending**—an open area off the work room to accommodate drink & snack vending and a small counter and sink to also accommodate coffee service.
Copy/Fax & Network Access—An open area adjacent to Vending will accommodate copy and fax equipment and should include cabinetry to accommodate printer/copier supplies.

A computer work station will be available that will offer access to the Clerk of Courts and Sheriff’s office websites and to access relevant public records.

Restrooms—Include one toilet and one lavatory in each restroom; fully compliant with ADA accessibility requirements.

Attorney/Client Conference
As noted in the superior and district court area adjacency diagrams, there are two attorney/client conference rooms located adjacent the sound-lock vestibule access to each courtroom; a total of 14 such rooms currently.

Numerous observations of attorney/client conversations occurring throughout the courthouse before and after court, in conjunction with opinions offered by individual attorneys themselves, made it clear that more of these type conference rooms were needed.

Subsequently, six (6) additional attorney/client conference rooms are identified in the space list associated with this Court Support component.

Also, rather than all four (4) person conference rooms @ 108 nsf, already associated with the courtrooms identified, these are variably sized and include the equivalent of three, six (6) person conference rooms @ 126 nsf each.

Note: These additional attorney/Client Conference rooms have not been located on any of the adjacencies illustrated. It is intended that the design architect have the discretion to place (and size) these conference rooms where, after consult with judicial and private attorney members of the CFAC, the areas of greatest need are identified.

Vending
A small open or semi-open vending area will be provided for use by public visitors before and after formal court activities and during recesses.

It will be accessible from a public lobby or corridor on the court floor with the most courtrooms.

Space will provide for vending machines that will offer a variety of snacks and hot & cold drinks.

Seating at tables, or in comfortable chairs should be available for approximately twenty (20) adults.

Provide containers for the appropriate deposit of recyclable materials.

The general atmosphere within vending area should be that of a comfortable lounge setting.

Public Restrooms
It is assumed that the largest bank of restrooms will be located on the main (first) floor of the Courthouse and additional facilities on each of the remaining floors; it is also assumed that men’s and women’s restrooms will be grouped together.
Adequate signage indicating the location of public restrooms will be critical.

Security and noise considerations dictate that public restrooms not be located next to or adjoining courtrooms.

The accompanying adjacency diagram illustrates the colocation of a men’s and women’s restroom; each of which are ADA compliant and each of which include six (6) toilet, toilet/urinal positions and four (4) lavatories.

The men’s restroom is sized @ 220 nsf, and the women’s @ 253 nsf; the total nsf identified in the space list for each restroom type is equivalent to six (6) men’s restrooms @ 220 nsf and six (6) women’s restrooms @ 253 nsf each.

The actual number, size and placement of these restrooms will be determined by the design architect once courtroom locations are determined.
# 4.8 Building Support

## Building Support-Space list

<table>
<thead>
<tr>
<th>Area/Space</th>
<th>Max. No. per Space</th>
<th>NSF per Space</th>
<th>Number of Spaces</th>
<th>Total NSF</th>
<th>Total Area NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housekeeping</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1260</td>
</tr>
<tr>
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<td>100</td>
<td>1</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>General Storage</td>
<td>300</td>
<td>300</td>
<td>1</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>150</td>
<td>150</td>
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<td>150</td>
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</tr>
<tr>
<td>Janitor Closets</td>
<td>70</td>
<td>70</td>
<td>6</td>
<td>420</td>
<td></td>
</tr>
<tr>
<td>Staff Restroom</td>
<td>70</td>
<td>70</td>
<td>2</td>
<td>140</td>
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<tr>
<td>Break Area</td>
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<tr>
<td><strong>Maintenance &amp; Repair</strong></td>
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<td></td>
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<td></td>
</tr>
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<tr>
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<tr>
<td>Service/Freight Elevator</td>
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<td>Receiving Dock</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Receiving, Breakdown &amp; Staging</td>
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<td>280</td>
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<tr>
<td>Trash/Dumpster</td>
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<td>240</td>
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<td>240</td>
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<tr>
<td><strong>Information Technology</strong></td>
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<td></td>
<td></td>
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<td>Communications Closets @ 2/floor</td>
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<td>8</td>
<td>880</td>
<td>1496</td>
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<td>Central A/V Room</td>
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<td>216</td>
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<td>216</td>
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<tr>
<td>Main Server Room (incl UPS)</td>
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<td>400</td>
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<td>400</td>
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<tr>
<td><strong>Central Plant</strong></td>
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<td>6900</td>
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<tr>
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<td>6900</td>
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<td><strong>Total Building Support NSF</strong></td>
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<td></td>
<td>12042</td>
<td></td>
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</table>
In addition to the Janitor & Supply areas (Janitor Closets) already identified in several adjacency diagrams; i.e. Central Holding; square footage to accommodate six (6) additional areas, @ 70 sf each, has been allocated and assumes 2 per floor.

Suggests roofline for purpose of identifying spaces to be within the secured area of the building.
Building Support-Space Comments
This component is composed of those areas that will support the operational, mechanical, information, communications, and housekeeping functions, for the entire courthouse. It is anticipated that the areas identified will be located on the ground floor/sub-grade level of the courthouse with convenient access, via a secure service elevator, to the building levels above.

Note: While Information Technology (IT) is included in this component area by virtue of the responsibilities it will inherit with regards to building-wide communications and technology assistance, the actual location of the spaces identified in the subsection that follows as well as the facility components identified during design, could very well suggest a location or locations on upper and/or multiple floors.

Housekeeping
The routine cleaning of the Courthouse is expected to be administered from this space.

The Staff Restrooms, Meeting Room, and Break Area noted on the space list under this heading, will also be available to other unit personnel assigned to this area; i.e. Maintenance & Repair, Receiving & Loading, and Information Technology.

Office-provide a functional office for the unit supervisor which will include a door that may be locked when the supervisor is not present.

Office should accommodate desk w/return, computer work station with internet and County intranet access, and linked (preferably wireless) to an internal office printer/copier.

Provide a window in the office wall to enable unit personnel to see if the Supervisor is available.

Office should accommodate additional seating within (in addition to the assigned occupant) for typically from 1-2 adults.

General Storage-large open, small warehouse-type space with a combination of durable metal shelving racks, built-in shelving, cabinetry for storage of housekeeping related inventory; i.e. liquid & powdered cleaning materials, mop heads, cleaning cloths, dusters, disposable trash bags, restroom and break area paper products, hand wash liquid, a variety of lightbulbs, etc.

Equipment-space may be combined with the open general storage area (above) to include open floor space for storage of vacuum cleaners, specialized (liquid, etc.) vacuums, floor buffers, and or any specialized equipment used on a regular or intermittent basis but not kept in any of the individual Janitor closets located throughout the courthouse.

Janitor Closet-space to include a floor-type or raised wet sink, built-in shelving on one wall for storage of cleaning supplies and restroom paper products; typically, however depending on location, will have space within to accommodate custodial trash collection cart, vacuum cleaner and mop bucket.

Several component areas have included spaces identified as “Janitor” or “Janitor & Supply” and are intended to serve the same purpose as intended here, perhaps not including the noted equipment.
The space list accompanying this section identifies six (6) Janitor Closets of 70 nsf each, and essentially serve as an "allowance" to enable the location of additional closets where determined to be most convenient to housekeeping personnel responsible for the various courthouse floors.

**Staff Restrooms**-two toilets and two lavatories in each; fully compliant with ADA accessibility requirements.

**Meeting Room**-intended for meetings, training activities, distribution of work assignments, vendor presentations, etc.

Area sized to allow for seating at table for up to twelve (12) adults.

**Break Area**- A Break Area will be available to employees at any time.

It should include "kitchen" space; i.e. built-in counter to accommodate a sink and spaces for a coffee maker, microwave, refrigerator and ice machine as well as cabinetry above and below for common supplies, utensils, etc.

Include a small vending area that will provide machines offering drink, snack, and microwaveable products.

Provide seating to accommodate 4-6 adults.

**Maintenance & Repair**
The routine maintenance, scheduled preventive maintenance, and repair services not otherwise covered by warranty or contract is expected to be administered from this space.

**Office**-provide a functional office for the unit supervisor which will include a door that may be locked when the supervisor is not present.

Office should accommodate desk w/return, computer work station with internet and County intranet access, and linked (preferably wireless) to an internal office printer/copier.

Provide a window in the office wall to enable unit personnel to see if the supervisor is available.

Office should accommodate additional seating within (in addition to the assigned occupant) for typically from 1-2 adults.

**Workroom**-essentially a work shop that should be adjacent the general storage area, if not open to and an extension of it, that would facilitate the maintenance and/or repair tasks undertaken.

Provide an open workbench area and work tables that can be positioned to accommodate items being worked on, areas for tool cabinets-both enclosed and on shadow boards, and various spaces to be designated for machinery such as a drill press, table saw or similar.

**General Storage**- large open, small warehouse-type space with a combination of durable metal shelving racks, built-in shelving, and cabinetry as appropriate for the storage of maintenance related inventory; i.e. carpet square replacement pieces, floor/wall tile replacement pieces, ceiling tiles, lighting fixtures,
cans of paint matching courthouse colors, window cleaning scaffolds with related equipment, common interior window glass sizes, etc.

Secure Storage—an enclosed room either adjacent to or within the general storage area for any items that may require separate, more storage; i.e. flammable liquids, specialized or exceptionally expensive equipment or tools, etc.

Receiving & Loading
The receiving & loading area will include both indoor and outdoor spaces. The loading dock itself will be outdoors and covered with easy access and egress for delivery vehicles.

In that the Loading Dock area tends to be noisy, particularly because it is adjacent the trash dumpster, its location should be considered carefully so as not to disturb interior building courtroom or office activities.

Receiving Dock—concrete slab surface, typically 48”-52” above grade to accommodate common delivery vehicle bed heights.

The dock area should be covered to protect delivered goods from weather elements should staff not be immediately available to stage and breakdown the delivery.

Outdoor Staging—this area is enclosed and on the same level as the loading dock, located between the loading dock and the indoor staging area to allow for the initial breakdown and inspection of the items delivered prior to moving them inside the building. It is intended to provide an area to inspect and be alert to any security concerns identified before moving articles into the building itself.

Breakdown & Staging—an open room, enclosed with roll-up doors at outside and inside walls to accommodate movement of carts, dollies, etc. from the loading dock and referenced interior storage spaces or directly to courthouse occupant agencies.

May include work tables, and built-in shelving to facilitate the orderly/organized separation and staging of various types of products/items meant for distribution to various destinations within the courthouse.

The accompanying adjacency diagram identifies the elevator loading area to be within this room indicating the direct access to the buildings service elevator.

Service Elevator—a service/freight elevator will be necessary to move furniture, equipment, cleaning materials and housekeeping and maintenance personnel throughout the courthouse as needed without interfering with public elevator traffic.

The net interior size of the elevator suggested is 64 square feet; approximately 8 x 8 feet.

The total square footage identified in the space list, (256 NSF), accounts for the elevator having access to a total of four building levels.

Elevator Equipment— the location of this room assumes that the mechanical space necessary to support elevator operation would be located at this level for convenience and accessibility.
**Trash/Dumpster** - the square footage identified (240 nsf) can accommodate one large dumpster or several smaller receptacles, depending upon the needs identified.

**Information Technology (IT)**
As with the previous component spaces described, IT also supports, in one way or another, the major technical and communications operations in the courthouse.

The component spaces requested are minimal considering the size of the courthouse and currently have been identified in the space list as follows:

Communications closets @ two (2) per floor; 110 NSF each for a total of 8 closets @ 880 NSF; depending upon floor space specified in the design and the run lengths of cable required, the number of closets may be able to be reduced to four. The priority consideration expressed was that the closets be vertically stacked; in the same location on each of the (suggested) four levels of the courthouse.

A Central A/V Control Room has been included @ 216 NSF as suggested has suggested from which IT personnel can monitor, control, repair various audio visual and communications equipment remotely, without having to interrupt courtroom activities to do so.

A Central Server Room has been identified with a space allowance of 400 NSF; it will include/require UPS power source(s) within.

...the operation, mechanical system functions and housekeeping for the entire Courthouse. It is anticipated that the areas identified will be located on the ground floor level of the courthouse, and convenient to a public or private elevator bank.

**Central Plant**
A courthouse of the size being discussed is going to need much more than a mechanical “room” or a series of electrical “closets” to accommodate the size and complexity of the systems that will be required.

In this case, the space must include and provide for not only both the major mechanical and electrical systems the facility will require, but also the basic storage and repair areas necessary to support its continued functioning; e.g. the term, “Central Plant”.

Subsequently, the square footage identified (6,900 nsf) is a pre-design estimate/allowance.
CHAPTER 5. BUILDING SYSTEM REQUIREMENTS

The facility requirements described thus far have included the square footage and functional characteristics of the spaces to be included within each major component area, as well as graphic illustrations and accompanying comments regarding individual spaces, associated adjacency diagrams and the circulation requirements within and between those spaces.

This section identifies basic building system requirements commonly provided in a courthouse. The major sub-headings that follow include Architecture, Engineering, Fire & Life Safety, and Security & Electronics.

In many instances, the requirements identified will be applicable for consideration throughout the building; in other instances, as noted, they will refer to specific areas or spaces.

These comments, for the most part, reflect the considerable input provided by personnel of the agencies and individuals involved in the development of this document. Many more requirements together with many more specific details applicable to each department individually will require on-going attention from agency personnel once the formal design process begins.

Note: Refer also to space comments pertaining to each component area in Chapter 4 for additional system requirements specific to those areas.

Architecture

Although this sub-heading is titled “architecture”, the comments that follow are not intended to dictate design criteria. Rather, as stated, the preferences and recommendations expressed during meetings with courthouse occupants and related agency representatives, various County staff, and individual discussions with various CFAC members.

In terms of the external design of the courthouse, interestingly, little more than occasional passing comments have been offered. To the County’s credit, and that of the many who shared in the development of this document, the consistent focus remained on function, security, and operational efficiency. As it should have. Design will follow.

In terms of building design, one the Courthouse Facility Advisory Committee members perhaps summarized it best with the comment offered during the development of the New Courthouse Facility Objectives (see Introduction):

“The design should tell us it IS a courthouse”

- Interior materials and finishes:
  - Courtrooms and court official’s personal offices will include natural wood paneling, cabinetry, and finishes reflective of the dignity and purpose of the courtrooms and the importance of the positions they hold.
  - Carpeting or carpet tiles in the litigation area of the courtrooms will support the acoustic objectives for that space and purpose.
  - The floor construction concepts considered for the litigation area in the courtrooms should include access flooring that would enable workers, simply by lifting a carpet panel frame,
to reroute or modify wiring connections and cabling below the floor when new equipment needs to be installed or moved, or other upgrades/changes are called for.

- Terrazzo, sealed vitreous tile, or similar material should be considered for corridors expecting to carry the heaviest foot traffic; as well as for the its attractiveness and ease of maintenance.
- In addition to floors, interior walls and surfaces heavily used by the public should include durable and easy to maintain finishes.
- Commercial grade carpeting or carpet tiles are suggested for individual offices as well as large open work areas and designated meeting/conference rooms.
- Sheetrock is recommended as the predominate wall finish in offices & general use areas
- Include paint and designated wall coverings where specified.
- Finished and sealed concrete will generally be an acceptable floor finish in larger spaces labeled "storage", "supply", "maintenance", “utility”, central and court floor inmate holding areas, as well as the sub-grade parking garage.
- All restrooms designated for public and staff will require vitreous or quarry tile (or similar) flooring and ceramic wall finishes to at least the height of the fixtures installed within.
- The sub-grade secure courthouse parking and open floor areas should include durable, non-slip floor surfaces.
- Consider ceiling heights in at least a portion of the subgrade floor area that will accommodate a large inmate delivery vehicle (bus), and that could also accommodate an emergency vehicle proximate a secure or service/freight elevator.

§ Signage throughout the courthouse, in its design, prominence, and location will be paramount to effectively moving visitors through and within the building.

§ Courthouse occupant agency office areas should present the atmosphere of a professional business office environment.

§ Acoustic isolation (soundproofing) is critical for many spaces in a courthouse and should be provided for in the following areas and spaces:
  - All Courtrooms
  - The Clerk of Courts Hearing Room
  - Jury Deliberation Rooms
  - Grand Jury Hearing Room
  - Superior Court Judges Offices
  - District Court Judges Offices
  - The District Attorney’s Office
  - The Clerk of Courts Office
  - Assistant and Deputy Court Clerks Offices in Estates and Special Proceedings
  - Conference & Meeting Rooms; including individual Attorney/Client Conference Rooms
  - Any offices designated as Attorney, Chief, Manager or Supervisor.

§ Natural lighting and views to the outdoors should be provided wherever possible.

§ Offices should provide individual privacy; however, in general layout should provide an atmosphere of openness and convenience of movement between offices.
A portion of any area designated as Kitchen, Break, or Break Area should include a counter or small kitchenette type space to accommodate materials, equipment, built-ins, and finishes like a small kitchen.

The building should be handicapped accessible to both staff and visitors.

**Engineering**

**Plumbing**

- Plumbing fixtures will include water closets (toilets), lavatories, and urinals.
- All restrooms will have accommodations for use by handicapped persons.
- Toilet and lavatory fixtures in public restrooms to be vitreous china.
- An in-counter (stainless steel) sink will be installed in each of the designated copy/work or copy, work & supply rooms, within the rooms’ included built-in counters.
- Floor drains shall be provided in all public and courthouse personnel staff restrooms.
- Ventilation fans will be provided in all public and courthouse personnel staff restrooms.
- All single and group holding cells will include stainless steel combination toilet & sink fixtures and ceiling ventilation.
- Any room designated as Break, Break Area, or is intended to be used as a break or vending/refreshment area (Jury Deliberation, Grand Jury, Jury Assembly, Attorney Work Room, etc.) will include a counter sink, floor drain and an area to accommodate a refrigerator.
- Janitor Closet spaces will include a deep sink and/or bucket and mop wash basin, floor drain and ventilation.
- Provide drinking fountains per code.
- Include floor drains in the sub-grade garage floor to connect with the existing utility storm drain system.

**Lighting and Electrical**

- A back-up power generation system (or systems) will be provided on site, that will activate upon loss of power from normal sources, and provide service for up to four hours for life safety purposes.
- The functions served by the emergency power system should include elevators, egress lighting, fire alarms, fire pump (if electric), security and essential communications, smoke evacuation equipment and computer equipment.
- Overhead lighting will be provided in all common areas, corridors, courtrooms, support spaces and in individual offices.
Outlets will be conveniently located in all offices and designated work areas to accommodate task lighting as well as various equipment, including computers and related peripheral equipment.

In addition to those required by code, additional electrical outlets shall be available at counter height in rooms or areas where counters are included.

In the courtroom, as well as placement per code, outlets will be provided at the judge’s bench, at the Clerk of Court’s seating area—at table height, at litigant tables and inconspicuously, at several locations within the Jury Box.

Provide a means by which litigants, at their respective tables, can connect to outlets that are table-top or at table height without having to crawl under tables to do so.

Additional outlets (number, size, and type TBD) will also be required in the eventual building’s server/equipment room(s).

Wiring to accommodate hard wired internal courthouse telephone system will be available at all designated offices and workstations.

Provide charging stations for portable electronic devices in attorney work room, law enforcement waiting, bailiffs’ office, grand jury suite, jury deliberation areas, and the jury assembly room.

Television cabling should be provided to courtrooms, the Clerk’s formal hearing room, Judges, District Attorney, Clerk of Court and Bailiffs’ offices; any room designated as “Break”, “Meeting”, “Conference”, “Training” or “Hearing” room and the Jury Assembly Room.

Wireless internet access will be available to visitors where permitted in the Courthouse, as well as a dedicated, secure access for County and Courthouse employees.

Specialized grounding and lightning diversion must be addressed for the building.

Exterior lighting will be provided at designated public and staff parking areas, at the public lobby entrance to the courthouse, and at designated staff entrances.

Any room/space within the courthouse identified as “conference”, “meeting”, or “classroom multipurpose or training” will include wiring and related audio-visual controls for computer and projector presentations and include large format, wall mounted, flat screen monitors for display of presentation materials.

Tele/video conferencing capabilities, including receiving & projection of instructional webinars will also be provided in each of these spaces; particularly in Judges chambers/offices and common areas that they may regularly access.

Areas often considered “special” in terms of electrical needs, due to their size, function or unique lighting requirements; such as lobbies, courtrooms with dimming and special control systems, and multipurpose or training spaces, should receive special attention from the selected design team.
"Kiosks" have been identified in several of the area adjacency diagrams; in the Public Lobby upon entry through security, the Clerk of Court's Office upon entry, and in Adult Probation's reception area; inevitably there will be more once the building's design is completed.

These kiosks may take multiple forms, for example, the Lobby kiosks may be wall mounted flat screen monitors with directional floor maps, while the "kiosk" in Adult Probation will more likely be a counter height key paid where a probationer can "check-in" by keying in his/her name.

In either case it is intended that they be illuminated, easy to read and, if appropriate, interactive.

Microphones should be located at the judge's bench, clerk's workstation, witness stand, lectern, jury box, and attorney tables.

- Controls should be located at the clerk's station.
- Microphone switches should be provided at each microphone, which will function as "off-auto".
- Automatic volume controllers should be used to help compensate for variations in voice levels and microphone distances.
- The master controls should be located at the clerk's station, or judge's bench, and should include a power switch, master volume control, and override controls.

Design of courtroom workstations, office spaces, and conference and meeting rooms should anticipate use of video conferencing for future communications. All courtrooms, judicial chambers, and judicial conference rooms should have access to video conferencing equipment for the purposes of viewing remote witness testimony, including expert and child witnesses, as well as the ability to conduct remote hearings and interviews.

**Mechanical**

- Entire building must be air conditioned, heated, and adequately ventilated.
- The individual zones should be thermostatically controlled from within each area.
- Courtrooms, particularly of the size requested here, are typically a single zone unto themselves.
- An exhaust system for smoke removal should be provided.

**Fire & Life Safety**

- A fire detection and alarm system will be provided that consists of manual pull stations and automatic area detectors to comply with local and state life safety codes.
- Manual pull stations will be located at exits and within maximum distances required per code.
- Zones will be identified to coordinate with smoke control departments and provide annunciation when sprinklers are activated.
- Note that extinguishing methods, that use materials other than water, will need to be considered for the Clerk of Courts records which consist of thousands of original paper files.
As well, Information Technology space will require an alternative to water in rooms designated to house major computer, network, server and communications equipment; halotron, or an equivalent non-liquid, non-corrosive material has been suggested.

Audible and visual alarms will be provided throughout the courthouse during an evacuation.

All building fire alarms will be annunciated in the security control center.

Fire exits should be provided with signage per codes.

Provide emergency lighting at exits per code.

Provide for smoke removal.

The fire extinguishing system should include a fire pump, stand pipe risers, fire hose stations with fire extinguishers, as well as the referenced sprinkler system.

The fire extinguishing system will be connected to the fire command room (FCR) adjacent the Security Control Center.

Security & Electronics

The challenge faced by courthouse designers is that they must combine and overlap the functional and corresponding design preferences of judicial, office, and detention systems in a simultaneous package that must be tasteful in appearance yet also able to provide for the security of the buildings' employees and visitors, without interrupting day-to-day operations.

Based on discussions with staff, Judges and court related agency officials and experience, the following systems are recommended:

Card-Key Access

This system will involve the issuance of coded, personalized employee identification cards which when scanned by installed readers will allow the employee access to the courthouse, functional areas within the courthouse, secure areas, designated private corridors, stairs and elevators.

Cards can be coded to allow varying levels of "clearance" based on an employee’s position and/or assigned responsibilities.

The system's computer, maintained in the IT/AV/Communications & Equipment/server room adjacent to the Security Control room (or as otherwise determined) will record all activity in or out of the building or building’s internal spaces whenever the card is used.

In turn, the system will be able to produce reports regarding the same information for monitoring and management purposes.

While security type glazing is preferred in any door that is electronically controlled in order that staff within the area be able to see who they are admitting; where a window is not appropriate, camera access control may be an appropriate alternative.
Security personnel can be given the ability to remotely activate or de-activate this function at designated doors if as needed.

Video Surveillance Cameras
- This system can be used to monitor building entries, public and private corridors, lobby areas in the reception/waiting areas in the District Attorney and Probation offices, courtrooms (outdoor areas, such as parking, and any other areas determined as necessary).
- All courtrooms should have security cameras installed that terminate at the security control center; and cameras should have the ability to record events within the courtroom.
- Cameras with motion detection capabilities can also be placed in areas that may not be monitored routinely, but that will activate when the motion detector does and simultaneously transmit images of the area to the security control center; from which, the on-duty officer can determine what information needs to be relayed to which bailiff to respond.
- Although not part of the security package per se, it was requested that The District Attorney’s Office, the Attorney Work Room and Law Enforcement Waiting be able to access live, ongoing video and audio activities in a selected courtroom to better anticipate and respond to the hearing/schedule of hearings when called upon to do so; the Judge of course would control that access.

Metal Detectors
- Full-body walk-thru detectors feature an audible beep when metal is detected on the person in conjunction with lighted sensors, visible to the screener, at the approximate height on the body where metal object/material has been detected.
- One should be provided at each security screening station in the public lobby.
- Portable hand-held metal detectors; should be available for use as needed; for example, in the room identified in the public lobby adjacency diagram as Search/Interview.

X-Ray
- This device consists of an x-ray camera mounted on a table with a moving conveyor belt.
- Personal belongings visitors wish to bring into the courthouse are placed on the conveyor and passed thru the x-ray wherein the screening officer can view and inspect any questionable items identified.
- One should be provided at each security screening station in the public lobby and used in conjunction with the metal detectors.

Elevator Control
- In addition to normal elevator controls, designated elevators can be equipped with card-key access control and cameras able to be monitored in the security control center.

Wireless Security Staff Communications
- While historically this consisted of hand held portable radios, today it is most common to see Bailiffs with ear buds and a small battery pack on their equipment belt.
These officers, stationed throughout the courthouse must be able to instantly talk with one another, the Chief Bailiff, and with security control should an issue or need for assistance arise.

RFID Technology

An additional wireless system that can significantly advance and support communications between the security control center and security personnel having to response to incidents that may occur in the courthouse, will be the use of radio frequency identification (RFID) chip technology.

It consists of a computer chip that can be programmed with the officer’s name, position number or posted location, and worn on his/her uniform, carried in a pocket or attached to a belt, etc. during their assigned duty hours.

The chip, via the RFID network, will enable security control to observe "live", via computer or wall mounted monitor(s) displaying a floor plan map of each courthouse floor, the location and movements of every on-duty bailiff in the courthouse, whether assigned to a courtroom, to the "rover" position moving throughout the courthouse, or in the Bailiff’s office completing paperwork or having lunch.

Panic Button

Common locations for these devices are at the judges’ bench in each courtroom.

Additional locations for these alarms might include selected locations in the Clerk’s office; or, where a Judicial Assistant is alone in an office accessible only from a private (restricted) corridor and has an unknown visitor walk into the office.

In either case, activation of the button will automatically be annunciated in the security control center, typically simultaneous with audio and video display that will enable security personnel to determine the nature of the emergency and the appropriate response.

Public Address

Paging in a courthouse is typically only to public areas and then usually limited to emergency and/or fire alarm purposes.

Intercom

All card-key accessed doors can be equipped with intercoms that can be answered by persons within the restricted area(s) or, as back-up or default, in the security control room.

The intercoms are typically push-button activated and answered at a speaker position within the area the person wishes to go/be admitted to.

Examples would include attorneys that are scheduled to meet with a judge whose office is located on a "private" corridor, or a county maintenance person needing to access an office, restroom or mechanical space located similarly.

Camera Access Control

Often used in conjunction with door intercoms, and somewhat similar in concept to video surveillance cameras, is the door frame mounted camera currently in use in the existing courthouse. When the intercom button is pressed it simultaneously sends a live picture of the
person at the door to an active computer monitor so that the person within, responsible for activating the door, can observe and talk to the person wishing to enter and "buzz" them in.

Automated Secure Parking

- In terms of efficiency, a car-key reader that accepted the security access/identification card-keys issued to all courthouse employees would seem most practical; wherein inserting the card-key would activate the door or gate to/from the secured parking area.

Central Inmate Holding

- The Central Holding area will be the focal point for the receiving, staging and movement of inmates throughout the courthouse via a dedicated private and secured elevator network.

- In addition to the main central holding area, it has also been suggested that a “remote” central holding area be considered in anticipation that the distribution of courtrooms on the upper floors will require two (2) separate, secure elevators to effectively deliver inmates to and among the corresponding four (4) court floor holding areas.

- Both main central holding and the remote area will be highly secure and fully enclosed spaces that are accessed at inter-locking security vestibule entrances, per the accompanying adjacency diagrams.

- The holding cells within, as with the holding areas themselves, will be of security grade construction; sealed concrete flooring, grout filled concrete block or precast concrete walls, precast concrete ceiling, security glazing in doors to allow for monitoring cell activities, filled steel door frames and security grade locking systems activated from the control stations within.

- The vestibule doors will include security glazing to permit the officer within to view approaching officers and inmates and activate, from the internal control panel, the unlocking/relocking sequence to allow entry.

- The court floor holding areas will meet the same criteria for construction and security as central holding.

- When called to enter the courtroom, the Bailiff or movement officer in the court floor holding area will escort the inmate via a secure sallyport to the courtroom.

Security Control

- See "Space Comments" for Security Control Room in sub-section titled "Sheriff" in Chapter 4.

Technology

The following was excerpted from a recent publication from the National Center for State Courts regarding the topic of “technology” in general, in the courtroom.

*Judicial facilities should be planned and designed to provide flexibility in the choice, installation and use of court technology. Technology can be used to enhance information and operations, improve public access to court information and services, and reduce administrative costs while increasing efficiency in case processing.*
The nature of the courtroom continues to change as it becomes possible to hold hearings and trials using interactive tele-and video-communications. Although live testimony will most likely remain the preferred method of offering testimony, changes in video and telecommunications technology make it possible to conduct a trial without having to bring the witnesses, jurors, and judge together in one courtroom. The day may come when video testimony could supplant the appearance of witnesses at the courthouse. Even jurors could participate from their homes and offices, perhaps by viewing an edited video record rather than the live proceedings. A video trial could be cheaper, safer, less time-consuming, and easier to schedule; make more efficient use of judges' and attorneys' time; reduce pressures on courtroom facilities; and be more considerate of and more convenient for victims and witnesses. Even today, taped depositions may be entered as evidence, children may offer testimony via remote closed-circuit television in stressful situations, expert witnesses can testify by remote video, and judges can conduct arraignments and hold preliminary hearings by remote video hookups to the jail.

Computers support both computing and communications, and will become more tightly integrated as new technologies such as voice recognition, real-time interfaces, and smart peripherals are incorporated into offices and courtrooms. Equipment will continue to grow smaller and will increasingly be portable such as tablets connected via wireless networks. Today's courthouses must accommodate electronic equipment and advanced building systems to provide better distribution of voice, data, and video signals, and permit the interface of the following systems through the use of communication protocols over connected wiring and cabling systems:

- Generator or standby power
- Uninterruptible power supply
- Emergency lighting
- Lighting control
- Telecommunication and video conferencing
- Management information systems (MIS)
- Energy management systems (EMS)
- Temperature-monitoring systems (TMS)
- Control systems on packaged equipment, including chillers, boilers, computer room HVAC, kitchen equipment, laboratory equipment, etc.
- Fire management (life safety) systems, including detection and smoke control devices
- Security management and access control
- Maintenance management
- Elevator control

It is easy to plan for a single technological application such as automated case management or computer-assisted transcription. But when planning for two, three, or many applications that do not work independently but must interact, it becomes much more difficult to consider their facility implications and the affect they have on each other. It is the integration of these systems; office automation, case management, document imaging, multimedia, evidence presentation, and remote access/video conferencing; that is more difficult but promises huge improvements in court processes for the future.
CHAPTER 6. COURTHOUSE AREA & BUILDING CONCEPTS

Adjacencies & Circulation
It is expected that the space and area adjacencies and associated circulation requirements within each major courthouse component area will be consistent with the associated adjacency diagrams included in this document.

Internal Location of Functions
Courthouses can attract significant numbers in terms of public and employee traffic. The location of functions within the facility will affect how the well it operates and how it is perceived by courthouse occupants and members of the community.

- High volume functions should be located on the lower floor(s) of the Courthouse. Examples include the Clerk of Court, Traffic & Arraignment Court, Probation Offices, and Jury Assembly.

- Placing courtrooms above functions involving high volume short duration transactions will provide a quieter, more business-like environment for litigation.

- Functions which should be close to upper level courtrooms will include jury deliberation rooms, inmate holding facilities, public waiting areas, attorney/client conference rooms, special witness waiting rooms, judges’ chambers, and judicial support functions; such as judicial assistants, court reporters and clerks.

Circulation & Zoning
Courthouses are designed with several distinct types of circulation which distinguish courthouses from other generic building types; i.e. office buildings. Circulation patterns in modern courthouses are typically organized into areas that are similar in function, operational needs, physical characteristics or access requirements. Five distinct zones are identified as follows:

Public Zone
Public circulation includes all areas used by the general public, attorneys, clients, witnesses, and jurors (before sequestration), such as the public lobby, corridors, public elevators, public restrooms, waiting areas, clerk-of-court counters and reception areas. Ultimately, anyone with business in the Courthouse will use the public circulation zone.

Private Zone
Private circulation provides controlled access to particular courthouse users and offices. Private circulation is not intended to be easily or routinely used by the general public. It permits the secure movement of judges, and court related/courthouse resident agency personnel between courtrooms, and offices without uncontrolled interaction with other courthouse users.

Private circulation is also extended to provide judicial and courthouse occupant agency personnel access from private parking facilities to private elevators linked to private corridors within the Courthouse permitting access to their respective offices.
Secure Zone
Secure circulation provides for the movement of defendants in custody; i.e. inmates; without crossing or interrupting the movement within any private or secure corridor or elevator. Inmates will be escorted to the lower level of the courthouse via secure corridor from the adjacent detention center or, if transported to the courthouse by vehicle, via the secure vehicular sallyport. Placed initially in a secure Central holding area cell. Circulation from the central holding area to the individual courtrooms above will be via private, secured elevator to the Court Floor holding area adjacent the courtroom.

The only quasi-public interface will occur where attorneys will meet with clients that are in-custody. These meetings will be in non-contact visiting booths located adjacent to the court floor holding areas wherein attorney access is monitored and controlled by the Officer on duty in the holding area.

Interface Zone
This includes space(s) where the previously noted public, private, and secure zones converge and interact; most notably, the courtrooms.

Service Zone
Included here are those spaces that serve to support the courthouse building’s operation, such as the loading dock, maintenance and housekeeping, storage areas, technology support and UPS system access.

Area & Building Concepts
The discussion of the internal location of functions and the and importance of understanding the circulation patterns; i.e. “zones” of the modern courthouse, provided a framework when responding to the question posed by the CFAC; “will the courthouse fit o this site?”

The response was presented via several scaled concepts of major shapes located on various floors and in such a manner that now, refined further in the pages that follow, will offer the selected design team ideas of how the various zones can begin to develop.

The first two illustrations that follow offer first, a section diagram of a modern courthouse illustrating the zone concept from a vertical perspective. The second offers a look at how these same zones might be configured from a plan view perspective. Neither are intended to suggest that they are “the” solution for Moore County’ courthouse, simply how the concepts may apply.

The five (5) illustrations that follow represent concepts that could very well be developed on Moore County’s selected site. Again, it should be emphasized that these are “concepts for consideration and discussion-not a design solution(s).

Comments are included in each illustration to provide additional details and suggestions as to what might or could occur with or within a given area.
The black outline in this diagram represents the site of the new courthouse. And, for purposes of this and the following illustrations, also represents the hypothetical building line of the courthouse.

The colored shapes within the diagram represent what will be a major focus during design; the configuration of the critical circulation zones within each floor of the courthouse; both vertically and horizontally.

The inmate elevators (red) represent the “secure” zone, the private/staff elevators represent the “private zone”, and the white public elevator the “public” zone. The service/freight elevator is typically integrated within the private zone.

Although this is the first illustration of this series, it is not intended to imply that this is where design begins. On the contrary, it will begin “upstairs” with the placement of the major functional areas. It is shown first, because these same elements will repeat in each of the illustrations to follow.
Among the benefits of a full basement area is the opportunity to provide secure parking for courthouse staff. While the concept illustrated includes 114 spaces and drive aisles of 22-30 feet wide, once the area is engineered, it could very well accommodate upwards of 125-130 vehicles.

This level will also be the “base of operations” for inmate movement within the courthouse, as noted by the Central Holding areas and the red inmate elevators.

A vehicle sallyport (secure garage) will be necessary for receiving prisoners not housed in the Detention Center.

Building Support spaces are located here as well to be able to access the exterior receiving & loading dock as well as conveniently move equipment, furniture, and delivered products, via the service elevator, to upper levels of the courthouse.
This level identifies several high traffic volume areas as discussed at the beginning of this chapter. The public lobby and security screening will receive the highest volume of traffic because it is the only way into the courthouse for public visitors.

The District Courtroom, particularly when in session, the Clerk of Court and Adult Probation are not far behind in terms of foot traffic.

Jury Assembly is located on the first floor for the convenience of perspective jurors, and near the Clerk of Court whose staff will coordinate the activities within.

Note that within the Adult Probation space there is an included smaller space. The larger figure represents the full-staffing option, while the smaller space proportional area that would be assigned for only Intake Offices, should that option be selected.
This scenario suggests the location for the four (4) remaining District Courtrooms together with their corresponding support spaces.

The District Court offices and support space is located behind the two courtrooms on the left which, in conjunction with the location of the private/staff elevator bank, would suggest that the area will be designated as being within the “private” zone.

Additional function and component spaces suggested for this level include the Bailiff’s Office, the Vending & Lounge Area, several of the allocated, additional Attorney/Client Conference rooms and of course, public restrooms.
Here, the major functional component areas consist of the two Superior Courtrooms and the District Attorney’s Office.

Note that in this diagram, the lower Superior Courtroom has had the Jury Deliberation area moved “across the hall” from the courtroom. The assumption for doing so, in the context of this illustration, is that the area “below” the courtroom will very likely become a private/limited access corridor or area providing access to/from the Grand Jury suite as well as access to the corridor on which the Superior Court offices and support area is located.

Referencing the original illustration in this series, note that the locations of the public elevator, the private/staff elevators, the inmate elevators, and the service elevator, have not moved.
CHAPTER 7. SPACE SUMMARY, SITE SUITABILITY & PROBABLE COSTS

Space Summary
In reviewing the space lists presented in Chapter 4 there found to have been just over 570 individual spaces were identified. Broken down among the major component areas, the total net square feet NSF those spaces amounted to 124,301; as illustrated here

<table>
<thead>
<tr>
<th>Component Area</th>
<th>NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Court</td>
<td>16,434</td>
</tr>
<tr>
<td>District Court</td>
<td>41,884</td>
</tr>
<tr>
<td>District Attorney</td>
<td>7,666</td>
</tr>
<tr>
<td>Clerk of Court</td>
<td>16,956</td>
</tr>
<tr>
<td>Sheriff</td>
<td>11,193</td>
</tr>
<tr>
<td>DPS/Adult Probation</td>
<td>6,002</td>
</tr>
<tr>
<td>Court Support</td>
<td>9,436</td>
</tr>
<tr>
<td>Building Support</td>
<td>14,730</td>
</tr>
<tr>
<td><strong>Building Total NSF</strong></td>
<td><strong>124,301</strong></td>
</tr>
</tbody>
</table>

This total was approximately 8,600 NSF greater than the total presented to the CFAC on July 19, 2017. Some of this was the result of minor increases requested by stakeholders; for example, to increase meeting room capacity from 8 to 12, or increase the amount of lay-out space available in an already identified copy/work room. The larger increases included:

- Added elevator square footage allowances, for all elevators to the total NSF identified, versus assuming the space would be covered within the overall building multiplier “later”; 2,688 NSF.
- Increased the number and size of public restrooms available on each of the (assumed) 3 public levels of the courthouse; 1,892 NSF.
- Added a NSF allowance amount for additional Attorney/Client Conference rooms, in addition to those already included with each courtroom; locations TBD during design; 702 NSF.
- Added square footage omitted in July presentation for the records room in the Clerk’s Office, Estates and Special Proceedings Division; 964 NSF.
- Increased the accessible records room sizes for both the Civil and Criminal Divisions of the Clerks’ Offices to accommodate near term hard copy storage needs (assuming AOC can implement full scale digitization of records), after which, as records storage requirements to decrease, the respective area(s) will be well suited for repurposing as internal office or work space as growth occurs (see also Chapter 2); 1,400 NSF.
- Increased area of Jury assembly room to assure minimum seating for 135 persons; 400 NSF.
As noted previously in Chapter 3, differences in the many types of space that must be included in a courthouse as well as the considerable differences in the necessary circulation and security requirements, require that a Departmental Grossing Factor (DGF) be applied to each of the major program components to more concisely address their specific overall space needs.

Those numbers for the noted program component areas previously assigned must now be applied to determine the total gross square feet (GSF) necessary to accommodate each component area.

In addition, once the individual DGF’s have been calculated and a sum total is determined, a Building Grossing Factor (BGF) must be applied to account for all of the common areas that will support the overall courthouse; for example, major public corridors linking departments; private corridors linking courtrooms, judges’ offices, jury deliberation rooms, and other dedicated court support spaces; secure corridors linking courtrooms with in-custody prisoner holding areas; public elevators and elevator lobbies; mechanical, electrical, and plumbing chases; public toilet facilities; and exterior walls. Ultimately, courthouses have unique security and circulation requirements, which means more total space will be needed to enable individual departmental areas to work together effectively.

### Figure 7.2

<table>
<thead>
<tr>
<th>Area Component</th>
<th>NSF</th>
<th>DGF</th>
<th>DGSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Court</td>
<td>16434</td>
<td>1.20</td>
<td>19721</td>
</tr>
<tr>
<td>District Court</td>
<td>41884</td>
<td>1.25</td>
<td>52355</td>
</tr>
<tr>
<td>District Attorney</td>
<td>7666</td>
<td>1.15</td>
<td>8816</td>
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<tr>
<td>Clerk of Court</td>
<td>16956</td>
<td>1.25</td>
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</tr>
<tr>
<td>Sheriff</td>
<td>11193</td>
<td>1.30</td>
<td>14551</td>
</tr>
<tr>
<td>DPS/Adult Probation</td>
<td>6002</td>
<td>1.15</td>
<td>6902</td>
</tr>
<tr>
<td>Court Support</td>
<td>9436</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>124301</strong></td>
<td></td>
<td><strong>150594</strong></td>
</tr>
</tbody>
</table>

| Building Multiplier  | 1.20    |
| Total Building Area GSF | 180713 |

### Site Suitability

The County has announced that the preferred site for new courthouse is that on which the old (abandoned) jail currently sits, plus the two adjoining properties south of the site, which the County also owns.

A consideration prompting this preference is that the site abuts that of the new Detention center and in fact is literally connected to the old jail by a secure corridor. The opportunity of moving inmates via a secure corridor to and from court has the potential of both enhancing security as well as realizing considerable (transportation costs over time.

The site’s footprint, as illustrated in the photograph that follows, is approximately 94,575 square feet; just under 2.2 acres. Discussions during programming have leaned toward a 2-story, perhaps 3-story building plus the utilization of subgrade/excavated space for building support and possibly staff parking.
If a building of the size suggested were to be located on this site, and for discussion purposes a 12-foot setback for the building line be required for the entire 1,400-foot perimeter, the footprint per level of building would still be almost 78,000 square feet.

Consider also, the rise in elevation from the south end of the site, adjacent the Detention Center sallyport parking area, up to the south side of the old jail is an estimated 40 vertical feet.

Leaving 70-80 feet off the “lower leg” of the site would offer very good access to loading dock for delivery vehicles, maintenance personnel parking and subgrade building support space(s).

Note: At 80 feet, times the width of that lower leg (150 feet), it would reduce the estimated building footprint an additional 12,000 square feet. Leaving a remaining building footprint of approximately 65,800 square feet. Without considering design or adjacency requirements, but simply dividing the noted total building GSF by 3 floors, the result equals the need for 60,200 GSF per floor to accommodate the total identified GSF.

Excavation to establish and place footings and the primary foundation for this building will be required to a depth of at least several feet once all buildings are cleared from the site. Excavation will also be required to accommodate the Vehicle Sallyport and the Central Holding facilities where inmates will be staged prior to being escorted to court.

Excavating a few more feet to establish a fully functional subgrade/basement level, that coincides with the footprint of the building and could accommodate secure parking for courthouse employees, sworn jurors, and the building support functions previously addressed, would prove beneficial from both an operational and cost benefit perspective.

**Probable Costs**

Of course, the probable construction costs of any project will be driven by the size and characteristics of the building requested. In this case, the building is a new county courthouse. And, while office space will be provided for the principal occupants; i.e. Superior Court, District Court, the District Attorney, the Clerk of Court, Adult Probation and the Sheriff; the “anchor tenant”, by virtue of their current total size will, collectively, be the courtrooms, which currently total approximately 48 percent of the total courthouse GSF.

When developing the probable costs of a public building project, particularly a new building project, it is essential for budgeting purposes that two major categories of costs be addressed. The first is Construction Costs, for both the building and the building site. The second is Project Related Costs; those costs that will
occur before, during and immediately after construction. Further explanation of these categories is offered as follows:

**Construction Costs**

- *Base Construction Costs* - the brick, mortar, steel, and glass that comprises the building structure
- *Site Development* - the required grading, excavating, utilities, and paving

**Project Related Costs**

- *Design Fees* - architectural & engineering design fees and expenses
- *Site & Construction Materials Testing* - soil tests, concrete consistency tests, etc.
- *Printing Costs* - primarily for construction documents printed & distributed during bidding
- *Fixtures, Furnishings & Equipment* - an estimate of those items not otherwise provided by the contractor
- *Construction Escalation* - from date of estimate to the estimated date that construction will start
- *Project Contingencies* - at minimum, the set aside required by Local Government Commission for public projects

**Cost Basis**

The probable costs identified are based on the 2017 edition of the *RS Means Square Foot Costs* national index for a 3-story courthouse with a 12-foot story height and the following construction characteristics:

- Sub-structure; poured concrete w/strip & spread footing
- Exterior; face brick w/concrete block backup
- Frame; rigid steel
- Floors & Roof; slab w/metal deck & beams
- Roof; flat/built-up

The one immediate concern with these noted characteristics is the "12-foot story height", which is not adequate for courtrooms, particularly within the litigation areas of the courtrooms. An experienced courthouse architect will pick up on this and adjust accordingly. Further, during design development, the selected architect should provide the County with a much more detailed estimate of costs and be able to address details regarding proposed construction methods and materials.

The construction cost identified in the index, *including* approximately 60,000 square feet of basement area, was $251.20 per square foot. However, in that the index identifies *average* square foot costs nationally, it also assigns location factors based on where the construction is to occur. In this case Moore County is within the *Fayetteville Region* of North Carolina, and the corresponding location factor is .88; 88% of the national average of $251.20 or, $221.00 per square foot.

The table that follows identifies how the probable costs are likely to breakdown for the courthouse with a total building area of 180,713 gross square feet utilizing a building construction cost per square foot of $221.00.
With regards to the costs identified:

- Demolition costs are not included.

- Considering the location of the site, the availability of utilities, and the likelihood that major site paving, or landscaping will not be required, the $150,000 per acre should be adequate; particularly since full basement area excavation is included within the base construction cost cited.

- Six (6%) percent is not an unusual design fee for a project of this size and complexity; it is also that which is identified in the index, however, design fees are negotiable.

- The escalation rate is based on the selected designer completing the design and bidding the project within one (1) year. This is realistic for a project of this size; however, the County may wish to handle or negotiate the payment of bid cost increases, due to inflation or other factors, differently than including them in the designer's contract (and fee).

- The contingency rate of 5%; i.e. 5% of the total construction cost; is the minimum amount typically recommended by the NC Local Government Commission (LGC) for a public project.
CHAPTER 8. OPTIONS FOR CONSIDERATION

The areas identified and the square footages calculated for this report were, as has been the case with this entire document, the result of many meetings, studies of existing space in existing, relatively new courthouses, operations audits, and research dealing with the functions and responsibilities of each of the major component areas identified. Plus, the considered input of Judges, Attorneys, Bailiffs, Probation Officers the Clerk of Court, numerous Assistant and Deputy Clerks, as well as numerous County personnel that represented Departments that would either have a “stake” in this building (IT, Facilities Services, County Attorney) or were able to contribute important information to support or supplement information developed for this report (Planning & Transportation).

Looking back at the 2009 courthouse space needs assessment the total number of courtrooms recommended were the same; i.e. seven. A notable difference, however, was the square footage allocated to those courtrooms; most notably, in the spectator seating areas which varied between 60 and 200 persons. The seven courtrooms identified in this report have been sized to address a requested 250-260 persons in each of their public seating areas; 256 in bench seating and accommodations for four (4) wheelchair positions have been provided. Figure 8.1 illustrates the sizable difference in the two sets of calculations.

![Figure 8.1](image-url)

Figure 8.1 is not intended to serve as a recommendation. Times have changed. Courtroom design standards published the early 1990’s suggested a “large, ceremonial” courtroom might require a public seating area of as many as 150 persons. Today, a scheduled session of Traffic/Arraignment Court will easily fill a courtroom able to seat 250 persons.

Considerations

As previously noted, the preliminary version of numbers presented in this report were provided to the Courthouse Facilities Advisory Committee in July. Four days prior to that meeting, senior County staff, that were apprised of the square footage that would be presented, expressed concern with regards to the numbers without yet having the basis for those numbers, now provided here.

Subsequently, a review was undertaken and options were considered as to where reductions in square footage might occur. These were briefly addressed in the meeting. It should be noted that these...
reductions were by no means considered haphazardly and are reiterated in a revised format here. What
the timeframe then, between the time of the conversations and presentation did not provide, was time
to get input from the Judges who would be most affected by the reductions.

Upon receipt of this document, by the County, it must reach out to the Judges for that input.

The considerations offered here present two means for reducing the total square footage identified:

- One being the reduction in the size of the public seating areas in five of the seven proposed
courtrooms.
- The second, addresses the Board of County Commissioners resolution of July 18th to not include
Adult Probation in the new Courthouse.

Spectator Seating

The courtroom identified for the first floor, which is expected to convene traffic/arraignment court should
remain as is, in size and seating capacity. As should one of the two Superior Courtrooms tentatively
identified for location on the third floor.

The remaining five court rooms; one Superior and four District; are recommended for spectator seating
reductions as follows:

- Two courtrooms from 256 seats to 150
- Three courtrooms from 256 seats to 100.

While somewhat speculative, when reviewed and approved by the judges, the actual seating numbers
may be “136”, “112”, etc. The basis for the suggested numbers were the result of observing various
courts in session and conversations with attorneys, probation officers, clerks and bailiffs regarding
spectator numbers.

The impact of these reductions in terms of square footage is illustrated in Figure 8.2.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>NSF per</th>
<th>Total NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Seven (7) courtrooms w/seating for 256</td>
<td>2304</td>
<td>16128</td>
</tr>
<tr>
<td>B</td>
<td>Two (2) courtrooms w/seating for 256</td>
<td>2304</td>
<td>4608</td>
</tr>
<tr>
<td></td>
<td>Two (2) courtrooms w/seating for 150</td>
<td>1350</td>
<td>2700</td>
</tr>
<tr>
<td></td>
<td>Three (3) courtrooms w/seating for 100</td>
<td>900</td>
<td>2700</td>
</tr>
<tr>
<td></td>
<td>Total NSF:</td>
<td></td>
<td>10008</td>
</tr>
<tr>
<td></td>
<td>Difference in NSF (A-B):</td>
<td></td>
<td>6120</td>
</tr>
</tbody>
</table>

GSF reduction with grossing factors applied: 8874

Solutions for Local Government, Inc.
Also impacted when spectator seating is reduced are the size of the lobby-seating/waiting areas associated with each courtroom. The breakdown of these reductions follows:

**Figure 8.3**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>NSF per</th>
<th>Total NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Lobby seating for seven (7) courtrooms</td>
<td>1488</td>
<td>10,416</td>
</tr>
<tr>
<td></td>
<td>Lobby seating for two (2) courtrooms (256)</td>
<td>1488</td>
<td>2,976</td>
</tr>
<tr>
<td></td>
<td>Lobby seating for two (2) courtrooms (150)</td>
<td>900</td>
<td>1,800</td>
</tr>
<tr>
<td></td>
<td>Lobby seating for three (3) courtrooms (100)</td>
<td>720</td>
<td>2,160</td>
</tr>
<tr>
<td>B</td>
<td>Total NSF:</td>
<td></td>
<td>6,936</td>
</tr>
<tr>
<td></td>
<td>Difference in NSF (A-B):</td>
<td></td>
<td>3,480</td>
</tr>
</tbody>
</table>

**GSF reduction with grossing factors applied:** 5,046

The impact of these combined reduction of 13,920 GSF, at the square foot cost identified ($221.00), would reduce the total construction cost by $3,076,320.

**Adult Probation**

As noted in Chapter 4, Adult Probation has two space lists and two adjacency diagrams. The first space list and adjacency diagram identify the requirements necessary to accommodate two complete Units of Adult Probation; currently 22 persons; in the new courthouse.

The second space list and adjacency diagram identify the requirements necessary to accommodate only an active Intake Office within the new courthouse.

It is the first set of numbers; i.e. the larger numbers; that are included in the total courthouse area identified; 180,731 GSF.

The potential impact on the overall numbers and subsequent costs are summarized as follows:

**Figure 8.4**

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Total NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Probation-All Personnel</td>
<td>6,002</td>
</tr>
<tr>
<td>Adult Probation-Intake Office Only</td>
<td>1,878</td>
</tr>
<tr>
<td>Difference in NSF:</td>
<td>4,124</td>
</tr>
</tbody>
</table>

**GSF reduction with grossing factors applied:** 5,774

The impact of this reduction of 5,774 GSF (in dollars only), at the square foot cost identified ($221.00), would reduce the total construction cost by $1,276,054.

In the event that both initiatives were implemented, the combined savings could approach $4,352,374.
Security Personnel
As the design begins to take shape, and no later than midway through design development, the County should undertake an independent and comprehensive security staffing analysis for the new courthouse.

Significant changes in the way things are going to be done with regards to security operations have already been introduced in this report. For example, personnel issues alone will include adding:

- A full-time position in the Security Control Center
- Additional screening officers in the Lobby during peak activity periods
- Larger courtrooms requiring three versus the current two bailiffs
- Additional officers to move and supervise more inmates to/from multiple locations
- A least one permanent courthouse “roving” officer will be required

As well, there will inevitably be new technologies introduced that will require time and training.

After Hours Access
It is intended that the Courthouse be locked and secured after normal business hours Monday-Friday, on weekends, and during designated County holidays. However:

Judges may wish from time to time to come in weekends or work at night to study case files, catch up on paper work, or do research.

Two Deputy Clerks may decide to volunteer to work over the weekend to search for and collect out-of-date or aged files that can be sent to the State archives or destroyed, to increase the amount of file space available for new files.

The District Attorney’s Investigator may bring in a witness or victim, late at night to make a statement, and/or be interview by an Assistant District Attorney that will also be called to come in.

And, although it may not be the case once the new courthouse is built, Probation Officers will meet with probationers during early evening hours that require escort in and out of the courthouse.

For that matter, the inevitable cleaning crews, be they County or contracted employees, will be in the building after hours as well.

Bottom Line: With the technology that exists today, the courthouse can be secured. And, secured in such a way as to permit the type of after-hour “visits” noted without sacrificing the security of the building. The design needs to define how it can occur, and the technology available to address it, needs to be applied accordingly.