

PRE-SCOPING STUDY FOR THE

# CONSOLIDATION OF FOUR STATEN ISLAND COURTS

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Deliverable 3.3 Final Current Court Operations Analysis Report – 6 April 2016





# PROJECT OVERVIEW

ST. GEORGE CIVIC AREA PLAN

**100 Richmond Terrace**

Family Court

**51 Stuyvesant Place**

Safe Horizons Children's Center

**130 Stuyvesant Place**

Dept. of Probation - Juvenile Operations & Intake  
Family Justice Center  
District Attorney  
County Clerk

**18 Richmond Terrace**

Supreme Court Civil  
Surrogate Court

**25 Hyatt Street**

Family Court Support Magistrates  
Supreme Court Guardianship  
Help Center  
Law Library  
Law Department

**30 Bay Street**

Safe Horizons

**26 Central Ave**

Supreme Court  
Criminal Court

**350 St. Mark's Place**

ACS Family Court Legal Services

**60 Bay Street**

Corporation Counsel  
Legal and Society

0' 100' 500' N



# PROJECT OVERVIEW

## PROJECT SCOPE OF WORK

### 18 Richmond Terrace



Reorganize Supreme Court space  
Reorganize Surrogate Court space

### 130 Stuyvesant Place



Reorganize Supreme Court space

### 100 Richmond Terrace



Consolidate Family Court operations

### 25 Hyatt Street



Consolidate Family Court operations  
Reorganize Supreme Court space

1. Improve **Courts consolidation**, efficiency and public service delivery
2. Provide 3 separate zones of public, private and secure **circulation**
3. Provide clear public **access and wayfinding**
4. Provide **adequate Lobby**, Public Queuing and Security Screening
5. Holistic **renovation strategy** including building infrastructure
6. Provide sufficient **secure holding** courtroom access
7. Meet modern **life safety** and building code requirements
8. Incorporate **Procedural Justice** principles
9. Respect **landmark designation** of existing historic courthouses

*Procedural justice seeks to ensure  
that the justice system treats  
everybody with dignity and respect*

*Center for Court Innovation*

- **DIGNITY** – Discrete security, interview rooms, natural light, adequate space
- **ACCESS** – Wayfinding, convenience, public services and counters
- **SAFETY** – Waiting areas, separate circulation
- **SERVICES** – Pro se centers, kiosks, DV advocates, legal aid, family support
- **EFFICIENCY** – Modern facilities, good adjacencies, 21<sup>st</sup> century technology
- **PROFESSIONALISM** – Professional work environment, maintained buildings
- **TRANSPARENCY** – Building image, layout, openness, visibility



# CONCEPTUAL PLAN

100 RICHMOND TERRACE  
SITE PLAN

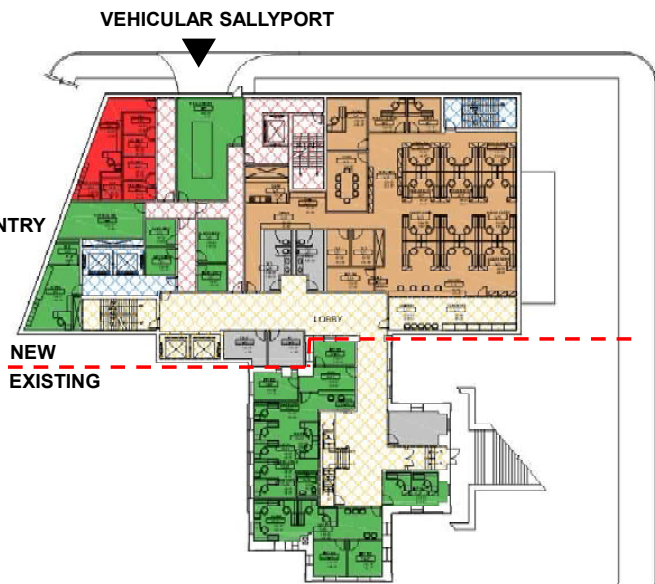


# CONCEPTUAL PLAN

## 100 RICHMOND TERRACE FLOOR PLANS



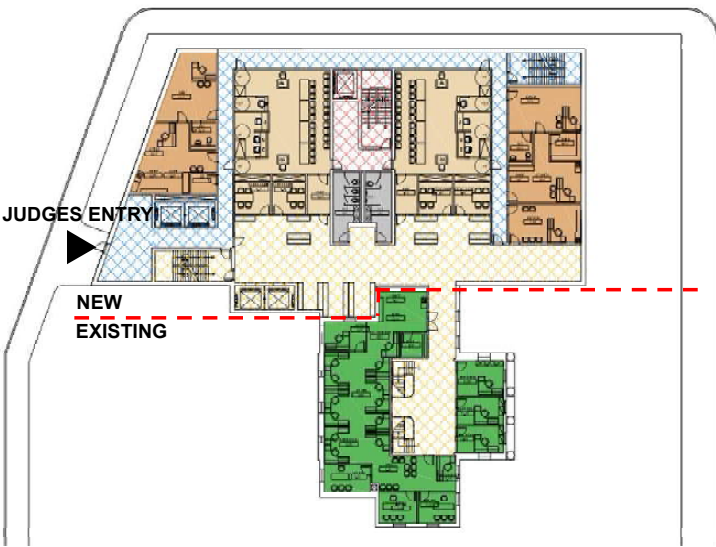
**BASEMENT PLAN**



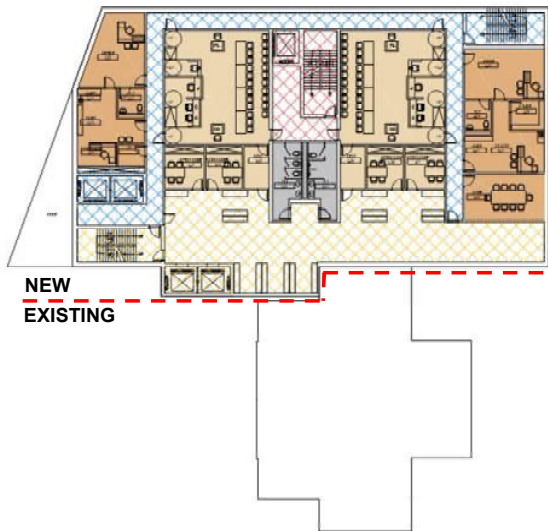
**FLOOR 1 PLAN**

### DEPARTMENT LEGEND

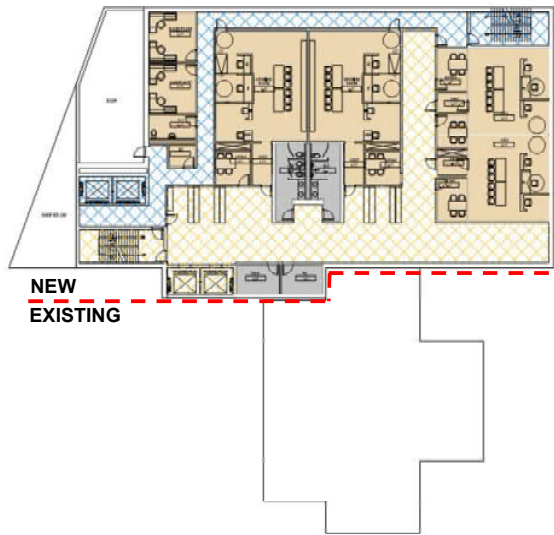
- FAMILY COURT COURTROOM
- FAMILY COURT SUPPORT
- COURT RELATED AGENCY
- DEPARTMENT OF CORRECTION
- DCAS/ BUILDING SUPPORT
- PUBLIC CIRCULATION



**FLOOR 2 PLAN**



**FLOOR 3 PLAN**



**FLOOR 4 PLAN**

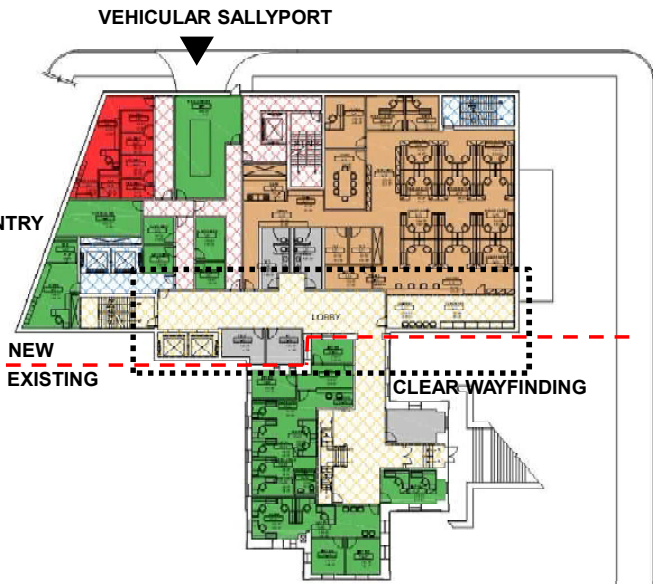


# CONCEPTUAL PLAN

## 100 RICHMOND TERRACE FLOOR PLANS



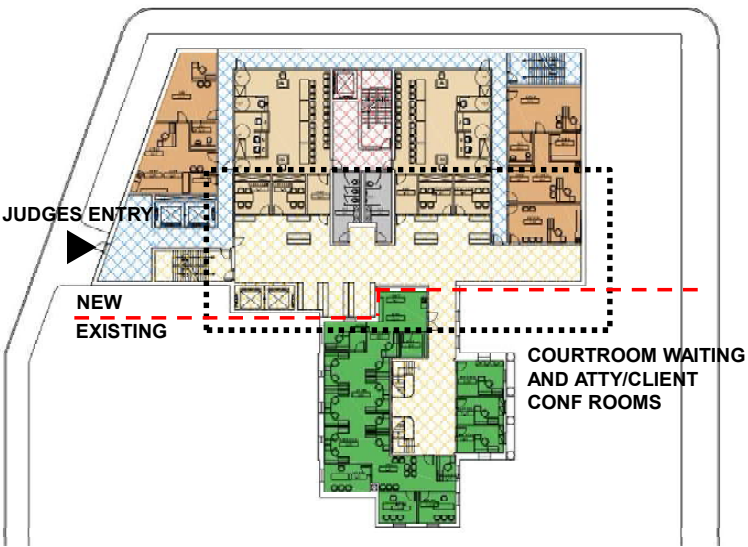
**BASEMENT PLAN**



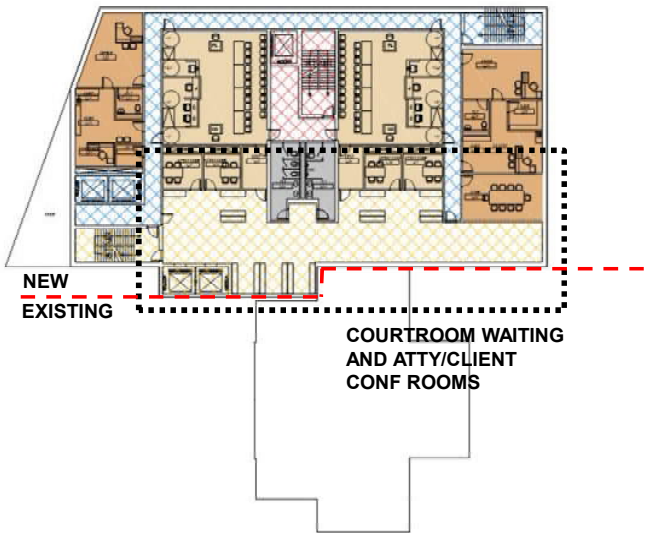
**FLOOR 1 PLAN**

### PROCEDURAL JUSTICE FEATURES:

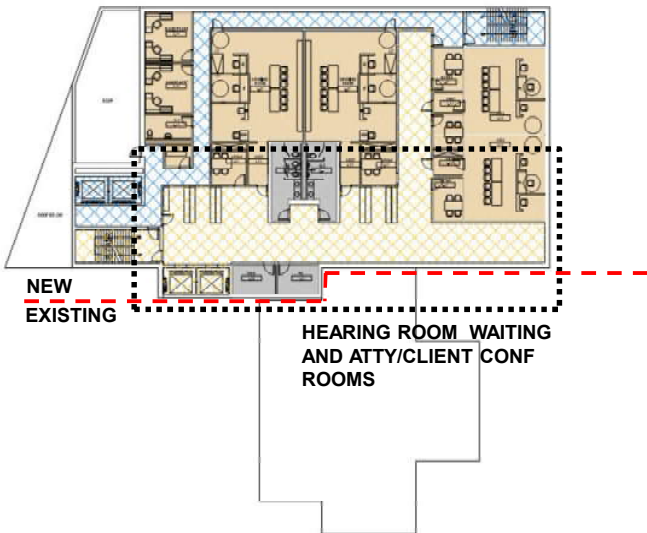
- Separate public, restricted and secure circulation
- Clear wayfinding
- New Lobby at street level
- Waiting areas accommodate self-separation
- Attorney/client conference rooms
- Consolidate court operations
- Fully accessible building



**FLOOR 2 PLAN**



**FLOOR 3 PLAN**



**FLOOR 4 PLAN**

# CONCEPTUAL PLAN

100 RICHMOND TERRACE  
MASSING





# CONCEPTUAL PLAN

100 RICHMOND TERRACE  
MASSING





# CONCEPTUAL PLAN

100 RICHMOND TERRACE  
**MASSING**





## GENERAL FUNCTIONAL CRITERIA

A courthouse is a unique building type requiring special design responses to the operational needs of the Courts. All three Courts included in this project, Family, Surrogate and Supreme Court, have needs specific to the particular issues of each Court, but also share certain overarching functional criteria regarding operations and building layout. The functional criteria described below represent modern best practices and industry standards for courthouse facilities. Adherence to these criteria is paramount to a safe and secure courthouse for staff and visitors.

### **Building Layout and Configuration**

The public coming to the courthouse to engage in court business is very often dealing with anxiety and stress, whether from nerves at the prospect of facing justice, fear of contact with a hostile court adversary, or frustration over a dispute or family matter. The building environment should not be responsible for adding to these anxieties, which is why from the moment a visitor enters the courthouse, there needs to be clarity as to where to go in the building upon arrival. The courthouse should be easy for the public to navigate via an intuitive network of corridors and vertical circulation, convenient adjacencies between related functions, and clarity of signage. Just as important, the building should be organized in a manner that supports efficient operations by providing essential adjacencies between related functions, ease of circulation, and a layout that supports effective workflow for tasks performed by the public and staff.

### **Access and Circulation**

Access and circulation criteria focus primarily on two matters of concern: movement into the building and movement within the building.

With regard to access into the building, there are five different populations to be served: public, staff, judiciary, in-custodies, and service.

#### *Public*

Ideally, there should be a single point of entry into and exit from the courthouse for the public. This is typically through the public lobby, which must include security screening (magnetometers and x-ray machine for packages), adequate space for public queuing, and secure supervision of entrance doors and screening area with clear sightlines. Ideally, a central command post should be accessible from the entrance with secure storage for lawful firearms carried by outside law enforcement personnel and contraband confiscated at the security screening. Additional entrances for the public require additional security staff and equipment and may detract from the effort of securing a primary public entrance. Also, since every point of movement in and out of a building presents a point of security risk, maintaining a minimum number of public entrances means minimizing risk.

#### *Staff*

The level and manner of screening for staff is a matter of policy for the Courts. As with public entrances, the number of staff entrances should be as minimal as possible as each additional entrance requires security staff and creates an

additional opening into the building that must be monitored. Also per Courts policy, other approved public, such as pre-screened attorneys or outside law enforcement agents, may be allowed to pass through a staff entrance with Courts-issued identification. At times, a discrete staff entrance may also be used to confidentially escort persons into a building, such as victims or witnesses, which would require a staff entrance that is separate from the public entrance area.

#### *Judiciary*

Judges should not enter a courthouse through the public entrance. Judges should enter the courthouse from a dedicated judicial parking area or from a controlled staff entrance.

#### *In-custodies*

Persons in-custody must enter and exit a courthouse securely and in a manner that ensures the safety of the in-custodies, escorting officers, staff and public. A secure entrance dedicated exclusively for secure transport and movement of prisoners by authorized staff is required (i.e. vehicular sallyport). Adult and juveniles must have visual and acoustic separation at all times.

#### *Service*

Service personnel entering or leaving the courthouse must be screened and monitored. Service deliveries into a court facility need to be authorized and monitored by building security personnel. Deliveries must be verified as harmless before being received into the building.

## GENERAL FUNCTIONAL CRITERIA

Regarding circulation within the building, good operating practices call for clear separation between three zones of circulation: public, restricted (staff), and secure (in-custody). Maintaining this separation is fundamental to courthouse organization and security, and these paths of circulation should never intersect except in the controlled environment of the courtroom.

### *Public Circulation*

The public should only be allowed to access areas designated as public, such as entrance and elevator lobbies, elevators, and stairs. These areas must be monitored by security staff via direct observation or remote surveillance.

### *Restricted (Staff) Circulation*

Access to a restricted area should be limited to staff and the judiciary. Authorized public should only be allowed when accompanied by staff. Restricted areas should be accessed via private corridors or secured doors. Judicial chambers areas should have additional access restrictions to allow for a greater degree of confidentiality and security.

### *Secure (In-Custody) Circulation*

In-custodies should only travel through secure corridors, and prisoner movement must be with direct escort by an officer. Within the secure circulation areas, adult and juvenile in-custodies must have sight and sound separation at all times.

### **Physical Spaces and Working Environment**

It is important for a courthouse to maintain an image and demeanor that appropriately conveys the authority, decorum, and dignity of the courts to the public. It is just as important to provide a setting conducive to a healthy and productive working environment for staff. The value of these objectives is intangible, and the metrics involved are at times subjective, but as a place that can enhance and promote the public's respect for the courts and convey the importance of the mission for those who uphold the legal system, the impact of the physical structure cannot be underestimated.

Qualitative assessment of the quality of public space includes the first impression upon arrival in a courthouse, and spaciousness of the lobby and public corridors. The work environment experience is analyzed with efficiency of layout and internal adjacencies. Common attributes of particular interest that affect physical space include access to daylight, acoustics, finish and furniture quality, and clarity of movement/wayfinding.

### **Court Sets and Chambers**

A court set is made up of a courtroom and all immediate support spaces, including: attorney/client conference rooms, public waiting area, and associated meeting and storage rooms. The specific requirements for each court set vary by Court part, which are included in the space program and adjacency diagrams for each Court. Common support spaces provided for all Court types include:

- Courtroom waiting areas – directly outside their respective courtrooms, providing dedicated waiting area helps alleviate public corridor congestion.
- Attorney/ Client conference rooms – typically accessed from a courtroom vestibule or from the public corridor next to a courtroom, these conference rooms are intended for confidential conversations between attorneys and clients that may otherwise end up occurring in the public hallways.
- Courtroom Storage – used for courtroom equipment and small items used frequently in the courtroom, and may be used to secure items at the Court's discretion during breaks in courtroom activity.
- Courtroom A/V Closet – small rooms directly outside of each courtroom in the restricted circulation area where courtroom electronic and recording equipment is maintained.

In broad terms, there are two types of Judicial Chambers; “traditional”, which describes judicial chambers adjacent to or very close to a related courtroom, or “collegial”, in which chambers are located together. In either typology, judicial chambers should be located strictly within a restricted staff area and not directly accessible to the public.

The space program for this project reflects existing building conditions, which are “traditional” type judicial chambers.



## GENERAL FUNCTIONAL CRITERIA

### **Information Technology (IT)**

As technology is ever evolving, space needs supporting technology needs to be flexible to allow for adaptability to tomorrow's equipment and systems as best as possible. Active technology equipment needs to be climate controlled and protected from electronic hazards, such as areas vulnerable to water leaks and flooding.

At present, the New York Court IT departments are in the process of consolidating into a unified IT operation that includes all Courts rather than the historic paradigm of addressing IT needs by separate Court division (Supreme Court, County Court, Family, Surrogate, etc.). This will have an impact on issues such as how servers are grouped together, how technology is inventoried and stored, and how courthouses are staffed with technology personnel. Since the consolidation process is currently in a state of fluctuation, and as this study's objective is to develop options that may include different combinations of Family, Surrogate, and Supreme Court, IT space needs are programmed separately by Court. However, options development may include combining IT support areas with an eye towards a long-term consolidation, particularly since IT infrastructure needs for all Courts are virtually identical in all ways other than storage space size and the number of server racks needed.

## COURT DEPARTMENT FUNCTIONAL CRITERIA

### **Family Court**

The Family Court adjudicates cases in the areas of child protection (abuse and neglect) and permanency planning, custody and visitation, guardianships and adoptions, domestic abuse (often coordinated with Criminal Court), juvenile delinquency, and child support enforcement.

The needs of Family Court are different than other Court departments. Among the numerous parties involved in Family Court cases, youth and juveniles must be separated from adult defendants. Given the emotional nature of Family Court, there is a high potential for volatility and outbursts. The needs within the courtroom and its size are different for Family Court too.

The following are the functional components within Family Court:

#### *Family Court Courtrooms*

Four Family Court courtrooms are provided in the space program, each planned with space for ten spectators, and a courtroom well sized to accommodate up to 12 Court people. Family Court cases may include a number of participants involved in many cases. For example, the well in a typical Juvenile Delinquency case could include between two and four attorneys at litigant tables, “in concerts” each with an attorney, a Probation liaison, space for a Court Clerk, up to three Court Officers, and witness box.

A minimum of two of the Family Court courtrooms should be able to accommodate Juvenile Delinquency calendars. Juvenile Delinquency

courtrooms require direct access to/from secure holding areas for adults and juveniles.

In addition to the courtrooms, Family Court also needs four hearing rooms with two larger hearing rooms used by Family Court Referees, and the two other hearing rooms used by Support Magistrates.

All courtrooms and hearing rooms require adjacent space for soundlock vestibules, public waiting, and storage. Courtrooms also require direct access to/ from the Judges Chamber. The courtrooms are planned with two attorney/client conference rooms per courtroom and A/V closets.

#### *Family Court Judicial Chambers*

Chambers for the Family Court Judges should have direct access to their respective courtrooms. The Supervising Judge’s chambers include workstations for a Law Clerk and Judicial Secretary, with a reception area and office support space co-located with the Secretary. The other Family Court Judges are not assigned a Secretary, but their chambers include space for a reception area, a Law Clerk workstation, and office support space.

Court Attorneys and Support Magistrates are each programmed with shared offices, two workstations per office. A shared reception and office support area is provided, which should be adjacent to both the Referees and Support Magistrates. Court Attorneys and Support Magistrates should, ideally have direct access to their respective Hearing Rooms.

#### *Family Court Clerk’s Office*

The Family Court Clerk’s Office is responsible for customer service, filing petitions, maintaining active records, preparing orders for the judicial officers, and providing clerical support in the courtrooms and hearing rooms during court proceedings.

Space needs for the Family Court Clerk’s Office are planned to allow for staff flexibility and operational efficiency, ideally consolidating petition and records functions in a central clerk area with a single public counter area. Family Court administrative functions are included with the Clerk’s Office component and should have direct supervision over the Clerk operation. Proximity to the Supervising Judge for the Chief Clerk is also a priority. Court Reporter and Interpreter staff are also included with the Clerk’s Office per the current staffing model in which all support staff are cross-trained for a variety of clerical functions.

The public reception counter to the Clerk’s Office needs to be conveniently accessible to the public and easy to find from the courthouse entrance in order to facilitate effective public service. Space is provided in the clerk’s public reception area for public-access computer terminals; a self-help counter where staff can assist visitors with court filings, record searches, and other court business; and an interview room where Court staff may assist the public in sensitive matters requiring confidentiality, such as

## COURT DEPARTMENT FUNCTIONAL CRITERIA

adoptions or other issues involving private matters that are common in Family Court.

The staff area includes private offices, open workstations, records, a conference room, and other office support space. The public may not enter the staff area unless authorized and accompanied by staff.

### *Family Court Support*

The Family Court Support component includes Information Technology (IT) and Court Officers support space, and general storage space. IT space is planned with a staff workstation/work bench, server racks, and equipment storage.

Court Officer space accommodates locker rooms and multi-purpose muster/lunch room. Currently, Supreme Court officers are responsible for building security at 18 Richmond Terrace; however, it is anticipated security responsibilities will be based upon the yet to be determined 'Selected Optimal Design Conceptual Plan.'

There are many City agencies that have a direct relationship to Family Court, which all require support space either directly in the courthouse with Family Court or in close proximity to the courthouse. The following agencies must have dedicated space in the courthouse in order to help Family Court run efficiently:

### *Administration for Children's Services (ACS)*

There are two separate divisions within ACS with space needs: the Division of Youth and Family Justice (DYFJ), and Family Court Legal Services (FCLS).

DYFJ is responsible for safe and secure transport of juvenile offenders and delinquents to all courthouses. In Family Court, ACS retains custody of the juveniles in the courthouse for both secure and non-secure detention. All in-custody juveniles must have visual and acoustic separation from all in-custody adults. Juveniles who are in secure juvenile detention (SJD) must be kept separate from juveniles in non-secure detention (NSD). Male and female detainees must also be kept separate.

Juveniles must be held in detention rooms, not holding cells. SJDs must be escorted into the courthouse from a secure entrance and transported to their detention rooms in a dedicated secure circulation zone separate from staff and the public. Ideally, SJD delivery to the courthouse should be through a vehicular sallyport shielded from public view. Within the detention area, two multi-purpose interview rooms are programmed for use as attorney/client interviews, pat-down searches, and single-occupancy detention rooms as needed.

NSD juveniles must enter the courthouse through the public entrance, then be escorted to a dedicated NSD detention room located in a restricted or secure area of the courthouse.

FCLS is responsible for representing ACS in child neglect and abuse cases, permanency hearing, juvenile delinquency proceedings, and other child welfare proceedings in Family Court. Currently, most of the FCLS division activity occurs outside of the courthouse, however there

are often delays in initiating ACS cases with Family Court due to the time it takes to deliver necessary paperwork to the Clerk's Office and ensuring the necessary ACS staff and related caseworkers are available in the courthouse when a case is ready to proceed. Providing an intake office in the courthouse where FCLS attorneys may collaborate with caseworkers and other child welfare stakeholders would make the initiation of ACS cases more efficient and enable the Courts to act on child welfare situations more quickly. The space program includes space for attorneys and support staff involved in the ACS case intake process.

A non-delinquent juvenile waiting room should also be planned for juveniles who must be separate from FCLS in-custodies, but who still require supervision, such as PINS (Persons In Need of Supervision), or Article 10 in-court removals. The waiting area should be located in the ACS Intake Office. The non-delinquent juveniles are the responsibility of the ACS Transportation Division.

### *Corporation Counsel*

The prosecutorial arm of the Family Court system, Corporation Counsel's Family Court Division works collaboratively within the justice system in the best interests of the youth. Within this division, Corporation Counsel operates two units: the Interstate Child Support Unit responsible for addressing out-of-state custodial and child



## COURT DEPARTMENT FUNCTIONAL CRITERIA

supporter matters; and the Juvenile Delinquency Prosecution Unit that investigates and, where appropriate, prosecutes juveniles. Corporation Counsel also provides assistance to victims and witnesses as needed.

Corporation Counsel's courthouse office is used for courthouse business including case conferencing, coordination with law enforcement, witness preparation, intake and new referral processing, courthouse appearance scheduling, and temporary work space for in-court attorneys. Interview rooms are needed for confidential conversations as they may involve very personal matters with victims or witnesses, and adversarial counsel may be present for case conferencing. Ideally, this office should be close to the Family Court Clerk petition intake counter, and should be remotely located from Juvenile Legal Aid.

### *Juvenile Legal Aid*

The Legal Aid Society provides legal representation to children in the Family Court who are subjects of any type of petition file in court. In addition to the attorney/client conferences planned with the Family Court courtrooms, Juvenile Legal Aid needs an office conveniently accessible to clients with adequate work space for staff in the courthouse, and dedicated interview rooms for confidential client consultations.

### *Safe Horizons – Children's Center*

A children's center is planned as a safe facility for drop-in childcare where children are supervised while parents are engaging in Court

business. Safe Horizon staff are also able to provide families with information, referrals and connections to health, education, child care, and other community-based services. The children's center is programmed to accommodate up to six children in three separate areas designed for infants (includes crib, changing table, and sink), young children up to age 6 (with an open play area and age-appropriate toys), and older children (including a desk or table, computer, and bookshelf). Storage is also provided for toys, books, diaper, food, clothes, spare cribs, and other items useful in the children's center, but also available for families in need as appropriate.

### *Juvenile Probation*

Juvenile Probation handles the intake of all juveniles arrested by the police, completes court ordered investigation report, and supervises adjudicated youth assigned to probation by the Courts. Juvenile Probation operates outside of the courthouse (at 130 Stuyvesant Place), but a Court Liaison Officer (CLO) works in Juvenile Delinquency court parts and spends a significant amount of time in the courthouse. A satellite office for the CLO is included in the space program to provide a space for the CLO, which would be a significant improvement of the current practice of allocating space in the courtroom well for Probation files and "dedicated" work space.

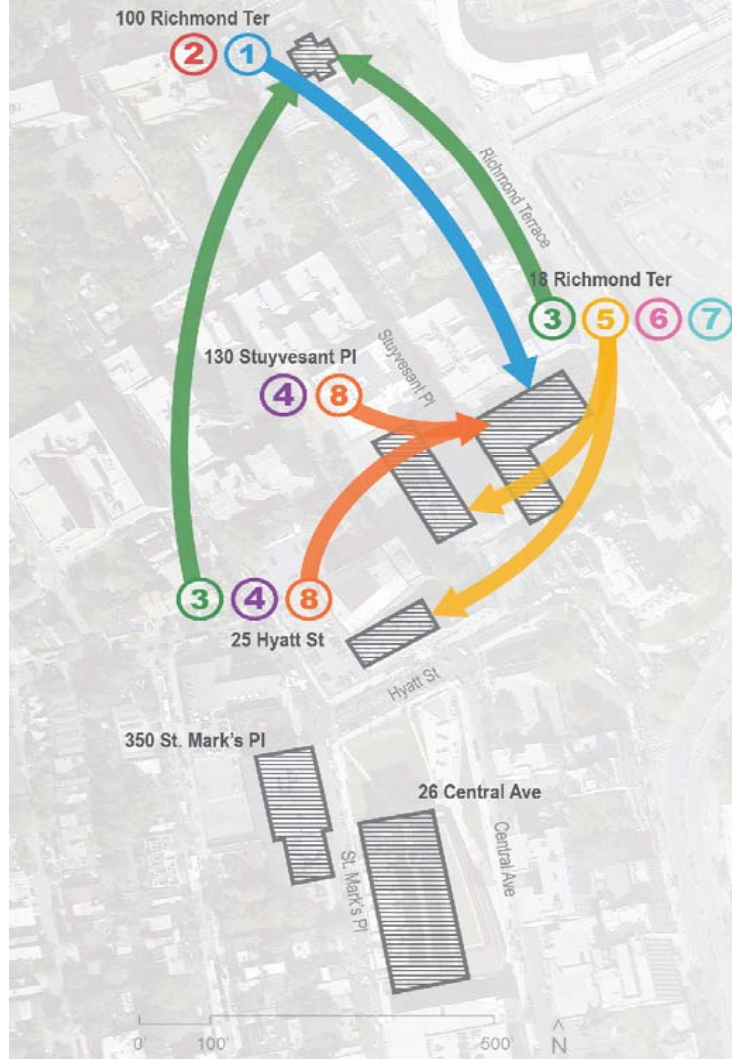
### *Department of Corrections*

DOC transports a low volume of adult prisoners to Family Court, but requires dedicated space for holding adults appearing in Family Court with sight and sound separation from juveniles.

Prisoner delivery and transport must be in a secure circulation area separate from staff and the public. Due to the low volume and requirement to keep males and females separate, as well as the need to isolate specially classified prisoners, all holding cells are single occupancy and should be designed for flexibility with handling a variety of daily prisoner compositions.

# SCENARIO 3 PHASING MAP

## SUPREME COURT CONSOLIDATION AND FAMILY COURT ADDITION



PHASE	DESCRIPTION	DURATION* (DESIGN TIME) CONSTRUCTION TIME	LOCATION	AREA
1	Family Court Out Family Court Into Vacant Space	2.5 MONTHS	100 Richmond Terrace 18 Richmond Terrace	7,867 DGSF 17,013 DGSF
2	Build Addition Renovate Existing Building	(1 YEAR) 3.5 YEARS	100 Richmond Terrace 100 Richmond Terrace	51,840 BGSF 10,368 SF
3	Family Court Out Family Court Out Family Court In	2 WEEKS	18 Richmond Terrace 25 Hyatt Street 100 Richmond Terrace	17,013 DGSF 2,333 DGSF 22,719 DGSF
4	Renovate for Supreme Court Swing Space	(4 MONTHS) 6 MONTHS	25 Hyatt Street 130 Stuyvesant Place	6,714 DGSF 2,175 DGSF
5	Supreme Court Out Supreme Court In Supreme Court In	2 WEEKS	18 Richmond Terrace 25 Hyatt Street 130 Stuyvesant Place	11,819 DGSF 6,714 DGSF 2,175 DGSF
6	Surrogate Court moves into Swing Space within Building Renovate Existing Surrogate Court Space Surrogate Court returns to Renovated Space	(1 YEAR) 2.5 YEARS	18 Richmond Terrace 18 Richmond Terrace 18 Richmond Terrace	10,331 DGSF 28,804 SF 11,776 DGSF
7	Renovate Remainder of Building for Supreme Court	(1 YEAR) 1.5 YEARS	18 Richmond Terrace	32,640 SF
8	Supreme Court Out Supreme Court Out Supreme Court In	2 WEEKS	25 Hyatt Street 130 Stuyvesant Place 18 Richmond Terrace	10,559 DGSF 5,676 DGSF 28,394 DGSF

\*Estimated Duration with Presumed Start Date in 2017

Figure 73. Scenario 3 Phasing Map

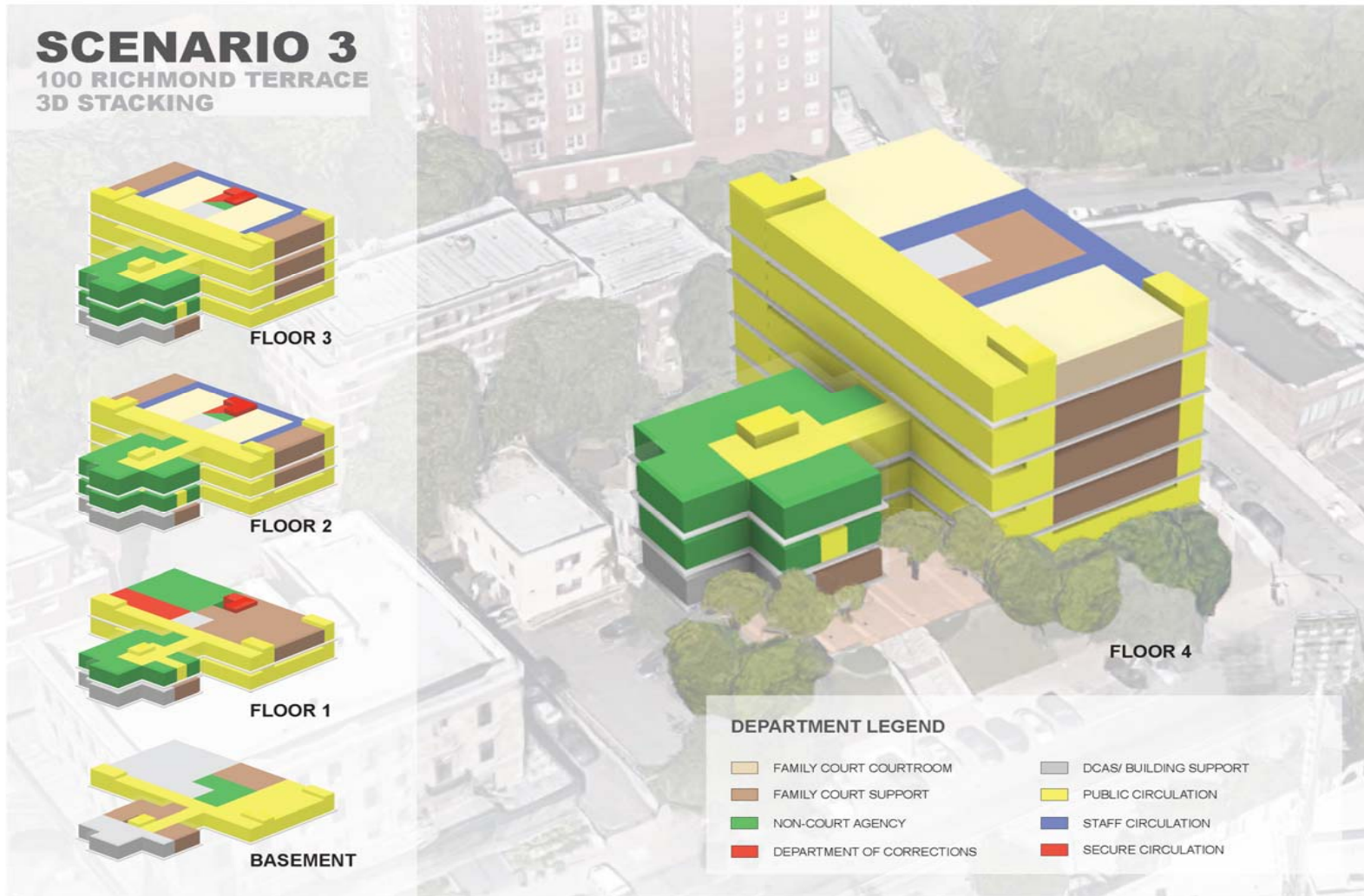


Figure 81. Scenario 3 18 Richmond 3D Stacking





Figure 82. Scenario 3 Site Plan



## SCENARIO 3

100 RICHMOND TERRACE ADDITION

## BASEMENT PLAN

SPACE TYPE	DGSF
FAMILY COURT SUPPORT	2,587
NON-COURT AGENCY	1,128
DCAS/BUILDING SUPPORT	5,571
LOBBY	2,280
<b>TOTAL</b>	<b>11,566</b>





  
 SCALE (FT)

Figure 83. Scenario 3 Basement Plan





## SCENARIO 3

100 RICHMOND TERRACE ADDITION

## FLOOR 1 PLAN

SPACE TYPE	DGSF
FAMILY COURT CLERK	4,032
NON-COURT AGENCY	5,159
DEPARTMENT OF CORRECTIONS	1,160
DCAS/ BUILDING SUPPORT	400
<b>TOTAL</b>	<b>10,751</b>



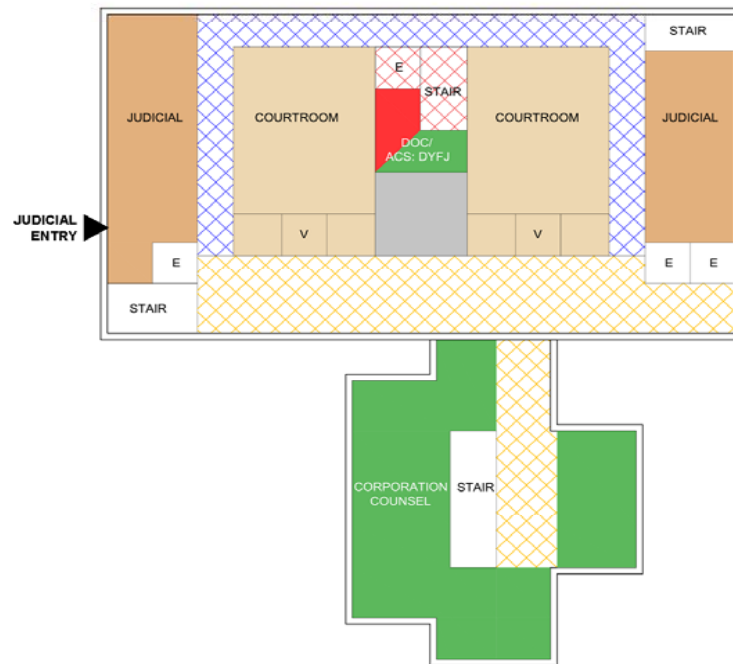


  
 SCALE (FT)

Figure 84. Scenario 3 Floor 1 Plan



## SCENARIO 3

100 RICHMOND TERRACE ADDITION

## FLOOR 2 PLAN

SPACE TYPE	DGSF
FAMILY COURT SET	3,150
FAMILY COURT JUDGE'S CHAMBER	2,113
NON-COURT AGENCY	2,744
DEPARTMENT OF CORRECTIONS	152
DCAS/ BUILDING SUPPORT	400
<b>TOTAL</b>	<b>8,559</b>



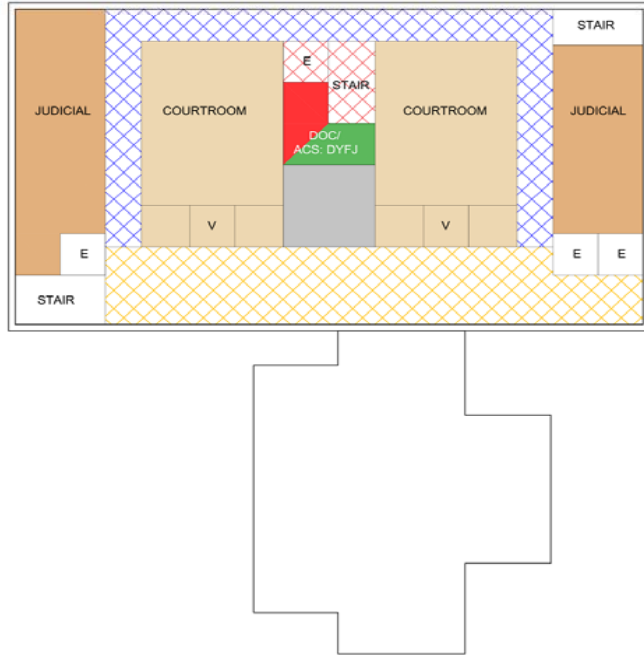


  
 SCALE (FT)

Figure 85. Scenario 3 Floor 2 Plan





## SCENARIO 3

100 RICHMOND TERRACE ADDITION

## FLOOR 3 PLAN

SPACE TYPE	DGSF
FAMILY COURT SET	3,150
FAMILY COURT JUDGE'S CHAMBER	2,113
NON-COURT AGENCY	152
DEPARTMENT OF CORRECTIONS	152
DCAS/ BUILDING SUPPORT	400
<b>TOTAL</b>	<b>5,967</b>


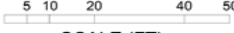
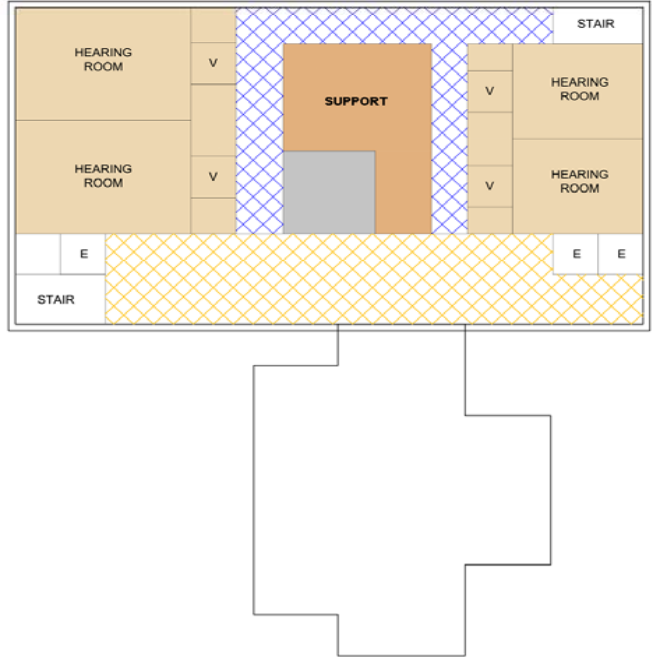


  
 SCALE (FT)

Figure 86. Scenario 3 Floor 3 Plan



**SCENARIO 3**  
 100 RICHMOND TERRACE ADDITION  
**FLOOR 4 PLAN**

SPACE TYPE	DGSF
FAMILY COURT SET	4,474
FAMILY COURT SUPPORT	1100
DCAS/BUILDING SUPPORT	400
<b>TOTAL</b>	<b>5,974</b>

SCALE (FT)

Figure 87. Scenario 3 Floor 4 Plan



# SCENARIO 3

## SUPREME COURT CONSOLIDATION AND FAMILY COURT ADDITION

### AREA SUMMARY

Component	Program TOTAL DGSF	Existing TOTAL DGSF	Scenario 3					Comments
			18 Richmond DGSF	100 Richmond DGSF	25 Hyatt DGSF	Off-site DGSF	TOTAL DGSF	
<b>Family Court</b>								
<b>Family Court Sub-Total</b>	<b>30,124</b>	<b>9,920</b>	-	29,671	-	-	<b>29,671</b>	- 5th Courtroom "shelled" from Hearing Rooms + City Agency Space
<b>City Agencies - Family Court Related</b>								
<b>City Agencies Sub-Total</b>	<b>8,795</b>	<b>3,107</b>	846	10,647	-	-	<b>11,493</b>	- Maximized to existing Building Space Available - Additional Area for Vehicular Sallyport
<b>Surrogate Court</b>								
<b>Surrogate Court Sub-Total</b>	<b>15,211</b>	<b>10,331</b>	11,776	-	-	-	<b>11,776</b>	
<b>Supreme Court</b>								
<b>Supreme Court Sub-Total</b>	<b>30,428</b>	<b>24,134</b>	28,394	-	-	-	<b>28,394</b>	- Consolidated into 18 Richmond
<b>Building Support</b>								
<b>Building Support Sub-Total</b>	<b>7,887</b>	<b>18,354</b>	7,687	10,279	-	-	<b>25,073</b>	- Total combined from 18 Richmond + 100 Richmond - Existing includes 25 Hyatt and 130 Stuyvesant

### COURTROOM SUMMARY

	Existing								Scenario 3											
	18 Richmond		100 Richmond		130 Stuyvesant		25 Hyatt		TOTAL		18 Richmond		100 Richmond		130 Stuyvesant		25 Hyatt		TOTAL	
	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms	# Court Rooms	# Hearing Rooms
Family Court	-	-	4	2	-	-	-	2	4	4	-	-	4	4	-	-	-	-	4	4
Surrogate Court	1	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	1	-
Supreme Court	3	-	-	-	2	-	-	-	5	-	3	2	-	-	-	-	-	-	3	2
Vacant	5	-	-	-	1	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-

Figure 88. Scenario 3 Area and Courtroom Summary

## 2.3.2 Family Court

### ADJACENCY DIAGRAMS SYMBOL LEGEND













	Program Space
	Family Court Space
	Surrogate Court Space
	Supreme Court Space
	Program Space from Other Departments
	Adjacency / Circulation Connection
	Public Circulation
	Private (Judge and Staff) Circulation
	Secure Circulation
	Controlled Public Access Point
	Controlled Staff or Private Circulation Access Point
	Controlled Area or Secure Circulation Access Point

Figure 3. Adjacency Diagrams Symbol Legend



## ADJACENCY DIAGRAMS

### FAMILY COURT COURTROOM

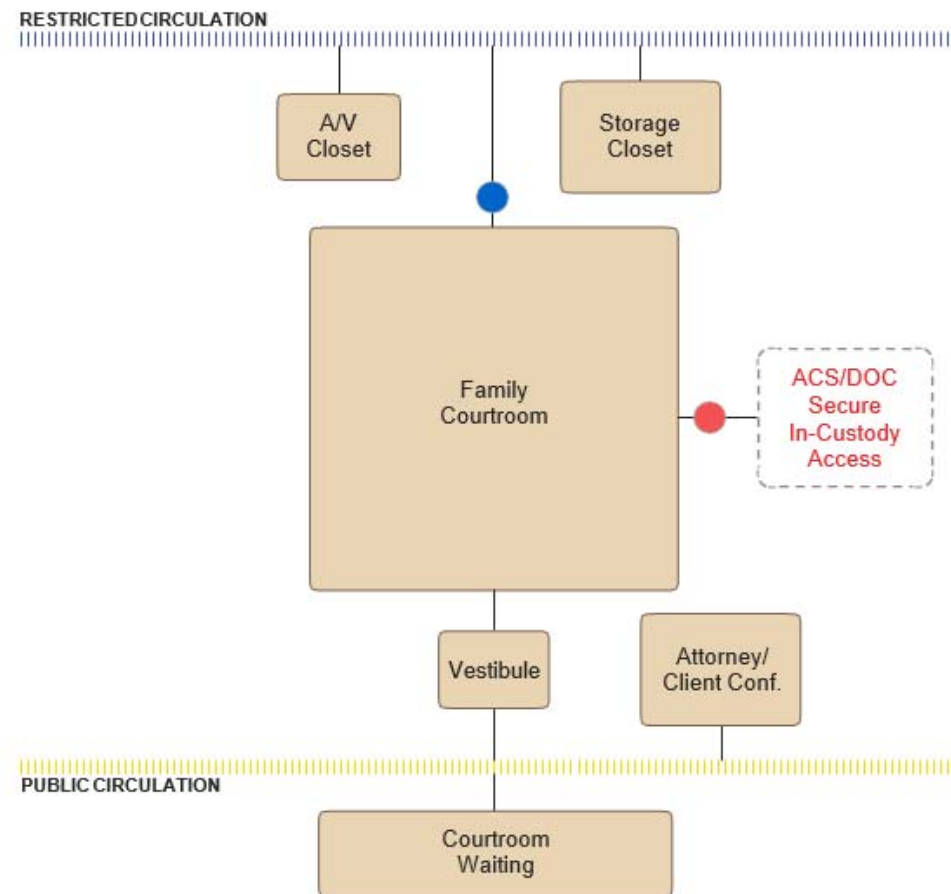


Figure 4. Adjacency Diagrams: Family Courtroom

## ADJACENCY DIAGRAMS

### FAMILY COURT HEARING ROOM

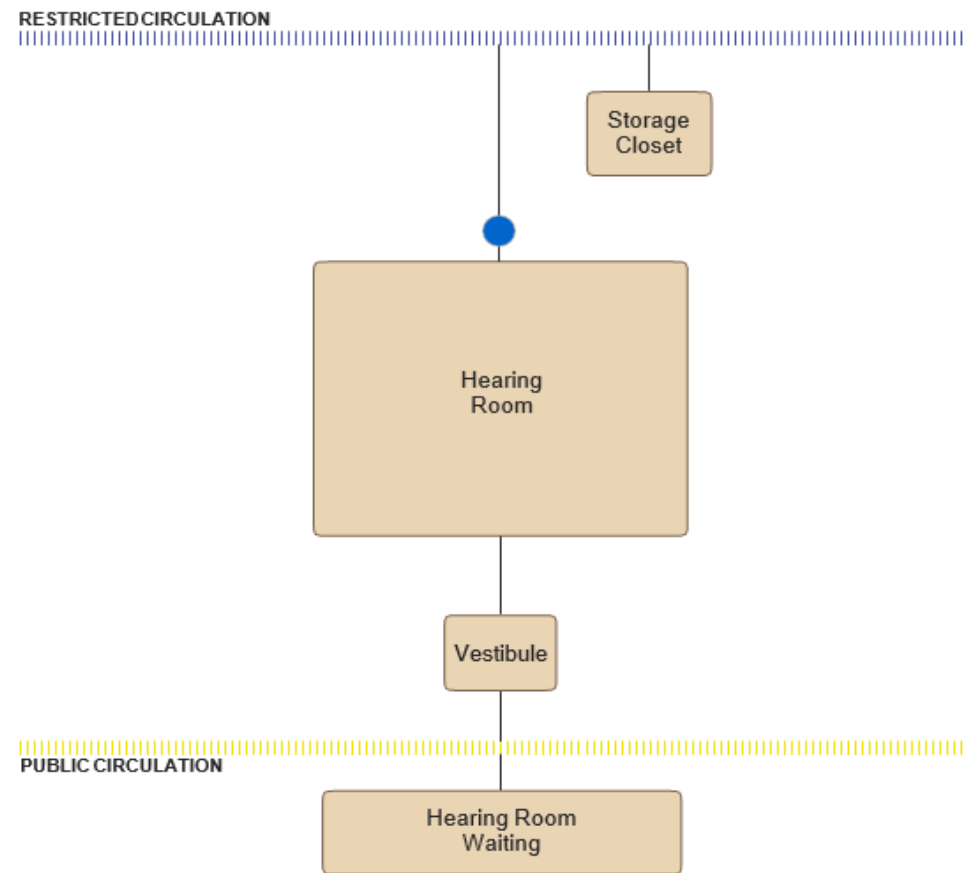


Figure 5. Adjacency Diagrams: Family Court Hearing Room

# ADJACENCY DIAGRAMS

## FAMILY COURT JUDICIAL CHAMBERS

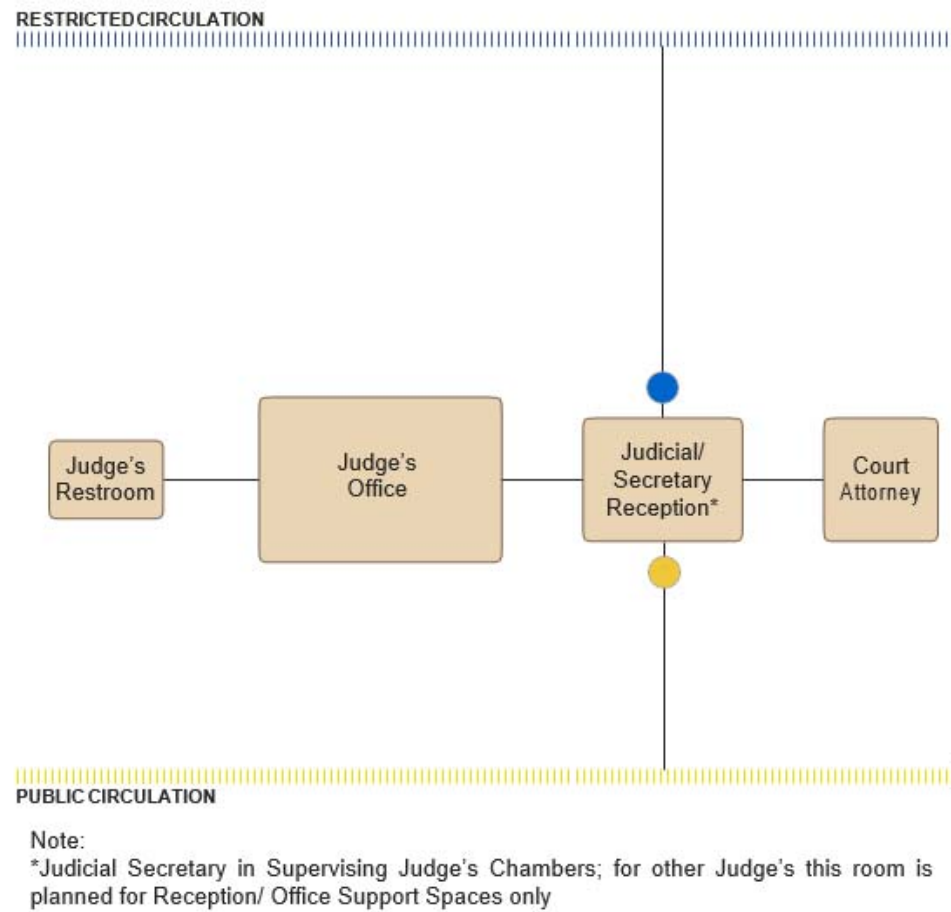


Figure 6. Adjacency Diagrams: Family Court Judicial Chambers



## ADJACENCY DIAGRAMS

### FAMILY COURT ATTORNEYS/ MAGISTRATES

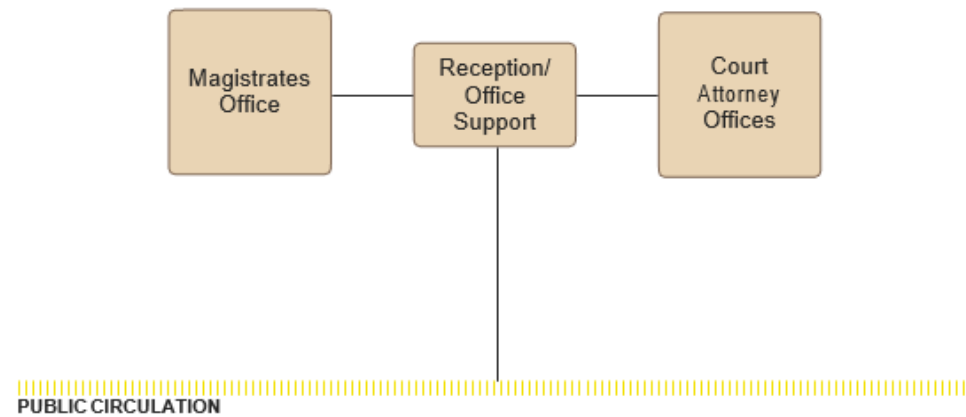


Figure 7. Adjacency Diagrams: Family Court Attorneys/Magistrates

## ADJACENCY DIAGRAMS

### FAMILY COURT CLERK

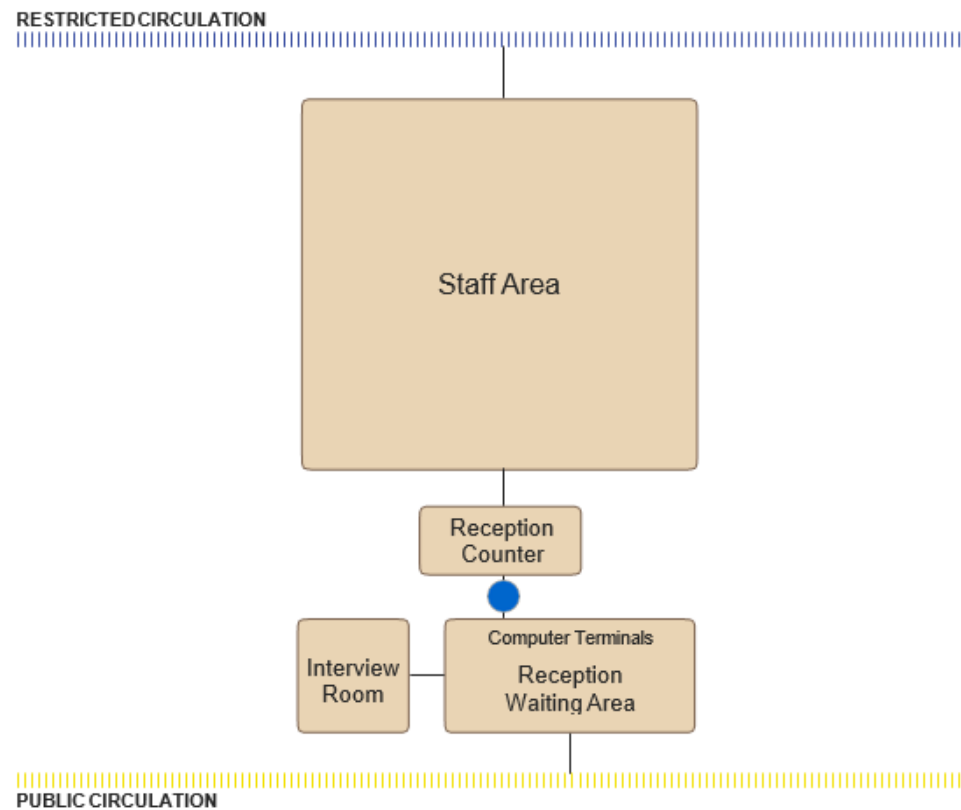


Figure 8. Adjacency Diagrams: Family Court Clerk

## 2.4 SPACE PROGRAM SUMMARY

### 2.4.1 Methodology

#### **SURVEYS AND INTERVIEWS**

Information on staffing and ancillary needs was collected via a questionnaire survey distributed to users in August 2015. Follow up interviews were conducted with user representatives from each department and division between December 2015 and into February 2016 to review completed questionnaires, departmental space and staffing needs, and operational requirements.

#### **JUDICIAL PROJECTIONS AND STAFFING**

Judicial projections form the foundation for the number of required courtrooms and related staffing needs. The current number of judicial officers (including judges, judicial hearing officers, hearing officers and magistrates) was established through user interviews and verified with the Office of Court Administration (OCA). In consultation with OCA and the Mayor's Office of Criminal Justice (MOCJ), and using historic caseload data, the total number judicial officers by Court was projected for the 20 year master planning horizon. These projections establish the baseline for projections of all court-related functions in the space program.

#### **ANCILLARY NEEDS**

Departmental functions and operations were discussed with representative building users as a means of understanding how functional needs translate into specific space needs. Discussion about space needs included issues such as optimal operational adjacencies, conditions

affecting current space usages, and anticipated technology and justice system changes.

#### **SPACE STANDARDS**

The space standards used in the program are based on minimum guidelines established by OCA (and DCAS where applicable), as summarized in the Space Program "Space Standards" section. The standards were adjusted in some areas based on the consultant team's recent experience in planning and design of other New York City courthouses, and reflecting common industry best practices. For instances in which there are no relevant DCAS or OCA standards, the standards developed for these spaces is based on similar project precedents.

#### **DETAILED SPACE PROGRAM**

A Detailed Space Program was developed based on the questionnaires, user interviews and space standards, providing a room-by-room accounting of current and future space needs associated with each court or city agency component. Each space is expressed as net square feet (NSF), which is the area "between the walls" of the room, or space. The total NSF for each general component is then multiplied by a departmental grossing factor, which gives the total departmental gross square feet (DGSF) for the component. DGSF includes all net area plus internal circulation and internal wall thicknesses.

#### **SPACE PROGRAM SUMMARY**

The Program Summary summarizes the department gross space needs and total staff for each program component, including current need and projected for the years 2025 and 2035. Space needs are expressed as DGSF.



Component	Current Need		2025 Need		2035 Need	
	DGSF	Staff	DGSF	Staff	DGSF	Staff
<b><u>Family Court</u></b>						
1. Family Court Courtrooms	15,101	0	15,101	0	17,597	0
2. Family Court Judiciary	4,354	13	4,354	13	5,138	15
3. Family Court Clerk's Office	4,234	23	4,368	25	4,502	27
4. Family Court Support	2,887	33	2,887	33	2,887	40
<b>Family Court Sub-Total</b>	<b>26,575</b>	<b>69</b>	<b>26,710</b>	<b>71</b>	<b>30,124</b>	<b>82</b>
<b><u>City Agencies - Family Court Related</u></b>						
5. Corporation Counsel	1,998	12	2,065	13	2,132	14
6. Juvenile Legal Aid	925	3	925	3	993	4
7. Administration of Children's Services - DYI	1,600	0	1,600	0	1,600	0
8. Department of Corrections	1,000	0	1,000	0	1,000	0
9. Administration of Children's Services - FCI	1,011	6	1,011	6	1,011	6
10. Safe Horizon - Children's Center	1,243	0	1,243	0	1,243	0
11. Family Support Agencies	816	0	816	0	816	0
<b>City Agencies Sub-Total</b>	<b>8,593</b>	<b>21</b>	<b>8,660</b>	<b>22</b>	<b>8,795</b>	<b>24</b>
<b><u>Surrogate Court</u></b>						
12. Surrogate Court Courtroom	3,406	0	3,406	0	3,406	0
13. Surrogate Court Judiciary	1,106	3	1,106	3	1,106	3
14. Surrogate Court Administration	1,176	4	1,176	4	1,176	4
15. Surrogate Court General Clerk	2,589	14	2,891	17	3,025	19
16. Surrogate Court Law Department	2,766	8	2,766	8	2,976	9
17. Surrogate Court Guardianship Office	556	2	556	2	556	2
18. Surrogate Court Records	1,958	2	1,958	2	1,958	2
19. Surrogate Court Support	1,008	4	1,008	4	1,008	4
<b>Surrogate Court Sub-Total</b>	<b>14,564</b>	<b>37</b>	<b>14,867</b>	<b>40</b>	<b>15,211</b>	<b>43</b>
<b><u>Supreme Court</u></b>						
20. Supreme Court Courtrooms	6,585	0	6,585	0	6,585	0
21. Supreme Court Judiciary	2,212	6	2,212	6	2,212	6
22. Supreme Court Clerks	1,035	9	1,035	9	1,035	9
23. Supreme Court Support	1,487	13	1,487	13	1,487	13
24. Supreme Court Guardianship	979	3	1,046	4	1,046	4
25. Supreme Court Law Department	3,755	14	3,822	15	3,822	15
26. Supreme Court Court Reporters	157	0	157	0	157	0
<b>Supreme Court Sub-Total</b>	<b>16,208</b>	<b>45</b>	<b>16,343</b>	<b>47</b>	<b>16,343</b>	<b>47</b>
<b><u>Building Support</u></b>						
27. Building Entrance / Lobby	4,347	0	4,347	0	4,347	0
28. Facility Support / Service	3,540	12	3,540	12	3,540	12
<b>Building Support Sub-Total</b>	<b>7,887</b>	<b>12</b>	<b>7,887</b>	<b>12</b>	<b>7,887</b>	<b>12</b>
<b>Total Dept. Gross Square Feet (DGSF)</b>	<b>73,828</b>	<b>184</b>	<b>74,466</b>	<b>192</b>	<b>78,360</b>	<b>208</b>

Figure 1. Departmental Summary (Total DGSF)

## 2.4.2 Space Program Summary

### COURT SPACE PROGRAM

### SPACE PROGRAM SUMMARY

Component	Current Need		2025 Need		2035 Need	
	DGSF	Staff	DGSF	Staff	DGSF	Staff
<b><u>Family Court</u></b>						
1. Family Court Courtrooms	15,101	0	15,101	0	17,597	0
2. Family Court Judiciary	4,354	13	4,354	13	5,138	15
3. Family Court Clerk's Office	4,234	23	4,368	25	4,502	27
4. Family Court Support	2,887	33	2,887	33	2,887	40
<b>Family Court Sub-Total</b>	<b>26,575</b>	<b>69</b>	<b>26,710</b>	<b>71</b>	<b>30,124</b>	<b>82</b>
<b><u>City Agencies - Family Court Related</u></b>						
5. Corporation Counsel	1,998	12	2,065	13	2,132	14
6. Juvenile Legal Aid	925	3	925	3	993	4
7. Administration of Children's Services - DYFJ	1,600	0	1,600	0	1,600	0
8. Department of Corrections	1,000	0	1,000	0	1,000	0
9. Administration of Children's Services - FCLS	1,011	6	1,011	6	1,011	6
10. Safe Horizon - Children's Center	1,243	0	1,243	0	1,243	0
11. Family Support Agencies	816	0	816	0	816	0
<b>City Agencies Sub-Total</b>	<b>8,593</b>	<b>21</b>	<b>8,660</b>	<b>22</b>	<b>8,795</b>	<b>24</b>

Figure 16. Family Court Space Program Summary

# COURT SPACE PROGRAM

## SPACE PROGRAM SUMMARY

Component	Current Need		2025 Need		2035 Need	
	DGSF	Staff	DGSF	Staff	DGSF	Staff
<b><u>Surrogate Court</u></b>						
12. Surrogate Court Courtroom	3,406	0	3,406	0	3,406	0
13. Surrogate Court Judiciary	1,106	3	1,106	3	1,106	3
14. Surrogate Court Administration	1,176	4	1,176	4	1,176	4
15. Surrogate Court General Clerk	2,589	14	2,891	17	3,025	19
16. Surrogate Court Law Department	2,766	8	2,766	8	2,976	9
17. Surrogate Court Guardianship Office	556	2	556	2	556	2
18. Surrogate Court Records	1,958	2	1,958	2	1,958	2
19. Surrogate Court Support	1,008	4	1,008	4	1,008	4
<b>Surrogate Court Sub-Total</b>	<b>14,564</b>	<b>37</b>	<b>14,867</b>	<b>40</b>	<b>15,211</b>	<b>43</b>
<b><u>Supreme Court</u></b>						
20. Supreme Court Courtrooms	6,585	0	6,585	0	6,585	0
21. Supreme Court Judiciary	2,212	6	2,212	6	2,212	6
22. Supreme Court Clerks	1,035	9	1,035	9	1,035	9
23. Supreme Court Support	1,487	13	1,487	13	1,487	13
24. Supreme Court Guardianship	979	3	1,046	4	1,046	4
25. Supreme Court Law Department	3,755	14	3,822	15	3,822	15
26. Supreme Court Court Reporters	157	0	157	0	157	0
<b>Supreme Court Sub-Total</b>	<b>16,208</b>	<b>45</b>	<b>16,343</b>	<b>47</b>	<b>16,343</b>	<b>47</b>
<b><u>Building Support</u></b>						
27. Building Entrance / Lobby	4,347	0	4,347	0	4,347	0
28. Facility Support / Service	3,540	12	3,540	12	3,540	12
<b>Building Support Sub-Total</b>	<b>7,887</b>	<b>12</b>	<b>7,887</b>	<b>12</b>	<b>7,887</b>	<b>12</b>
<b>Total Dept. Gross Square Feet (DGSF)</b>	<b>73,828</b>	<b>184</b>	<b>74,466</b>	<b>192</b>	<b>78,360</b>	<b>208</b>

Figure 17. Surrogate and Supreme Court Space Program Summary



# COURT SPACE PROGRAM

## SPACE STANDARDS

Space Type	Program Standards (nsf)	OCA Standards (nsf)	DCAS Standards (nsf)	Comments
<u>Court Sets</u>				
Civil Jury Courtroom	1,600 sf.	1,400 sf.		40 spectators, jury box
Civil/Matrimonial Courtroom	1,500 sf.	1,200 sf.		50 spectators, no jury box
Surrogate Courtroom	1,800 sf.	1,200 sf.		60 spectators, jury box
Family Courtroom	1,200 sf.			10 spectators, no jury box
Courtroom Vestibule	50 sf.			
Courtroom A/V Closet	30 sf.			
Courtroom Storage	40 sf.			
Courtroom Vestibule	50 sf.			
Courtroom Waiting	12 sf. /person			
Attorney / Client Conference	100 sf.			accom. 2-3 people
Attorney / Client Conference	120 sf.			accom. 4 people
Attorney / Client Conference, Large	150 sf.			accom. 6 people
Jury Deliberation Room, 6 jurors	200 sf.			
Juror Restroom	50 sf.			
Examination Before Trial (EBT) Room	200 sf.	200 sf.		accom. 8 people
Family Court Hearing Room, Large	900 sf.	900 sf.		
Family Court Hearing Room, Small	600 sf.	600 sf.		
<u>Court Staff and Support Space</u>				
Judge's Chambers	300 sf.	200 sf.		
Judge's Restroom	50 sf.	50 sf.		
Chambers Reception / Secretary	200 sf.	200 sf.		
Law Clerk Office	150 sf.	150 sf.		

Figure 18. Space Standards

# COURT SPACE PROGRAM

## SPACE STANDARDS

Space Type	Program Standards (nsf)	OCA Standards (nsf)	DCAS Standards (nsf)	Comments
<u>General Office - Staff Space</u>				
Chief Clerk Office	200 sf.			
Deputy Chief Clerk Office	150 sf.			
Supervisor / Private Office	120 sf.			
Large Workstation	72 sf.			2 guest chairs or large work area
Workstation	48 sf.			
Part-time / Shared Workstation	36 sf.			
<u>Conference / Interview Rooms</u>				
Interview Room - 3 person capacity	100 sf.	-	-	
Interview Room - 4 person capacity	120 sf.	-	-	
Conference Room - 6 person cap.	150 sf.	-	-	
Conference Room - 8 person cap.	200 sf.	-	240 sf. + 24 sf. per add. 2 people	
Conference Room - 10 person cap.	250 sf.	-	264	
Conference Room - 12 person cap.	300 sf.	-	288	
Conference Room - 14 person cap.	350 sf.	-	364 sf. + 24 sf. per add. 2 people	
Conference Room - 20 person cap.	450 sf.	-	436	
Conference Room - 30 person cap.	600 sf.	-	556	
Conference Room - 32 person cap.	-	-	528 sf. + 24 sf. per add. 2 people	
<u>General Office - Support Space</u>				
Kitchenette	40 sf.			
Coffee Station	20 sf.			
Coat Closet	10 sf.			accom. up to 40 staff

Figure 19. Space Standards (cont.)

## 2.4.3 Detailed Space Program

### COURT SPACE PROGRAM

### FAMILY COURT COURTROOMS

Space #    Space Name		Unit NSF	Current Need			2025 Need			2035 Need			Comments	
			# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff		
<u>Courtrooms</u>													
1.01	Family Courtroom	1,200	4	4,800		4	4,800		5	6,000		2 courtrooms may be smaller	
1.02	Courtroom Vestibule	50	4	200		4	200		5	250			
1.03	Courtroom Storage / Work Room	120	4	480		4	480		5	600		file cabinets, supplies, temp. storage	
1.04	Courtroom A/V Closet	40	4	160		4	160		5	200			
1.05	Courtroom Waiting	240	4	960		4	960		5	1,200		accommodate 20 seats	
1.06	Atty./Client Conf. Room	120	4	480		4	480		5	600		1 per courtroom, accom. 4 people	
1.07	Atty./Client Conf. Room, Large	150	4	600		4	600		5	750		1 per courtroom, accom. 6 people	
	Sub-total (NSF)			7,680			7,680			9,600			
	X dept. grossing factor			1.30			1.30			1.30			
	Sub-total DGSF			9,984	0		9,984	0		12,480	0		
<u>Hearing Rooms</u>													
1.08	Large Hearing Room	900	2	1,800		2	1,800		2	1,800		used by Referees	
1.09	Medium Hearing Room	600	2	1,200		2	1,200		2	1,200		used by Magistrates	
1.10	Hearing Room Vestibule	50	4	200		4	200		4	200			
1.11	Hearing Room Storage	40	4	160		4	160		4	160			
1.12	Hearing Room Waiting	144	4	576		4	576		4	576		accommodate 12 seats	
	Sub-total (NSF)			3,936			3,936			3,936			
	X dept. grossing factor			1.30			1.30			1.30			
	Sub-total DGSF			5,117	0		5,117	0		5,117	0		
Total Departmental Gross Square Feet (DGSF)				15,101	0		15,101	0		17,597	0		
<u>Notes:</u>													
Two Juvenile Delinquency courtrooms should have secure in-custody access.													

Figure 20. Family Court Courtrooms Space Program



# COURT SPACE PROGRAM

## FAMILY COURT JUDICIARY

Space #    Space Name		Unit NSF	Current Need				2025 Need				2035 Need				Comments
			# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff				
<u>Judicial Chambers</u>															
2.01	Supervising Judge's Office	300	1	300	1	1	300	1	1	300	1	1	300	1	
2.02	Judge's Office	300	3	900	3	3	900	3	4	1,200	4			4	
2.03	Judge's Restroom	50	4	200		4	200		5	250				1 per judge	
2.04	Court Attorney Workstation	80	4	320	4	4	320	4	5	400	5			includes 2 guest chairs, 1 per judge	
2.05	Judicial Secretary / Reception	200	1	200	1	1	200	1	1	200	1			secretary workstation, 5 reception seats, office support space	
2.06	Office Support Space	100	3	300		3	300		4	400				2 seats, office support space, adjacent judicial chambers/court attorneys	
2.07	Coffee Station	20	4	80		4	80		5	100				1 per judge	
2.08	Coat Closet	10	4	40		4	40		5	50				1 per judge/chambers	
2.09	Judicial Conference Room	300	1	300		1	300		1	300				accom. 12 people, may be shared building-wide	
	Sub-total (NSF)			2,640			2,640			3,200					
	X dept. grossing factor			1.40			1.40			1.40					
	Sub-total DGSF			3,696	9		3,696	9		4,480	11				
<u>Court Attorneys / Magistrates</u>															
2.10	Court Attorney/Referee Workstation	80	2	160	2	2	160	2	2	160	2			includes 2 guest chairs each	
2.11	Magistrate Workstation	80	2	160	2	2	160	2	2	160	2			includes 2 guest chairs each	
2.12	Reception / Office Support	100	1	100		1	100		1	100				2 seats, office support space	
2.13	Staff Restroom	50	1	50		1	50		1	50					
	Sub-total (NSF)			470			470			470					
	X dept. grossing factor			1.40			1.40			1.40					
	Sub-total DGSF			658	4		658	4		658	4				
Total Departmental Gross Square Feet (DGSF)				4,354	13		4,354	13		5,138	15				

Notes:

Judicial Chambers are assumed to be "traditional", i.e. not collegial, and adjacent to associated courtrooms.

Figure 21. Family Court Judiciary Space Program

# COURT SPACE PROGRAM

## FAMILY COURT CLERKS OFFICE

Space #    Space Name		Unit NSF	Current Need			2025 Need			2035 Need			Comments
			# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff	
<u>Sub-Component</u>												
3.01	Clerk of Court	200	1	200	1	1	200	1	1	200	1	
3.02	Deputy Clerk of Court	150	1	150	1	1	150	1	1	150	1	
3.03	Supervising Court Reporter	120	1	120	1	1	120	1	1	120	1	
3.04	Court Reporter	48	1	48	1	1	48	1	1	48	1	
3.05	Associate Court Clerk	48	2	96	2	2	96	2	3	144	3	
3.06	Principal PC Analyst	48	1	48	1	1	48	1	1	48	1	
3.07	Senior Court Clerk	48	6	288	6	7	336	7	7	336	7	
3.08	Senior Court Analyst	48	1	48	1	1	48	1	2	96	2	
3.09	Court Interpreter	48	2	96	2	2	96	2	2	96	2	cross trained staff
3.10	Court Assistant	48	7	336	7	8	384	8	8	384	8	
3.11	Reception Counter	100	1	100		1	100		1	100		4 counter stations, including self-help counter, no glazing
3.12	Reception Waiting Area	300	1	300		1	300		1	300		accom. 12 people in line, 5 chairs
3.13	Public Computer Terminal	15	6	90		6	90		6	90		stand-up stations, in reception area
3.14	Interview Room <sup>(1)</sup>	100	1	100		1	100		1	100		accom 3 people
3.15	Staff Conference Room	250	1	250		1	250		1	250		accom. 10 people, also used as lunch room
3.16	Office Support Space	120	1	120		1	120		1	120		copier, supply cabinets, printers
3.17	Mail Sorting / Bins	60	1	60		1	60		1	60		sorting table, mail bins
3.18	File Shelving Unit	9	36	324		36	324		36	324		accom. 750 linear feet
3.19	Kitchenette	40	1	40		1	40		1	40		proximate to staff conference room
3.20	Coat Closet	10	1	10		1	10		1	10		
3.21	Staff Restroom	100	2	200		2	200		2	200		male, female
Total Net Square Feet (NSF)				3,024			3,120			3,216		
X dept. grossing factor				1.40			1.40			1.40		
Total Departmental Gross Square Feet (DGSF)				4,234	23		4,368	25		4,502	27	

Notes:

<sup>(1)</sup> Interview Room used for adoption matters and other matters requiring confidentiality

Figure 22. Family Court Clerk Space Program

# COURT SPACE PROGRAM

## FAMILY COURT SUPPORT

Space #    Space Name		Unit NSF	Current Need			2025 Need			2035 Need			Comments	
			# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff		
<u>Information Technology</u>													
4.01	LAN Administrator Workstation	72	1	72	1	1	72	1	1	72	1	accommodate multiple computers, equip.	
4.02	Server	80	1	80		1	80		1	80		climate controlled, 2 racks	
4.03	Equipment Storage	150	1	150		1	150		1	150			
	Sub-total (NSF)			302			302			302			
	X dept. grossing factor			1.40			1.40			1.40			
	Sub-total DGSF			423	1		423	1		423	1		
<u>Court Officers</u>													
4.04	Muster / Lunch Room	450	1	450		1	450		1	450		accom. 25 people mustering	
4.05	Supervising Officer Locker Room	100	2	200	3	2	200	3	2	200	4	3-4 full size lockers, male/female	
4.06	Supervising Officer Shower/Toilet, Male	80	1	80		1	80		1	80		unisex	
4.07	Officer Locker Room, Male	350	1	350	19	1	350	19	1	350	23	24-30 full size lockers	
4.08	Officer Restroom, Male	100	1	100		1	100		1	100			
4.09	Officer Showers, Male	80	1	80		1	80		1	80		2 shower stalls	
4.10	Officer Locker Room, Female	200	1	200	10	1	200	10	1	200	12	12-15 full size lockers	
4.11	Officer Restroom, Female	50	1	50		1	50		1	50			
4.12	Officer Shower, Female	50	1	50		1	50		1	50			
	Sub-total (NSF)			1,560			1,560			1,560			
	X dept. grossing factor			1.40			1.40			1.40			
	Sub-total DGSF			2,184	32		2,184	32		2,184	39		
<u>Other Support Space</u>													
4.13	General Storage <sup>(1)</sup>	200	1	200		1	200		1	200			
	Sub-total (NSF)			200			200			200			
	X dept. grossing factor			1.40			1.40			1.40			
	Sub-total DGSF			280	0		280	0		280	0		
Total Departmental Gross Square Feet (DGSF)				2,887	33		2,887	33		2,887	40		

Notes:

<sup>(1)</sup> General Storage includes space for bulk office supplies, furniture, water bottles, etc

Figure 23. Family Court Support Space Program

## COURT SPACE PROGRAM

### CORPORATION COUNSEL

Space # Space Name	Unit NSF	Current Need			2025 Need			2035 Need			Comments
		# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff	
5.01 Attorney-in-Charge office	120	1	120	1	1	120	1	1	120	1	
5.02 Attorney Workstation	48	7	336	7	8	384	8	9	432	9	
5.03 Paralegal Workstation	48	2	96	2	2	96	2	2	96	2	
5.04 Social Worker Workstation	48	1	48	1	1	48	1	1	48	1	
5.05 Reception Counter / Clerical Workstation	60	1	60	1	1	60	1	1	60	1	
5.06 Reception Waiting Area	140	1	140		1	140		1	140		includes 10 seats
5.07 Interview Room	120	3	360		3	360		3	360		accom. 4 people each
5.08 Office Support Space	120	1	120		1	120		1	120		copier, safe, supply cabinets, printers
5.09 Mail Bins	20	1	20		1	20		1	20		
5.10 Server Closet	40	1	40		1	40		1	40		
5.11 File Cabinets	9	2	18		2	18		2	18		lateral cabinets
5.12 Reference Shelving Unit	9	1	9		1	9		1	9		
5.13 Coat Closet	10	1	10		1	10		1	10		
5.14 Staff/Victim/Witness Restroom	50	1	50		1	50		1	50		
<b>Total Net Square Feet (NSF)</b>			<b>1,427</b>			<b>1,475</b>			<b>1,523</b>		
<i>X dept. grossing factor</i>			<i>1.40</i>			<i>1.40</i>			<i>1.40</i>		
<b>Total Departmental Gross Square Feet (DGSF)</b>			<b>1,998</b>	<b>12</b>		<b>2,065</b>	<b>13</b>		<b>2,132</b>	<b>14</b>	

Figure 24. Corporation Counsel Space Program



## COURT SPACE PROGRAM

### JUVENILE LEGAL AID

Space #    Space Name	Unit NSF	Current Need			2025 Need			2035 Need			Comments
		# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff	
6.01 Staff Workstation	48	3	144	3	3	144	3	4	192	4	
6.02 Reception Waiting Area	100	1	100		1	100		1	100		includes 5 seats
6.03 Interview Room	120	2	240		2	240		2	240		accom. 4 people each
6.04 Office Support Space	120	1	120		1	120		1	120		copier, safe, supply cabinets, printers
6.05 Mail Bins	20	1	20		1	20		1	20		
6.06 File Cabinets	9	3	27		3	27		3	27		lateral cabinets
6.07 Coat Closet	10	1	10		1	10		1	10		
<b>Total Net Square Feet (NSF)</b>			<b>661</b>			<b>661</b>			<b>709</b>		
<i>X dept. grossing factor</i>			<i>1.40</i>			<i>1.40</i>			<i>1.40</i>		
<b>Total Departmental Gross Square Feet (DGSF)</b>			<b>925</b>	<b>3</b>		<b>925</b>	<b>3</b>		<b>993</b>	<b>4</b>	

Figure 25. Juvenile Legal Aid Space Program

# COURT SPACE PROGRAM

## ADMINISTRATION OF CHILDREN'S SERVICES - DYFJ

Space #    Space Name		Unit NSF	Current Need			2025 Need			2035 Need			Comments	
			# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff		
<u>Secure Juvenile Detention</u>													
7.01	Vehicular Sallyport	0	0	0		0	0		0	0			
7.02	Pedestrian Sallyport	80	1	80		1	80		1	80			
7.03	Detention Room - Large <sup>(1)</sup>	150	1	150		1	150		1	150		accom. 5 juveniles, supervisor	
7.04	Detention Room - Small <sup>(1)</sup>	120	1	120		1	120		1	120		accom. 2 juveniles, supervisor	
7.05	Interview/Multi-purpose Room	80	2	160		2	160		2	160		attorney/client interview, secure detention, juvenile searches	
Sub-total (NSF)				510			510			510			
X dept. grossing factor				1.60			1.60			1.60			
Sub-total DGSF				816	0		816	0		816	0		
<u>Non-Secure Detention</u>													
7.06	Detention Room - Large <sup>(1)</sup>	150	1	150		1	150		1	150		accom. 5 juveniles, supervisor	
7.07	Detention Room - Small <sup>(1)</sup>	120	1	120		1	120		1	120		accom. 2 juveniles, supervisor	
Sub-total (NSF)				270			270			270			
X dept. grossing factor				1.40			1.40			1.40			
Sub-total DGSF				378	0		378	0		378	0		
<u>Staff Support</u>													
7.08	Staff Room	160	1	160		1	160		1	160		supervisor's desk, lockers	
7.09	Kitchenette	40	1	40		1	40		1	40		in or adjacent to staff room, serves juvenile detainees in the courthouse	
7.10	Staff Restroom	50	1	50		1	50		1	50			
7.11	Janitor's Closet	40	1	40		1	40		1	40			
Sub-total (NSF)				290			290			290			
X dept. grossing factor				1.40			1.40			1.40			
Sub-total DGSF				406	0		406	0		406	0		
Total Departmental Gross Square Feet (DGSF)				1,600	0		1,600	0		1,600	0		

### Notes:

<sup>(1)</sup> Boys and girls must be in separate secure juvenile detention rooms, and secure detention should be designed with weighted industrial furniture

Figure 26. Administration of Children's Services - DYFJ Space Program

# COURT SPACE PROGRAM

## DEPARTMENT OF CORRECTIONS

Space #    Space Name		Unit NSF	Current Need		2025 Need			2035 Need			Comments	
			# of Units	NSF    Staff	# of Units	NSF    Staff	# of Units	NSF    Staff				
<u>Central Holding Area</u>												
8.01	Vehicular Sallyport	0	0	0	0	0	0	0				
8.02	Pedestrian Sallyport	80	1	80	1	80	1	80				
8.03	Holding Cell - Single Occupancy	60	5	300	5	300	5	300				
	Sub-total (NSF)			380		380		380				
	X dept. grossing factor			1.60		1.60		1.60				
	Sub-total DGSF			608	0	608	0	608	0			
<u>Staff Support</u>												
8.04	Staff Room	150	1	150	1	150	1	150			supervisor's desk, lockers	
8.05	Kitchenette	40	1	40	1	40	1	40			in or adjacent to staff room, serves juvenile detainees in the courthouse	
8.06	Staff Restroom	50	1	50	1	50	1	50				
8.07	Janitor's Closet	40	1	40	1	40	1	40				
	Sub-total (NSF)			280		280		280				
	X dept. grossing factor			1.40		1.40		1.40				
	Sub-total DGSF			392	0	392	0	392	0			
Total Departmental Gross Square Feet (DGSF)				1,000	0	1,000	0	1,000	0			

Notes:

Male and female in-custodies must have sight and sound separation from each other and from juveniles. Single occupancy cells should be arranged to allow for flexibility in holding daily in-custody populations that will differ from day to day.

Figure 27. Department of Corrections Space Program

# COURT SPACE PROGRAM

## ADMINISTRATION OF CHILDREN'S SERVICES - FCLS

Space #    Space Name		Unit NSF	Current Need		2025 Need			2035 Need			Comments	
			# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF		Staff
<u>ACS Intake</u>												
9.01	Legal Case Assistant Workstation	48	1	48	1	1	48	1	1	48	1	includes 2 guest chairs
9.02	Drafting Attorney Workstation	48	2	96	2	2	96	2	2	96	2	includes 2 guest chairs
9.03	Screening Attorney Workstation	48	1	48	1	1	48	1	1	48	1	includes 2 guest chairs
9.04	Clerical Support Staff Workstation	48	1	48	1	1	48	1	1	48	1	
9.05	Shared Workstation	36	2	72		2	72		2	72		used by in-court staff as needed
9.06	Receptionist / Public Counter	50	1	50	1	1	50	1	1	50	1	window station, control access to staff area
9.07	Reception Waiting	80	1	80		1	80		1	80		
9.08	Interview Room	100	1	100		1	100		1	100		accommodate 3 people
9.09	Non-Delinquent Juvenile Room	100	1	100		1	100		1	100		waiting room, includes space for ACS Tran. Div. supervisor
9.10	Coffee Station	20	1	20		1	20		1	20		
9.11	Coat Closet	10	1	10		1	10		1	10		
9.12	Staff Restroom	50	1	50		1	50		1	50		male, female
<b>Total Net Square Feet (NSF)</b>				<b>722</b>			<b>722</b>			<b>722</b>		
<i>X dept. grossing factor</i>				<i>1.40</i>			<i>1.40</i>			<i>1.40</i>		
<b>Total Departmental Gross Square Feet (DGSF)</b>				<b>1,011</b>	<b>6</b>		<b>1,011</b>	<b>6</b>		<b>1,011</b>	<b>6</b>	
<u>Alternative Program - ACS Satellite Office only:</u>												
9.13	Satellite/Liaison Office	120	1	120		1	120		1	120		used by in-court staff as needed
9.14	Non-Delinquent Juvenile Room	100	1	100		1	100		1	100		waiting room, includes space for ACS Tran. Div. supervisor
<b>Total Net Square Feet (NSF)</b>				<b>220</b>			<b>220</b>			<b>220</b>		
<i>X dept. grossing factor</i>				<i>1.40</i>			<i>1.40</i>			<i>1.40</i>		
<b>Total Departmental Gross Square Feet (DGSF)</b>				<b>308</b>	<b>0</b>		<b>308</b>	<b>0</b>		<b>308</b>	<b>0</b>	

Figure 28. Administration of Children's Services - FLCS Space Program



## COURT SPACE PROGRAM

### SAFE HORIZONS CHILDREN'S CENTER

Space		Current Need				2025 Need			2035 Need			Comments
		Unit	# of			# of			# of			
#	Space Name	NSF	Units	NSF	Staff	Units	NSF	Staff	Units	NSF	Staff	
10.01	Reception Waiting Area	100	1	100		1	100		1	100		4 chairs, anteroom
10.02	Reception Desk / Supervision	48	1	48		1	48		1	48		
10.03	Children's Area <sup>(1)</sup>	340	1	340		1	340		1	340		accom. 6 children
10.04	Kitchenette	40	1	40		1	40		1	40		
10.05	Restroom	50	2	100		2	100		2	100		1, adult, 1 child
10.06	Staff Office	100	1	100		1	100		1	100		workstation, server tower
10.07	Storage Room	150	1	150		1	150		1	150		toys, books, diapers, food, clothes, spare cribs, etc.
10.08	Coat Closet	10	1	10		1	10		1	10		
Total Net Square Feet (NSF)				888			888			888		
X dept. grossing factor				1.40			1.40			1.40		
Total Departmental Gross Square Feet (DGSF)				1,243	0		1,243	0		1,243	0	

Notes:

Children's area must have three separate areas:

- Infants (includes changing table, crib, sink)
- Young Children (ages 2-6, includes open play area, age-appropriate toys, book shelf)
- Older Children (ages 7-18, includes work desk/table, computer, book shelf)

Figure 29. Safe Horizons Children's Center Space Program

## COURT SPACE PROGRAM

### FAMILY SUPPORT AGENCIES

Space #    Space Name		Unit NSF	Current Need			2025 Need			2035 Need			Comments
			# of Units	NSF	Staff	# of Units	NSF	Staff	# of Units	NSF	Staff	
<u>Juvenile Probation</u>												
11.01	Probation Liaison Office	120	1	120		1	120		1	120		workstation, file cabinet, storage
	Sub-total (NSF)			120			120			120		
	X dept. grossing factor			1.20			1.20			1.20		
	Sub-total DGSF			144	0		144	0		144	0	
<u>Support Collections Unit</u>												
11.02	Support Collections Office	200	1	200		1	200		1	200		
	Sub-total (NSF)			200			200			200		
	X dept. grossing factor			1.20			1.20			1.20		
	Sub-total DGSF			240	0		240	0		240	0	
<u>Department of Education</u>												
11.03	Satellite / Liaison Office	120	1	120		1	120		1	120		
	Sub-total (NSF)			120			120			120		
	X dept. grossing factor			1.20			1.20			1.20		
	Sub-total DGSF			144	0		144	0		144	0	
<u>Multi-Purpose Agency Space</u>												
11.04	Support Agency Office	120	2	240		2	240		2	240		
	Sub-total (NSF)			240			240			240		
	X dept. grossing factor			1.20			1.20			1.20		
	Sub-total DGSF			288	0		288	0		288	0	
Total Departmental Gross Square Feet (DGSF)				816	0		816	0		816	0	

Figure 30. Family Support Agencies Space Program