

Office of the State Court Administrator



Colorado Judicial Facility Space Needs Assessment:

Lake County Combined Court and Probation Department

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Lake County Combined Court Space Assessment

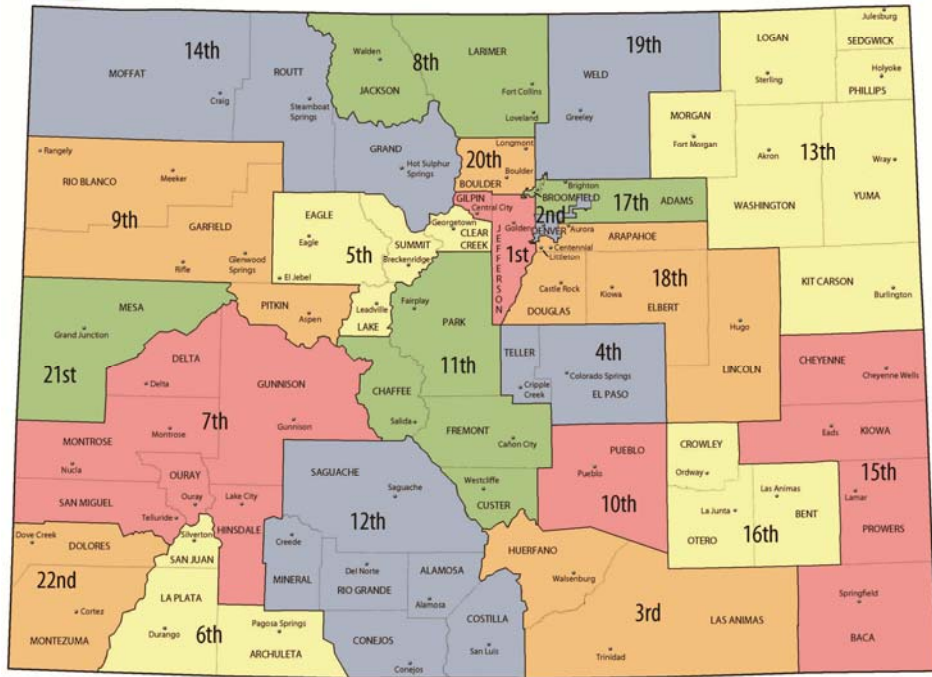


Judicial Space Need Assessment The following space needs exercise has been prepared by the State Court Administrators Office, the District Administrator, Chief Judge and Chief Probation Officer of the 5th Judicial District. The intent of this report is to compile and report the space requirements, building amenities, and potential construction scope of a new or remodeled Lake County Justice complex to achieve the immediate needs as well as 25 year projections of Lake County and the 5th Judicial District. The data and space requirements detailed within this report can serve as the **basis of design** for future architectural analysis and justice project planning in Lake County.

The 5th Judicial District is one of 22 in the State of Colorado and is a part of the Colorado Judicial Branch. All employees of the district are State Judicial Employees. All court operating budgets are allocated by the State Legislature through the State Judicial Department to the various judicial districts. All facilities and facility maintenance for the court operations are provided by the local governments per statute C.R.S. 13-37-108.



COLORADO JUDICIAL DISTRICTS



The **5th Judicial District** is located in the central west region of Colorado comprised of four Counties. The counties of the 5th JD are Lake, Summit, Clear Creek and Eagle.

Census and DOLA demographic information:

Current Lake County population approx **7,970**

According to DOLA, Lake County will see slow growth initially and accelerated growth beyond 2020. This prediction is based mostly around the reopening of the Climax Mines but also there will be a rapid increase of retirees from Climax leaving vacancies for new hires.

The current population in Lake County is 7,970. Under current trending, the Department of Local Affairs (DOLA) estimates that the population could increase by 4,249 over the next 25 years to 12,219. This is a 53% increase in population which conceivably could correspond to predicted increases in court filings and judicial staffing. These projections are covered in detail further in this report. DOLA projections are based on stable and predictable factors and have proven accurate within 5 – 10 percentage points in this region. Colorado as a whole is predicted to increase in population by 43% over 25 years and Lake County population is predicted to increase at a higher rate.

The Current Lake Court Facility Assessment

The Lake County Courthouses at 505 Harrison, Leadville, Colorado has served the judicial needs of the community for 60 years. This facility was originally constructed in 1955 to house the courthouse, county offices and county jail. The Court occupies approximately 9,000 square feet on the upper level of the facility. The probation department occupies 1,200 SF of the ground

level. The combined square footage allocation for courts and probation is approximately 10, 200 SF.

Trial Court Staffing

The 5th Judicial District currently seats 1 District Court Judges, and 1 County Court judge in Leadville.

The primary Lake County Judicial Officers are:

- District Court Chief Mark Thompson
- District Court Judge Wayne Patton
- County Court Judge Jonathon Shamis

The District Administrator, Michael Pisciotta, is appointed by the Chief Judge and is delegated the authority to perform administrative duties in the operation of the district. The Administrators office is responsible for the overall management of the personnel, budget and the operation of the four county combined courts in the district.

Current and Projected Lake County Court FTE Staff (FTE or Full time Employee)

Current Court Staff 2015	FTE	25 Year Projected Staff 2035	FTE	Change FTE
District Court Judge	1	District Court Judge	1	No Increase
County Court Judge	1.0	County Court Judge	1	No Increase
District Court Magistrate		District Court Magistrate	.5	.5 Increase
Clerical Staff	2.5	Clerical Staff	4	1.5 Increase
Jury Commissioner		Jury Commissioner		No Change
Collections Investigators	.5	Collections Investigators	1	.5 Increase
Court Reporters	0	Court Reporters	.5	.5 Increase
Legal Research Attorney	0	Legal Research Attorney		No Change
Court Interpreter	0	Court Interpreter		No Change
Division Clerk	0	Division Clerk	1	1 Increase
Account Clerk	0	Account Clerk		No Change
Appeals Clerk	0	Appeals Clerk		No Change

Family Court Facilitator	.5	Family Court Facilitator	1	.5 Increase
Self-Represented Litigant Coordinator	0	Self-Represented Litigant Coordinator	1	1 Increase
Water Referee	0	Water Referee		0 Increase
Visiting/Contract Staff	3	Visiting/Contract Staff	3.5	.5 Increase
Administrative Staff	1	Administrative Staff	1.5	.5 Increase
Total	9.5		16.0	+ 6.5 Increase

2014 Space Assessment for Trial Courts

Based on current and projected staffing and filing, the immediate space requirement for the combined court operation in Lake County will require 2 courtroom sets, (a set includes courtroom, judge’s chambers, jury deliberation, staff offices, attorney client conference rooms and inmate holding cell). There is also a requirement for a multipurpose hearing room for the Magistrate, Mediation services and Family Court Facilitator. The Clerk’s office will contain 5 clerical workstations and an office for the Clerk of Court. The clerk’s office should also include a public transaction window and client meeting areas for self help litigation coordinator and collection investigator. All courthouses should include conferencing rooms for meetings and work areas for legal research attorney, staff interpreter, visiting judges and IT staff.

Probation Department Staffing

Colorado Probation is committed to public safety and community reparation through offender accountability, skill and competency development. Commitment to these practices requires the implementation of innovative approaches to offender assessments, supervision, victim involvement and service to the community. Colorado Probation is a rapidly expanding program shifting the focus from incarceration of offenders to proactive rehabilitative supervision, victim compensation and reduction of criminal behavior. Note that this model transfers the county funded incarceration costs from county to state funding for probation supervision.

In addition to client supervision, Probation Services provides important community services to conduct restorative justice programs and victim support.

Chief Probation Officer, Laurel Lamont is the administrative head of the probation department in the 5th Judicial District and reports to the Chief Judge. Laurel is assisted by a supervisor and a combined staff of 33 FTE district-wide.

LAKE Probation Staffing

Current Probation Staff	FTE	25 Year Projected	FTE	Change FTE
Chief Probation Officer	0	Chief Probation Officer no current space	1	Could be in lake, needs space for visit even if housed in another county
Probation Supervisors	1	Probation Supervisors	1	1 Increase
Probation Officers	4	Probation Officers	6	1 Increase
Probation Clerical	1	Probation Clerical	1-2	No Change, may need additional if CPO in Lake
Visiting and Contract Positions	1	Visiting and Contract Positions, no current space	1	no Increase
Total	7		11-13	+5

*This chart denotes salary allocation for Lake and not actual staffing which may be higher due to visiting staff.

Projected 2035 Probation Department Space Requirements

The Probation Department operates independent yet typically adjacent and accessible to the trial courts however can have a separate entrance. The Probation Department should reside in a separated office suite from the courts with a designated secured probationer waiting area. The current and projected Lake County Probation Department should contain offices for 1 Supervising Probation Officer, 1 Administrative Assistant and 6 Probation Officers and clerical work area plus visiting specialists. The suite should also include a secured check in and waiting area, staff meeting / break room, file storage, and a classroom for group probation sessions. Probationers are frequently scheduled for appointments at any time of day including weekends and evenings so a separate entrance is recommended when practical.

Courthouse Assessments and Building Deficiencies

The following section discusses current conditions and building limitations and deficiencies of the Lake County Court Facilities

- The overarching deficiency of the current Lake Justice facilities is that the courts have outgrown the building and there is no viable option for expansion at the present locations. Integral personnel are without permanent offices to prepare for the docket and conduct their business. There are insufficient meeting and interview rooms. Confidentiality, which is essential for our business is compromised under present conditions. There is no space available for judicially provided programs and services such as Mediation Services, First Appearance and Disposition, Self Represented Litigant Center and Public Access Terminals. Jury call is always a challenge due to insufficient assembly area. Combined court operations are currently using 10,500 SF where by guideline current operations approximate 19,000 SF for both courts and probation
- The building does not provide secure and separated circulation zones. The existing hallways are fixed and provide singular egress routes that must remain open to all traffic. Current circulation zones do not separate staff work areas from public circulation and inmate movement in both the courts and Probation
- The electrical service in the building is undersized and outdated to meet the increasing demand of the courts technology systems. There are numerous extension cords and surface conduits to distribute power. Additional telephone and data cabling is problematic to install and upgrade because existing solid wall construction.
- Temperature control in the building is inadequate and difficult to manage. The Building is typically too hot or too cold.
- The courtrooms and public counter areas are not ADA compliant for judges, staff, or public, jurors, witnesses, and litigants. No of the bathrooms in the facility are ADA compliant
- There are no holding cells or secured prisoner traffic routes for in-custody defendants. This issue alone has been a primary motivate of other Colorado courthouses to remodel and sometimes rebuild. In Lake, escorted prisoners do not have direct access to the courtroom and are moved through public hallways where they may contact family, friends, victims, probation clients and staff. A disturbance or confrontation is always a possibility. Because there are no

holding cells, all in-custody defendants are delivered directly to the courtrooms regardless of the readiness of the court.

- There are no attorney client conference rooms available for confidential consultation and no accommodation to separate waiting defendants and their families from the witnesses
- The lack of adequate meeting and conferencing facilities creates compound conflicts for spaces designated for other uses.
- Probation Services has outgrown their allocated space. Some probation staff works in unsecured areas. Typical probation functions are hampered by the lack of required accommodations. There is no conference room, training area, break room or UA lab. There is no available classroom for group sessions. There is no dedicated waiting room for probationers arriving for their appointment. There is no confidential interviewing location when probation conducts Presentence Investigation Interviews or Alcohol Evaluations on in-custody clients.
- The layout of the Probation department raises multiple security concerns. There is only one entrance to the Probation department and the corridor dead ends. In some cases, the orientation and size of some PO offices cannot provide a safe escape route if an altercation were to occur.

In a recently conducted internal study of all 70 State Judicial courthouses in Colorado, The Lake County Combined Court was rated number 4 for courts in need of upgrade, expansion or relocation. The criteria for this review is a combination of general building conditions, adequate size for its current and future operation and ability to provide adequate and secure customer service to the citizens of the county.

Space Assessment Method

This space assessment arrives at an estimated square footage calculation derived from judicial program requirements, current and projected staffing, current and projected court filings and other contributing factors such as weighted case load and specialty court docket impact. Room size calculation is determined using the **Colorado State Court Space Guidelines**. All room measurements are totaled to establish a gross building space model. This gross total is multiplied by a factor of 35% (Net Grossing Factor for Assembly Buildings) which accounts for circulation, bathrooms, mechanical, electrical, custodial rooms, waiting areas and restroom facilities.

Note that some of the rooms included in this plan can be examined and possibly combined as multipurpose with other office functions. Further evaluation can create overall space reductions as the Lake program becomes better defined.

The following sections provide specific room descriptions by judicial guideline:

District and County Courtroom Set description

Judge's Bench - ADA accessible judge position elevated two risers. Judges bench shall have a work surface at least 2 feet wide with space for a computer, evidences display monitor, and digital recorder

Clerk Position - elevated one riser adjacent to the judge's position with a shared work surface.

Witness Box - elevated one riser or at floor level for ADA accessibility

Jury Box - The jury box should seat 14 (12 plus 2 alternates). When possible the front row of seats should be at floor grade to accommodate jurors with wheelchairs. At least one juror seat should be removable to create a space for wheelchair.

Counsel Tables - space enough to accommodate 2-4 tables. There should be a minimum of 3 parties per table if only two are used.

Lectern

Assure that all sightlines to witness, jury, lectern, evidence display devices and counsel tables are unobstructed.

Audio Visual and Evidence Display - Controls at the judge's bench and input connections at the podium and counsel tables. Systems are capable of all audio sound reinforcement as well as teleconferencing, video evidence presentation and video court appearance to Jail.

Court Reporter Station - portable desk unit but accessible to technology connections.

Gallery Seating - At least one courtroom should have seating for 80 – 100 for heavy docket days and large jury pools. All other trial courtrooms should accommodate at least 50 spectators

Note: It is our recommendation to design the jury box to accommodate 14 in all jury courtrooms to permit District and County Courtrooms to be interchangeable.

Note: It is recommended in a multi- courtroom facility to provide one larger courtroom for large capacity hearings, trials, jury selection and ceremonial functions.

Prisoner Holding Area: Each holding cell should contain a pair of secured holding cells to hold up to 6 in- custody defendants. When practical, holding areas should be located between courtrooms to create a dedicated prisoner side entrance to each courtroom. Each cell should have a toilet. In a multi-story courthouse, the holding area should have a dedicated prisoner elevator.

Judicial Chambers with Private Restroom: The chambers should have a judge's desk, credenza and side table at which four to five parties can meet with the judge. Judges Chambers are equipped with restroom facilities.

Attorney / Client Conference Room: These rooms are essential to the efficient operation of all state courthouses. We recommend two attorney client rooms per courtroom set.

Jury Deliberation: The jury table should accommodate a standard 14 jurors, (12 jurors plus 2 alternates) for jury deliberation. Jury rooms are also used during recesses and breaks. Each jury deliberation room should have one restroom and preferably two. When practical, it is preferred that restroom doorways be concealed to the deliberation table. Jury deliberation rooms require a cabinet and sink area for coffee and refreshments.

Administrator Suite: This is a suite of 2 offices, one for the District Administrator sized for a desk and credenza and meeting table for 6, and the Admin Assistant room with desk and 4 chair waiting area.

Clerk's Office Suite: The Clerk's office is the interface between the public and the court staff and typically is located at ground level for ease of access. The Clerk's Office conducts all public transactions, court filings, payments and maintains all court records and oversees the court calendar. The Lake Clerk's office requires an ADA compliant transaction window, 12 workstations for staff, supervisor and an internal private Clerk of Court office, condensed file shelving area, secured evidence and exhibit storage, mail and copier functions, break room for all staff and two bathrooms. An adjacent **File Viewing Room** is provided with a supervision window where customers can request and review court files. A public Access E-file computer is available in the File View Room for access to electronically filed cases.

Note: The File View / Public Access room has become an essential element for providing good public service to court patrons. In some courts, this room is combined with the Self-represented Litigant Help Center providing the court customers the essential tools, resources and information to prepare their litigation.

Collection Investigators: The investigators should be located in a publically accessible part of the building near the Clerk's Office. This office provides for confidential interviews to discuss incomes and payment plans to the court.

Multi-Purpose Room - Jury Assembly/ First Appearance Center/ Disposition / Court Training / Alternate Hearing Room and Public Waiting: This is a multifunction room being adopted in state courts throughout Colorado. This room should seat up to 100 for a jury assembly and also function as a check-in and disposition room for the District Attorney. This room can serve as a staff training room with audio visual support and can be converted into an overflow hearing room when a third hearing room is required.

IT Support Office: This is a secured room for computer premise equipment, distribution racks, telephone PBX, computer inventory storage and a workstation for the technician.

Mediation Suite: Mediation hearings often take place in two separate rooms, such as an office with adjoining conference room, so parties can maintain confidentiality while the mediator negotiates between the two rooms.

Conference / Meeting Rooms: Each floor of the courthouse requires a conferencing room for staff for meetings and video conferences. Conference rooms are often multi-function and can be used as mediation rooms and staff breaks rooms.

Self Help Center: The self help center is a room that offers a variety of legal information, brochures, interactive videos and resources to litigants.

Victim Witness Waiting Room: This is typically a District Attorney supervised space where witnesses and victims can await their appearance in court separated from other parties to the case.

Exhibit, Evidenced and Archive File Storage: This is room near the Clerk's office where non-active files and court exhibits can be shelved and secured. Active files are maintained within the clerk's office.

The Probation Suite and Offices:

The following rooms / offices are required to accommodate Probation functions:

- Probationer waiting and check in Room
- Reception / Clerical Work Room
- Probation Interview offices (Probation Officer offices)
- Supervisor Offices
- Classroom
- Secured File Storage
- Conference and Break Room
- Lab for UA

Colorado Courthouse Circulation Requirements

Newly constructed courthouses in Colorado (and nationally) are designed with three separate zones of circulation.

The first zone is the public circulation zone which includes lobbies, courtrooms, hearing rooms, jury assembly/First Appearance Center, clerk transaction windows and specialty offices.

The second zone is for staff circulation: including private offices, judges' chambers, jury deliberation, and administration.

The third is the secured zone for sheriff and prisoner entry and movement, holding area; private prisoner elevator and secured entrance into the courtrooms.

Separation of these circulation zones are typically controlled by electronic card access systems.

Square Footage Space Summary for Lake Trial Court

The following outline represents the assessed quantity of offices and courtrooms with their recommended square footage requirements taken from Judicial Guidelines. It is this tabulation that serves as the basis of design and overall square footage requirements to accommodate the Court and Probation business operation. This report will conclude with a summary, net and gross totals of the square footage for a courthouse to meet the projected needs for the next 25 years in Lake County.

Large Jury Courtroom Set (Projected need of 1 for Lake)

TOTALS

Courtroom	1850 SF	
Chambers with restroom	450 SF	
Jury Deliberation Room with Unisex Restroom	400 SF	
Attorney Client Conference Rooms 2 @ 100 SF	200 SF	
Entrance Vestibule w/ Evidence Storage	150 SF	
AV Support Closet	100 SF	
Division Office suite Includes Clerks office, Reporter, Assistant	600 SF	
Total SF for Courtroom	3770 SF	
Projected Total for 1 Large Jury Courtroom Set (recommended for Lake Courts)		3770 SF

Standard Jury Courtroom Set (Projected need of 1)

Courtroom	1850 SF	
Chambers with restroom	450 SF	
Jury Deliberation Room with Unisex Restroom	420 SF	
Attorney Client Conference Rooms 2 @ 100 SF	200 SF	
Entrance Vestibule w/ Evidence Storage	150 SF	
AV Support Closet	100 SF	

Total SF for Courtroom	3170 SF	
Projected Standard Jury Courtroom recommended for Lake Courts		3170 SF
Magistrate / Multipurpose FAC & Hearing Room (Projected need of 1)		
Courtroom	1000 SF	
Projected Hearing room recommended for Lake Courts		1000 SF
Holding Cell Facilities (To be shared between two courtrooms) 2 sets required		
Holding space typical includes 1 lockable cell with toilet, elevator and secured Atty conference room		
Total SF	620 SF	
Total for Lake		420 SF
Clerk's Office (For 6 staff)		
Clerk of Court Office	200 SF	
Supervisor Office	140 SF	
Public File View. Self Help and Public Access Terminal	200 SF	
Workstation area/ Mailroom Workroom / File Storage/Public transaction Window / Copier	1000SF	
Total SF for Clerk's Office		2000 SF
Family Court Facilitator		
Interview office suite with public access.		150 SF
Collection Investigator		
Interview office suite with public access.		180 SF
Technical Support Office / IT Storage		
Office space for regional tech support with storage space		240 SF

Court Staff Conferencing and Multipurpose Rooms (1 Recommended)

1 rooms at 200 SF **200 SF**

Break Room

Kitchen counter / sink and fridge with table for 8 **240 SF**

Managing Court Interpreter Office **140 SF**

Lobby and Screening

Space for public queuing and security screening equipment at the main public entrance **300 SF**

Note: Due to the part time and or job share nature of some of the professional services, space allocations may be listed as zero square feet with the understanding that such employees will have access to shared or multipurpose work areas when in Lake.

Total estimated net room square footage for Lake Trial Court **11,818 Square Feet**

Square Footage Space Summary for Lake Probation Department

Probationer Check-in and Waiting Area **300 SF**

Reception and Clerical Workroom **260 SF**

6 Probation Officer Interview Offices; 140 SF Each **840 SF**

2 Probation Supervisors Office 160 SF each **320 SF**

Classroom **200 SF**

Secured File Storage **300 SF**

UA Lab **80 SF**

Conference and Break Room **240 SF**

Probation Rooms Net Square Footage estimate **2400 Square Feet**

Combined Trial Court and Probation Net Square Footage **14218 Square Feet**

Net Building Grossing Factor

NBGF (Net Building Grossing Factor) This factor is a percentage multiplier that factors net building office square footage estimate by 35 % to ascertain the additional floor space needed for:

- Public, Staff and in-custody circulation hallway
- Staff and Public Restrooms
- Public waiting areas
- Mechanical / Electrical and Building support rooms(janitor closets)
- Telephone and Data Distribution
- Building Storage

Net Grossing Factor 26,800 X 35% **NGF = 4,976 SF**

26,680 SF Net +9408 SF NGF **Total** **18,994 Square Feet**

Total Estimated Square footage for Lake Trial Court Facility with Probation **18,994 Square Feet**

Summary

Based on all criteria listed in this report, the estimated net total square foot estimate for the Lake County Court Program is 18,994 square feet.

Our square footage estimate for a Lake Court Facility, prepared by the State Court Administrators Office is a guideline based on projected room quantities and realistic room dimensions. This number can serve as a relatively good estimate for future master planning. **19,194 square** feet is consistent with other similar new 2 courtroom locations in Colorado. **We recommend that our net square footage estimate be re-evaluated by a selected Task Force comprised of Judicial, County and Community representatives assisted by a court qualified program architect to determine space efficiencies and best use practices.** Upon completing a programming exercise, the net square footage may reduce due to consolidations of selected spaces. It is important to recognize that the estimated space is not excessive and the square footage standard we employed in this estimate are at the low end of the recommended Colorado Judicial Space Guidelines.