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Honorable Elizabeth Welch

**Ex-Officio Member**

Chief Justice Thomas Balmer

**Executive Director**

Nancy Cozine

# PUBLIC DEFENSE SERVICES COMMISSION

Wednesday, February 11, 2015
12:00 p.m. – 2:00 p.m.
Multnomah Building
Commissioners Board Room
501 SE Hawthorne Blvd.
Portland, Oregon 97214

## AMENDED
## MEETING AGENDA

| | |
|---|---|
| 1. Report on the Multnomah County Courthouse Project (*Attachments 1& 2*) | Judge Waller<br>JD Deschamps |
| 2. Discussion of New Courthouse Proposal | Commission<br>Contract Providers |
| 3. **Action Item:** Approval of Resolution in Support of the Multnomah County Courthouse Project (*Attachment 3*) | Commission |
| 4. SB 471 – Right to Counsel in Conservatorship and Guardianship proceedings (https://olis.leg.state.or.us/liz/2015R1/Downloads/MeasureDocument/SB471/Introduced) | Commission |

***Please note: The meeting location is accessible to persons with disabilities. Please make requests for an interpreter for the hearing impaired, or other accommodation for persons with disabilities, at least 48 hours before the meeting, to Laura Al'Omrani at (503) 378-3349.***

***Next meeting: March 19, 2015, 1 p.m. – 4 p.m., at the Oregon Civic Justice Building, 790 State Street, Salem, Oregon. Meeting dates, times, and locations are subject to change; future meetings dates are posted at: http://www.oregon.gov/OPDS/PDSCagendas.page***

# Attachment 1

# Enrolled
# Senate Bill 5506

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with presession filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Oregon Department of Administrative Services)

CHAPTER .....

AN ACT

Relating to state financial administration; and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. The amounts authorized, as provided by ORS 286A.035, for issuance of general obligation bonds of this state during the 2013-2015 biennium are as follows:**

**GENERAL OBLIGATION BONDS**

**General Fund Obligations**

| | | | |
|---|---|---|---|
| **(1)** | **Oregon University System (Art. XI-G):** | | |
| **(a)** | **Oregon State University:** | | |
| **(A)** | **Strand Agricultural Hall deferred maintenance** ..... | **$** | **6,586,000** |
| **(B)** | **Biofuels Demonstration Project** ..... | **$** | **4,000,000** |
| **(C)** | **Classroom Building and Quad** | **$** | **32,500,000** |
| **(D)** | **Cascades Campus Expansion** | **$** | **4,000,000** |
| **(E)** | **Chemistry, Biology and Environmental Engineering Building**..... | **$** | **20,000,000** |
| **(b)** | **Portland State University:** | | |
| **(A)** | **School of Business**..... | **$** | **10,000,000** |
| **(B)** | **Stott Center renovations and deferred maintenance** .... | **$** | **20,000,000** |
| **(c)** | **University of Oregon:** | | |
| **(A)** | **Straub and Earl Halls classroom expansion**..... | **$** | **11,000,000** |
| **(B)** | **Science Commons and Research Library**..... | **$** | **8,375,000** |
| **(d)** | **Western Oregon University New College of Education Facility**..... | **$** | **1,400,000** |
| **(2)** | **Department of Community Colleges and Workforce** | | |

| | | | |
|---|---|---|---|
| | **Development (Art. XI-G) .....** | **$** | **125,081,600** |
| **(3)** | **Department of Environmental Quality (Art. XI-H) .....** | **$** | **10,000,000** |
| **(4)** | **Oregon Business Development Department (Art. XI-M) .....** | **$** | **15,000,000** |
| **(5)** | **Oregon Business Development Department (Art. XI-N).....** | **$** | **15,000,000** |
| **(6)** | **Oregon Department of Administrative Services (Art. XI-Q).....** | **$** | **426,052,000** |
| **Dedicated Fund Obligations** | | | |
| **(7)** | **Department of Transportation (Art. XI, section 7) .....** | **$** | **453,725,000** |
| **(8)** | **Department of Veterans' Affairs (Art. XI-A).....** | **$** | **60,000,000** |
| **(9)** | **Oregon University System (Art. XI-F(1)):** | | |
| **(a)** | **Systemwide:** | | |
| **(A)** | **Capital renewal, code compliance and safety.....** | **$** | **3,300,000** |
| **(B)** | **Commercial paper.....** | **$** | **15,000,000** |
| **(C)** | **Student building fee projects .....** | **$** | **20,000,000** |
| **(b)** | **Oregon Institute of Technology In Focus Building acquisition .....** | **$** | **10,000,000** |
| **(c)** | **Oregon State University:** | | |
| **(A)** | **Student Experience Center...** | **$** | **42,700,000** |
| **(B)** | **New student residence hall...** | **$** | **19,000,000** |
| **(C)** | **Memorial Union East Wing renovation .....** | **$** | **9,177,500** |
| **(D)** | **Cascades campus expansion..** | **$** | **4,000,000** |
| **(E)** | **Housing and dining facility upgrades.....** | **$** | **9,500,000** |
| **(d)** | **Portland State University:** | | |
| **(A)** | **Stott Center renovations and deferred maintenance ....** | **$** | **2,000,000** |
| **(B)** | **Land acquisition.....** | **$** | **10,000,000** |
| **(e)** | **Southern Oregon University:** | | |
| **(A)** | **Cascade Hall replacement.....** | **$** | **7,000,000** |
| **(B)** | **Student Recreation and Fitness Center .....** | **$** | **20,000,000** |
| **(f)** | **University of Oregon:** | | |
| **(A)** | **Erb Memorial Union .....** | **$** | **84,300,000** |
| **(B)** | **Student Recreation Center expansion and renovation.....** | **$** | **50,250,000** |
| **(C)** | **Housing expansion .....** | **$** | **84,750,000** |
| **(10)** | **Water Resources Department (Art. XI-I(1)) .....** | **$** | **10,235,000** |
| **(11)** | **Housing and Community Services Department** | | |

**(Art. XI-I(2)) ..... $ 25,000,000**

**(12) State Department of Energy (Art. XI-J) ..... $ 60,000,000**

**Total General Obligation Bonds ..... $ 1,708,932,100**

**"SECTION 2. The amounts authorized, as provided by ORS 286A.035, for issuance of revenue bonds of this state during the 2013-2015 biennium are as follows:**

**REVENUE BONDS**

**Direct Revenue Bonds**

| | |
|---|---|
| **Housing and Community Services Department** | **$ 150,000,000** |
| **Department of Transportation, Oregon Transportation Infrastructure Fund** | **$ 20,400,000** |
| **Highway User Tax Bonds** | **$ 846,690,000** |
| **Toll-backed Revenue Bonds** | **$ 663,000,000** |
| **Oregon Business Development Department** | **$ 35,000,000** |
| **Oregon Department of Administrative Services lottery revenue bonds** | **$ 157,557,715** |
| **State Department of Energy** | **$ 20,000,000** |
| **Oregon University System** | **$ 50,000,000** |
| **Total Direct Revenue Bonds** | **$ 1,942,647,715** |

**Pass-Through Revenue Bonds**

| | |
|---|---|
| **Oregon Business Development Department industrial development bonds** | **$ 65,000,000** |
| **Oregon Facilities Authority** | **$ 450,000,000** |
| **Housing and Community Services Department** | **$ 150,000,000** |
| **Total Pass-Through Revenue Bonds** | **$ 665,000,000** |
| **Total Revenue Bonds** | **$ 2,607,647,715** |

**SECTION 3. The amount authorized, as provided by ORS 286A.035, for issuance of certificates of participation and other financing agreements of this state during the 2013-2015 biennium for the Oregon Department of Administrative Services is $40,000,000.**

**SECTION 4. The amounts allocated for private activity bonds, as provided in ORS 286A.615, are as follows:**

**(1) For calendar year 2014, the amount of $370,438,535 is allocated as follows:**

| | |
|---|---|
| **(a) Oregon Business Development Department** | **$ 40,000,000** |
| **(b) Housing and Community Services Department** | **$ 125,000,000** |
| **(c) State Department of Energy** | **$ 10,000,000** |
| **(d) Private Activity Bond Committee** | **$ 195,438,535** |

**(2) For calendar year 2015, the amount of $370,438,535**

**is allocated as follows:**

| | | | |
|---|---|---|---|
| **(a)** | **Oregon Business Development Department .....** | **$** | **40,000,000** |
| **(b)** | **Housing and Community Services Department.....** | **$** | **125,000,000** |
| **(c)** | **State Department of Energy** | **$** | **10,000,000** |
| **(d)** | **Private Activity Bond Committee.....** | **$** | **195,438,535** |

**(3) If an increase in the state's population, a sufficient increase in the region's Consumer Price Index or a change in federal law allows the private activity bond limit as set by the Internal Revenue Code of 1986, as amended, to exceed $370,438,535 during the 2014 calendar year or $370,438,535 during the 2015 calendar year, the increase is allocated to the Private Activity Bond Committee.**

**SECTION 5. (1) For purposes of Article XI-F(1), section 1, of the Oregon Constitution, the Legislative Assembly determines that the projects authorized to be financed pursuant to section 1 (9) of this 2013 Act with bonds issued under Article XI-F(1) of the Oregon Constitution, will benefit higher education institutions or activities.**

**(2) For purposes of Article XI-G, section 1, of the Oregon Constitution, the Legislative Assembly determines that the projects authorized to be financed pursuant to section 1 (1) and (2) of this 2013 Act with bonds issued under Article XI-G of the Oregon Constitution, will benefit higher education institutions or activities or community colleges authorized by law to receive state aid.**

**SECTION 6. Bonds authorized under section 1 (1) and (2) of this 2013 Act may not be issued until the constructing authority certifies to the State Treasurer that the constructing authority has matching funds available for the same or similar purposes as the Article XI-G bonds that will fund the grant or loan to the constructing authority, that the match funds are not proceeds of indebtedness incurred by the state under any article of the Oregon Constitution, and that the match funds are available to the constructing authority in an amount at least equal to the amount of Article XI-G bond proceeds that the constructing authority will receive.**

**SECTION 7. (1) The Department of Transportation may not request and the State Treasurer may not issue any bonds for the Interstate 5 Bridge Replacement Project until the conditions set forth in section 3 (4), chapter 4, Oregon Laws 2013 (Enrolled House Bill 2800), have been satisfied.**

**(2) In lieu of the general obligation bonds authorized for the Department of Transportation under section 1 (7) of this 2013 Act, the State Treasurer may issue up to $453,725,000 of revenue bonds as provided in chapter 4, Oregon Laws 2013 (Enrolled House Bill 2800). The amount of bonds authorized under section 1 (7) of this 2013 Act for the Department of Transportation shall be reduced, and the amount of bonds authorized under section 2 of this 2013 Act for the Department of Transportation shall be increased, by the amount of any revenue bonds issued in lieu of the general obligation bonds authorized under section 1 (7) of this 2013 Act.**

**SECTION 8. (1) Out of the amount specified in section 1 (6) of this 2013 Act, the State Treasurer may issue Article XI-Q bonds in an amount not to exceed $15 million of net proceeds for the purposes specified in subsection (3) of this section, plus an amount estimated by the State Treasurer to pay estimated bond-related costs.**

**(2)(a) Bonds may not be issued pursuant to this section unless:**

**(A) The Chief Justice of the Supreme Court has determined that:**

**(i) The courthouse with respect to which the bonds will be issued has significant structural defects, including seismic defects, that present actual or potential threats to human health and safety;**

**(ii) Replacing the courthouse, whether by acquiring and remodeling or repairing an existing building or by constructing a new building, is more cost-effective than remodeling or repairing the courthouse; and**

**(iii) Replacing the courthouse creates an opportunity for colocation of the court with other public offices; and**

**(B) The Oregon Department of Administrative Services has approved the project for which the bonds will be issued.**

**(b) The Oregon Department of Administrative Services, after consultation with the Judicial Department, shall determine when net proceeds are needed for the purposes described in subsection (3) of this section and shall consult with the Judicial Department regarding the sale of bonds to be issued pursuant to this section.**

**(3) The State Treasurer shall deposit the net proceeds of bonds issued pursuant to this section in the Oregon Courthouse Capital Construction and Improvement Fund. The net proceeds and any interest earnings may be used solely to finance costs related to acquiring, constructing, remodeling, repairing, equipping or furnishing courthouses or portions of courthouses that are owned or operated by the State of Oregon.**

**(4) As used in ORS 286A.816 to 286A.826 with respect to this section:**

**(a) "Project agency" means the Judicial Department.**

**(b) "Project fund" means the Oregon Courthouse Capital Construction and Improvement Fund.**

**<u>SECTION 9.</u> (1)(a) Notwithstanding ORS 1.185, a county and the state, acting by and through the Oregon Department of Administrative Services on behalf of the Judicial Department, may enter into a lease agreement or an intergovernmental agreement with respect to a courthouse or portions of a courthouse that the county is required to provide under ORS 1.185, pursuant to which the state agrees to provide the property and services described in ORS 1.185 (1)(a).**

**(b)(A) An agreement entered into pursuant to this subsection may include a requirement that the county transfer to the Oregon Courthouse Capital Construction and Improvement Fund an amount not less than 50 percent of the total estimated costs of a project funded with bonds issued pursuant to section 8 of this 2013 Act with respect to the courthouse or portions of a courthouse that are the subject of the agreement. The amount transferred by a county pursuant to this paragraph may comprise property tax revenues, bond proceeds or any other county moneys singly or in any combination and proportion.**

**(B) The amount required to be transferred by the county under this subsection may not be less than 75 percent of the total estimated costs unless the project includes colocation of state facilities in the courthouse.**

**(2) For purposes of section 8 of this 2013 Act, the state shall be considered to operate a courthouse or portions of a courthouse that are the subject of an agreement entered into pursuant to subsection (1) of this section if, as applicable:**

**(a) The lease agreement conveys to the state a full leasehold interest, including exclusive rights to control and use the courthouse or portions of the courthouse that are typical of a long-term lease, for a term that is at least equal to the term during which the bonds issued pursuant to section 8 of this 2013 Act will remain outstanding.**

**(b) The intergovernmental agreement grants the state the exclusive right to control and use the courthouse or portions of the courthouse for a term that is at least equal to the term during which the bonds issued pursuant to section 8 of this 2013 Act will remain outstanding.**

**<u>SECTION 10.</u> Notwithstanding any provision of law:**

**(1) General obligation bonds authorized to be issued under Article XI-G of the Oregon Constitution prior to January 1, 2013, for community college projects must be issued not later than June 30, 2015. Project approvals for general obligation bonds authorized to be issued under Article XI-G of the Oregon Constitution prior to January 1, 2013, for community college projects, expire on June 30, 2015.**

**(2) A community college may not have more than one project approved for funding with general obligation bonds authorized to be issued under Article XI-G of the Oregon Constitution that is awaiting matching funds, other than projects approved prior to January 1, 2013.**

**(3) A community college for which a project to be funded with general obligation bonds authorized to be issued under Article XI-G of the Oregon Constitution is approved in this 2013 Act may not request approval of an additional project to be funded with general obligation bonds authorized to be issued under Article XI-G of the Oregon Constitution until the beginning of the regular session of the Legislative Assembly held in 2017, unless the community college withdraws the project approved under this 2013 Act.**

**(4) For biennia beginning on or after July 1, 2015, the aggregate amount authorized for issuance of general obligation bonds under Article XI-G of the Oregon Constitution for projects at a single community college may not exceed $8 million.**

**SECTION 11. Notwithstanding section 16, chapter ___, Oregon Laws 2013 (Enrolled Senate Bill 5533), the State Treasurer may not issue the lottery bonds authorized by section 16, chapter ___, Oregon Laws 2013 (Enrolled Senate Bill 5533), unless the following conditions are met no later than March 31, 2015:**

**(1) The Governor's office has approved a finance and development plan to help prepare the site of the Willamette Falls Legacy Project for a public access project;**

**(2) A local or regional public sponsor of the project has secured a property interest in, or option on, a riverfront portion of the property that was formerly the site of the Blue Heron paper mill; and**

**(3) A local or regional public sponsor of the project has requested that the State Parks and Recreation Department participate in the planning, development and potential future operation of any public access project on the site to ensure that the statewide significance of Willamette Falls is recognized and interpreted and that the falls are accessible to the public.**

**SECTION 12. (1) Notwithstanding any other provision of law, the State Treasurer may not issue any bond to finance the Oregon Convention Center hotel project unless the following conditions are met no later than March 31, 2015:**

**(a) An intergovernmental agreement has been signed to dedicate site-specific local transient lodging taxes from the Oregon Convention Center hotel to support debt service on bonds for hotel construction;**

**(b) An agreement has been signed by Metro and a private developer for development of the Oregon Convention Center hotel; and**

**(c) The amount of state bond proceeds used to finance the project is estimated in public documents to be less than 5 percent of total project cost.**

**(2) As used in this section, "Metro" means the metropolitan service district organized under ORS chapter 268.**

**SECTION 13. This 2013 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect July 1, 2013.**

---

**Passed by Senate July 8, 2013**

.....
Robert Taylor, Secretary of Senate

.....
Peter Courtney, President of Senate

**Passed by House July 8, 2013**

.....
Tina Kotek, Speaker of House

**Received by Governor:**

.....M.,....., 2013

**Approved:**

.....M.,....., 2013

.....
John Kitzhaber, Governor

**Filed in Office of Secretary of State:**

.....M.,....., 2013

.....
Kate Brown, Secretary of State

# Attachment 2

# MULTNOMAH COUNTY, OREGON, CIRCUIT COURT NEW CENTRAL COURTHOUSE PLANNING AND SPACE PROGRAMMING FINAL REPORT

**AUGUST 2014**


**National Center for State Courts**

Chang-Ming Yeh, Principal Judicial Facility Planner, Project Director
Gordon Griller, Principal Court Management Consultant
Nathan Hall, Court Management Consultant
David Sayles, Project Analyst

Daniel J. Hall, Vice President
Court Consulting Services
707 17th Street, Suite 2900
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# Executive Summary

Multnomah County, Oregon, contracted with the National Center for State Courts (NCSC) to study the long-term facility needs of the Circuit Court of Multnomah County (the Court) and develop a space program for the proposed new Central Courthouse. Project tasks included (1) analysis and projection of future circuit court system growth by year 2050, (2) development of circuit court facility master plan strategies, and (3) development of space requirements for the proposed New Central Courthouse. A comprehensive study effort was made jointly by the Board of Commissioners of Multnomah County, Judiciary, Multnomah County Sheriff, Office of the District Attorney, project staff of Multnomah County Facilities and Property Management, representatives of the local bar association, and court-related agencies. Input from respective agencies and major tenants of the proposed New Central Courthouse was gathered through interviews, survey questionnaires, and on-site observation and facility tours. Statistical models of future county demographic and court workload evolvements were developed to quantify their impacts to future demands for court services. A qualitative analysis of feasible and innovative changes and improvements of future court services, given reference to the applicable national best practices of court administration and the local operation initiatives, was conducted to supplement the quantitative model inferences and optimize the resulting court facility needs and space solutions. The following summarizes the findings of population demographics and court case filings trends, future court system staffing estimate, facility planning considerations, court facility master planning strategies, and the New Central Courthouse space requirements.

## Population Demographics and Circuit Court Case Filing Projection Analysis

The demographic and population data from a three-county geographic planning region, which includes Multnomah County, Clackamas County, and Washington County, was used in the statistical analysis because citizens living in the larger Portland metropolitan area engage in the court services in various degrees. By year 2050, Multnomah County's population is expected to grow from 755,174 to approximately 982,000. The three-county metropolitan area is expected to grow from 1.69 million to 2.48 million, which represents an average annual growth rate of 1.26%. Population demographic data from the U.S. Census Bureau, State Office of Economic Analysis, Department of Administrative Services, and Tri-Metro Regional Planning were collected and used in the study.

TABLE ES-1: POPULATION ESTIMATES

| County | Year 2013 | Year 2050 | *Percent Growth* |
|---|---|---|---|
| **Multnomah County** | 755,174 | 982,504 | *30.1%* |
| **Clackamas County** | 385,526 | 583,814 | *51.4%* |
| **Washington County** | 552,121 | 915,979 | *65.9%* |
| **Metropolitan Area** | 1,692,820 | 2,482,297 | *46.6%* |

Population migration from unincorporated areas into municipalities of Multnomah County is expected to continue in the future. While urbanization continues and municipalities keep growing, the City of Portland will remain the largest population center in Multnomah County. The City of Portland accounted for 79% in year 2010 and will account for 83% of Multnomah County's population in year 2035. The City of Gresham accounts for 13% - 14% of the County's population during the same period of time.

TABLE ES-2: POPULATION DISTRIBUTION OF MULTNOMAH COUNTY

| | **Year 2000** | ***% of County*** | **Year 2010** | ***% of County*** | **Year 2035** | ***% of County*** |
|---|---|---|---|---|---|---|
| **City of Gresham** | 90,205 | *13.6%* | 105,594 | *14.3%* | 126,716 | *13.4%* |
| **City of Portland** | 529,121 | *79.9%* | 583,776 | *79.2%* | 789,370 | *83.3%* |
| **Multnomah County Total** | 662,290 | | 736,785 | | 947,673 | |

Court case filings paired with metropolitan area population data suggest the court's case filings may grow within the range of 4.55% and 26.88% by year 2050.

TABLE ES-3: MULTNOMAH COUNTY CIRCUIT COURT CASE FILING ESTIMATE SUMMARY

| | | **Estimated Case Filing Levels** | | | **Estimated Growth Ranges** | |
|---|---|---|---|---|---|---|
| | **2012** | **2050** | | | **2012 - 2050** | |
| **New Filings** | Actual | Low Planning Value | High Planning Value | | Low Planning Value | High Planning Value |
| Criminal – Felony Cases | 5,637 | 6,474 | 7,371 | | 14.84% | 30.76% |
| Criminal – Misdemeanor Cases | 17,115 | 17,115 | 21,439 | | 0.00% | 25.26% |
| Criminal - Infractions and Violations Cases | 111,656 | 111,656 | 138,041 | | 0.00% | 23.63% |
| Civil and Small Claims Cases | 38,507 | 45,918 | 53,393 | | 19.25% | 38.66% |
| Family Court – Family Cases | 15,744 | 16,445 | 19,100 | | 4.45% | 21.32% |
| Family Court – Juvenile Dependency Hearings* | 7,173 | 7,173 | 8,985 | | 0.00% | 25.26% |
| Family Court - Juvenile Delinquency and TPR Cases | 679 | 679 | 1,012 | | 0.00% | 48.99% |
| **Total Circuit Court Filings** | **196,511** | **205,460** | **249,341** | | **4.55%** | **26.88%** |

## Future Court System Staffing

The proposed occupancy of new Central Courthouse is examined based on the caseload growth projection as well as the respective court operation realignments and new service initiatives proposed. Offices and court departments included in the staffing projection analysis include all circuit court judges and referees, judicial support staff, court administration and operations, court-related services, District Attorney's Office, Sheriff's Office, and Probation Initial Assessment Program. The current occupancy level at the historical Central Courthouse accounts for 527.5 full-time-equivalent positions (FTEs). Future growth projection estimates that the occupancy levels in the Central Courthouse could be within the range of 639.5 and 658 FTEs by year 2050.

TABLE ES-4: ESTIMATED YEAR 2050 OCCUPANCY

| | | Projected Year 2050 | |
|---|---|---|---|
| | **Current FTE** | **Low Boundary** | **High Boundary** |
| Circuit Court Judges | 38 | 42 | 49 |
| Referees | 11.5 | 11.5 | 15 |
| Judicial Support Staff | 85 | 90 | 98 |
| Court Administration and Operations Staff | 175.5 | 222 | 222 |
| Court Services (Treatment Programs) | 9 | 10 | 10 |
| Family Court Services | 6 | 9 | 9 |
| Probation Initial Assessment | 3 | 6 | 6 |
| Interpreters | 4 | 5 | 5 |
| Sheriff's Office and Facility Security | 54 | 72 | 72 |
| District Attorney's Office | 141.5 | 172 | 172 |
| **Total FTE** | **527.5** | **639.5** | **658** |

The Court is currently staffed with 49.5 judicial officers, which includes circuit judges and court referees. The future judicial officer needs for the Court is estimated to be within the range of 54 and 64 FTEs by year 2050.

TABLE ES-5: MULTNOMAH COUNTY CIRCUIT COURT JUDICIAL OFFICER NEEDS SUMMARY

| | **Current Judicial Officer** | **Estimated Judicial Officer Needs** | | | |
|---|---|---|---|---|---|
| | | **2020** | **2030** | **2040** | **2050** |
| | | *Low / High* | *Low / High* | *Low / High* | *Low / High* |
| Presiding Judge | 1 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 |
| Chief Civil Judge | 1 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 |
| Chief Criminal Judge | 1 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 |
| Chief Probate Judge | 1 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 |
| Chief Family Judge | 1 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 | 1.0 / 1.0 |
| Civil/Criminal Judges | 25 | 26.0 / 28.0 | 27.0 / 30.0 | 28.0 / 32.0 | 28.5 / 34.0 |
| Family Court Judges | 8 | 8.0 / 8.5 | 8.0 / 9.0 | 8.0 / 9.5 | 8.5 / 10.0 |
| Criminal/ Civil Referee | 7.5 | 7.5 / 8.0 | 7.5 / 9.0 | 7.5 / 9.0 | 7.5 / 10.0 |
| Juvenile Referee | 4 | 4.0 / 4.5 | 4.0 / 5.0 | 4.0 / 5.0 | 4.0 / 5.0 |
| **Total Judicial Officers** | **49.5** | **50.5 / 54.0** | **51.5 / 58.0** | **52.5 / 60.5** | **54 / 64.0** |

**Recommended Future Facility Planning Considerations**

Many adjudication procedures directly impact courthouse/courtroom utilization and public access to justice. For the purposes of this master plan, the NCSC project team identified the following operational issues that may impact space in the New Central Courthouse:

1. Court technology and customer service delivery
   - High-tech, high-touch digital operations
   - Customer-centric, customer-friendly work processes
   - Diminished paper records storage
   - Internet and wireless environment
2. Judicial Officers and Support Staff
   - Collegial Chambers
   - Consolidated Judicial Staff
3. Adjudication Space
   - Flexibly Assigned Courtrooms
   - Courtroom Sizes and Configurations
   - Front/ Back-end Criminal Processing
4. Jury Management and Deliberation Space
   - Juror Assembly Room
   - Shared, Multi-Purpose Jury Deliberation Rooms
5. Courthouse Safety and Security
   - Screening and Prisoner Movement
   - Safeguarding People in the Courthouse
   - Safe Haven for Domestic Violence Victims
6. Calendaring as It Affects Space
   - Hybrid Assignment System
   - Cluster Similar Calendar Assignments
7. Decentralizing Selected Functions Outside the New Courthouse
   - Satellite Court Locations
   - Juvenile Court and Detention
   - District Attorney's Office
   - Self-Represented Services
8. Centralizing Selected Functions Inside the New Courthouse
   - Probation Intake and Family Services
   - Public Defense Resource Center and Telework Services
9. Courthouse Accouterments
   - Childcare
   - Bicycles
   - Food Service
10. Special Purpose Space
    - Civil Commitment Hearings
    - Conference/ Negotiation Areas

## Master Planning Strategy for the Distribution of Court Resources

The future growth of the Court and court-related agencies are to be distributed throughout the existing decentralized system configuration at respective facility locations and the New Central Courthouse. The determination of the planning requirements for the proposed New Central Courthouse is predicated by the overall Court planning vision as well as considerations of the future service capacities of respective facilities at the East County Courthouse (in Gresham), the Justice Center (JC) at Downtown Portland, and the Juvenile Justice Complex (JJC).

### *Juvenile Justice Complex*

The Court will maintain use of the JJC facility in its current capacity. The practice of a rotational assignment of two family judges to hear cases at the JJC is expected to be maintained into the future. Although space problems are not at critical proportions currently, the site capacity allows for up to two additional courtrooms to be constructed on the north end of the existing structure which will allow for up to eight judicial officers to conduct court calendars. Currently, there is inadequate parking available for the public and often times the public will park on the side streets in the surrounding residential neighborhood. Multnomah County will need to consider options to accommodate the existing and future requirements for public parking.

### *Justice Center*

The Court will maintain use of the JC facility in its current capacity. The practice of a rotational assignment of judicial officers to hear cases at the JC is expected to be maintained into the future. Based upon the Court's current calendar, there is growth capacity in the utilization of the courtrooms provided there are an adequate number of judicial officers to conduct proceedings. The JC is the main hub for pre-trial processing of in-custody adult defendants and removing this function from the current location would present significant logistical problems in both transport of in-custody defendants to courtrooms and efficiency of timely case processing. Additionally, the current facility may offer opportunities in the future for the court and court-related functions to expand, but only as space becomes available if city agencies vacate.

### *East County Courthouse - Gresham*

The Court will eventually fully utilize the East County Courthouse, as they will introduce programs and court calendars suitable for the satellite facility. In the future, three judicial officers will be calendared at the courthouse full-time. Proportional growth of the Clerk's Office and District Attorney's Office is anticipated and are planned to be accommodated in the existing facility. The site expansion capacity allows for the facility to double its existing size. If expansion of the facility occurs, the expansion would allow for court-related agencies or county offices but not be required to be space for court-specific functions. If the Court wishes to expand the operations at the facility to include processing of cases that involve in-custody defendants, the facility will need to be retrofitted to accommodate secured prisoner delivery, holding, and circulation within the courthouse.

### *Central Courthouse Facility Space Requirements*

As the Court and court-related agencies grow in the future, the Central Courthouse may need up to approximately 444,693 BGSF by year 2050.

*Note: The space requirement in Table ES-6 uses the staffing assumption based upon the average value of the projection model high/low range. These staffing projections are to be used solely for long-range planning purposes, as they are estimates of the likely needs that might be expected over the planning time span, based largely upon historical trends and qualitative assessments of the future. These estimates should not be construed as being justification for funding additional staff positions. This planning report should be used by Multnomah County Facilities Division, in collaboration with the Oregon Judicial Department and other stakeholders, to determine how these requirements will be implemented to meet the needs of Multnomah County through year 2050.*

TABLE ES-6: MULTNOMAH COUNTY CIRCUIT COURT DEPARTMENTAL SPACE REQUIREMENT SUMMARY

| | | 2050 |
|---|---|---|
| **Public Facilities & Building Support Spaces** | DGSF | **46,024** |
| **Courtrooms & Ancillary Support*** | DGSF | **184,031** |
| **Court Operations** | DGSF | **50,701** |
| **Sheriff Space** | DGSF | **14,689** |
| **Court Services** | DGSF | **7,103** |
| **District Attorney Main Office** | DGSF | **43,643** |
| **District Attorney Satellite Office *(in the Central Courthouse)*** | DGSF | **4,977** |
| **Public Defense Resource Center** | DGSF | **4,587** |
| **Total Departmental Gross Square Feet (DGSF)** | | 355,754 |
| **Total Building Gross Square Feet (BGSF)** | | **444,693** |
| **Total Building Gross Square Feet (BGSF) Excluding DA Main Office** | | **390,139** |

*Note: Grand Jury space requirements are included in the *Courtroom and Ancillary Support* departmental gross square footage summary.

# I. Introduction

Multnomah County contracted with the National Center for State Courts (NCSC) to study the long-term facility needs of the Circuit Court of Multnomah County (herein referred to as "the Court") and develop a space program for the proposed new Central Courthouse. Project tasks included (1) analysis and projection of future Court system growth by year 2050, (2) development of Court facility master plan strategies, and (3) development of space requirements for the proposed new Central Courthouse. A comprehensive study effort was made jointly by the Board of Commissioners of Multnomah County, the Judiciary, Multnomah County Sheriff, Office of the District Attorney, project staff of Multnomah County Facilities and Property Management, representatives of the local bar association, and court-related agencies. Input from respective agencies and major tenants of the proposed new Central Courthouse was gathered through interviews, survey questionnaires, and on-site observation and facility tours. Statistical models of future county demographic and court workload evolvements were developed to quantify their impacts to future demands for court services. A qualitative analysis of feasible and innovative changes and improvements of future court services, given reference to the applicable national best practices of court administration and the local operation initiatives, was conducted to supplement the quantitative model inferences and optimize the resulting court facility needs and space solutions. The following report identifies the current and future court operation environments, the findings on historic and future population demographics and Court case filing trends, future court system staffing requirements, future facility planning considerations, the master planning strategy for the distribution of court resources, and the new Central Courthouse facility space requirements.

### Scope of Work

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

1. Analyzed current court components and offices to identify current practices and the operational environment of the Court.
2. Assessed functional use of the existing facilities, based on the present levels of court services or court-related office or department operations to identify deficiencies and future facility needs.
3. Projected future growth of the Court and court-related offices based on demographic data and historic case filing analysis.
4. Performed an analysis of operational issues impacting space and developed visionary concepts of possible future facilities options available to enhance the function and service delivery of the Court.

5. Identified Court and court-related office functional requirements based on the Court's unique operating environment resulting in the development of appropriate design concepts and goals as well as functional space standards for the needs identified.
6. Developed future long-range court facility space needs requirements based on court system growth models in terms of total square footage, incorporating space standards and building grossing factors. The future court facility space needs projections will accommodate the growth and expansion of the Court into year 2050.

**Methodology**

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

- Presiding Judge and Circuit Court Judges
- County Board Members – Chair Kafoury and Commissioner Shiprack
- Court Administrator
- Court Services staff (Case Processing, Court Services, and Public Services Departments)
- Sheriff Court Security staff
- District Attorney staff
- Department of Community Justice – Probation Assessment and Intake
- Family Court Services staff
- Public Defender and Private Defense Bar representatives
- County and Judicial Branch Information Technology staff
- County Facilities and Property Management staff
- Oregon Judicial Department Records Management staff

Following the initial site tours, interviews, and survey analysis, the NCSC project team analyzed historical demographic and caseload data to develop projections of future court caseload and population growth. The NCSC project team then used the analysis and projections of court caseload and population growth to estimate personnel and staffing needs of the Court and court-related offices or departments. Long-term facility requirements were developed for the court system to year 2050 based on the future growth projections of the court system and the applicable space standards for the court functional areas. The functional space standards adopted

for the development of the long-term facility requirements comply with the Courthouse Design Guideline published by the NCSC.

## II. Overview of Court and Court-Related Agencies

The Circuit Court of Oregon for Multnomah County is a single-county district functioning as Oregon's Fourth Judicial District. The Court has general jurisdiction for all cases arising in the district with the exception of two limited jurisdiction municipal courts operated by the Cities of Troutdale and Fairview. The Court serves as the Municipal Court for the City of Portland and the Municipal Court for the City of Gresham; the first and fourth largest cities in Oregon.

The Court currently has 38 circuit court judges. There are 36 judges' offices with courtrooms in the Historic County Courthouse; two judges routinely rotate to other facilities. Judges may hold court at various other locations within Multnomah County – the Juvenile Justice Complex (six courtrooms), Gresham (three courtrooms), and the Justice Center (four courtrooms). The Justice Center has one judge and courtroom assigned on different days of the week to serve as the Community Court for North-Northeast Portland, Southeast Portland, and Central Portland. These Community Courts have been in operation since 1998. There is also a Gresham Community Court operated one day a week from that court facility.

The Court operates under the direction of the Presiding Judge. The Presiding Judge directly manages a hybrid master calendar system which relies on individual assignments in some areas. The Presiding Judge retains assignment authority over 27 of the Court's 38 judges directly, and assigns to the Chief Family Court Judge assignment responsibility for 9 of the Court's judges. The Presiding Judge also is assisted by and appoints the Chief Criminal Judge who develops and oversees the court's case management strategies for most nonperson felony and misdemeanor offenses, and a Chief Civil Judge who advises the Presiding Judge on civil case management strategy and serves as Chair of the monthly Judges' discussion regarding civil procedural issues before the court and for which any Judge requests discussion time with the group.

Many of the Court's civil and criminal cases are managed generally through the master calendar system, but complex cases are specially assigned to provide individual judicial attention to one or a class of cases which either benefit from continuity in oversight or common issues across multiple similar cases. In civil actions, these cases are usually a grouping of torts around a product or procedure, but can also be individual cases with highly complex subject matter or party structure. In criminal cases, capital murder cases are assigned to a member of a team of judges who oversee all of these cases, and non-capital murder cases are specially assigned to judges.

While under the control of the Presiding Judge, many cases upon filing are routed through a case management process which puts them into subject matter queues for disposition without direct involvement by the Presiding Judge except to assign judicial officers to preside over all aspects

of these matters. These cases arise from the former limited jurisdiction District Court, which was abolished in Oregon in 1998 and consolidated into the general jurisdiction Circuit Court – parking, violation offenses, misdemeanor offenses, civil small claims (claims up to $10,000), and landlord-tenant matters. These cases also include nonperson felony property and drug cases. These cases may, but rarely, have issues which bring them before the Presiding Judge for assignment. The majority of such cases, however, move from filing through disposition, which may include moving through a treatment court, along documented case managed steps which have been developed in working with the various appropriate groups and are presided over by judges whose assignment is given by a weekly, monthly, or quarterly rotation shared by all of the judges other than the Family Court.

The Chief Family Court Judge manages the work of the Family Court's judges. The Family Court is responsible for all matters arising within the court's domestic relations, probate, protective proceedings (guardianship and conservatorship proceedings), and juvenile (delinquency, dependency and termination of parental rights) jurisdiction. This work is managed within a master calendar environment, but the one judge-one family model is followed both in domestic relations and juvenile dependency cases since much of the Family Court's workload consists of "retained" cases where a judge may work with a family over years of time. The Family Court also presides over all misdemeanor domestic violence cases which arise as contempt or as misdemeanor crimes. The Family Court judges preside over jury trials on the domestic violence misdemeanor criminal cases, and oversee probation sentences imposed in the contempt or misdemeanor adjudications; this is a part of the Domestic Violence Court. Currently, the Family Court judges each spend two months out of the year at the Juvenile Justice Complex. This assignment pattern requires, from time to time, the transport of in-custody juveniles to the Central Courthouse when the assigned judge is not on duty at the Juvenile Justice Complex.

Once a judge is appointed to either the civil/criminal bench or the family/juvenile bench, he or she tends to stay there for the duration of his or her career. Civil/criminal judges are routinely assigned to adjudicate both civil and criminal cases, although for 16 to 18 weeks during the year they are assigned to special calendars. These assignments are stand-alone calendars composed of high volume matters grouped by case type (e.g., misdemeanors, traffic, East County Court, community court, drug court, etc.)

The Court is also served by 11.5 FTE referees. This currently gives the Court 49.5 FTE judicial officers. Except in juvenile court, the referees sit as judges pro tempore and handle the high volume calendars in the Central Courthouse, specifically those for traffic, small claims, landlord-tenant, parking, and infractions and violations. Referees provide 15 to 20 percent of the judicial officer time on adult misdemeanors and accept pleas. They bear the major responsibility for mental health cases. The Juvenile Referees handle the bulk of juvenile delinquency and juvenile dependency cases, but do not handle serious juvenile felony matters or terminations of parental rights. The Court's juvenile referees do not sit in civil actions and have only a small role to play

in domestic relations cases – usually only when there are co-occurring juvenile dependency and domestic relations matters in a family assigned to a referee.

Attorneys serve pro bono as pro tem judges to hear summary judgment motions in civil cases. This assistance to the Court is not included in the 49.5 judicial FTE and provides an estimated 0.25 in judicial officers each month (there are nine attorneys currently hearing motions). Unlike many courts that have a civil motions calendar run by one or two judges, civil cases on the master-civil-criminal calendar are assigned to a judge who will hear most civil motions in that case up to trial; these motion hearings usually take place in the opening hour of the court day between 8:00 and 9:00 am. Judges hear about half of the summary judgment motions, and volunteer attorneys hear remaining motions.

### a. Multnomah County Judges and Referees

**Criminal and Civil Judges.** The judges assigned to criminal and civil court hear all criminal cases (misdemeanors and felonies) and civil actions (lawsuits).

**Family Judges.** The judges assigned to Family Court hear all domestic relations (divorce and child custody) cases, juvenile court matters (dependency, delinquency, and termination of parental rights), as well as probate and civil commitment cases. The Family Court judges also hear misdemeanor criminal cases scheduled in Domestic Violence Court.

**Criminal and Civil Referees.** The referees are judicial officers who serve as pro tempore circuit court judges under appointment from the Oregon Supreme Court. During their appointments, they have the same authority as any other circuit judge. The referees usually oversee small claims, landlord and tenant, civil commitments, traffic arraignments and trials, and the community courts. The referees also preside over misdemeanor criminal cases, including jury trials, in the East County Court facility.

**Family and Juvenile Referees.** The referees serving in the Family Court are full-time judicial officers. They serve both as referees and, on occasion, as pro tempore circuit court judges under appointment from the Oregon Supreme Court. Decisions they make while serving as referees may be reviewed by a circuit court judge. The referees usually hear the following matters: juvenile dependency and juvenile law violation (delinquency) as referees, and, when co-occurring with a dependency case, domestic relations matters involving the family are heard by the referee sitting as a Circuit Court Judge Pro Tempore.

TABLE 1: EXISTING JUDGESHIPS, 2013

| Judicial Officer Type | FTE |
|---|---|
| Presiding and Chief Judges | 5 |
| Criminal and Civil Judges | 25 |
| Family Judges | 8 |
| Criminal and Civil Referees | 7.5 |
| Juvenile Referees | 4 |
| **Total** | **49.5** |

### b. Judicial Support Staff

There are 79 employees who serve the judiciary directly; 38 judicial assistants and 40 courtroom clerks; and one calendar secretary clerk to assist the Presiding Judge.

### c. Office of the Presiding Judge

There are four staff positions assigned directly to the Presiding Judge: the Presiding Judge's judicial assistant maintains the Presiding Judge's calendar and handles the scheduling of any conferences before the Presiding Judge; the calendaring secretary handles trial docket assignment and scheduling; the two presiding court clerks handle the administrative paperwork processed through the Presiding Judge's office, including default orders and judgments, as well as staffing the courtroom during proceedings, and answering questions about presiding court procedures for the members of the bar and public.

TABLE 2: OFFICE OF THE PRESIDING JUDGE STAFFING

| Position | FTE |
|---|---|
| Presiding Judge | 1 |
| Judicial Assistant | 1 |
| Calendaring Secretary | 1 |
| Court Clerk | 2 |
| **Total** | **5** |

### d. Court Administration

The Trial Court Administrator has 162.5 persons housed in the Central Courthouse facility assigned to perform administrative tasks for document filing, data entry, and calendar management. The employees in the Office of Court Administration are divided between those who are performing general administrative functions and those assigned to specific court functions. All non-judicial employees are supervised by the Trial Court Administrator including staff assigned to judges and the Court's referees.

TABLE 3: COURT ADMINISTRATION STAFFING

| Department/position | Current FTE |
|---|---|
| Trial Court Administration | 6 |
| Court ADA/Security Coordinator | 1 |
| Courtroom Clerk Supervisor | 1 |
| Centralized Public Service and Payment | 51 |
| Financial Services | 32.5 |
| Civil Court Operations | 21 |
| Criminal Court Operations | 21 |
| Family Law and Probate Court Operations | 16 |
| Technology Services | 12 |
| Child Support Enforcement | 1 |
| *Temporary Workers (Various Departments)* | *14* |
| **Total Court Administration and Operations Staff** | **162.5** |
| *Total Court Administration and Operations Staff (Including Temporary Workers)* | *176.5* |

### e. Problem Solving Courts

#### i. Driving Under the Influence of Intoxicants Intensive Supervision Program

The Driving Under the Influence of Intoxicants (DUII) Intensive Supervision Program (DISP) is intended to serve individuals with two or more DUII convictions. The DISP Program is staffed by four positions:

TABLE 4: DUII INTENSIVE SUPERVISION PROGRAM

| Position | FTE |
|---|---|
| Program Coordinator/ Case Manager | 1 |
| Administrative Analyst | 3 |
| **Total** | **4** |

#### ii. Sanctions Treatment Opportunity Progress

The Sanction Treatment Opportunity Progress (STOP) adult drug court of Multnomah County is one of the pioneering drug courts in the United States. Its purpose is to provide qualifying individuals with the opportunity to address addictive behaviors that lead to criminal behavior.

#### iii. Success Through Accountability, Restitution, and Treatment

Success Through Accountability, Restitution, and Treatment (START) is an adult drug court for convicted property offenders who have an addiction to drugs and/or alcohol. Participants attend substance abuse treatment, are supervised by an assigned Probation Officer, attend court regularly, and submit to random drug testing. The START program is currently administrated by one program coordinator.

TABLE 5: START PROGRAM

| Position | FTE |
|---|---|
| Program Coordinator/ Case Manager | 1 |
| **Total** | **1** |

### f. Community Court

Community Court, started in March 1998, focuses on misdemeanor quality of life crimes, such as theft, prostitution, drinking in public, and trespass. In return for a guilty plea, individuals receive a sentence that may include local community service and mandated social services. Judges rotate on this special docket. This is a special docket where only the judge rotates to the downtown facility, not his or her staff. Clerk staff at the downtown facility assists the judges while they are on rotation. Community Court reduces the number of cases on other criminal court dockets and saves costs for jail beds. Most first-time cases at Community Court are dismissed after the defendant successfully completes their court-ordered community service and/or mandated social services. Some participants in Community Court perform community

service, so their labor goes back into the community harmed by their conduct and criminal activity. Other participants in Community Court complete mandated social services to address the issues that led to their criminal behavior.

#### g. Mental Health Court

Mental Health Court is a specialized treatment court, designed to reduce criminal activity committed by persons suffering from a qualifying mental health diagnosis. To qualify, an individual must have been diagnosed with one of the following illnesses: bi-polar disorder, schizo-affective disorder, schizophrenia, or major depression. The Mental Health Court functions cooperatively with multiple agencies, including the District Attorney's Office, Court, Multnomah County Mental Health Department, Public Defender and the County Sheriff's Office. Mental Health Court participants are on probation; both supervised (formal probation) and unsupervised (bench probation). As a condition of probation, defendants are offered an opportunity to participate in the Mental Health Court program. It takes a minimum of one year to complete. Successful participants are able to shorten the length of their probationary period.

Additional court administrative staff is housed in the Juvenile Justice Complex, East County Courthouse in Gresham and the Justice Center downtown.

### h. District Attorney

The Multnomah County District Attorney's Office is responsible for prosecuting offenders who commit criminal law violations in Multnomah County, both misdemeanors and felonies. They do not handle civil matters; however, they do work on juvenile dependency cases. The District Attorney's Office also performs a number of other functions, including child support enforcement and as the petitioner in termination of parental rights (TPR) matters. The District Attorney's primary office is in the Central Courthouse, and satellite offices operate in the Justice Center, the Portland Building, the Juvenile Justice Complex, the Gateway Center, and the East County Courthouse in Gresham. Eighty percent of the funding for the District Attorney's Office comes from Multnomah County, which in recent years has been reduced due to the recession and budget shortfalls.

TABLE 6: DISTRICT ATTORNEY'S OFFICE

| Position | FTE |
|---|---|
| Executive Offices and Administration | 12 |
| Reception | 2 |
| Discovery | 4 |
| Investigation Unit | 9 |
| Trial Units | |
| Misdemeanor Trial Unit | 12 |
| *Misdemeanor Trial Unit Interns* | *2* |
| Unit A – Property Crimes | 15 |
| Unit B – Drug and Vice Crimes | 7 |
| Unit C/Gangs – Robbery and Weapons Crimes | 11.5 |
| Unit D – Violent Person Crimes | 7 |
| Domestic Violence Crimes | 11 |
| Pre Trial Unit | 3 |
| Pretrial Support/ Records | 9 |
| Victim Assistance and Restitution | 12 |
| Grand Jury | 3 |
| Support Enforcement Division | 15 |
| Information Technology | 7 |
| **Total District Attorney Staff** | **139.5** |
| *Total District Attorney Staff (Including Interns)* | *141.5* |

*General Reception*

The front counter receptionists, currently two staff, assist the public by gathering requested information, which may mean directing the public/attorneys to other units within the District Attorney's Office, supplying packets of information and/or connecting the requestors to the Deputy District Attorneys directly.

*Discovery Unit*

The Discovery Unit is responsible for providing and tracking discoverable material provided to the defense attorneys for trial purposes. This discovery includes police reports, medical reports,

CDs/DVDs, etc. Defense attorneys and defendants come to this unit to purchase discovery packets.

*Misdemeanor Trial Unit*

The support staff in the Misdemeanor Trial Unit helps to prepare misdemeanor cases for trial, diversion, or pleas. Notices of trial readiness are prepared, subpoenas are mailed, and restitution forms/driving suspension packets are received and noted in the tracking systems.

*Felony Trial Units*

Felony Trial Units are organized into five sub-units including: Unit A – Property Crimes, Unit B – Drug and Vice Crimes, Unit C – Gangs – Robbery and Weapons Crimes, Unit D – Violent Person Crimes, and the Domestic Violence Unit. Each unit is supported by a "head" Deputy District Attorney, several Deputy Attorneys, and Office/Legal Assistants. The Felony Trial Units have cases set for multiple appearances and the Deputy District Attorneys frequently meet with police officers, detectives, defense attorneys, civilian witnesses, and other criminal justice partners.

*Victims Assistance*

The Victim Assistance Program assists many victims with information on programs which are available to them and often provides information and victim advocate support as their criminal cases progresses. Advocates must provide core services including notification of crime victim's rights and court appointment, as well as acting as liaison in locating and utilizing resources to improve the crime victims' emotional and mental health.

*Victims Assistance Restitution Unit*

Working in conjunction with the Victims Assistance Program, the Restitution Unit provides assistance with efforts to notify victims, investigate and prepare restitution requests, and to look for ways to improve existing efforts. Currently this work unit is housed in the Portland Building; however, this unit is planned to be housed with the other units of the District Attorney's Office.

*Grand Jury*

All felony cases go through grand jury indictment. By statute, a felony can be filed against an accused by grand jury or preliminary hearing (criminal complaint). Historically, however, Multnomah County has handled felony charges through the grand jury indictment process. Grand jurors are selected from the general jury pool of the court to form three concurrent running grand juries. Grand Jury 1 handles major felonies and meets Monday through Friday at 8:00 a.m. until finished. Grand Jury 2 handles drug cases and meets Monday through Thursday at 8:00 a.m. until noon, and all day Friday. Grand Jury 3 handles property crimes and meets

Monday through Friday at 10:00 a.m. until 5:00 p.m. Grand Juries are managed by three District Attorney Office staff.

*Information Technology Division of the District Attorney's Office*

The Information Technology division of the District Attorney's Office manages and maintains the computer technology and data system needs of the District Attorney's Office including network/server/hardware acquisition, installation, and maintenance; software applications development and acquisition including case-tracking, document management systems, office suites, email, intra. and internet services; MCDA/MCSO MS Active Directory maintenance; network security; statistic and data compilation; report generation and reporting services; data storage and backup services; process analysis, etc. Currently this work unit is housed in the Portland Building, however, for future planning this unit will be housed with the other units of the District Attorney's Office.

*Support Enforcement Division*

The Support Enforcement Division is responsible for representing the State of Oregon in establishing, modifying, and enforcing child and spousal support orders. The Support Enforcement Division is comprised of three areas. The intake area staff screens new applications, prepares files, calculates past due support amounts, and initiates reciprocal petitions to other states. The enforcement area is staffed by support agents who have responsibility to screen for appropriate enforcement action, monitor delinquencies, resolve disputed issues and collect support. The legal area is staffed by attorneys who handle all legal matters associated with the cases including negotiations, hearings, and trials. Currently, this division is housed in the Portland Building, however, for future planning this unit will be housed with the other units of the District Attorney's Office.

### i. Sheriff Office and Courthouse Security

The Court Service Section of the Multnomah County Sheriff's Office (MCSO) operates three units within the courthouse to maintain building and Court security and in-custody transports. In the last ten years, the positions that have been cut from the Court Services and Transportation Units have impacted the workload of the remaining members of the staff units. As a result, there are times when it is difficult to complete transports and defendant escort requests in a timely manner.

*Court Services Unit*

The primary function of the Court Services Unit is to escort in-custody defendants to and from the court holding areas located within the courthouse for court proceedings including the monitoring and supervision of in-custody defendants. Defendants are currently escorted through public areas of the building as there is very limited secured circulation within the courthouse.

Only one of the five elevators can be commanded if deputies need to respond to an emergency. Deputies provide a wide range of services to the Court which include security to all areas of the courthouse, court holding, response to emergency calls, incidents and routine calls for assistance. Court Services Unit staff is also responsible for responding to courtrooms as required and by order of the Court to take out of custody persons into custody. Justice Center court security includes providing armed deputies for the arraignment courts, escorting inmates from jails to court proceedings, and taking persons into custody when ordered by the court.

TABLE 7: COURT SERVICES UNIT STAFFING

| Position | FTE |
|---|---|
| Sergeant | 1 |
| Correctional Deputies | 28 |
| Law Enforcement Deputy | 1 |
| **Total** | **30** |

*Transportation Unit*

The Unit is responsible for the transportation of pretrial and sentenced offenders between the Court and the Multnomah County Corrections facilities, the State Hospital, and state correction institutions. The Transport Unit is a main component of the Multi-State Cooperative Transport System, sharing resources to move inmates between different jurisdictions.

There are three regularly scheduled transfer times throughout the day; a minimum of seven corrections staff are assigned to facilitate the moving of in-custody prisoners. Throughout the remaining time, four deputies are assigned to the court holding areas and nine deputies escorting defendants to court for scheduled appearances. When deputies are not transporting in-custody prisoners, deputies stage themselves in the main Sheriff's Office or conduct foot patrols and monitor the lobby while waiting for their next call. At all times from 7:00 a.m. to 6:00 p.m., a deputy is assigned to the dispatch desk to receive calls and instructions from the courts.

TABLE 8: TRANSPORTATION UNIT

| Position | FTE |
|---|---|
| Sergeant | 1 |
| Correctional Deputies | 15 |
| **Total** | **16** |

*Turn Self-In Program*

The Turn-Self-In Program is a probation-type program for lower level offenses which require jail time, but instead the defendant will agree to terms of serving time on the weekend. Supervision is provided by court security staff on Saturdays and Sundays for those defendants who turn themselves in for the day. Defendants check themselves in daily on the weekends until their sentence is completed. Defendants in this program range between 30 and 40 people on average but as many as 90 can be enrolled in the program at one time. While this program only requires

a jail-like experience, the supervision occurs at the courthouse jail/temporary court holding and allows inmates to sever sentences without occupying a jail bed, thus reducing jail population crowding. This alternative sentencing option is a cost effective means of handling sentenced persons.

*Facility Security Unit*

The Facility Security Unit is the first level of security for public safety and emergency preparedness. The unit is responsible for all access points of the courthouse using metal detectors, and x-ray machines as well as clearance for employees, ADA, and contractor/vendor access. The unit staff may confiscate any unauthorized item brought to the courthouse by way of the public through the security screening process. The unit also provides security for family and civil court proceedings, overall general courthouse security via foot patrols, and monitors camera systems and alarm response for both duress and fire alarms. The Facility Security Unit coordinates emergency response and evacuation responses processes as well as facilitates the exclusion process of individuals who have exhibited violence and/or disruptive behavior in the courthouse based upon the rules of the courthouse. The staff in this unit provides customer service through information requests and manages lost and found property. The staff works in collaboration with other agencies and the Court to prevent disruption of services to the public so court business may be conducted in a safe environment. One facility security officer is assigned a Saturday and Sunday schedule from 7:00 a.m. to 7:00 p.m. to provide security during the Turn Self-In Program times.

TABLE 9: FACILITY SECURITY UNIT

| Position Title | Current FTE |
|---|---|
| Program Manager | 1 |
| Supervisor | 1 |
| Facility Security Office (FSO) | 6 |
| **Total** | **8** |

### j. Department of Community Justice – Probation Initial Assessment and Referral

The Department of Community Justice focuses on criminal cases through various sub-groups, one of which is currently housed in the Central Courthouse facility. The Fast-Track Assessment and Referral Unit is a small group who only recently started providing two staff in the courthouse. The staff do all front-end, quick-turnaround probation orientation and evaluation work. The unit is organized to conduct early reviews on defendants in minor crimes that are in the plea process.

TABLE 10: PROBATION INITIAL ASSESSMENT

| Position Title | Current FTE |
|---|---|
| Supervisor | 1 |
| Probation Officers | 2 |
| **Total** | **3** |

### k. Court Care

Various trial courts provide special, free childcare space in their courthouses. The Court has done so for some time through Court Care, a multi-agency effort coordinated and funded through the Multnomah Bar Association. Here, children can experience a safe, relaxing, educational experience while their parents or guardians attend to court matters. Court Care services are offered to children aged six weeks to five years old and are available to parents who are doing business with the courts at no cost. The office is open from 8:30 a.m. to 4:30 p.m. and is currently located on the second floor of the courthouse in room 214.

### l. Family Court Services

Family Court Services conducts child custody evaluations and provides a statutorily required education course for divorcing parents with classes held in both the Central Courthouse and the Juvenile Justice Complex. Family Court Services also provides mediation services regarding parenting issues, not financial or property issues. The staff handles domestic violence cases if there is a concurrent custody matter in process involving the family. This office collaborates with the court clerk assigned to the Family Court and with the Family Law Facilitation Program.

TABLE 11: FAMILY COURT SERVICES

| Position | FTE |
|---|---|
| Program Coordinator/ Case Manager | 1 |
| Counselor | 5 |
| **Total** | **6** |

### m. Interpreters

This program is under the Office of the State Court Administrator, Court Interpreter Services (CIS). The circuit court component for Multnomah County, stationed in the Courthouse, consists of interpreters and a manager, a total of four positions, who are dedicated to services in this Judicial District.

# III. Operational Requirements Impacting Space in a New Multnomah County Central Courthouse

Courthouses are a major focal point of the justice system and one of the most revered symbols of the rule of law. Unfortunately, many also portray a bleaker image – a picture of neglect, decay, and dysfunction due to their outdated, overcrowded, and outmoded condition. Many of the more than 4,000 courthouses in state court systems do not meet code requirements, federal mandates for the disabled, and worker safety standards. Too many are unsafe, functionally inadequate, and poorly maintained. Because counties still bear the primary responsibility for court facility construction and renovation throughout America – even in states such as Oregon where state legislature funds trial court operational costs – numerous court buildings weakly compete against other county services and capital funding needs. Frequently, courthouses are passed over in lieu of other priorities, worsening what can already be an inadequate situation. Fortunately, both the State Legislature and Multnomah County government are moving forward to plan a replacement for the historic Central Courthouse, a 100+ year old urban court facility actively used as the principal court building for a community of nearly one million people.

The current courthouse, now 100 years old, is at the end of its useful life as the center for judicial services in Multnomah County. The building's limits have been identified and defined over the last 50 years. Now its 100 year old fabric constrains its ability to fit the 21st Century role for a general jurisdiction trial court serving a large metropolitan community. The current courthouse has severe life safety hazards which exist largely by virtue of 100 year old design and construction techniques. The building has safety issues through its current design that necessitates movement through courtrooms the mentally ill and the accused and convicted violent criminals in the same corridors that are used by state and county officials, attorneys and clients, jurors, witnesses and the observers of court proceedings. The internal systems of the building, some components of which reach back to its opening, are exhausted. The compensating adjustments required by all of these shortcomings are expensive and add process inefficiency and delay to today's Courthouse business.

Recently, a concerted effort toward developing a new Central Courthouse has come into play spearheaded by the Oregon Judicial Branch, the State Legislature and Multnomah County officials. In planning a new facility in earnest, Multnomah County has contracted with NCSC to not only quantitatively project future needs, but to assess how a new court building can be best adapted to efficiently incorporate present and future judicial processes and practices. To that end, and for the purposes of the master plan, the NCSC project team identified operational issues that will impact space in the new Central Courthouse related to the following ten major functional areas:

1. **Court Technology and Customer Service Delivery**
   1.1. High-Tech, High-Touch Digital Operations
   1.2. Customer-Centric, Customer-Friendly Work Processes
   1.3. Diminished Paper Records Storage
   1.4. Internet and Wireless Environment
2. **Judicial Officers and Judges' Support Staff**
   2.1. Collegial Chambers
   2.2. Consolidated Judicial Staff
3. **Adjudication Space**
   3.1. Flexibly Assigned Courtrooms
   3.2. Courtroom Sizes and Configurations
   3.3. Front-end; Back-end Criminal Processing
4. **Jury Management and Deliberation Space**
   4.1. Juror Assembly Room
   4.2. Shared, Multi-Purpose Jury Deliberation Rooms
5. **Courthouse Safety and Security**
   5.1. Entrance Screening and Prisoner Movement
   5.2. Safeguarding People in the Courthouse
   5.3. Safe Haven for Domestic Violence Victims
6. **Calendaring as It Affects Space**
   6.1. Hybrid Assignment System
   6.2. Cluster Similar Calendar Assignments
7. **Decentralizing Selected Functions Outside the New Courthouse**
   7.1. Satellite Court Locations
   7.2. Juvenile Court and Detention
   7.3. District Attorney's Office
   7.4. Self-Represented Services at Public Libraries
8. **Centralizing Selected Functions Inside the New Courthouse**
   8.1. Probation Intake and Family Services
   8.2. Public Defense Resource Center and Telework Services
9. **Courthouse Accouterments**
   9.1. Childcare
   9.2. Bicycles
   9.3. Food Service
10. **Special Purpose Space**
    10.1. Civil Commitment Hearings
    10.2. Conference; Negotiation Areas

# 1. Court Technology and Customer Service Delivery

## 1.1. High-Tech, High-Touch Digital Operations

Trial courts are knowledge-based, process-oriented organizations. Much of the recent innovation taking place in trial courts has come from adapting digitized technical and business solutions used by other knowledge-based industries and high-tech companies such as banks, insurance, and finance institutions. Two circumstances largely caused this change. New configurable software approaches used by electronic systems developers (i.e., Tyler Justice Solutions' *Odyssey*® currently being installed statewide by the Oregon Judicial Branch is an example) have lowered costs and increased installation speed for case management systems (CMS) central to such everyday trial court operations as filing documents, sending notices, scheduling hearings, and coordinating appearances in trial courts. Secondly, the Great Recession, reducing staffing levels in some courts by as much as 25-30 percent over recent years with little hope of recouping those losses, gave court leaders reasons to reengineer and computerize in more strategic ways rather than piecemeal approaches in order to readjust to a more long-term austere future.[1]

The recordkeeping and business process changes taking place in the Oregon Judicial Branch will occasion widespread electronic *"court2customer"* connections, whether those customers are county or state justice system agencies, or the general public. Newer graphical (and web-based) interfaces with court users will be the norm as the Court incorporates Tyler's *Odyssey*® software in May 2014. In doing so, both caseflow and associated workflows will move toward a "paper on demand" environment, implying that although paper will still be a medium of exchange, it will be up to the individual to print a document as necessary. Paper will neither be part of the work/business process nor will the court be obligated to retain it in its physical form as an official government record.

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

Over time, and based on NCSC experience within the national community of courts, it is likely that standalone electronic systems operated by other state and county justice stakeholders who work closely with the Court (e.g., District Attorney, Community Corrections and Services, Public Defense, Sheriff) will increasingly integrate in more systematic and strategic ways with the Court's new system. In Multnomah County, good work has been done to share digitized information between organizations in the past, although it often has been accomplished through

[1] Nationwide, U.S. Department of Labor statistics indicate federal, state, and local government workforces continue to shrink, losing 29,000 jobs in January 2014 alone, while only a modest 113,000 jobs were added by the private sector during that month. Clerically oriented, paper-intensive jobs such as those found in courts are especially vulnerable to increased automation and technological efficiencies.

the heroic efforts of individuals, rather than through institutional design. With a new, state-of-the-art court system at the hub of the adjudication process, NCSC envisions it will generate an enhanced incentive among elected officials, state and county governments, and funding sources toward greater enterprise-wide data integration.

### 1.2. Customer-Centric, Customer-Friendly Work Processes

A subtle, calculated business principle enabled by today's electronic technology and increasingly used by businesses and government is to move work to customers. Electronic banking, airline ticket purchases, and internet shopping (i.e., Amazon, E-Bay, Hotel.com, etc.) are prime examples, as is e-filing. By doing so, the number of business transactions that require staff to engage in one-to-one (i.e., face-to-face, phone-to-phone, email-to-email, etc.) contact with a court user is reduced, saving time, money - and space - while enhancing productivity and efficiency.

John A. Clark and Bryan D. Borys at the Superior Court in Los Angeles County point out in their recent article, "Usability is Free: Improving Efficiency by Making the Court More User Friendly," that it is not only valuable for courts to provide remote Internet access for customers to transact business, but equally important to offer service to fit specific information and decision-making needs of particular customers. An example is the use of electronic juror summonsing, qualification, orientation, and assignment systems permitting online juror orientation, postponements of service dates, direct reporting to a courtroom, and juror payment through kiosks at the end of their service.[2]

The Court, as well as other trial courts in Oregon, will move in this direction. As an example, litigants coming to the courthouse with paper files will be required to scan documents in public service areas near the Court's filing counters using court-provided public scanning machines. No paper records will be accepted. Fines, fees, and costs will be payable at a court's cashiering station. The long range plan, however, among courts nationwide as well as in Oregon will be to optimize remote e-payment processes.

As with the bar, high-tech/high-touch courts are beginning to push electronic access to court services through e-information, e-forms and e-filing approaches for the public, too. It will define the interactions between both public and private lawyers and the Court in the future.

In addition to a concerted move to grow self-represented services at public libraries, it is prudent to provide a small combined law library and self-help center at the new Central Courthouse. In doing so, it should provide space for lawyers to conduct Internet legal research while in the courthouse as well as for litigants to access self-help electronic forms and instructions which the Oregon Judicial Branch is planning on providing, through its contract with Intersys, a private vendor marketing do-it-yourself legal services to non-lawyers, through its TurboCourt software.

[2] Clarke, John A., Borys, Bryan D., "Usability is Free: Improving Efficiency by Making the Court More User Friendly," *Future Trends in State Courts 2011*, Williamsburg, VA: National Center for State Courts, 2011.

### 1.3. Diminished Paper Records Storage

As e-filing continues to be implemented, the assignment of records room staff is evolving. The location of the staff in the new central courthouse is yet to be determined. As part of the on-going conversion, when an "old record" request is received, records staff will retrieve the paper file and scan it into the Court's e-CMS. A number of part-time employees, some of whom are students and hourly workers, will staff the archival unit. There is no long-term employment commitment by the Court to these employees so as the need for older records diminish over time, this work unit will become smaller.

Currently, Multnomah County provides four major records storage sites. The further away the site is located, the older the records are that are housed in it. Records are progressively archived from closer sites to more outlying sites as they age:

- Central Courthouse basement file room. Newest records dating back to 2001/2002.
- Towne Storage Building. Two miles from the Central Courthouse. This is a privately owned building with 2400 SF of storage at $76,000 annual rental cost.
- Walnut Park Building. Five miles from the courthouse. This county-owned building has 9,081 SF of records storage with a building cost of $116,000 annually.
- Yeon Building. Fifteen miles from the courthouse. It, too, is a county owned structure with 2,772 SF of records space at a building cost of $21,000 annually.

Two record types are currently in electronic formats, namely parking/traffic citations and small claims/landlord-tenant (forcible detainer) records. There are some paper parking/traffic records at the Yeon Building, but they are rarely accessed. Small claims/landlord-tenant records destruction schedules have been updated to destroy files sooner.

It is recommended by NCSC that Multnomah County officials consider the possibility of consolidating and/or scanning all the records at the Towne Storage Building, Walnut Park, and Yeon Buildings. The money from the lease savings could then be utilized to fund a special program to methodically scan records at the other county sites with the objective of moving completely to scanned records in the very near future or used in another fashion by the Court.

### 1.4. Internet and Wireless Environment

The speed, quantity, and quality of digitized data, voice and images, and their related business processes, will continue to revolutionize the way trial courts operate and interface with the public and justice system communities in the future. In anticipation of these changes, the infrastructure, as well as the communications equipment in the new Central Courthouse, must allow for widespread, high-tech, secure messaging to speed the movement of cases, judicial procedures, and electronic exchanges with Court users both inside and outside the facility. As the speed of

data exchange increases, hardware devices will continue to be further miniaturized and wirelessly enabled. Satellite and internet access will be commonplace.[3]

Courthouse building design decisions must be made regarding wireless and fiber-optic cabling throughout the courthouse to enable both encrypted and open public electronic access systems. Bench and staff computer use will be widespread in courtrooms, hearing/conference rooms, and offices. Electronic filing and paper-on-demand will permit increasing amounts of electronic information to be transmitted and utilized without conversion to hard copy. Electronic signage and digitized case display information have proven helpful regarding way-finding in many courthouses. Video and audio recording in courtrooms, hearing rooms, and chambers is becoming more widespread among trial courts nationwide and will continue to expand. Some courts are using touch-activated kiosk check-in systems outside courtrooms to identify parties and lawyers present and ready for a proceeding; daily calendars are automatically re-sorted avoiding wasted time calling the calendar in the courtroom.[4]

Effectively programming technology use within the building will require judges, staff, and architects to strategize how the Court envisions the increased employment of high-speed electronic data, voice, and images. The building will be cabled for both Multnomah County and Oregon Judicial Branch computer networks and network outlets in all shared spaces need to permit connection to either the state or county networks; this architecture reflects the reality that the Courthouse will have both state and county tenants.

The Oregon Judicial Branch and court officials in Multnomah County are also planning widespread electronic "*customer2court"* connections between the public and court offices. Many courts (i.e., Iowa, Utah) are moving in this direction, essentially paralleling the changes taking place in banking, air travel, retailing, and other businesses to reduce handling, storage, and personnel costs while serving customers faster. Today, in Iowa, as an example, small claims cases – most of which are filed by self-represented litigants in any jurisdiction in America – must be submitted in electronic form.

## 2. Judicial Officers and Judges' Support Staff

### 2.1. Collegial Chambers

In this new concept in housing judicial offices within a courthouse, judicial chambers are grouped together in a secure section of the courthouse rather than scattered throughout the building and attached to individual courtrooms. Collegial chambers are either located on the upper floors of the court building or in a limited number of strategic areas throughout the structure depending on its design.

[3] 87% of American adults now use the internet, with near-saturation usage among those living in households earning $75,000 or more (99%), young adults ages 18-29 (97%), and those with college degrees (97%). A full 68% of adults connect to the internet with mobile devices like smartphones or tablet computers. Source: Pew Research Center Report, February 2014.
[4] Second Judicial District of Minnesota, Ramsey County (St. Paul).

Similar to a law office environment, collegial judicial suites provide for the joint, economical use of space. Typically, the spatial layout takes the form of a cluster of private offices for judges sharing a host of ancillary support spaces such as conference rooms, break rooms, work rooms, and restrooms. Such a design enhances security for judges and employees, simplifies the pooling of support staff, promotes cross training and job sharing among staff, economizes space (i.e., break rooms, supply/copying center, etc.), and encourages greater interaction and camaraderie among judges in what tends to be a rather isolated profession.

In such arrangements, it is expected that the court administrator would exercise management oversight and day-to-day supervision of judicial support staff to the extent court policy and rules permit. Controlled access to the judicial suite of offices and support staff areas is important, including a private elevator and stairwells as necessary. Modern law office space designs provide models for adoption including efficient traffic flow patterns such as a secure reception area with adjacent conference rooms where judges can meet visitors without bringing them into the chambers/office area.

The application of the collegial chambers concept is not a recent development and has a long-standing tradition in the appellate courts. Collegial chambers have appeared more frequently in limited jurisdiction courts because of the significant benefits in pooling staff resources and the relative ease in substituting judges on various dockets; the judicial chambers in both the Juvenile Justice Complex and the East County Courthouse were built on this collegial model. The design of collegial chambers for broader application in a general jurisdiction or unified trial court, such as exists in Oregon, has occurred more recently and is increasingly being viewed as a means for implementing dynamic courtroom assignment patterns. This is because it builds in flexibility for the calendaring and allocation of judicial officers and provides an opportunity for increased utilization of staff and facility resources.

Traditional arrangements of courtrooms and chambers fundamentally depend on new facility resources becoming available along with increases in judicial officer positions. Collegial chambers arrangements, on the other hand, remove the direct physical linkage between courtrooms and judicial chambers, providing an opportunity to dynamically adjust courtroom assignments. Over time, this can allow courts to better accommodate additional judicial positions and service demands given a fixed number of courtrooms.

### 2.2. Consolidated Judicial Staff

In a collegial chambers design plan, all judicial support staff (i.e., judicial assistants, courtroom clerks, and any law clerks) generally office in a common area with modular office cubicles in close proximity to their assigned, supervising judicial officer. Team-building, cross-training, and ease in covering staff absences is commonly enhanced. Sharing resources is more achievable as well.

In most unified state trial courts, including the Court in Multnomah County, judicial officers are either assigned or select their immediate support staff. The number, job classifications, tenure, and supervision of these employees, however, may vary widely among states depending on how courts are organized. Where trial courts are state-funded, such as they are in Oregon, the diversity among positions and their relationships to their supervising judges within the state is generally not as varied as in locally funded systems. Resultantly, teaming, cross-training, and mentoring is often easier to accomplish which, in turn, leads to greater work group efficiency. Where judicial support staff (i.e., judicial assistants, law clerks, etc.) are clustered together in common office areas, it further enhances this benefit.

As the Oregon Judicial Branch moves to a more digitized, electronic work environment with a new CMS, pressure for more standardized business practices related to data input, clerical processes, and judicial procedures will likely develop. Unquestionably, judges will remain independent in managing and making decisions in individual cases, but the way those decisions, rulings, and orders will be recorded, transmitted, and interpreted will undoubtedly become more uniform and standardized. Given this prospect, housing judges' support staff together will certainly help to enhance their collective skills, knowledge, and abilities to streamline and harmonize work necessitated by more widespread computerization of court records and judicial decisions.

A third advantage in grouping judicial staff together is specifically related to multi-judge urban courthouses where judicial assignments are often segmented by departments or divisions (e.g., criminal, civil, family) and judges occasionally rotate from one department to another during their careers. In these instances, judicial support staffs often move with their judge and are likewise required to learn new case and business processes as well. The opportunity to collaborate with nearby support staffs in learning new operating patterns is very helpful. Economies of scale in providing workplace equipment in a more centralized fashion (i.e., copiers, scanners, training tools, break facilities, etc.) allow greater efficiencies than when employees are dispersed in numerous locations.

## 3. Adjudication Space

### 3.1. Flexibly Assigned Courtrooms

It is observed that a new, collaborative approach to using courtrooms more dynamically or cooperatively is becoming a practice in many modern urban court design projects, such as courthouses in Maricopa County, Arizona; Mecklenburg County, North Carolina; Osceola County, Florida; and the Seattle Municipal Court in Washington. The concept necessitates fresh thinking in allocating courtrooms among judges by requiring courtrooms to be used by more than one judicial officer based on the nature of the matters litigated and/or the calendaring systems operated by the Court. No single judge "owns" his/her courtroom. Master calendaring, as operated by the Court, is uniquely suited to a shared courtroom approach where criminal and civil cases are channeled to courtrooms configured for specific case types.

Considerations in the flexible use of courtrooms include the need for adjacent, secure, dignified space (e.g., available conference rooms, non-used jury deliberation rooms, etc.) for meet-and-confer sessions between lawyers and their clients, discussions between the judge and attorneys, and witness waiting, as necessary.

Determining the assignment of courtrooms requires both an understanding of the judicial resource management issues within the court as well as an awareness of the operational benefits afforded by this configuration of adjudication space. In a traditional courtroom and chambers arrangement, the courtrooms are assigned to the judicial officers. To determine the assignment of courtrooms in a shared environment, however, requires a more sophisticated understanding of the judicial work circumstances, caseflow practices, settlement points and rates, and local legal culture regarding case dispositions.

Although there is no simple, universal formula for determining courtroom sharing patterns, the Court is positioned well to accommodate the flexible assignment of courtrooms by virtue of two important factors:

- *Jurisdiction Size*. Larger courts generally have a greater ability to segregate and delineate case types among a bigger resource pool. This in turn can result in more efficient utilization of judicial and facility resources, especially where the majority of proceedings for civil, criminal, and family court matters occur in one building as they do in Portland.
- *Court Calendaring*. The master calendar system presently used by the Court for civil and criminal case assignments facilitates the flexible allocation of judicial resources among courtrooms. It can be quite effective when judges do not have permanently assigned courtrooms and cases can be assigned based solely on how case types and scheduled proceedings match available courtroom space.

### 3.2. Courtroom Sizes and Configurations

For the most part, courtroom sizes should be standardized. To do so permits maximum flexibility in configuring space and adjusting to any potential future calendaring and case volume variations. Generally, different proceeding types can be accommodated by systematizing the bench area and reducing or enlarging the spectator seating. Family Law and juvenile cases do not involve juries but commonly need substantial space in the well of the court for a variety of advocates in domestic relations and dependency matters representing parents, the state, the children and other interested parties. Since contested domestic violence cases in the DV Court are jury-eligible matters, these trials will be set for a jury trial courtroom assigned to the Family Court Judge, as needed. Criminal and civil cases allow juries but generally don't need large well space. Criminal cases often involve in-custody defendants so clustering those courtrooms together near secure defense attorney/in-custody defendant interview rooms is wise. Given a larger, centralized prisoner holding area in the basement of the new Central Courthouse, there need be only a few secure holding areas on the upper floors in the building located nearer to the courtrooms which are anticipated to conduct higher volumes of in-custody dockets. In addition

to secured holding spaces, civil/criminal courtrooms should be afforded a set of attorney/in-custody defendant interview rooms located off of the secured prisoner circulation area.

Standard courtroom sizes recommended by NCSC in unified state courts are approximately 1,600-1,800 SF. A vestibule antechamber having two sets of doors between the public hallway and courtroom entrance is advisable to reduce noise and distractions during court proceedings. With such a layout, space adjacent to the vestibule on each side of the doors can accommodate small conference rooms for attorneys, litigants, dispute resolution neutrals, or witnesses as the case may require.

Hearing room sizes can certainly be smaller where matters routinely only involve a few people and the case is heard by a judicial officer without a jury. In special instances such as mental commitment proceedings involving parties who may be confused, distraught, or unstable, additional accommodations for litigants and/or their families in adjacent waiting rooms should also be provided. Nearby staff offices, meeting areas, and interview spaces are appropriate features in these special purpose areas as well.

Lastly, there are some non-standard size courtrooms that will be dictated by the high volume matters heard in them. Traffic cases, community courts (sometimes called quality of life courts), problem-solving courts (i.e., drug courts, mental health courts, etc.), and the master calendar assignment are four examples. Here, somewhat larger courtrooms with greater participant seating is frequently necessary. In these types of matters, the well of the courtroom can be smaller while the spectator portion of the courtroom is normally larger. Sometimes, these courtrooms can be suitable for ceremonial functions that occur from time to time, including judicial investiture ceremonies, law day programs, or educational events presented by dignitaries visiting the Court. The master calendar assignment courtroom would likely be the most fitting based on its use and likely accessibility on the lower floors of the courthouse.

### 3.3. Front-end; Back-end Criminal Processing

It generally makes operational sense to locate jails and criminal trial courts in close proximity to one another for two reasons. First, the daily transport of prisoners is easier, public safety risks are lessened since travel distances are shortened, and attorney access is usually more trouble-free since most criminal specialists customarily office near the criminal courts. Second, where jail courtrooms exist, as they do at the Justice Center (JC), criminal case processing including initial appearances, arraignments, early pleas, diversion programs, probation violation hearings, and community court proceedings can be more easily expedited. It is a best practice to maximize short cause front-end and back-end criminal case proceedings in a pretrial jail facility equipped with courtrooms wherein many defendants are in custody, provided the adjudication space is dignified, judicial-appearing, and controlled and staffed by the Court as a neutral party. Currently, initial appearances, pretrial release matters, arraignments, expedited pleas, lower-level criminal diversions, and community court matters are heard at the JC. In-custody probation violations have a first appearance at the JC and then may be heard at the courthouse or remain

for final hearing at the JC at the election of the trial judge who originally sentenced the alleged violator to probation.

When a defendant remains in custody, the Sheriff's Transport Unit is responsible for bringing prisoners by van from the JC to the Central Courthouse. Once arriving at the courthouse, prisoners are housed in an old jail on the seventh floor which serves as a holding and staging area for inmates to be taken to various courtrooms. The Multnomah County Sheriff's Office (MCSO) does an excellent job in moving and securing incarcerated defendants, but requires a number of deputies to do so. With the development of a new courthouse, there is a significant opportunity to improve security efficiencies, reduce transportation costs, and speed criminal case processing for short-cause matters by expanding the courtrooms and space for staff, prosecutors, and defense lawyers in the JC.[5]

To this end, NCSC suggests that the Court, Multnomah County and City of Portland officials collaborate to analyze what possibilities exist for expanded use in calendared operation and physical space at the JC in order to increase front-end and back-end (essentially probation violations) criminal case processing by optimizing the number of short cause proceedings held there. At a minimum, this would include all matters of initial appearances, arraignments, early pleas, diversion programs, probation violation hearings, community courts, and in-custody preliminary hearings. Ideally, continued efficient use of courtrooms, chambers, and staff space should be developed. Additional office space, as available, could also be developed for a cadre of assistant district attorneys and public defenders who work with these types of proceedings.

## 4. Jury Management and Deliberation Space

### 4.1. Juror Assembly Room

Overarching values suggested by the Center for Jury Studies at NCSC in managing trial court juror systems is to *conduct operations in a manner that respects and protects citizen dignity, time, and safety while demonstrating the importance and significance of their unique role in determining the facts of a case*. This obligation begins with the pre-service processing and screening of prospective jurors and continues through their arrival at the courthouse for jury service; the Court's orientation to their duties as a petit juror; the safe and orderly transit of jurors from the assembly room to individual courtrooms; the juror selection process (voir dire); the presentation of evidence, argument, and legal instructions to the impaneled jury; the jurors' deliberations at the close of the case; and the release of the jury panel when the tasks are completed. Given the existing space in the old courthouse, the Court does the best job it can in meeting the recommended overall jury values. The location of the assembly room on the first floor is a wise proposition and should be followed in any new building layout.

[5] It is wise to have both public defense attorneys and prosecutors present at the front-end and back-end for short cause criminal matters. NCSC research substantiates that those justice systems that do so reduce needless delay more effectively and provide more judge and attorney time to attend to the serious cases that move further into the adjudication process before resolution or trial.

There are notable shortcomings, however, that should be addressed in any new building plan. The current jury assembly room is small (150 person capacity) for the number of jurors summoned and not secure from public, litigant, victim, lawyer, and witness contact as universally advised by NCSC. Assembly room space should serve a number of functions including easy check-in, orientation, comfortable waiting, and provide a sense of civic purpose. It does none of these things well. A trend nationally has been to recognize that jurors spend a great deal of their time waiting in the jury assembly room and thus to make the area as comfortable as possible (i.e., break rooms, business center, quiet rooms, etc.). Also, with the use of strategically placed video monitors for orientation, announcements, and entertainment, no jury assembly room today should be configured in a theatre seat arrangement. Rather, it is suggested that the environment should be more or less developed in a living room setting with alcoves for conversations, reading, studying, watching television, or conducting business via the internet. Quiet zones should be provided as possible. Many courts have also developed informative, attractive murals and dioramas about the local justice system and legal history of the community to help educate and inform those on jury duty.

A prime objective in modern juror management systems is to reduce waiting and peak congestion times with staggered starts. The Court does so, but attention should be given to refining its application further as technology advances. It is a well documented fact that the most objectionable aspect of jury service is the amount of time prospective jurors spend waiting, even if the waiting takes place in a "gilded cage." Any reasonable effort to reduce the amount of standby time will always be viewed positively by jurors and ultimately will result in more efficient operations overall.

At the risk of characterizing prospective jurors as mere commodities, it may be useful for the Court to consider some of the inventory supply chain practices developed by big box stores. These types of businesses have streamlined their inventory procedures to ensure "just-in-time" product delivery; excessive amounts of on-site inventory are kept to a minimum. Along the same vein, the Court should continually strive to operate the jury assembly room with the expectation and intent that, for the vast majority of prospective jurors, a minimal amount of time will elapse between the time they report for service and the time they are sent to a courtroom for voir dire. This can be accomplished by wisely regulating both the "supply" of jurors reporting for service and the "demand" for jurors from individual judges.

On the supply side, the Court needs to continue to explore more sophisticated staggered reporting times for jurors, utilizing e-communications, and projections in routine practice. Technology (IVR, Internet) certainly can assist in canceling jurors assigned to later start times through "call out" options that can text, email, and telephone summoned jurors to inform them they need not report. On the demand side, judges and judicial staff must continue to strive for accuracy in specifying the time they expect to begin voir dire. Last minute settlements are sometimes unavoidable, but where they proliferate, it will confound improved jury management. For the most part, NCSC has found in dealing with the national community of urban courts that a

majority of judges have highly predictable calendar patterns on trial days. To the extent feasible, judges on a jury trial calendar should pre-select regular, staggered start times.

Digitized respond-by-web and respond-by-phone jury technology to reduce paper and clerical work (i.e., limiting need for additional staff), improve overall response rates (i.e., summonsing fewer jurors),[6] and reduce time spent by jurors in the courthouse (i.e., relieving congestion) is advancing in Oregon and many other states. Through offering more efficient avenues for jurors to respond and manage their jury duty - including providing personal data, educating themselves about the role and responsibilities of a juror, managing their time in reporting and serving, and providing feedback – technology has proven it can promote staff and space savings. To that end, the Center for Jury Studies has discovered that a substantial factor in the success of online juror websites is the extent to which their courts publicize them and formally encourage jurors to use them (i.e., prominent notice on the jury summons about website services).[7] Although implementation of such an initiative must be initiated and funded by state court administration, Multnomah County, as the largest court system in the state, is in an opportune position to continue to advocate for the newest jury technology.

Lastly, appropriate juror comforts such as restrooms and food services are important to promote in a new courthouse. Many urban courts provide separate, segmented restrooms for jurors near the assembly room. Cafeteria or food service capacity is important as well. It is appropriate to either provide for a separately stocked area in or near the jury assembly room or provide access to a public courthouse café after jurors have been properly oriented and instructed in their role and in appropriate interactions with non-jurors and the public while serving on jury duty.

### 4.2. Shared, Multi-Purpose Jury Deliberation Rooms

The time-honored pattern of one juror deliberation room attached to every jury configured courtroom is both inefficient and a costly waste of space. A much better practice, given the multi-year trend toward a dwindling number of jury trials nationwide and in Multnomah County, is to rethink the use of space for empanelled jurors. A best practice is to establish a ratio of not more than two deliberation rooms for every three jury courtrooms. Also, it is quite acceptable to conserve space by clustering juror rooms together in strategic locations provided they allow security and privacy for empanelled jurors. Clustering rooms reduces construction costs by sharing common amenities needed by sitting jurors (e.g., restrooms, coat closets, and small kitchen areas).

[6] Juror management software vendors have reported to NCSC that the more tasks prospective jurors can conduct online, the more likely they will conduct all their juror communication online which in turn will affect overall response rates. Thus, courts that restrict online communication only to documenting juror qualification questionnaires typically have lower overall response rates than courts which provide jurors with a broad array of options.

[7] There is great room for improvement. An informal survey of 35 courts conducted by NCSC's Center for Jury Studies that offer online qualification access to prospective jurors found great variation in online response rates ranging from less than 2 percent to as high as 60 percent. Most courts reported average online response rates between 25-35 percent of those summoned. That rate will likely increase in the future as e-services expand.

Juror deliberation rooms should serve three functions: they should provide a protected location for deliberation; they should provide a gathering place and waiting area for impaneled jurors and alternates when trial is not in session; and they should provide a space for staff meetings and training when not used by a jury panel. Also, in modern courthouse design, deliberation rooms allow jurors to conduct routine personal business during non-trial times as necessary (i.e., checking email, making personal cell phone calls, etc.). Some judges may be concerned that jurors might use Internet access to obtain ex parte information about the trial. There may be similar concerns about jurors mingling with jurors from other cases in shared deliberation suite areas. These risks are no more likely for jurors waiting in deliberation areas than they would be for jurors who leave the courthouse during recesses for lunch. Moreover, empirical research suggests that if jurors are appropriately admonished to avoid conducting independent research or discussing the case with others, and given the underlying rationale for the prohibition, they are remarkably good about policing themselves.[8]

In running a sample of general jurisdiction courts in 16 states (Oregon was not one of the states studied, but a review of the Court's data indicates no dramatic difference than depicted by the NCSC dataset) over the last three decades, jury trial rates have consistently dropped. For civil jury cases, the reduction went from a high of 3.5 percent to 0.5 percent of the cases filed in 2009.[9] For criminal jury cases, the change was not as significant; dropping from 3.1 percent to 1.1 percent during the same time period. Oregon recently reviewed its civil jury trial patterns subsequent to a report by the American Bar Association that jury trials were disappearing at an alarming rate. The Office of the Oregon State Court Administrator reported in 2008 that Multnomah County terminated less than one percent of its civil cases by jury trial (exclusive of forcible entry and detainer cases). For felonies, the jury trial rate in Multnomah County in FY2011 was 1.0 percent (54 trials out of 5,375 cases terminated). The Court's trial rate for felonies was lower at 0.7 percent of the cases terminated.

Both national and Multnomah County trends suggest there is little likelihood there will be a resurgence of jury trials anytime soon. NCSC caseflow experts expect jury trial rates for general jurisdiction civil and criminal cases will remain around 1.0 percent for the foreseeable future.

## 5. Courthouse Safety and Security

### 5.1. Entrance Screening and Prisoner Movement

The MCSO provides security and prisoner transport to the Court through three specialized units. A Facility Security Unit oversees public, attorney, and staff screening at the entrance doors to the courthouse. They are not sworn deputies but work under the authority and control of the MCSO. A Court Services Unit is composed of sworn deputies that patrol the hallways and take in-

[8] Data available at the Center for Jury Studies, National Center for State Courts, Williamsburg, VA.
[9] See: National Center for State Courts *Statistical Project*. Sixteen states are part of the criminal trend analyses, including Alaska, Arizona, California, Delaware, Florida, Hawaii, Indiana, Kansas, Maryland, Michigan, Missouri, North Carolina, Ohio, Pennsylvania, Texas, Vermont.

custodies back and forth from courtrooms to the seventh floor holding area (old jail) in the courthouse. There are 30 FTE positions in this unit. Thirdly, a Transport Unit of sworn deputies moves in-custody defendants from the JC and more remote Inverness Jail located near the Portland International Airport to and from the courthouse using a fleet of secure transport vehicles. There are currently 16 FTE positions assigned to the Transport Unit.

Facility screening at a new courthouse should be designed with a sheltered, indoor public entry point where people can queue up for screening out of any inclement weather. A raised command and control center should be established in the lobby area. A separate room near the lobby should be provided for closed-circuit monitoring of public hallways and court areas. Adequate public lobby space should permit unobstructed views by security staff, gun/weapon lockers at the entry screening point, adequate public exit space to avoid interfering with screening operations and restrictions structured to prevent unscreened re-entrance, understandable public signage regarding screening policies and building way-finding, and barriers to prevent parking close to any courthouse entrance doors.

The Court Services Unit should control holding areas in the basement and on the courtroom floors. All such areas should be video monitored, soundproof, provide opaque viewing by prisoners into courtrooms as appropriate and determined by the Court, and allow for positive airflow in the event MCSO deputies may use pepper spray on aggressive prisoners. A common design pattern for court floor holding areas is to centrally locate such areas to enable direct, secure access into more than one criminal courtroom. Judge and prisoner entrances to criminal courtrooms must allow visual observation by judicial officers and MCSO officers prior to entering. Separate entrances for jurors and the public are necessary as well. Interaction by in-custody defendants should be greatly limited with public spectators, litigating parties, and jurors through courtroom design patterns. CCTV and audio surveillance (microphones) should be present in all court and hearing rooms. It is wise to ensure that any courtroom windows restrict a line of sight from outside the building. Judges benches should be reinforced with ballistic resistant material, and appropriate silent duress panic buttons should be easily accessible by judges and staff in all courtrooms and chambers.

For prisoner transport efficiency and safety, a restricted, indoor, monitored sally-port in the basement area of any new courthouse is a best practice. It should be managed by the MCSO Transport Unit. Prisoners should be transported directly from the sally-port to a secure holding and staging area away from the sally-port. Separate male/female and adult/juvenile facilities should be provided – cells, prisoner dock, and restrooms. The prisoner staging area should have access to a secure prisoner elevator with service to court floor areas.

Secure, soundproof defense attorney and in-custody client conference space should be provided at two points in the building, the court floor attorney/client interview areas and the basement secure holding and staging area. Those areas must be controlled and monitored by the MCSO. In many instances, attorneys and incarcerated defendants are separated by a reinforced window that permits papers (i.e., plea agreements, etc.) to be exchanged as necessary.

Lastly, a joint break area for the Court Services Unit, the Facility Security Unit and the Transport Unit should be provided at a convenient location near routine work areas. Any such area should be provided with courthouse monitoring equipment to enable up-to-date information and quick response in case of emergencies in the building.

### 5.2. Safeguarding People in the Courthouse

Given the highly-charged and emotional proceedings that take place on a daily basis in courthouses across America, it is prudent for designers/architects to structure courthouse space to enhance safety and well-being for all occupants. A basic construct recommended by NCSC is for all new court buildings to be designed with three separate zones of security: a public zone, a judges/staff and empanelled jurors zone, and a prisoner zone. Separate circulation routes for each zone are required. None of the zones should intersect unless the intersection is monitored and controlled. Elevators in a multi-story building should conform to the three zone pattern with discrete public elevators, a judges/staff/jurors elevator(s), and one or more prisoner elevators.

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

### 5.3. Safe Haven for Domestic Violence Victims

Over the last few decades, trial courts across America have become more proactive and efficient in addressing domestic violence allegations brought before them. Improved practices and procedures for restraining orders, evidentiary hearings, batterer-intervention programs; greater use of technology; interaction among juvenile, family and dependency courts; partnerships with law enforcement and social service agencies; and improved strategies in working with child and family welfare organizations have occurred. Courthouse safety for petitioners, victims, and witnesses seeking redress and appearing at hearings is paramount.

Space in the courthouse should be formatted to effectively serve victims of domestic abuse while simultaneously maintaining the neutrality of the Court. The initial responsibility of the Court is to provide information about the judicial process and useful access to the necessary court forms, instructions, and procedures in welcoming, secure, dignified space. Intake units in courthouses operated by trained court personnel are usually the first points of contact for domestic violence

victims. Here, petitioners are informed about judicial processes, assisted in initiating e-paperwork, and escorted to court and through the courtroom process as necessary.

Where court space is makeshift, unwelcoming, intimidating, unsafe, or difficult to get to, it inhibits petitioners from seeking redress and can directly affect their subsequent safety by causing them to be less likely to reappear or get the help they need when they do participate in court proceedings. Intake units must be physically, culturally, and linguistically accessible and safe so people from a variety of communities will be able to utilize the court. The physical characteristics and location of the intake unit has an immense potential to shape litigants' experiences, perceptions, and follow-through with court and after-court services.

Many courts have found such services are best structured and least disruptive if placed on or near the first floor of the courthouse in a protected area. In doing so, it is appropriate to provide a secure childcare area in or near the intake unit (courthouse domestic violence childcare space may be coupled with child-friendly space for children brought to the courthouse for other purposes) as well as a safe and supportive environment in which to complete court documents.

Ancillary private space for prosecutors handling criminal domestic violence cases close to the intake unit is a nice feature if it can be accommodated. If not, secure transit by petitioners to the district attorney is advisable. One of the more sophisticated domestic violence court environments is the specially constructed Cook County Domestic Violence Courthouse, opened in 2005, which has among its amenities a dedicated victims-only elevator. Lastly, secured victim waiting rooms near courtrooms or hearing rooms handling domestic violence cases should be developed. Often, courtroom victim waiting areas can be multi-purpose space and used as attorney conference and dispute resolution rooms provided they are systematically controlled for different purposes.

## 6. Calendaring as It Affects Space

### 6.1. Hybrid Assignment System

Court assignment systems (calendaring systems) govern the way work is distributed among judicial officers. Three basic patterns exist. Individual assignment systems randomly allocate each case at filing to a single judge, who subsequently is responsible for all court hearings and case progress until the case is disposed. Master calendar systems follow an "assembly line" pattern, a judge is assigned to preside over a particular court event (e.g., pretrials, motions, trials, etc.) and pass the case along to the next judge in the adjudication process if it isn't resolved. The third approach is a hybrid system. It combines elements of both individual and master approaches in various ways, including but not limited to teams of judges, specialized calendars, rotating assignments, and backup calendars. The Court in Multnomah County operates a complex hybrid calendar which impacts how courthouse space can be utilized.

The Court has a long and successful history of operating a sophisticated hybrid calendar by apportioning work to two groups of judicial officers. One group does criminal/civil cases

(CV/CR), the other family/juvenile (FM/JV). Once a judge is appointed to either the CV/CR bench or the FM/JV bench, they tend to stay in those assignments for the duration of their career.

The CV/CR bench is assigned general jurisdiction civil and felony cases for trial via a master calendar by the Presiding Judge based on judicial availability. Once a judge receives a case, he/she is responsible for resolving it or starting the trial on that date and trying it to conclusion, whether it is a civil or criminal matter. In addition to taking daily matters from the presiding judge, each judge spends a total of 21 weeks a year on 'subject matter' calendars. Judges may assist their colleagues or substitute for an absent colleague, but generally only within the CV/CR group. In this way, the judicial officers have been able to accomplish a number of case flow processing efficiencies as well as cover specialized calendars such as treatment courts, traffic court, community court and rotations to the JC to preside over first appearances and arraignments.

The FM/JV judges, on the other hand, are assigned cases in a different fashion. Cases involving the same family members (adults and children) are assigned to the same judge. It is considered a best practice in handling domestic relations and juvenile matters. It allows increased consistency in court rulings, more coordinated counseling and treatment interventions, and greater probabilities that positive outcomes result. To do so in an urban setting among multiple judges is not easy. High case volumes, separate locations for juvenile and adult cases, and difficulties in scheduling, monitoring, and coordinating hearings involving diagnostic and treatment professionals is demanding. The Court, however, is nationally recognized as an exemplary metropolitan court which is able to do so with notable success.

Making the calendaring system successful requires each FM/JV judge to spend two to three months out of the year at the Juvenile Justice Complex. As a consequence, the transport of in-custody juveniles to the Central Courthouse from time-to-time occurs when the assigned judge is not on duty at the Juvenile Center. An average of six transports between the juvenile detention center and Central Courthouse occur each week.

The overall case assignment system lends itself to operate best when the judges are permanently located in the Central Courthouse. Their limited sojourns to the Juvenile Center, Justice Center or Gresham to handle specific calendars are purposefully structured for short durations so the majority of adjudication activity and staff remain centralized in the interest of economies of scale and cost reduction. Population density, public transportation, law enforcement booking and pretrial processing, legal/justice services, and land-use policies in the greater Portland region all generally appear to favor a centralized calendaring system as well.

Lastly, the Court's hybrid system is based on a triage principle whereby trial-ready cases are funneled through central calendars managed by the Presiding Judge and the Chief Judges. In doing so, the Presiding Judge requires a large courtroom preferably on a lower floor near court administration. The Chief Family Court Judge and Chief Criminal Judge also need access to oversized standard courtrooms that can be clustered with other courtrooms in the courthouse.

### 6.2. Cluster Similar Calendar Assignments

A best practice in urban courts serving large populations from central city courthouses is to congregate courtrooms handling similar case types within close proximity to each other. This does not necessarily mean that overall courtroom sizes dramatically vary based on dissimilar types of cases, but it does imply that the arrangement, distribution, and adjacency needs can differ. Clustering similar case types in adjacent courtrooms also permits economies in the deployment of support staff. Often judicial officers require distinctive types of assistance regarding in-court case processing of various matters. As an example, in civil commitment or mental competency proceedings there are often numerous attorneys and experts involved in presenting the case. Where similar cases are grouped together, the public and attorneys have an easier time regarding courthouse way-finding. Way-finding refers to the concept of how people move within building space and how building design and signage assist them to orient themselves, find directions, and identify their locations on their own without staff help.

## 7. Decentralizing Selected Functions Outside the New Courthouse

### 7.1. Satellite Court Locations

Metropolitan courts deciding to decentralize services to improve public access and enhance customer service have principally done so through adjunct, satellite courthouses. In doing so, many have wisely opted to avoid remotely locating high-cost, high-support functions such as criminal felony trials or complex multi-defendant civil matters at those remote sites. Consequently, it is a recommended practice to only decentralize activities that are self-contained, non-complicated consumer matters such as traffic, small claims, minor civil, probate, and less contentious family court cases. Where cases may involve incarcerated defendants, those cases should be adjudicated at the Central Courthouse unless exigent circumstances require otherwise.

From an operations standpoint, maximum efficiency for a trial court is best realized when all related activities are located in the same building or a complex of contiguous buildings. Many adjudication functions are intimately interrelated with support services (i.e., clerk's office, calendaring and assignment staff, etc.) and increased efficiency and convenience is often conditioned by close adjacencies.

Because metropolitan courthouses are commonly located in the oldest downtown sections of the cities and communities they serve, it becomes challenging and very costly to expand them. Consequently, the "next best solution" many court and county leaders have embraced is to decentralize functions where separate locations make the most sense economically as well as geographically. Generally, limited or special jurisdiction cases without jury trial requirements are easier to decentralize and site remotely from a Central Courthouse. Community courts (sometimes called quality of life courts) are often easy to decentralize. As a general rule, decentralization should contribute to (and enhance as possible) cost-efficient court operations,

ensure security and safety, encompass reasonable expenses for the county, and improve public impressions about and access to court adjudication services.

There are court dockets, such as traffic cases, that attract high volumes of public visitors into the courthouse. The large number of public entering the facility during peak court hours stresses the security screening operations at the courthouse entrance and the courthouse circulation. The County may consider ways to differentiate this high volume but more administrative type of court activity from the conventional, confrontational courtroom activities, such as felony and domestic matters. Traffic proceedings and the associated administrative functions, such as payment collection and case management, could be dispersed to better serve the public; and from a security standpoint, provide more convenient access to the public.

### 7.2. Juvenile Court and Detention

Urban juvenile court functions, namely adjudication, detention, and probation, are commonly co-located together on the same campus apart from any adult-centered courthouse. The Court has done a good job in following this best practice. The current Juvenile Complex, however, will begin to outgrow its current space. Although space problems are not at critical proportions yet, it will likely be necessary to expand and upgrade court and detention facilities given population and caseload growth projections. Fortunately, previous planners anticipated the eventual need for expansion when the current complex was built. Consequently, costs and options for development should be moderate in the opinion of NCSC.

The "natural population" increase in the metropolitan Portland area (children born minus the number of deaths) has been greatest in Multnomah and Washington Counties. Although natural growth continues on an upward trend according to population researchers, it has slowed somewhat in response to the downturn in the economy, a common occurrence nationwide. Migration, both domestic and international, has driven population increases among children as well in greater Portland. Overall, population in the metropolitan area and Oregon in general, has grown at least as fast as the United States since 1930, sometimes growing at double the speed of the nation, according to Portland State University's Population Research Center. It is projected these trends will contribute to a slow but steady growth in the number of youth 18 years or younger in Multnomah County over the next two to three decades and will eventually result in a need to expand the Juvenile Complex.

Ten FM/JV judges and four referees handle all family and child-centered cases. Each judge spends two months every year at the Juvenile Center. The rest of the year, they handle all their assigned matters at the Central Courthouse. The referees are permanently assigned to the Juvenile Center. The Court has a history in FM/JV of following a one judge-one family calendaring system often referred to as a unified family court assignment pattern. All domestic and child-related cases involving the same family are assigned to the same judge. Calendaring in this fashion is highly endorsed by NCSC and numerous court reform organizations. To do so provides coordinated, comprehensive/holistic jurisdiction by subject-matter.

### 7.3. District Attorney's Office

The Office of the District Attorney is the chief prosecutor in Multnomah County. Historically, it has offices within the courthouse similar to all other district attorneys throughout Oregon. The Office of the District Attorney handles only misdemeanors and felonies regarding state, county, and city offenses occurring within Multnomah County; the exceptions being the City of Troutdale which prosecutes misdemeanors, city ordinance, and traffic infractions through a separate municipal court.

The Office of the District Attorney operates through discrete and defined functional units. The Misdemeanor Trial Unit is the largest. All felony cases go through grand jury indictment with the Office of the District Attorney operating three grand juries simultaneously. Grand Jury One handles major felonies and meets Monday through Friday. Grand Jury Two hears drug cases and meets Monday through Thursday. Grand Jury Three reviews property crimes and convenes Monday through Friday. Grand jurors serve a term of four weeks.

The main Office of the District Attorney is located on floors six and eight in the courthouse, although because of its size and limited courthouse space and operational requirements, various units have been dispersed outside the court building. A Misdemeanor Intake Unit is housed at the Justice Center; the juvenile court attorneys' office at the Juvenile Courthouse; a small Multi-Disciplinary Unit, working with Multnomah County Family Services, DHA and child abuse counselors process intra-family child abuse cases at the Gateway Center (County) Building; a small cadre of prosecutors and support staff office at the East County (Gresham) Courthouse handle non-custody misdemeanor and support enforcement matters occurring in Gresham; neighborhood assistant District Attorney's work as Community Prosecution specialists in crime prevention and prosecutor ombudsmen in each of the county commissioner districts. A larger Child Support Enforcement Unit and the District Attorney's Information Technology staff office at the Portland Building. A special purpose Victim's Assistance Program managing both victims and witnesses works out of the District Attorney's main office.

In many respects, many of the dispersed locations for District Attorney functions are quite logical. On the other hand, operations such as child support and information technology should be located with the District Attorney's main office. A common pattern regarding prosecution operations found in other states that often provides more flexible, cost-efficient, controllable space is a separate office facility, either leased or owned by the county, in close proximity (generally adjacent) to the criminal courthouse. Furthermore, it allows the District Attorney more autonomy concerning space planning and future growth without the constraints occasioned as a tenant in a court-dominated structure. The NCSC project team feels it is a prospect worth considering by the District Attorney.

### 7.4. Self-Represented Services at Public Libraries

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

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

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

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

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

help electronic forms and instructions. The Judicial Branch's Oregon eCourt Project includes contracting with Intersys, a private vendor marketing DIY legal services to non-lawyers, through its TurboCourt® software.

## 8. Centralizing Selected Functions in the New Courthouse

### 8.1. Probation Intake and Family Services

The Multnomah County Department of Community Justice provides support and treatment services to the Court regarding criminal, family, and juvenile cases. Two of this department's court support units are in the courthouse, namely the Initial Assessment and Referral Unit and the Family Services Unit. These operations should have larger and more adequate space in any new court building.

The Initial Assessment and Referral Unit is an experimental group of two staff which only recently was afforded minimal space in the courthouse. This group functions as an initial intake site for low-end felony and high-end misdemeanant defendants sentenced to formal (supervised) probation. These probationers are referred to probation from a criminal court. Preliminary paperwork and instructional information is provided with follow-up placement work done by the Community Justice Assessment and Referral Center located a few blocks from the courthouse in downtown Portland at the Multnomah County-owned Mead Building. It is likely that the court-based intake unit will grow to at least 5-6 FTE staff. Most multi-judge urban courts office such functions in their courthouses.

The Family Services Unit has been located in the courthouse for over 30 years. This staff group performs child custody evaluations and provides statutorily required education courses for divorcing couples. They also conduct mediation regarding parenting issues and handle domestic violence cases if there is a concurrent custody matter in process involving the family. This staff collaborates with the clerks assigned to the Family Court and with the Family Law Facilitation Program. It is likely space for this function will need to be expanded in a new central courthouse.

### 8.2. Public Defense Resource Center and Telework Services

Oregon operates a statewide public defense program through a series of contracts with law firms that provide legal representation for financially eligible persons charged with misdemeanors, felonies, and juvenile delinquency or dependency cases. Private contractors provide trial-level services. Appellate representation for indigent clients is primarily handled by the statewide Office of Public Defense Services' Appellate Division, but may be contracted through private counsel as well. In Multnomah County, there are two primary public defense contractors, the Metropolitan Public Defender (40+ lawyers) and Multnomah Defenders Incorporated (23 lawyers). Both of these non-profit firms are located in downtown Portland. There are six smaller entities (law firms and consortium groups) with another 45 lawyers providing

representation for public defense clients in criminal and juvenile cases. The great majority of these lawyers have offices located in downtown Portland near the current Central Courthouse; a few have offices located closer to the juvenile court facility.

Permanent office space for public defenders is rarely located in courthouses for various reasons, including but not limited to the preservation of client/witness confidentiality (people are more likely to seek legal advice and heed their legal obligations when they know their communications are private), the independence necessary to advocate for an accused (government-paid defense lawyers are often perceived to be in league with government-paid prosecutors), and the obligation to zealously protect and pursue a client's best interests within the bounds of the law. In acknowledging these reasons for officing outside the courthouse, it does not necessarily follow that the public defense bar should be denied hoteling/transient work space in the courthouse. Public defense lawyers have many hearings in a day, and trials that span multiple days. It can be difficult for these lawyers to be efficient with their time when breaks are spent going to and from their offices. Currently, without a single dedicated reception area for public defense clients, lawyers must simply instruct clients to meet them in the courthouse hallways. This arrangement can create unnecessary crowding and mingling of victims and defendants in the courthouse hallways, especially when there are high volume dockets, many of which must be held at the Central Courthouse. A strong argument can be made that providing public defense transitory space in the building for court-related work and interaction with clients is in the best interests of justice as well as case delay reduction. Many urban courts provide such space.

Consequently, NCSC recommends that the following space be provided for public defense services in the new Central Courthouse:

- 15 offices for telework trial-level attorneys
- A reception space and client waiting area
- A large conference room
- 10 workstations for telework appellate-level attorneys

It is further proposed that such space be located in concert with a multi-faceted Legal Resource Center within the new court building that would encompass public defense space, an e-law library, and self-represented functions as appropriate given the recommendation to decentralize a substantial portion of electronic self-help legal services to neighborhood public libraries.

## 9. Courthouse Accouterments

### 9.1. Childcare

Various trial courts provide special, free childcare space in their courthouses. The Court has done so for some time through Court Care, a multi-agency effort coordinated and funded through the Multnomah Bar Association. Here, children can experience a safe, relaxing, educational experience while their parents or guardians attend to court matters. A small number of courts

nationwide provide this service to caregivers who serve as jurors, too. The Circuit Court in Mecklenburg County (Charlotte, North Carolina) and Denver County Court (Colorado) are examples. Court childcare services are typically operated independently by private, non-profit agencies.

Where trial courts have provided childcare facilities in their courthouses, it is indeed a service helpful to the public. As an alternative to providing childcare services in courthouse space, some courts contract with private, licensed childcare programs near the courthouse and refer parents and guardians to them. Here, there often is a cost to the court in paying for these services, an administrative control mechanism to authorize parties to use the service, and formal contracts outlining court/vendor relationships unless a non-profit assumes all of those responsibilities.

Where a court desires to offer childcare to the public as a benefit, and there is adequate space, NCSC feels it's an appropriate service. In doing so, however, it is important to recognize that space priority in a courthouse should rest first and foremost with adjudication functions. In some instances, where courts have outgrown space within a courthouse, creative alternatives for childcare outside the courthouse have been necessary. In planning a future Central Courthouse, the Court, Multnomah County, Court Care, and county bar association policymakers need to define the extensiveness and capacity of dedicated childcare space. The current space in the courthouse is inadequate for a modern, metropolitan courthouse.

Consideration regarding courthouse location, facility capacity, hours of operation, food services (if any), clients/children served, and staffing are important topics to review. The current Court Care model appears to work well and may only need to be expanded, embellished, and located in more convenient, secure, and accessible space. (The NCSC website at *www.ncsc.org* offers substantial information related to children's waiting rooms and day care centers in courthouses as a resource guide. The topic is located under the subject, "courthouse design and finance.")

### 9.2. Bicycles

The greater Portland community is unique in its affinity for bicycle transpiration. Portland's Bureau of Transportation claims eight percent of commuters bike to work in Portland, the highest proportion of any major U.S. city and about ten times the national average. As one of America's most bike-friendly cities, public officials have committed to expand the bicycle infrastructure to 962 miles by 2030 and increase the daily bike modal share (percentage of travelers using a particular type of transportation) from the current eight percent to twenty-five percent. Given this government commitment to bike travel and the general desire by the public for its expanded use, it is reasonable to support and accommodate courthouse staff and visitor bike use.

Biking in and around Portland has become an integral part of daily life and is strongly supported by the City and Multnomah County. Numerous advocacy groups encourage riding bikes to work, school and throughout the Portland metropolitan region in a safe, accessible mix of

transportation. A new courthouse should visibly and structurally advance commuter and public bike use by providing facilities and support services for bike users. For employees, this could include secure indoor bike storage (i.e., lockers, racks, etc.), clothing storage, showers, as appropriate, and safe, easy in and out access to the area. For the public and occasional visitor to the courthouse, convenient, safe, user-friendly bike corrals and rental share stations should be readily available, welcoming, and well maintained. With the understanding that bike ridership often increases during more pleasant times of the year, parking, storage, and rental amenities should be expandable to adjust to higher demand during summer months.

It is also advisable that courthouse designers consult with bike advocacy groups in the metropolitan region and the City Transportation Department regarding bike-friendly features for the new building. With the region's comprehensive and growing bike path network and the government's commitment to make available safe, congestion-free travel, bike parking, and a bike share program, a bike-friendly courthouse provides another vivid and lasting symbol on the part of the community in its commitment to well being and a higher quality of life.

### 9.3. Food Services

It is accepted practice in many urban courthouses to offer food services within the building. In the past, the historic Central Courthouse contained a cafeteria, but it closed to allow for expansion of adjudication and justice functions. Modern metropolitan courthouse design, even where a court exists in the midst of a busy center city with access to numerous nearby restaurants such as Portland, permits internal building food services. In most instances, such services are operated by private vendors under contract with the court or the government agency (state, county, or city) responsible for the courthouse.

## 10. Special Purpose Space

### 10.1. Civil Commitment Hearings

When a person's actions leads others to believe they are mentally ill and a danger to themselves or others, or unable to care for their basic needs and are not receiving the care necessary for their wellbeing, family members, friends, acquaintances, or health care professionals may file a petition for commitment with the Circuit Court. (Generally, two people must sign the petition unless a doctor or community mental health program director is the petitioner.) A pre-commitment investigation is then conducted. If the investigator confirms a possible unattended mental illness, a commitment hearing will be recommended. If the person is dangerous and needs immediate attention, he/she may be detained at a hospital on a warrant of detention until the commitment hearing takes place. A civil commitment hearing must be held within five working days from the time a person is placed on an involuntary hold.

The hearing is presided over by a circuit judge who is advised by two independent examiners (a psychologist, psychiatrist, or other trained mental health professional). The judge will question

the alleged mentally ill person with the two petitioners and any other witnesses present. The proceeding is a civil process, not a criminal one.

The respondent (alleged mentally ill person) has a right to be represented (if the party does not retain a lawyer, or is indigent, the Court will appoint a lawyer from a list of certified attorney specialists) and to subpoena and cross-examine witnesses. The state has an attorney present as well. Hearings are held at the courthouse and respondents are transported by the MCSO from local hospitals or other medical facilities to the courthouse. It is MCSO standard procedure to transport all respondents in handcuffs and leg chains to prevent respondents from injuring themselves or others. (This general policy is widely disliked by mental health professionals and the Court. They believe it should only apply to the most egregious situations, not all circumstances.) A civil commitment is an open proceeding, so family and friends may attend. Witnesses may have to wait outside the hearing room while others testify so they will not be influenced by what is said.

A comfortable, dignified, safe space should be designed for civil commitment hearing rooms, an on-site office area for the judge, respondent waiting rooms, attorney/client conference rooms, an office area for the state's attorney, visiting doctors and mental health professionals, a reception area, court and mental health support staff space (these staff may be permanently assigned to civil commitment functions), and a MCSO deputy staging area. Generally, more than one commitment hearing may be heard during a court session so at times the area could be somewhat congested if it is not properly designed. The civil commitment respondents should be separated from the criminally accused defendants in terms of transportation and waiting in the courthouse.

### 10.2 Conference / Negotiation Areas

The present courthouse lacks adequate conference space for lawyer-to-client, lawyer-to-lawyer, alternative dispute (neutral evaluation, mediation, mediation/arbitration), counseling, and private discussions as well as witness and public waiting areas in criminal, civil, and family case activities. Given the fact that these amenities provide essential accommodations for litigants, lawyers, and visitors engaged in court events, it is vital to provide an adequate number and appropriate configurations of these spaces. Case types often dictate the proper conference and waiting space necessary.

In higher-level civil and serious criminal matters, conference and waiting rooms near the courtroom are essential. Witnesses in criminal cases need a secure and private area to await their time for testimony. Formal litigation is rare, yet the process is carried out as if all parties are preparing for trial and considering no other options. When cases cannot be resolved through negotiations or settlement conferences, and a jury trial is determined by the parties to be the only resolution of the matter at-issue, then the trial may run days or weeks in duration. Most often, however, cases are resolved prior to trial through direct negotiations between attorneys in the form of plea bargains in criminal cases or settlement conferences in civil cases. Space within the courthouse must be made available for this process.

Another type of adjudication process occurs in family, juvenile, mental health, and problem-solving cases, often akin to a diagnostic or therapeutic application of the law. Here, numerous conference and waiting room space is also required near courtrooms or hearing rooms since settlements are also common. Cases involving diagnostic adjudication largely focus on the cause of a problem, and devise a remedy (legal or otherwise) to treat it, eliminate it, or mitigate its most damaging effects.

Another distinctive case type that conditions a different use of space are lower-level civil and lesser misdemeanor cases, even stretching to traffic infractions which are decriminalized matters. Here, judges and referees presiding over these matters are charged with delivering justice to large numbers of people in relatively routine matters. Facts are clear and rapidly established. Proceedings are informal. Stakes are low and the primary objective is to apply the law expeditiously and move on to the next case. Speed in the disposition of a case is a highly valued virtue. A common sense approach to case disposition reigns. Here, quick decisions by lawyers and clients are normal. Resultantly, strategically placed "discussion alcoves" with waist-high shelves to plug in a laptop or view documents while standing and discussing or negotiating out of public hallways may be all that's needed.

# IV. Historic and Projected Population Estimates

To develop the future growth scenario of the Court, it is necessary to first analyze the demographic makeup of the public served by the Court. Discussions with the State's Office of Demography and through the Court's experience verify that the Court's customer base is not strictly derived from the City of Portland or Multnomah County, but from a larger regional area. For this reason it was determined that population trends of a three-county metropolitan area including Multnomah, Clackamas, and Washington Counties as a whole may be useful in understanding the likely demographic impacts on future caseload growth of the Court. Population demographics from the U.S. Census Bureau, State Office of Economic Analysis, Department of Administrative Services, and Tri-Metro Regional Planning were collected and used in the study. Historic population levels are shown in Table 12 and population growth projections are shown in Table 13.

TABLE 12: HISTORIC METROPOLITAN AREA POPULATIONS - MULTNOMAH, CLACKAMAS, AND WASHINGTON COUNTIES, 2000 -2012

| Year | Multnomah County | *Percent of Metro Area* | Clackamas County | *Percent of Metro Area* | Washington County | *Percent of Metro Area* | Metropolitan Area Total |
|---|---|---|---|---|---|---|---|
| **CENSUS 2000** | **662,290** | *45.71%* | 339,299 | *23.42%* | 447,298 | *30.87%* | 1,448,886 |
| **2001** | **669,136** | *45.59%* | 343,099 | *23.37%* | 455,618 | *31.04%* | 1,467,853 |
| **2002** | **675,982** | *45.46%* | 346,899 | *23.33%* | 463,939 | *31.20%* | 1,486,820 |
| **2003** | **682,827** | *45.35%* | 350,700 | *23.29%* | 472,260 | *31.36%* | 1,505,787 |
| **2004** | **689,673** | *45.23%* | 354,500 | *23.25%* | 480,581 | *31.52%* | 1,524,754 |
| **2005** | **696,519** | *45.12%* | 358,301 | *23.21%* | 488,902 | *31.67%* | 1,543,721 |
| **2006** | **704,572** | *45.05%* | 361,997 | *23.15%* | 497,336 | *31.80%* | 1,563,904 |
| **2007** | **712,625** | *44.99%* | 365,692 | *23.09%* | 505,769 | *31.93%* | 1,584,087 |
| **2008** | **720,678** | *44.92%* | 369,388 | *23.03%* | 514,203 | *32.05%* | 1,604,270 |
| **2009** | **728,732** | *44.86%* | 373,084 | *22.97%* | 522,636 | *32.17%* | 1,624,452 |
| **CENSUS 2010** | **736,785** | *44.80%* | 376,780 | *22.91%* | 531,070 | *32.29%* | 1,644,635 |
| **2011** | **741,925** | *44.78%* | 378,480 | *22.84%* | 536,370 | *32.37%* | 1,656,775 |
| **2012** | **748,445** | *44.74%* | 381,680 | *22.81%* | 542,845 | *32.45%* | 1,672,970 |
| **% Growth From 2000 to 2012** | **13.01%** | | **12.49%** | | **21.36%** | | **15.47%** |

**Source: U.S. Census, 2013.**

## Analysis

- The City of Portland acts as the commercial hub of a larger metropolitan region. This region includes the neighboring counties of Clackamas and Washington Counties. The City of Portland encompasses a large portion of Multnomah County. Much of the land in the City of Portland has been developed. It is observed that, due to the limited expansion capacity and relatively higher cost of living in the City of Portland, a significant portion of the regional population growth is outside of Multnomah County. Population engaging business and social activities within the city limits of Portland includes people living inside as well as outside of Multnomah County boundaries. Population in the larger

metropolitan area, which includes Multnomah, Clackamas, and Washington Counties, is used to examine its effect on future court case filings of Multnomah County.

- Individually, between years 2000 and 2012, Multnomah County experienced a 13.01% growth in population.

- Clackamas County experienced a very similar growth to that of Multnomah County at 12.49% population growth between years 2000 and 2012.

- Washington County, however, has developed at a much higher rate with a population growth of 21.36% between years 2000 and 2012.

- The metropolitan area has seen a total of 15.47% growth in population between year 2000 and 2012.

TABLE 13:PROJECTED THREE COUNTY METROPOLITAN AREA POPULATION

| Year | Multnomah County | Clackamas County | Washington County | Metropolitan Area Total |
|---|---|---|---|---|
| **2010 – State Estimate** | 736,785 | 376,780 | 531,070 | 1,644,635 |
| **2013** | 755,174 | 385,526 | 552,121 | 1,692,820 |
| **2020** | 807,198 | 422,576 | 622,368 | 1,852,141 |
| **2030** | 879,987 | 485,054 | 731,125 | 2,096,166 |
| **2040** | 936,729 | 537,753 | 830,100 | 2,304,583 |
| **Projected Year 2050** | 982,504 | 583,814 | 915,979 | 2,482,297 |
| **Percent Growth from Year 2010 to 2050** | **31.27%** | **52.96%** | **68.74%** | **48.38%** |

**Source: 2010 population, U.S. Census Bureau; 2020-2050 populations: Prepared by Office of Economic Analysis, Department of Administrative Services, State of Oregon. March 2013.**

- By year 2050, Multnomah County's population is expected to grow from 755,174 to approximately 982,000. The three-county metropolitan area is expected to grow from 1.69 million to 2.48 million, which represents an average annual growth rate of 1.26%.

- The three counties have noticeably different growth trends. Multnomah County is expected to have the smallest growth with 31.27% by year 2050, and the two neighboring counties, Clackamas and Washington Counties, are expected to continue experiencing significantly higher growth rates with 52.96% and 68.74% respectively by year 2050. Multnomah County, while having a lower growth rate, is still expected to maintain the larger proportion of population in the three-county metropolitan area as seen in the following table:

TABLE 14 :PERCENTAGE OF PROJECTED THREE COUNTY METROPOLITAN AREA POPULATION

| | Multnomah County | Clackamas County | Washington County | Metropolitan Area Total |
|---|---|---|---|---|
| **Actual Year 2010** | 44.80% | 22.91% | 32.29% | 100.00% |
| **Projected Year 2050** | 39.58% | 23.52% | 36.90% | 100.00% |

As discussed previously, the Court has several satellite facilities. The East County Court located in Gresham was built with the intention of servicing the population of Gresham for local traffic, ordinance, and small civil cases. To determine the potential long-term growth scenarios of how services should be allocated between the Central Courthouse and the East County Courthouse, the NCSC project team reviewed the historical composition of the major population areas within Multnomah County and looked to Metro Regional Planning projections for what future estimates may look like for those areas.

The City of Gresham is located east of Portland in Multnomah County. Gresham stretches from the Columbia River to the southern limits of Multnomah County. The City of Gresham has evolved from a small agriculture community and suburban community to the fourth largest city in Oregon and a hub for the east side of the Portland metropolitan area. Population growth in Gresham occurred incrementally over time and is likely to continue according to historic trends. The following table examines the population composition of Multnomah County by the major cities of Portland and Gresham, as well as Fairview, Maywood Park, Troutdale, Wood Village and the unincorporated County populations.

TABLE 15 : POPULATION ESTIMATES BY MAJOR CITY IN MULTNOMAH COUNTY

| | 2000 | *% of County* | 2010 | *% of County* | 2035 | *% of County* | Average Annual Growth 2000-2010 | Average Annual Growth 2010-2035 |
|---|---|---|---|---|---|---|---|---|
| Fairview | 7,561 | *1.14%* | 8,920 | *1.21%* | 9,207 | *0.97%* | 1.80% | 0.13% |
| **Gresham** | **90,205** | *13.62%* | **105,594** | *14.33%* | **126,716** | ***13.37%*** | **1.71%** | **0.80%** |
| Maywood Park | 777 | *0.12%* | 752 | *0.10%* | 767 | *0.08%* | 0.32% | 0.08% |
| **Portland** | **529,121** | *79.89%* | **583,776** | *79.23%* | **789,370** | ***83.30%*** | **1.03%** | **1.41%** |
| Troutdale | 13,777 | *2.08%* | 15,962 | *2.17%* | 16,983 | *1.79%* | 1.59% | 0.26% |
| Wood Village | 2,860 | *0.43%* | 3,878 | *0.53%* | 4,630 | *0.49%* | 3.56% | 0.78% |
| Other/ Unincorporated | 17,989 | | 17,903 | | N/A | | | |
| **Total** | **662,290** | | **736,785** | | **947,673** | | | |

**Source: Metro Regional Planning, Published February 7, 2013**

- Population migration from unincorporated areas into municipalities of Multnomah County is expected to continue in the future. While urbanization continues and municipalities keep growing, the City of Portland will remain the largest population center in Multnomah County. The City of Portland accounted for 79% in year 2010 and will account for 83% of Multnomah County's population in year 2035. The City of Gresham accounts for 13% - 14% of Multnomah County's population during the same period of time.

# V. Future Court Case Filing Projection

The primary purpose of the forecasting process is to provide a realistic and reasonable basis for estimating future facility needs for the Court. The caseload projections represent the trends of what may be expected in the future, assuming that current trends and practices continue unchanged. The projections become more tenuous the further into the future they extend, regardless of the estimating technique used.

The first step necessary to produce case filing projections for planning horizon of 2050 is to analyze recent historical case filing data and growth trends for the Court. A wide variety of methodologies and criteria are available to assess future court workload levels. For courthouse planning purposes, an analysis of the number of cases filed, by case type, over the past 13 years, provides sufficient guidance for estimating growth of the court system and inferring the resulting long-term judgeship and space needs. Admittedly, raw case filing data do not indicate how much time and resources are required to process all cases. Cases vary in complexity, and different types of cases require different amounts of time and attention from judges and court support staff. For example, felony cases having jury trials have a much greater impact on the workload of the court than some of the more administrative types, such as violation cases. Furthermore, divorce, custody, and juvenile dependency cases may require continuous post judgment judicial attention over a long period of time – work that may go on for a decade or more which is not reflected in the mere counting of cases filed. The following table examines the year to year changes in the composition of new case filings entered into the Court.

TABLE 16: MULTNOMAH COUNTY CIRCUIT COURT TOTAL CASE FILINGS

| Year | Civil and Small Claims Cases | Criminal Felony Cases | Criminal Misdemeanor Cases | Criminal Other Cases | Family Cases | Juvenile Dependency Cases | Juvenile Delinquency Cases | Total |
|---|---|---|---|---|---|---|---|---|
| **2000** | 34,722 | 7,812 | 13,216 | 128,081 | 16,010 | 1,040 | 2,080 | 202,961 |
| **2001** | 36,359 | 6,986 | 12,119 | 132,162 | 16,368 | 1,074 | 1,642 | 206,710 |
| **2002** | 35,373 | 6,750 | 17,575 | 117,033 | 16,442 | 982 | 1,295 | 195,450 |
| **2003** | 35,890 | 6,109 | 23,737 | 150,464 | 16,150 | 1,085 | 1,180 | 234,615 |
| **2004** | 36,301 | 6,578 | 20,062 | 124,336 | 15,310 | 1,163 | 1,169 | 204,919 |
| **2005** | 41,213 | 7,417 | 18,298 | 122,097 | 14,836 | 1,174 | 1,331 | 206,366 |
| **2006** | 40,484 | 7,394 | 19,139 | 121,158 | 14,902 | 1,001 | 1,079 | 205,157 |
| **2007** | 40,395 | 6,349 | 18,276 | 119,716 | 15,214 | 941 | 1,123 | 202,014 |
| **2008** | 40,551 | 5,626 | 18,699 | 114,854 | 15,155 | 900 | 1,134 | 196,919 |
| **2009** | 38,415 | 4,900 | 19,049 | 109,759 | 15,328 | 929 | 839 | 189,219 |
| **2010** | 39,913 | 4,839 | 16,947 | 106,805 | 15,160 | 939 | 576 | 185,179 |
| **2011** | 38,554 | 5,187 | 15,827 | 113,898 | 16,016 | 822 | 614 | 190,918 |
| **2012** | *38,507* | 5,637 | *17,115* | *111,656* | *15,744* | *636* | *679* | 189,974 |
| **Percent Change From Year 2000-2012** | **10.90%** | **-27.84%** | **29.50%** | **-12.82%** | **-1.66%** | **-38.85%** | **-67.36%** | **-6.40%** |

TABLE 17: MULTNOMAH COUNTY CIRCUIT COURT TOTAL CASE FILING PERCENT COMPOSITION

| Year | Civil/Small Claims | Criminal Felony | Criminal Misdemeanor | Criminal Other | Family | Juvenile Dependency | Juvenile Delinquency |
|---|---|---|---|---|---|---|---|
| **2000** | 17.11% | 3.85% | 6.51% | 63.11% | 7.89% | 0.51% | 1.02% |
| **2012** | 20.27% | 2.97% | 9.01% | 58.77% | 8.29% | 0.33% | 0.36% |
| **Change in Composition** | **3.16%** | **-0.88%** | **2.50%** | **-4.33%** | **0.40%** | **-0.18%** | **-0.67%** |

## Analysis

- While examining the historic trends in new cases that are entered into the Court, it is important to correlate that while there may be significant increases or decreases in new filings, the impact on the Court's total workload is not equal across all case types. Looking at the changes in new case filings entered into the Court, it is also important to observe the overall court case filing compositional changes year to year.

- Total civil and small claims case filings entered into the Court have had a steady increase between years 2000 and 2012 of 10.9%; however, due to decreases in other case types, the overall proportion of the Court's total cases which are civil and small claims have increased by 3.16%.

- Total new criminal felony case filings entered into the Court have had an overall decrease between years 2000 and 2012 of 27.8%. Despite this significant decrease, proportionally, the Court has seen less than 1% decrease in the composition of total new cases.

- Total new criminal misdemeanor case filings entered into the Court have had an overall increase between years 2000 and 2012 of 29.5%. Proportionally, the Court has seen around a 2.5% decrease in the composition of total new cases.

- Total new family case filings entered into the Court have seen a steady trend with a slight overall decrease. Significant changes, however, have occurred in both juvenile dependency and juvenile delinquency case filings with trends decreasing 38.85% and 67.36%, respectively, since year 2000.

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

1. **Linear Regression** – This model uses an equation that measures, for a series of data, how much one data variable changes in relation to a second (regression only works for two or more variables). As a forecasting technique, linear regression equations find the relationship that best expresses the trend between two variables (number of case filings and a duration of time), and then extends the trend by that amount into the future.

2. **Fixed Ratio to Population** – This model analyzes how case filings trend in relation to population, with the assumption that case filing levels will change in proportion to changes in the populations with the number of filings per population remaining constant over the time frame examined. The range of ratios for historical filings is calculated to create a mean average of case filings per unit of population; this ratio is then applied against the population forecast. Forecasts based on this ratio can be useful, especially when historical trends are not suited for regression or exponential smoothing techniques.

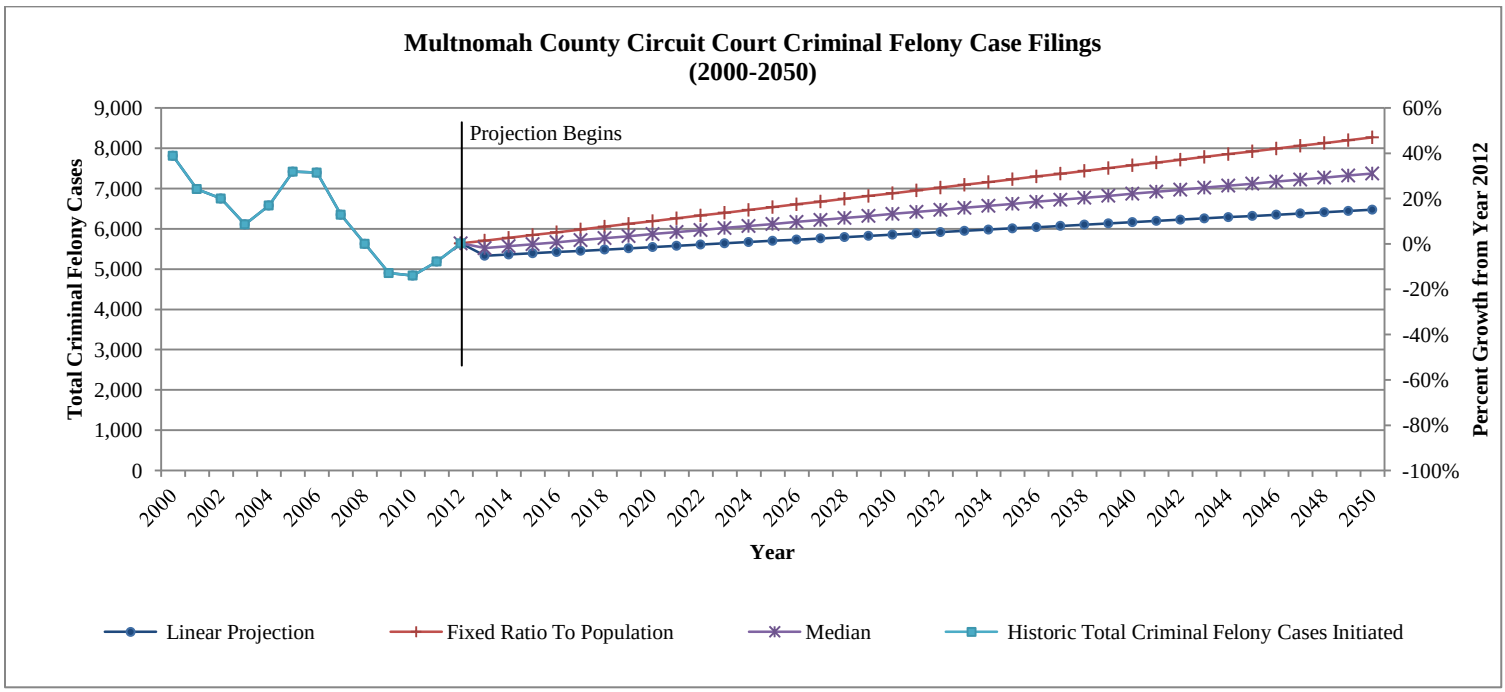
3. **Median** – This multi-model trend estimate is developed in consideration of the selected ranges of the two previous projection model results.

4. **Range of Planning Values –** This model identifies the possible range of future evolvement in new case filings bounded by high and low planning values. This range is developed based upon the synthesis of the quantitative trend simulation results and the qualitative consideration of the Court experiences. The Range of Planning Values for each case type is presented at the end of this section.

Historic case filing statistics from 2000 to 2012 were provided by the Supreme Court Annual Reports and the Court Administration's Office. Case filing projections using multiple forecasting models for the Court follow.

TABLE 18: MULTNOMAH COUNTY CIRCUIT COURT CRIMINAL FELONY CASE FILINGS

| | Actual | | | | Projected | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2000** | **2005** | **2010** | *2012* | **2020** | **2030** | **2040** | **2050** | Percent Growth from 2012-2050 |
| Multnomah County Population | 662,290 | 696,519 | 736,785 | *748,445* | 807,198 | 879,987 | 936,729 | 982,504 | |
| **Criminal Felony Filings** | | | | | | | | | |
| Linear Trend | 7,812 | 7,417 | 4,839 | *5,637* | 5,547 | 5,856 | 6,165 | 6,474 | ***14.84%*** |
| Fixed Ratio to Population | 7,812 | 7,417 | 4,839 | 5,637 | 6,191 | 6,884 | 7,576 | 8,269 | ***46.68%*** |
| Median | 7,812 | 7,417 | 4,839 | 5,637 | 5,869 | 6,370 | 6,870 | 7,371 | **30.77%** |



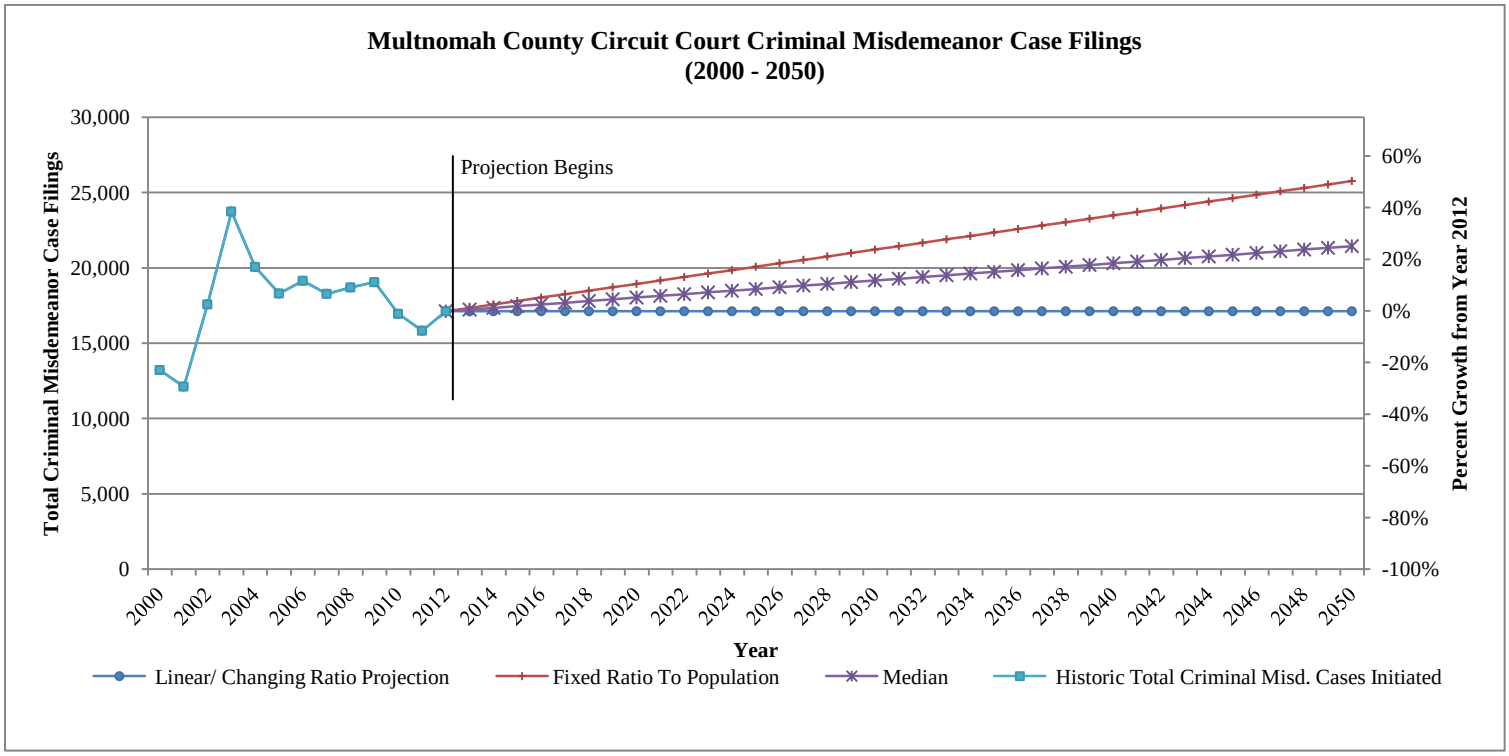

## Analysis

- Total new criminal felony case filings entered into the Court have had an overall decrease between years 2000 and 2012 of 27.8%. The most recent two years of filing data, however, do show a 16.5% increase in filings over year 2010.

- Future estimates anticipate continued growth in felony case filings, largely attributed to a growing population in the Portland metropolitan area. The median estimate is within the range of 30.77% growth by year 2050; representing an average annual growth of 0.83%.

TABLE 19: MULTNOMAH COUNTY CIRCUIT COURT CRIMINAL MISDEMEANOR CASE FILINGS

| | Actual | | | | Projected | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2000** | **2005** | **2010** | *2012* | **2020** | **2030** | **2040** | **2050** | Percent Growth from 2012-2050 |
| Multnomah County Population | 662,290 | 696,519 | 736,785 | *748,445* | 807,198 | 879,987 | 936,729 | 982,504 | |
| **Criminal Misdemeanor Filings** | | | | | | | | | |
| Linear/ Changing Ratio | 13,216 | 18,298 | 16,947 | *17,115* | 17,115 | 17,115 | 17,115 | 17,115 | ***0.00%*** |
| Fixed Ratio to Population | 13,216 | 18,298 | 16,947 | 17,115 | 18,936 | 21,212 | 23,487 | 25,763 | ***50.53%*** |
| Median | 13,216 | 18,298 | 16,947 | 17,115 | 18,025 | 19,163 | 20,301 | 21,439 | **25.26%** |

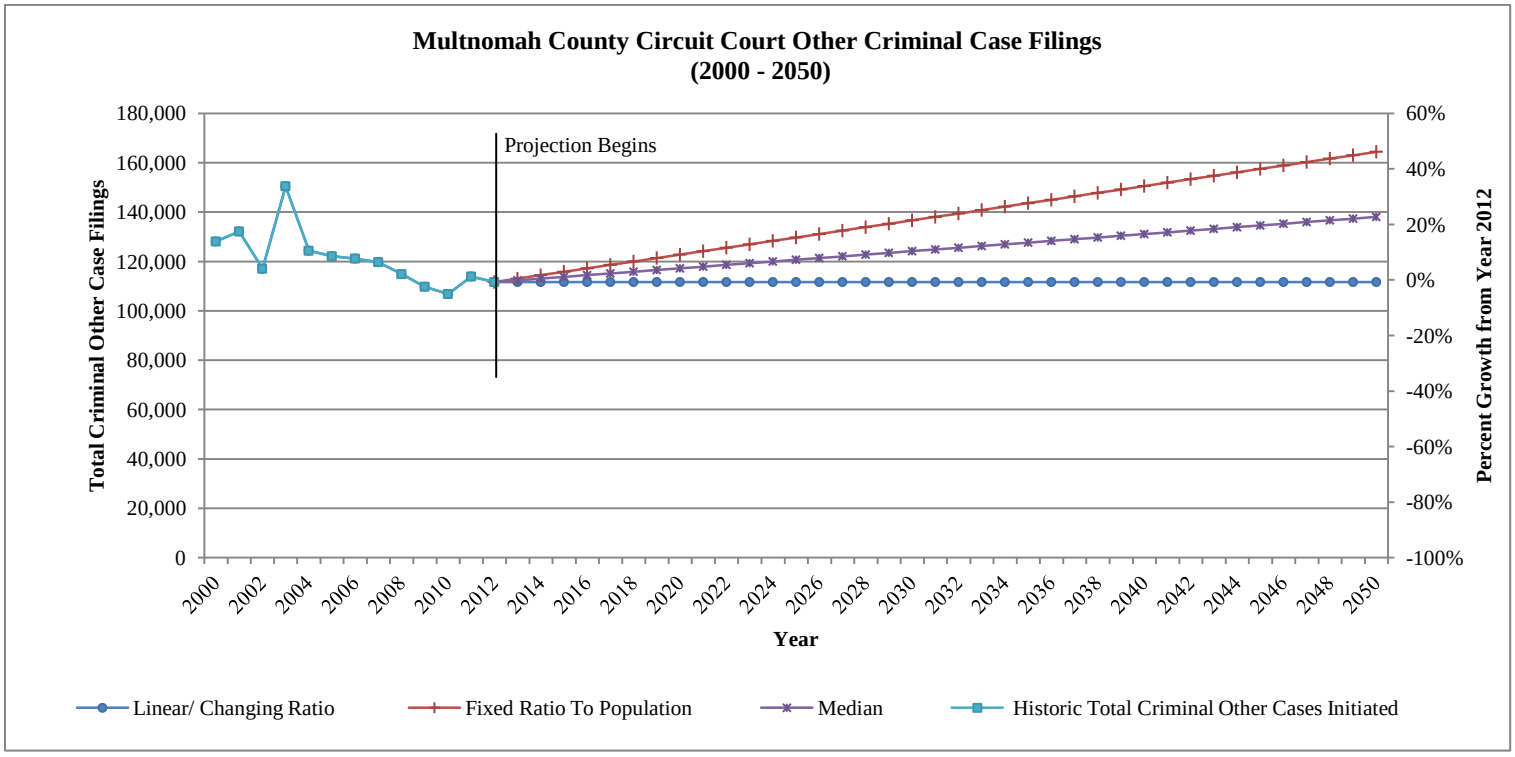



## Analysis

- Total new criminal misdemeanor case filings entered into the Court have had an overall increase between years 2000 and 2012 of 29.5%.
- Future estimates anticipate continued growth in misdemeanor case filings largely attributed to a growing population in the Portland metropolitan area. The median estimate is within the range of 25.26% growth by year 2050; representing an average annual growth of 0.68%.

TABLE 20: MULTNOMAH COUNTY CIRCUIT COURT CRIMINAL OTHER CASE FILINGS

| | Actual | | | | Projected | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2000** | **2005** | **2010** | *2012* | **2020** | **2030** | **2040** | **2050** | Percent Growth from 2012-2050 |
| Multnomah County Population | 662,290 | 696,519 | 736,785 | *748,445* | 807,198 | 879,987 | 936,729 | 982,504 | |
| **Criminal Other Filings** | | | | | | | | | |
| Linear/ Changing Ratio | 128,081 | 122,097 | 106,805 | *111,656* | 111,656 | 111,656 | 111,656 | 111,656 | ***0.00%*** |
| Fixed Ratio to Population | 128,081 | 122,097 | 106,805 | 111,656 | 122,765 | 136,652 | 150,539 | 164,425 | ***47.26%*** |
| Median | 128,081 | 122,097 | 106,805 | 111,656 | 117,211 | 124,154 | 131,097 | 138,041 | **23.63%** |



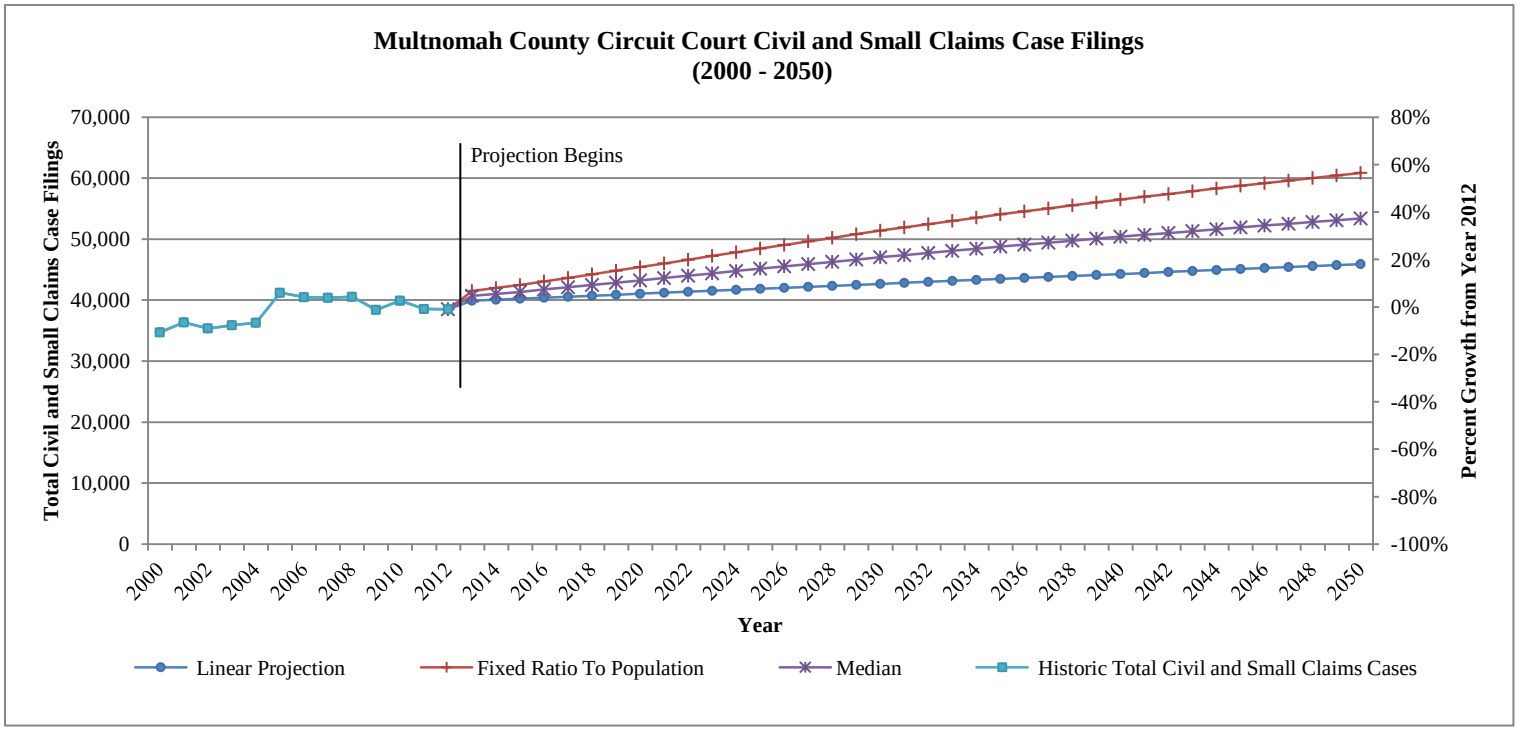

## Analysis

- Total new criminal other case filings entered into the Court have had an overall decrease between years 2000 and 2012 of 12.8%.

- Future estimates anticipate continued growth in criminal other case filings largely attributed to a growing population in the Portland metropolitan area. The median estimate is within the range of 23.63% growth by year 2050; representing an average annual growth of 0.64%.

TABLE 21: MULTNOMAH COUNTY CIRCUIT COURT CIVIL AND SMALL CLAIMS CASE FILINGS

| | Actual | | | | Projected | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2000** | **2005** | **2010** | *2012* | **2020** | **2030** | **2040** | **2050** | Percent Growth from 2012-2050 |
| Multnomah County Population | 662,290 | 696,519 | 736,785 | *748,445* | 807,198 | 879,987 | 936,729 | 982,504 | |
| **Civil and Small Claims Filings** | | | | | | | | | |
| Linear | 34,722 | 41,213 | 39,913 | *38,507* | 41,051 | 42,673 | 44,296 | 45,918 | ***19.25%*** |
| Fixed Ratio to Population | 34,722 | 41,213 | 39,913 | 38,507 | 45,416 | 51,400 | 56,510 | 60,868 | ***58.07%*** |
| Median | 34,722 | 41,213 | 39,913 | 38,507 | 43,233 | 47,036 | 50,403 | 53,393 | **38.66%** |



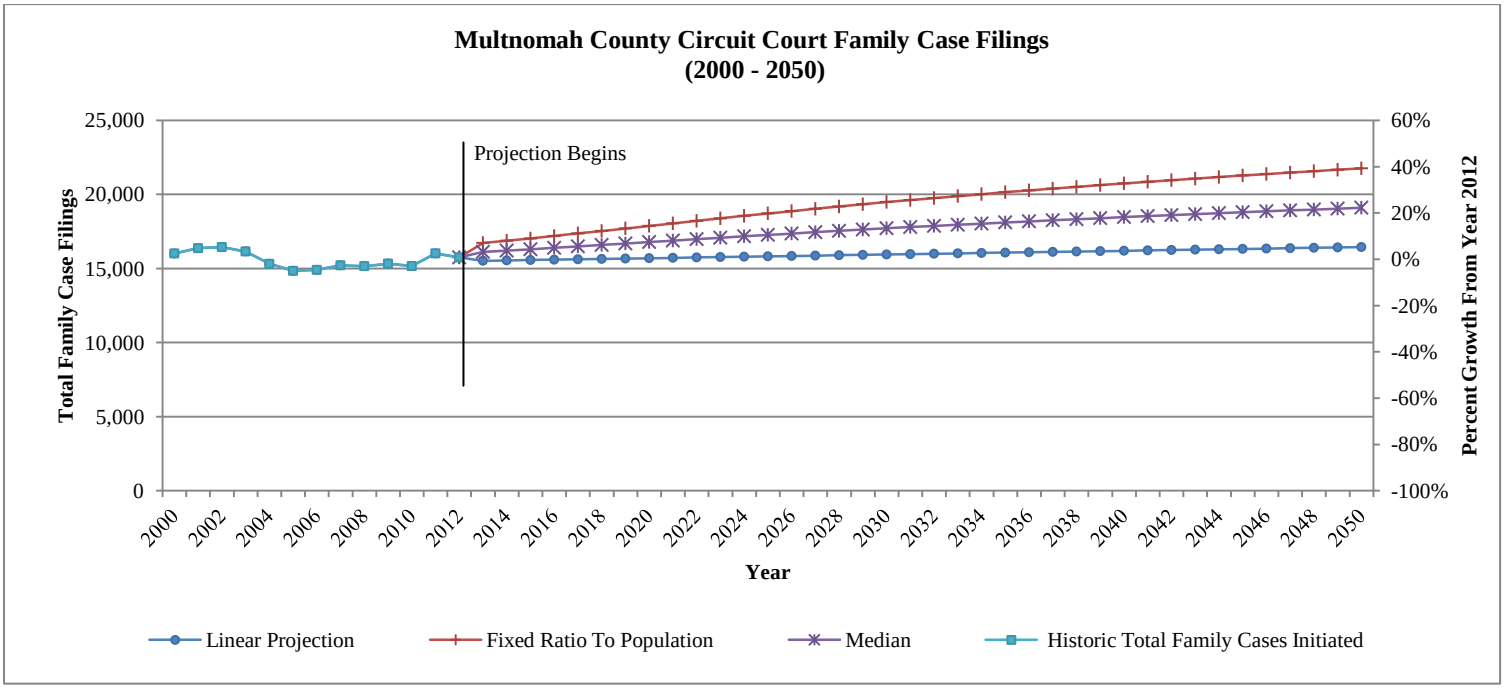

## Analysis

- Total civil and small claims case filings entered into the Court have had an overall steady increase between years 2000 and 2012 of 10.9%.

- Future estimates anticipate continued growth in civil and small claims case filings attributed to both the historic natural trend of case filing growth and a growing population in the Portland metropolitan area. The median estimate is within the range of 38.66% growth by year 2050; representing an average annual growth of 1.04%.

TABLE 22: MULTNOMAH COUNTY CIRCUIT COURT FAMILY CASE FILINGS

| | Actual | | | | Projected | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2000** | **2005** | **2010** | *2012* | **2020** | **2030** | **2040** | **2050** | Percent Growth from 2012-2050 |
| Multnomah County Population | 662,290 | 696,519 | 736,785 | *748,445* | 807,198 | 879,987 | 936,729 | 982,504 | |
| **Family Claims Filings** | | | | | | | | | |
| Linear | 16,010 | 14,836 | 15,160 | *15,744* | 15,694 | 15,944 | 16,194 | 16,445 | ***4.45%*** |
| Fixed Ratio to Population | 16,010 | 14,836 | 15,160 | 15,744 | 17,874 | 19,486 | 20,743 | 21,756 | ***38.19%*** |
| Median | 16,010 | 14,836 | 15,160 | 15,744 | 16,784 | 17,715 | 18,469 | 19,100 | **21.32%** |



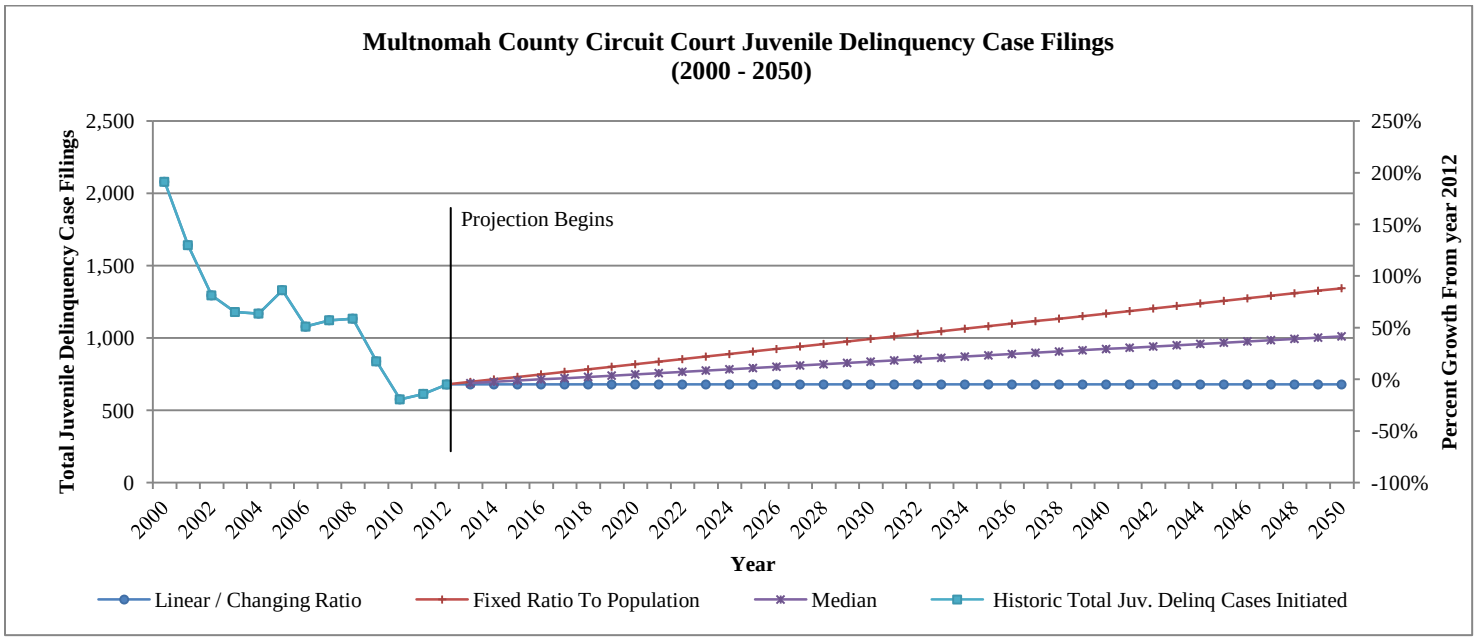

## Analysis

- Total family case filings entered into the Court have fluctuated slightly between years 2000 and 2012 averaging between 15,000 and 16,000 annual cases.

- Future estimates anticipate this continued trend with growth in new case filings attributed to both the historic natural trend of case filing growth and a growing population in the Portland metropolitan area. The median estimate is within the range of 21.32% growth by year 2050; representing an average annual growth of 0.58%.

TABLE 23: MULTNOMAH COUNTY CIRCUIT COURT JUVENILE DELINQUENCY CASE FILINGS

| | Actual | | | | Projected | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2000** | **2005** | **2010** | *2012* | **2020** | **2030** | **2040** | **2050** | Percent Growth from 2012-2050 |
| Multnomah County Population | 662,290 | 696,519 | 736,785 | *748,445* | 807,198 | 879,987 | 936,729 | 982,504 | |
| **Juvenile Delinquency Filings** | | | | | | | | | |
| Linear/ Changing Ratio | 2,080 | 1,331 | 576 | *679* | 679 | 679 | 679 | 679 | ***0.00%*** |
| Fixed Ratio to Population | 2,080 | 1,331 | 576 | 679 | 819 | 994 | 1,169 | 1,344 | ***97.99%*** |
| Median | 2,080 | 1,331 | 576 | 679 | 749 | 837 | 924 | 1,012 | **48.99%** |




## Analysis

- Total juvenile delinquency case filings entered into the Court have significantly decreased between years 2000 and 2012 dropping from just over 2,000 cases to 679 cases annually.

- Future estimates anticipate this continued lower trend with growth in new case filings attributed to a growing population in the Portland metropolitan area. The median estimate is within the range of 0% and 48.99% growth by year 2050; representing an average annual growth of 1.32%.

- Despite this growth range, it is not expected that the Court will see new delinquency case filings at a level that had been entered in the past without a significant change in law or policy effecting juvenile populations.

## Juvenile Dependency Hearings

Historically, juvenile cases entering into the Court have seen significant decreases since year 2000, dropping 57.85% by year 2012. The Court has described some reasoning for this decline, including the impact of the Adoption and Safe Families Act on dependencies and the implementation of Evidence Based Practices in handling juvenile offenders; as well as Measure 11 in 1994 for serious felonies where 16 and 17 year olds are prosecuted as adults.

The new case filing data may not necessarily depict an accurate and complete picture of Court workload, particularly in juvenile cases. Juvenile cases have a long court-life, in particular, dependency cases which made up 48.4% of all juvenile cases in year 2012. These cases include many hearings even after the case has reached permanency and it is because of this that the NCSC project team also examined the number of review and permanency hearings held for dependency cases. Understanding the frequencies of hearings per case is critical to the analysis of courtroom utilization and future requirements. The annual statistics of review and permanency hearings scheduled for dependency cases for years 2003 to 2012 listed in the following table are provided by the Court.

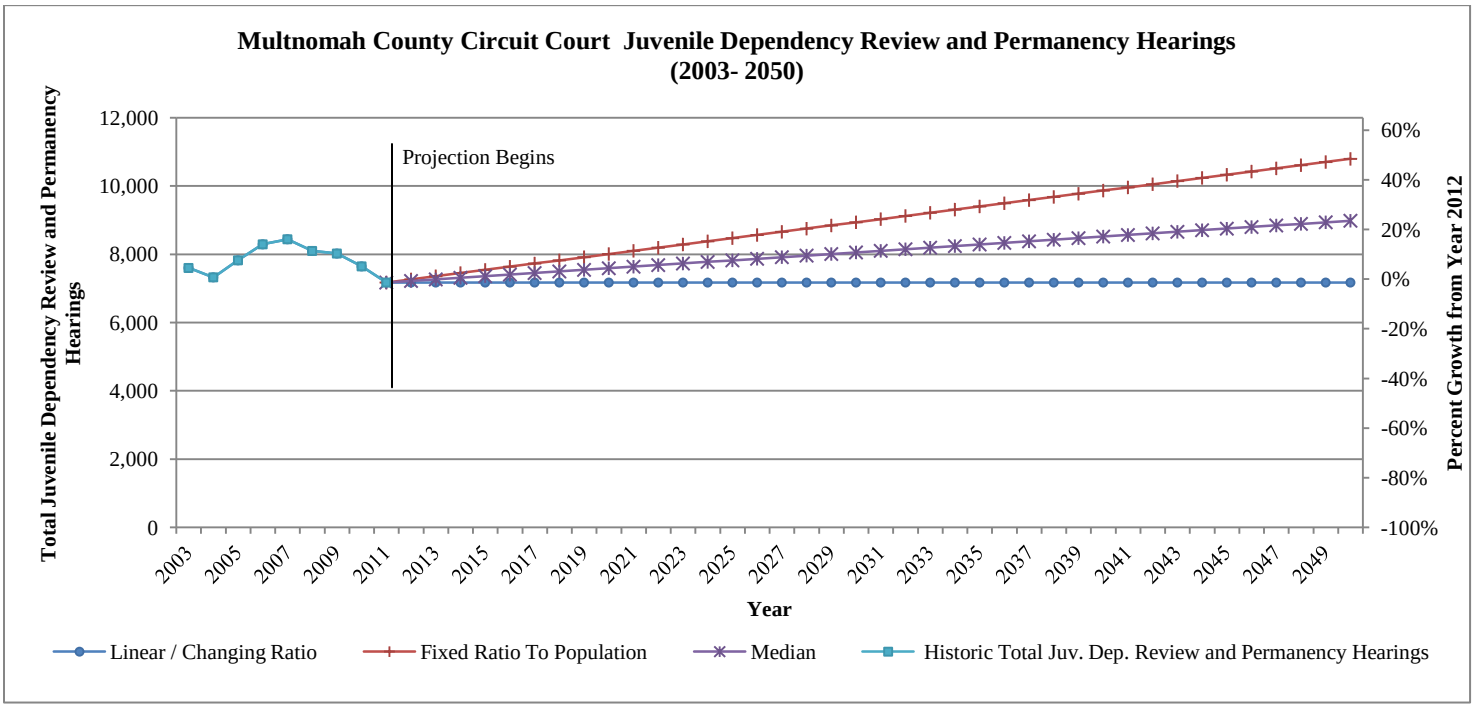
TABLE 24 : NEW DEPENDENCY CASES AND ANNUAL REVIEW AND PERMANENCY HEARINGS, 2003-2012

| Year | Dependency Cases | Review and Permanency Hearings Scheduled |
|---|---|---|
| **2003** | 1,085 | 7,601 |
| **2004** | 1,163 | 7,326 |
| **2005** | 1,174 | 7,824 |
| **2006** | 1,001 | 8,293 |
| **2007** | 941 | 8,441 |
| **2008** | 900 | 8,099 |
| **2009** | 929 | 8,023 |
| **2010** | 939 | 7,647 |
| **2011** | 822 | 7,173 |
| **2012** | 636 | N/A |
| **Percent Change From Year 2003** | **(-41.38%)** | **(-5.63%)** |

Without supplemental information on court hearing time statistics to quantify the actual judicial time expenditure for the review and permanency hearings, the scheduled court hearing statistics were studied to infer the juvenile dependency workload trend. The number of court hearings conducted over the past nine years remains stable and stays within the range of 8,441 and 7,173 hearings annually. The relative ratio (i.e. hearing frequency) between total numbers of hearings scheduled and the number of new dependency cases filed in the year increased by 24.6% over nine years. The increase of hearing frequency may have contributed to the stability of the court hearing workload and the use of courtrooms, in spite of a downward case filing trend. In 2005, a nationwide emphasis was placed on the court to examine the processing of juveniles in the court system. The result of this has been continuous interaction of the court and its partners in the life of a juvenile case; significantly increasing the workload of a case throughout the court system.

TABLE 25: MULTNOMAH COUNTY CIRCUIT COURT JUVENILE DEPENDENCY HEARINGS

| | Actual | | | | Projected | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2003** | **2005** | **2010** | *2012* | **2020** | **2030** | **2040** | **2050** | Percent Growth from 2012-2050 |
| Multnomah County Population | 682,827 | 696,519 | 736,785 | *748,445* | 807,198 | 879,987 | 936,729 | 982,504 | |
| **Juvenile Dependency Hearings** | | | | | | | | | |
| Linear/ Changing Ratio | 7,601 | 7,824 | 7,647 | *7,173* | 7,173 | 7,173 | 7,173 | 7,173 | ***0.00%*** |
| Fixed Ratio to Population | 7,601 | 7,824 | 7,647 | 7,173 | 8,009 | 8,938 | 9,867 | 10,796 | ***50.51%*** |
| Median | 7,601 | 7,824 | 7,647 | 7,173 | 7,591 | 8,056 | 8,520 | 8,985 | **25.26%** |




## Analysis

- Total juvenile dependency hearings scheduled for the Court have fluctuated slightly between years 2003 and 2011; however, the ratio of the number of hearings per dependency case filing has increased.

- Future estimates anticipate this continued trend with growth in new case filings attributed to both the historic natural trend of case filing growth and a growing population in the Portland metropolitan area. The median estimate is within the range of 25.26% growth by year 2050; representing an average annual growth of 0.68%.

### Circuit Court Year 2050 Case Filing Projection Summary

TABLE E 26: MULTNOMAH COUNTY CIRCUIT COURT CASE FILING PROJCTION SUMMARY

| | | Estimated Case Filing Levels | | | Estimated Growth Ranges | |
|---|---|---|---|---|---|---|
| | 2012 | 2050 | | | 2012 - 2050 | |
| **New Filings** | Actual | Low Planning Value | High Planning Value | | Low Planning Value | High Planning Value |
| Criminal – Felony Cases | 5,637 | 6,474 | 7,371 | | 14.84% | 30.76% |
| Criminal – Misdemeanor Cases | 17,115 | 17,115 | 21,439 | | 0.00% | 25.26% |
| Criminal - Infractions and Violations Cases | 111,656 | 111,656 | 138,041 | | 0.00% | 23.63% |
| Civil and Small Claims Cases | 38,507 | 45,918 | 53,393 | | 19.25% | 38.66% |
| Family Court – Family Cases | 15,744 | 16,445 | 19,100 | | 4.45% | 21.32% |
| Family Court – Juvenile Dependency Hearings* | 7,173 | 7,173 | 8,985 | | 0.00% | 25.26% |
| Family Court - Juvenile Delinquency and TPR Cases | 679 | 679 | 1,012 | | 0.00% | 48.99% |
| **Total Circuit Court Filings** | **196,511** | **205,460** | **249,341** | | **4.55%** | **26.88%** |

## VI. Projected Staffing for the Multnomah County Circuit Court and Court-Related Agencies

This section of the report contains staffing projections through the year 2050 for the Court and proposed occupants of the new Central Courthouse. These staffing projections are to be used solely for long-range planning purposes, as they are estimates of the *likely* needs that might be expected over the planning time span, based largely upon historical trends and qualitative assessments of the future. These estimates should not be construed as being justification for funding additional staff positions. Before any personnel or staff is added to any court, whether they are judges or administrative personnel, a thorough staffing analysis should be done and that staff should be added only if the additional positions can be justified.

The future staffing requirement estimates consider the historic fluctuation of new case filing entered into the Court with an increasing county population; as well as the observed local practices in the allocation of new judgeships and court staff in Multnomah County. These factors indicate that a conservative interpretation of the case filing projections may be considered as they are analyzed for use in the future staffing implications. The *Low Planning Value* and *High Planning Value* of the case filing projections are used to create a range of the possible future growth in the Multnomah County Circuit Court. The resulting staffing needs were refined to reflect qualitative considerations and input from each user group through on-site interviews and NCSC's experiences.

## Judicial Officers

Judicial officer FTEs applies the applicable growth trends in future case filing estimates to each of the judicial officer categories, as follows:

1. Presiding and Chief Judges – constant positions
2. Criminal and Civil Judges – criminal felony, criminal misdemeanor, civil, small claims
3. Family Judges – family cases including domestic relations, probate, mental health
4. Criminal and Civil Referee – criminal misdemeanor, infractions and violations, civil, small claims
5. Family/Juvenile Referee – juvenile dependency, delinquency, TPR

Where possible, the NCSC project team identified the historic ratios for the number of civil, criminal, family, and juvenile cases filed per judicial officer between years 2000 and 2012.

TABLE 27: MULTNOMAH COUNTY CIRCUIT COURT JUDICIAL OFFICER NEEDS SUMMARY

| | Current Judicial Officer | Estimated Judicial Officer Needs | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 2020 | | | 2030 | | | 2040 | | | 2050 | | |
| | | *Low* | / | *High* | *Low* | / | *High* | *Low* | / | *High* | *Low* | / | *High* |
| Presiding Judge | 1 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 |
| Chief Civil Judge | 1 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 |
| Chief Criminal Judge | 1 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 |
| Chief Probate Judge | 1 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 |
| Chief Family Judge | 1 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 | 1.0 | / | 1.0 |
| Civil/Criminal Judges | 25 | 26.0 | / | 28.0 | 27.0 | / | 30.0 | 28.0 | / | 32.0 | 28.5 | / | 34.0 |
| Family Court Judges | 8 | 8.0 | / | 8.5 | 8.0 | / | 9.0 | 8.0 | / | 9.5 | 8.5 | / | 10.0 |
| Criminal/ Civil Referee | 7.5 | 7.5 | / | 8.0 | 7.5 | / | 9.0 | 7.5 | / | 9.0 | 7.5 | / | 10.0 |
| Juvenile Referee | 4 | 4.0 | / | 4.5 | 4.0 | / | 5.0 | 4.0 | / | 5.0 | 4.0 | / | 5.0 |
| **Total Judicial Officers** | **49.5** | **50.5** | **/** | **54.0** | **51.5** | **/** | **58.0** | **52.5** | **/** | **60.5** | **54.0** | **/** | **64.0** |

- Currently, the Court is staffed by 49.5 FTE judicial officers.
- Applying the projected range of case filing growth estimates and qualitative considerations to the existing number of judicial officers provides the estimated future range of judicial officer FTE requirement.
- The Court could expect future total system growth from the current judicial officer staffing to be within the range of 54 and 64 FTEs by year 2050.

## Judicial Support Staff

Currently, judicial officers are supported by 85 total staff as follows:

TABLE 28: MULTNOMAH COUNTY CIRCUIT COURT JUDICIAL SUPPORT STAFF NEEDS SUMMARY

| | Current FTE | Projected Support Staff Needs | | | |
|---|---|---|---|---|---|
| | | **2020** | **2030** | **2040** | **2050** |
| **Office of the Presiding Judge** | | *Low \| High* | *Low \| High* | *Low \| High* | *Low \| High* |
| Judicial Assistant | 1 | 1 \| 1 | 1 \| 1 | 1 \| 1 | 1 \| 1 |
| Calendar Secretary | 1 | 1 \| 1 | 1 \| 1 | 1 \| 1 | 1 \| 1 |
| Circuit Court Clerk | 2 | 2 \| 2 | 2 \| 2 | 2 \| 2 | 2 \| 2 |
| **Circuit Court Judge Support Staff** | | | | | |
| Circuit Court Clerk Supervisor | 2 | 2 \| 2 | 2 \| 2 | 2 \| 2 | 2 \| 2 |
| Circuit Court Clerk | 37 | 38 \| 41 | 39 \| 43 | 40 \| 46 | 41 \| 48 |
| Judicial Assistant | 37 | 37 \| 37 | 37 \| 37 | 37 \| 37 | 37 \| 37 |
| **Civil/Criminal Referee Support Staff** | | | | | |
| Circuit Court Clerk | 5 | 5 \| 5 | 5 \| 6 | 6 \| 6 | 6 \| 7 |
| **Total Support Staff** | **85** | **85 \| 89** | **87 \| 92** | **89 \| 95** | **90 \| 98** |

- The Office of the Presiding Judge is supported by four staff: one Judicial Assistant, one Calendar Secretary, and two Circuit Court Clerks.

- Circuit Court Judges are currently provided a support staff of one Judicial Assistant and one Circuit Court Clerk along with two Supervisors overseeing the total support staff. It is anticipated that in the future, the ratio of support staff to Circuit Court Judges will change such that one Judicial Assistant may assist multiple Circuit Court Judges. The ratio of one Circuit Court Clerk for every Circuit Court judge will be maintained.

- The Civil/Criminal Referees will continue to pool their support staff of Court Clerks with an anticipated future need for as many as seven Court Clerks by year 2050.

## Court Administration and Operations

The Trial Court Administration and Operations will continue to perform administrative tasks for document filing, data entry, and calendar management. The Court staff is organized into two groups: direct case processing staff and indirect service support staff. Direct case processing staff includes those departments and positions whose workloads are directly linked to that of case processing from new cases being entered into the Court. Most of the direct case processing staff is crossed trained or provide services for both civil and criminal cases and therefore, the NCSC project team applied the case filing growth projection models to estimate the range for the possible future staffing needs. The indirect service support staff (positions which are not directly linked to the processing of cases) is appropriated based on funding availability and other applicable standards. Because these positions are not directly linked to the processing of cases, future estimates for these positions are proportional to the overall court system growth.

TABLE 29: MULTNOMAH COUNTY CIRCUIT COURT ADMINISTRATION & OPERATIONS STAFF NEEDS SUMMARY

| | | Projected Court Administration Staff | | | |
|---|---|---|---|---|---|
| **Department/Position** | **Current FTE** | **2020** | **2030** | **2040** | **2050** |
| Trial Court Administration | 6 | 6 | 6 | 7 | 7 |
| Court ADA/Security Coordinator | 1 | 1 | 1 | 1 | 1 |
| Courtroom Clerk Supervisor | 1 | 1 | 1 | 1 | 1 |
| Centralized Public Service and Payment | | | | | |
| Cashiering | 15 | 16 | 16 | 17 | 18 |
| Parking Customer Service/Counter Operations | 13 | 14 | 15 | 16 | 16 |
| Traffic/ Criminal Customer Service/Counter Operations | 9 | 10 | 10 | 11 | 11 |
| Civil Customer Service/Counter Operations | 4 | 4 | 5 | 5 | 6 |
| Collections Department | 10 | 11 | 11 | 12 | 13 |
| Financial Services | | | | | |
| Administration | 2 | 2 | 2 | 2 | 2 |
| Accounting Department | 10 | 11 | 12 | 13 | 13 |
| Purchasing Office | 4 | 4 | 4 | 5 | 5 |
| Mailroom Operations | 1 | 1 | 1 | 1 | 1 |
| Files and Records Access Customer Service Center | 7.5 | 8 | 8 | 10 | 10 |
| Jury Room Operations | 4 | 4 | 4 | 5 | 5 |
| Financial Mail Department | 4 | 4 | 4 | 5 | 5 |
| Civil Court Operations | | | | | |
| Civil Operations Manager | 1 | 1 | 1 | 1 | 1 |
| Small Claims Mediation Coordinator | 1 | 1 | 1 | 1 | 1 |
| Small Claims, FED, and Civil | 9 | 9 | 10 | 12 | 13 |
| Civil General | 10 | 11 | 12 | 14 | 14 |
| Criminal Court Operations | | | | | |
| Criminal Operations Deputy | 1 | 1 | 1 | 1 | 1 |
| Criminal Calendaring | 11 | 13 | 13 | 15 | 15 |
| Criminal Data Entry and Disbursements | 9 | 9 | 10 | 11 | 11 |
| Family Law and Probate Court Operations | | | | | |
| Family Law and Probate Public Service Center | | | | | |
| Family Law Operations | 10 | 10 | 11 | 11 | 12 |
| Probate Operations | 6 | 6 | 6 | 7 | 7 |
| Technology Services | | | | | |
| Technology Support | 8 | 8 | 10 | 11 | 13 |
| Technology Program Development and Training | 4 | 4 | 5 | 5 | 6 |
| *Temporary Workers (Various Departments)* | *14* | *14* | *14* | *14* | *14* |
| **Total Court Administration and Operations Staff** | **161.5** | **170** | **180** | **200** | **208** |
| *Total Court Administration and Operations Staff (including Temporary Workers)* | *175.5* | *184* | *194* | *214* | *222* |

- Total Court Operations staff is estimated to increase from 175.5 FTEs to 222 FTEs by year 2050.

## Court Services – Alternative Treatment Programs

TABLE 30: COURT SERVICES – ALTERNATIVE TREAMENT PROGRAMS STAFF NEEDS SUMMARY

| Department/Position | Current FTE | Projected Court Services Staff | | | |
|---|---|---|---|---|---|
| | | 2020 | 2030 | 2040 | 2050 |
| ICAOS Coordinator | 1 | 1 | 1 | 1 | 1 |
| Child Support Enforcement | 1 | 1 | 1 | 1 | 1 |
| START Coordinator | 1 | 1 | 1 | 1 | 1 |
| DISP Program | 4 | 4 | 4 | 5 | 5 |
| Misdemeanor Program Coordinator | 1 | 1 | 1 | 1 | 1 |
| Traffic Programs Coordinator | 1 | 1 | 1 | 1 | 1 |
| **Total Court Services Staff** | **9** | **9** | **9** | **10** | **10** |

- The Court will continue to offer several alternative treatment programs and specialty court functions. Most of these programs only require a program coordinator to facilitate resources for those enrolled in the programs.
- The DISP program, which requires program support staff, is expected to require one additional support staff position in the future.

## Family Court Services

TABLE 31: FAMILY COURT SERVICES STAFF NEEDS SUMMARY

| Department/Position | Current FTE | Projected Family Court Services Staff | | | |
|---|---|---|---|---|---|
| | | 2020 | 2030 | 2040 | 2050 |
| Program Manager | 1 | 1 | 1 | 1 | 1 |
| Program Counselors | 5 | 5 | 5 | 6 | 7 |
| Receptionist | 0 | 1 | 1 | 1 | 1 |
| **Total Family Court Services Staff** | **6** | **7** | **7** | **8** | **9** |

- Family Court Services will continue to conduct child custody evaluations and provide statutorily required education courses for divorcing parents as well as provide mediation services regarding parenting issues.
- As family and juvenile case filings grow in the future, resources needed for this department will also grow. It is estimated that by year 2050, Family Court Services will require 9 FTE positions.

## Interpreters

TABLE 32: INTERPRETER STAFF

| Department/Position | Current FTE | Projected Interpreters Staff | | | |
|---|---|---|---|---|---|
| | | 2020 | 2030 | 2040 | 2050 |
| Interpreters | 4 | 4 | 5 | 5 | 5 |

- Interpreter staff is expected to see growth of one additional FTE.

## Probation Initial Assessment and Referral

TABLE 33: PROBATION INITIAL ASSESSMENT AND REFERRAL STAFF NEEDS SUMMARY

| Department/Position | Current FTE | Projected Probation Assessment Staff | | | |
|---|---|---|---|---|---|
| | | 2020 | 2030 | 2040 | 2050 |
| Supervisor | 1 | 1 | 1 | 1 | 1 |
| Probation Officers | 2 | 2 | 3 | 4 | 5 |
| **Total Probation Staff** | **3** | **3** | **4** | **5** | **6** |

- The Court and Multnomah County feel that the presence of an Initial Assessment and Referral office for the Probation department is crucial for adequate service to the public.
- As the number of probationers increases, the staffing required on-site at the courthouse will also increase. It is estimated that the Probation Initial Assessment and Referral office will require 6 FTE positions by year 2050.

## Multnomah County Sheriff's Office

TABLE 34: SHERIFF'S OFFICE STAFF NEEDS SUMMARY

| Department/Position | Current FTE | Projected Sheriff Office Staff | | | |
|---|---|---|---|---|---|
| | | 2020 | 2030 | 2040 | 2050 |
| Court Services | | | | | |
| Sergeant | 1 | 1 | 1 | 1 | 1 |
| Law Enforcement Deputy | 1 | 1 | 1 | 1 | 1 |
| Corrections Deputies | 28 | 30 | 33 | 36 | 38 |
| Transport Unit | | | | | |
| Sergeant | 1 | 1 | 1 | 1 | 1 |
| Correction Deputies | 15 | 16 | 17 | 18 | 20 |
| Facility Security Unit | | | | | |
| Program Manager | 1 | 1 | 1 | 1 | 1 |
| Supervisor | 1 | 1 | 1 | 1 | 1 |
| Facility Security Officer | 6 | 9 | 9 | 9 | 9 |
| **Total Sheriff's Office Staff** | **54** | **60** | **64** | **68** | **72** |

- The MCSO will continue to provide building and transport security for the Court.
- Future growth in the number of in-custody defendants will require additional transport and court services staff.
- The Court could see the requirement of total MCSO staff increase to 72 FTEs by year 2050.

## District Attorney's Office

TABLE 35: DISTRICT ATTORNEY'S OFFICE STAFF NEEDS SUMMARY

| Department/Position | Current FTE | Projected District Attorney Staff | | | |
|---|---|---|---|---|---|
| | | 2020 | 2030 | 2040 | 2050 |
| Executive Offices and Administration | 12 | 12 | 12 | 12 | 12 |
| Reception | 2 | 2 | 2 | 3 | 3 |
| Discovery | 4 | 4 | 5 | 5 | 6 |
| Investigation Unit | 9 | 10 | 10 | 11 | 11 |
| Trial Units | | | | | |
| Misdemeanor Trial Unit | 12 | 13 | 14 | 15 | 15 |
| *Misdemeanor Trial Unit Intern* | *2* | *2* | *2* | *2* | *2* |
| Unit A – Property Crimes | 15 | 15 | 17 | 20 | 20 |
| Unit B – Drug and Vice Crimes | 7 | 7 | 8 | 8 | 8 |
| Unit C/Gangs – Robbery, Weapons Crimes | 11.5 | 12 | 13 | 13 | 13 |
| Unit D – Violent Person Crimes | 7 | 7 | 8 | 8 | 8 |
| Domestic Violence Crimes | 11 | 12 | 12 | 13 | 13 |
| Pre Trial Unit | 3 | 3 | 3 | 4 | 4 |
| Pretrial Support/ Records | 9 | 9 | 9 | 12 | 12 |
| Victim Assistance and Restitution | 12 | 12 | 13 | 14 | 15 |
| Grand Jury | 3 | 3 | 3 | 4 | 4 |
| Support Enforcement Division | 15 | 15 | 17 | 17 | 17 |
| Information Technology | 7 | 7 | 7 | 9 | 9 |
| **Total District Attorney Staff** | **139.5** | **143** | **153** | **168** | **170** |
| *Total Court Administration and Operations Staff (including Interns)* | *141.5* | *145* | *155* | *170* | *172* |

- For the purposes of this planning study, only staff which are currently housed in the Central Courthouse as well as the Information Technology, Victim Assistance Restitution, and Support Enforcement Units which are currently housed in the Portland Building are considered in this long term planning. Additional work divisions housed in the JJC, JC, Gateway Center County Building, East, and Community Prosecution Units are not included in this projection.

- As the District Attorney's Office continues to handle misdemeanor and felonies, the required number of staff will increase proportionally. Total staffing for the District Attorney's Office is estimated to increase from 141.5 FTEs to 172 FTEs by year 2050.

# VII. Master Plan for the Courts Outside of the Central Courthouse

Before the space needs for the new Central Courthouse can be quantified, the potential use of the existing court facilities located throughout Multnomah County must be understood. This section of the report summarizes the overall court facility master plan and includes a description of current and future operations to be housed in existing court facilities. These facilities include the East County Courthouse, the JJC, and the JC. Taking into account the future potential of court operations at these existing facilities combined with the overall space needs of the Court and court-related agencies allows a more defined understanding of the planning requirements for the new Central Courthouse.

The future growth estimates for the Court and court-related agencies are distributed based upon current facility locations and adjudication resource allocations. To assess future court facility planning options for the new Central Courthouse and to confirm that future courthouse development goals are consistent with Multnomah County's overall planning vision, it was necessary to account for the future use of the existing facilities as expressed by the Court and Multnomah County.

## East County Courthouse - Gresham

18480 SE Stark Street
Portland, Oregon 97233

**Building Information:**

| | |
|---|---|
| Construction Date: | Spring 2012 |
| Total Square Footage (approximate): | 40,000 SF |
| Floors Above Grade: | 3 |
| Floors Below Grade: | 1 |

### Primary Use

State statute required Multnomah County to provide court facilities in the City of Gresham for violations that occur east of 122nd Avenue. The East County Courthouse, which replaced a leased courthouse facility, serves people being adjudicated for misdemeanors, violations and small claims, landlord and tenant actions, ex parte hearings, and the filing of documents for all civil and domestic relations actions. The courthouse has three courtrooms which are utilized by judicial officers on a rotational assignment.

**Building Occupancy:**

| *Floor Level* | *Department/Office* | *No. of Staff* | *Occupant Square Footage* |
|---|---|---|---|
| 1-3 | Circuit Court | 7.5 | 14,394 SF (BOMA), 25,514 SF (CRA) |
| 1 | Sheriff | 4 | 469 SF (BOMA), 732 SF (CRA) |
| 2 | District Attorney – Support Enforcement and Misdemeanor Court Trial Unit | 11 | 5,033 SF (BOMA), 8,617 SF (CRA) |

*BOMA: Occupant areas as defined per Building Owners Management Association method*
*CRA: Client Rentable Area (includes BOMA + floor and building common areas)*

**Adjudication Space:**

| Number of Arraignment Hearing Rooms | Days Used per Week | Jury Capacity |
|---|---|---|
| 1 | 5 | n/a |
| Number of Jury Trial Courtrooms | | |
| 2 | 1-2 | 2 |
| In-Custody Holding Capacity | | |
| Only temporary holding available for remand at this facility | | |

**Current Facility Utilization**

The East County Courthouse in Gresham opened in 2013. The facility has three courtrooms: one is used full time for traffic cases; the second is used two days per week for civil and misdemeanor cases; while the third is used one day per week typically on Fridays for family law cases. The Court is still in the process of adjusting staff responsibilities and functions at this location. Proceedings that require in-custody defendants are not conducted at the East County Courthouse. The current holding capability in the facility is limited to remand holding only, which is present on the first floor. The first floor has a small clerk's office and traffic courtroom. The second floor has two jury capable courtrooms and two jury deliberation rooms while the third floor has a set of three collegial chambers and a District Attorney satellite office.

**Future Operations**

The existing courtrooms at the East County Courthouse will be gradually factored into the overall courtroom space requirement. The three courtrooms at the courthouse are staffed by judges/referees based at the central facility rotating out to Gresham. The rotational assignment of judges to the East County Courthouse is not permanent and those judges currently occupy and use courtrooms/chambers in the Central Courthouse. The Court eventually will fully utilize the East County Courthouse, as they will introduce some programs and court calendars suitable for that satellite facility. In the future, three judicial officers will be calendared at the courthouse full-time. Proportional growth of the Clerk's Office and District Attorney's Office is anticipated and factored into the future utilization of the courthouse.

The East County Courthouse site has capacity for building expansion to double the size of the existing courthouse. This may be accomplished by building a mirror image of the existing facility on the backside of the existing building. If expansion of the facility occurs, the expansion would allow for Court-related agencies or Multnomah County offices but expansion is not required for court adjudication functions. If the Court wishes to expand the operations at the facility to include processing of cases that involve in-custody defendants, the facility will need to be retrofitted to accommodate secured prisoner delivery, holding, and circulation within the courthouse.

**Juvenile Justice Complex**

1401 NE 68th Street
Portland, Oregon 97213

**Building Information:**

| | |
|---|---|
| Construction Date: | 1999 |
| Total Square Footage: | 185,162 GSF (includes detention) |
| Floors Above Grade: | 2 |
| Floors Below Grade: | 1 |
| Floor Occupied by Court: | 2nd Floor |

**Primary Use**

The courts designed and built within the JJC were developed for the processing of juvenile cases with adjacency to the juvenile detention facility. The six courtrooms located at the JJC are used by the four assigned juvenile referees and two Court family judges on a rotational assignment. The referees handle the bulk of juvenile delinquency and juvenile dependency cases, but do not handle serious felony matters or terminations of parental rights. Family judges handle all family cases as assigned by the Chief Family Court Judge, maintaining a one judge/one family best practice.

**Building Occupancy (2nd Floor Juvenile Court):**

| *Floor Level* | *Department/Office* | *No. of Staff* | *Occupant Square Footage* |
|---|---|---|---|
| 2 | Juvenile Referees | 4 | 18,435 SF (BOMA), 22,547 SF (CRA) |
| 2 | *Family Court Judges (rotational assignment)* | *2* | |
| 2 | Circuit Court Staff | 20.5 | |
| 2 | District Attorney - Family Justice/Juvenile Trial | 19 | 5,587 (BOMA), 6,833 (CRA) |

*BOMA: Occupant areas as defined per Building Owners Management Association method*
*CRA: Client Rentable Area (includes BOMA + floor and building common areas)*

**Adjudication Space:**

| Number of Courtrooms/ Hearing Rooms | Days Used per Week | Jury Capacity |
|---|---|---|
| 6 | 5 | 3 |

**Current Facility Utilization**

The juvenile justice system in Multnomah County has become a national model for programs and services that have contributed to a countywide reduction in recidivism and minority over-representation. Counseling and Court Services provide intake to the juvenile justice system, process cases through the juvenile court, and provide probation and accountability programs to youth under juvenile court jurisdiction. Four Juvenile Referees permanently assigned and two Family Court Judges on a rotational basis hear cases in the six courtrooms.

The Juvenile Detention Home (JDH) was rebuilt in 1995 as a safe and secure setting to detain youth ages 12 – 17. The facility is staffed 24 hours per day, 7 days weekly. The average length of stay per youth is 14 days but the range can run anywhere between 1 and 260 days.

**Future Operations**

The Court will maintain use of the JJC facility in its current capacity. The practice of a rotational assignment of two family judges to hear cases at the JJC is expected to be maintained into the future. Based upon the Court's current calendar there is growth capacity to further increase utilization of the six courtrooms shared between the assigned judges and referees to conduct proceedings. This additional capacity may allow for the current JJC facility to absorb future growth in juvenile case filings without having to build additional facilities. The JJC is the main hub for processing all detained juveniles and removing this function from the current location would present significant logistical problems in both transport of detainees to courtrooms and efficiency of timely case processing.

Although space problems are not currently critical, it is likely possible the Court may expand and upgrade the facilities sometime within the reviewed time frame given population and caseload growth projections. Fortunately, previous planning anticipated the eventual need for expansion when the current complex was built. The site allows for expansion of the building by two additional courtrooms constructed on the north end of the existing structure.

In addition to structural expansion, Multnomah County must consider options to accommodate existing and future public parking requirements. Currently, there is inadequate parking available for the public and often times the public will park on the side streets in the surrounding residential neighborhood. Long term planning of this site must include a solution to the demand for parking.

**Justice Center**

1120 SW Third Avenue
Portland, Oregon 97204

**Building Information:**

| | |
|---|---|
| Construction Date: | 1983 |
| Total Square Footage: | 472,038 SF |
| Floors Above Grade: | 16 |
| Floors Below Grade: | 2 |
| Floor Occupied by Court: | 3rd Floor |
| Percent Building Allocated to Courts and Related Agencies: | 10% (approximately) |
| Percent Building Allocated to Detention Center: | 51% (approximately) |
| Percent Building Allocated to Portland Police: | 36% (approximately) |
| Percent Building Allocated to Retail: | 3% (approximately) |

**Primary Use**

The multi-purpose JC design was developed for the building's basic functional requirements. The four courtrooms were included to reduce overcrowding of the existing Circuit Court courthouse and to reduce personnel transport problems. Duty judges rotate calendars at this facility to conduct the preliminary hearing and arraignment procedures for misdemeanors and felonies, probation violation hearings, DUII, domestic violence, warrants, and release hearings.

**Building Occupancy:**

| *Floor Level* | *Department/Office* | *No. of Staff* | *Occupant Square Footage* |
|---|---|---|---|
| 3 | Circuit Court Referee | 1 | 10,255 SF (BOMA), 14,507 SF (CRA) |
| 3 | *Circuit Court Judges (rotational assignment)* | *3* | |
| 3 | Circuit Court Staff | 15 | |
| 3 | District Attorney | 11 | 2,704 SF (BOMA), 3,825 SF (CRA) |
| 4-8 | Detention Center | N/A | 194,994 SF (BOMA), 232,832 SF (CRA) |

*BOMA: Occupant areas as defined per Building Owners Management Association method*
*CRA: Client Rentable Area (includes BOMA + floor and building common areas)*

## Current Facility Utilization

*Courts*

The Court operates an expedited front-end criminal court on the third floor of the JC. The Court space includes four courtrooms and support offices for judges and support staff. Other critical criminal justice partners occupy space in the same location including the District Attorney and the MCSO Corrections Division. Transportation of in-custody defendants to and from the courtrooms is expedited because of the jail/Court co-location within the facility. The four courts function as specialized criminal courts and the caseload consists primarily of initial arraignments and preliminary hearings. The Court location provides major efficiencies in time and costs related to prisoner transport.

*District Attorney*

The Multnomah County District Attorney's Office occupies space near the courtroom area of the JC on the third floor. These attorneys cover misdemeanor and felony arraignments, and the work associated with the initial stages of prosecution. In addition to the Assistant District Attorneys, clerical and administrative support staff is also housed in this facility.

*Detention Facility*

The detention center replaced Rocky Butte Jail as Multnomah County's primary corrections facility. It holds persons awaiting arraignment, trial and sentencing, and persons serving sentences of less than one-year duration. The detention facility houses primarily misdemeanor and Class C felony offenders. The detention center general housing occupies four double-height floors on floors four to eight and the intake-booking facility on Floor R may hold persons on a temporary basis. Special housing on the fourth floor accommodates those with medical or behavior problems.

*City of Portland Police Department*

Multnomah County and the City of Portland jointly occupy the JC through a condo agreement. Generally speaking, Multnomah County occupies the bottom ten floors of the building and the City of Portland Police Department occupies the top five floors of the building. The use of the two basement level parking and building services are shared. At this time the future City occupancy of the building is unclear; however, if the City were to vacate the building there could be occupancy for expanded Multnomah County ownership of the building.

## Future Operations

The Court will maintain use of the JC facility in its current capacity. The practice of a rotational assignment of judicial officers to hear cases at the JC is expected to be maintained into the future. Based upon the Court's current calendar, there is growth capacity in the utilization of the courtrooms provided there are adequate number of judicial officers to conduct proceedings. The

JC is the main hub for pre-trial processing of in-custody adult defendants and removing this function from the current location would present significant logistical problems in both transport of in-custody defendants to courtrooms and efficiency of timely case processing. Additionally, the current facility may offer opportunities in the future for the Court and Court-related functions to expand, but only as space becomes available if City agencies vacate.

# VIII. Multnomah County Central Courthouse Facility Requirements

The existing Central Courthouse does not meet present court facility standards. Particular concerns are the lack of adequate functional space; the difficulty in providing separate circulation and court space zoning for court employees, prisoners, and the public; poor accessibility in courtroom for individuals with disabilities; and, the inability to provide reliable/effective security throughout the Court. Additionally, concerns of seismic stability of the building structure have rendered the renovation of the historic Central Courthouse unviable.

As a means of guiding development of future facilities for the Court, building planning requirements were developed based upon future court system growth expectations, operational considerations, functional space needs, as well as accepted planning standards and precedents seen around the country in similar jurisdiction trial court operations and courthouse designs. The NCSC project team also assessed the existing physical building infrastructure, the surrounding site, and overall Portland urban planning context as a basis for understanding development opportunities and challenges for future Multnomah County court facilities. The following planning requirements are a response to both the functional/operational assessments and physical assessments conducted for this project and describe the overall programming concepts and goals, future functional space requirements, and urban planning considerations produced as a result of the master planning effort.

## Future Court Facility Planning Concepts and Goals

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

1. To convey an image of dignity and solemnity and a sense that the facility is one in which justice is done.[10]
2. To represent careful thought and consideration of the Court's operational and spatial needs.
3. To maintain flexibility to accommodate both short- and long-term space needs and contribute to the effective administration of justice.
4. To offer an environment that is easily accessible to the public and user-friendly.
5. To offer a safe and secure environment for all citizens who utilize the facility as well as for the judges and court employees who work within the facility.
6. To equip all courtrooms, offices, and other functional space with advanced technologies to facilitate the efficient administration of justice and improve the quality of service to the public.

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

7. To embody the ideals of sustainable design practice and incorporate green building strategies.

In the preparation of the facility plan, these goals are presented as follows:

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

- The architecture throughout the interior and exterior of the court facility should convey the image of the judicial system: dignity, strength, respect, and a sense of importance of the judicial system in the community.

- The appearance and ambiance of the courtrooms should be dignified and business-like. Consideration should be given to proper sight lines, acoustics, lighting, properly functioning heating, ventilation, and air-conditioning systems.

- The selection of finishes should be made with a view to the future. The materials selected should be functional and durable for use over time and should contribute to the overall image of dignity and institutional permanence.

- The architecture should represent an expression that is responsive to local context, geography, climate, culture, and history, and should improve and enrich the site and community in which the facility is located.

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

- The spaces should promote efficient operation of the Court with consideration to workflow, adjacencies, and proper zoning of functions.

- The architecture should promote streamlined communication and interaction between justice partners involved with the Court and result in more efficient processing of cases.

- The Court's jury assembly function should be located in a dedicated area easily accessible to both the public and court employees. The jury area may serve as a flexible space for a large staff meeting or training room when not in use by jurors.

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

- The design should provide for flexibility to anticipate future changes and enhance building longevity.

- Courtrooms and ancillary spaces should be constructed to accommodate a broad range of growth or policy changes by the Court in order to enhance the facility's flexibility and long-term usefulness.

- Judges' chambers should not be immediately attached to the courtrooms to allow adjudication space to be utilized by multiple judges if necessary. However, in order to promote easy movement between offices and courtrooms, chambers and courtrooms should be located in close proximity.

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

- The Court should be provided with adequate parking provisions or a plan for parking for judges, court employees, jurors, and court visitors.

- The court facility should be a barrier-free, accessible facility in compliance with the American with Disabilities Act Title II requirements for governmental facilities.

- A simple and clearly displayed public directory and signage system should be provided so visitors are able to find their way around the courthouse easily. The layout of spaces should be designed for simplicity so that way-finding throughout the facility is readily apparent. The use of architectural features to serve as landmarks and the provision of exterior views are also important features to be considered to improve user orientation within the building.

- High public traffic areas should be located near the public entrance of the building so that the public visiting these offices can be served quickly.

- An easily accessible public self-service area equipped with public access computer terminals or kiosks should be provided. Clear and easy access to staff should be provided for the public to seek assistance in answering questions or preparing forms or other documents.

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

- Provide an integrated solution for security. The facility security planning should incorporate structural elements, architectural barriers, traffic patterns and access controls, weapons detection and screening, security surveillance devices, and properly trained security personnel and effective security operations planning in a balanced way. Security provisions should be cost-effective and developed with an understanding of the impact on operational costs and security staffing needs.

- Separate circulation systems should be provided for court employees and the public in the building to maintain proper security and work privacy. The facility should be organized into zones that are similar in function, operational needs, physical characteristics, or access requirements. Proper circulation and access control should be designed and provided at individual space zones to maintain an efficient and safe court environment.

The various circulations zones include:

- **Public Zone:** The public circulation system provides access from the public point of entry to the controlled access points for the restricted and secure areas of the courthouse. All areas that require access by the general public should be accessible from the public circulation system including courtrooms, public counter areas and court service functions, court administration, public restrooms, public elevators, and chambers reception areas. The public circulation system also includes the public waiting areas immediately adjacent to courtrooms and attorney conference rooms. Efforts should be made to maximize natural light and views in the public lobby, waiting areas, and circulation spaces to improve the quality of the environment and to promote an image of judicial transparency. Oftentimes due to volume and/or protracted proceedings, lawyers and parties may be required to wait in hallways and alcoves. Consequently, these public spaces should provide comfortable seating, considerate of levels of conversation, safety of the parties, and respect for the adjudication process.

- **Restricted Zone:** The restricted circulation corridors provide access to court staff, judges, escorted jurors, and security personnel to courtrooms, chambers, court support space, and jury deliberation rooms. Judges and court employees should be able to move into work areas or courtrooms through private corridors and a private elevator without going through the public area.

- **Secure Zone:** A dedicated secure prisoner circulation system will be needed in the new Central Courthouse. Within the secure zone, sight and sound separation of different in-custody populations (adult male and female) should be provided and the design of these areas should prohibit unauthorized access by the public and escape by persons in custody. Additionally, appropriate accommodations need to be provided for juvenile detainees appearing in court as well as those who are transported to court for civil commitment hearings.

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

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

- A shared staff and public entrance point could be provided to reduce operational screening requirements. An additional entry point may be provided for inconspicuous

access for judges. Protected pathways from the judges' secure parking area to judges' chambers should be provided as possible.

- Adequate space should be provided at the main entrance for queuing of Court visitors with special attention to problems caused by extreme weather. The design should allow fast and efficient processing of those entering the court facility through a main entrance where security staff, using a magnetometer and an x-ray scanner, screen for weapons and contraband. After clearing the checkpoint, visitors should enter into a larger area (lobby) of the building to allow people to become oriented for way-finding purposes.

- Building systems should be designed and maintained to protect public health and life safety, as well as provide direct egress routes for rapid and safe evacuation of building occupants to the outside in cases of an emergency.

- Accommodations should be made for the installation of security surveillance and monitoring systems throughout all facilities. These systems should be controlled through a central security command station and should be connected at all times to a law enforcement remote dispatch function.

- The building design should incorporate building security and operational considerations for having night court sessions and other court sponsored community programs and activities held in the building during non-regular business hours.

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

- The facility should be designed with provisions for the extensive use of computerized, advanced technologies at all functional areas for efficient operations and a secure work environment.

- Provisions for voice-activated video/audio recording technologies should be planned and pre-wired in all courtrooms and hearing rooms to provide a convenient, accurate record of court proceedings, requiring a minimum of human intervention.

- The facility should be planned for video arraignment technology to arraign in-custody defendants more efficiently. Video arraignments have the potential to reduce length of detention stays and also reduce prisoner transportation and improve courthouse security.

- Video arraignment technology should be incorporated into the design of one of the courtrooms and be linked to the police department's communications network (and Multnomah County government's communications network, as feasible). The location of the cameras, video monitors for the respective participants, and the public should be planned.

- Computerized evidence display capabilities should be provided and integrated in the courtroom audio/video system.

- Security surveillance cameras should be installed in the building lobby, courtrooms, hearing rooms, access control locations, and secure parking areas. Court security should be monitored and managed by MCSO personnel.

- Document imaging technology should be available throughout the facility to reduce paper circulation and storage requirements, improve record dissemination, and facilitate effective information sharing.

- The general public should be able to access Court services through the use of telecommunications and self-service information display technology. Public information and public access terminals should be provided in the public lobby or at the public self-service center for the public to access Court information. The facility should be designed with provision to allow public access to Court information and services remotely through web portals.

**Goal 7: The facility shall embody the ideals of sustainable design practices and incorporate green building strategies.**

Multnomah County requires future municipal facilities to incorporate sustainable concepts in an effort to reduce impacts to the environment as well as operation and energy costs. Listings of sustainable building practices and issues that may be considered include the following. Comprehensive information of sustainable building strategies could be referenced at publications by the U.S. Green Building Council.[11]

- **Sustainable site development:** Special attention should be paid to the building's impact on its surroundings. Strategies include reducing heat island impacts, reduced use of water resources, alternative transportation planning, advanced storm water drainage systems, and responsible landscape and site development strategies.

- **Water efficiency:** Special attention should be paid to the water use (e.g., selection of water efficient fixtures) and the design of wastewater conveyance systems.

- **Energy and atmosphere:** Various mechanical and electrical systems should be thoroughly reviewed and compared so that the most efficient and cost effective strategy is selected. Alternative energy solutions should also be considered with initial investment and long-term cost implications considered.

- **Materials and resources:** Selection of products that are produced regionally and/or made of recycled or sustainable materials. When remodeling, consideration for reuse of existing building components should be considered where possible.

- **Indoor environmental quality:** The quality of the indoor environment in terms of air quality, temperature, and ventilation should be carefully considered. Natural day lighting should be utilized as much as possible to lower the amount of artificial lighting needed

[11] These items include the core sustainable building strategies espoused by the U.S. Green Building Council's LEED Building Design and Construction rating system. Website: http://www.usgbc.org.

and to provide a more pleasant work environment. Sun shading and glare reducing elements should be introduced where possible.

## Central Courthouse Facility Functional Space Requirements

As a means of defining and guiding development of a new Multnomah County Central Courthouse, program design requirements were developed based upon functional needs, national planning standards, and precedents in major metropolitan court operations and design. As part of this process, extensive interviews were conducted with courthouse user groups and justice system stakeholders to gain a better understanding of court operations and document interactions with various justice partners, and exchange ideas about the future work environment.

It is the hope of NCSC that the following program requirements promote future court facilities that are user-friendly, safe, and efficient, convey a proper decorum and respect for the law, and will accommodate projected growth and anticipated operational changes. In consideration of the elements needed for providing modern court facilities, the previous concepts are embodied in the program requirements and should serve as guiding principles throughout the project. As a basis for building design, the following functional requirements are intended to identify the critical operating functional space and adjacency criteria for the Court, while incorporating contemporary court facility planning standards and the programming goals previously described.

### Public Space and Building Amenities

***Entries and Main Lobbies* -** All entries and lobbies will serve both functional and symbolic purposes. Functionally, they should be designed to accommodate large numbers of visitors, particularly on busy Court days during early business hours. The entry area and lobby are also important symbolically as the first impression visitors have when visiting the Court. The design should evoke a sense of order and respect for the judicial process while providing a businesslike environment that is easily monitored and controlled by security officers.

The new Central Courthouse should be accessed from the exterior through a single main entrance. The District Attorney's Office will also be accessed through this single main entry. In the event that the District Attorney's Office is located in a separate but adjacent building, public access to this separate building could be provided via a tunnel or walkway to ensure all public visitors have been screened. The main entrance screening will accommodate both staff and public visitors (judicial officers and elected officials will be provided with a separate and secure private entrance). The entrance should be sized to allow distinct public and employee screening areas, each equipped with metal detectors and x-ray equipment. An elevated security control booth/public information desk should be provided in the main lobby overlooking the security screening area. A double door weather vestibule may be considered at the main entrance. Alternatively, the entry design may consider the installation of revolving entry doors to avoid the necessity

and space required for a climate regulating entry vestibule. The areas inside entry doors leading to the screening stations should be large enough to allow for queuing of visitors during inclement weather. Importantly, lobby security stations should be arranged to allow direct visual surveillance of the entire lobby area by security officers.

The main lobby should serve as the hub of the new Central Courthouse and be located on the first level. The Court operations customer service area and the jury assembly area should be located in close proximity. From the lobby, visitors should have clear and easily understood access to all courtrooms and all publicly accessed court support areas. Controlled access to and from the main lobby and restricted circulation zone should be provided.

***Public Waiting Areas*** - Public waiting areas should include fixed seating and provide a comfortable space for the public to wait for their cases to be adjudicated. Often, these areas are provided in the form of a widened hallway outside of courtroom areas. Noise transmission from the waiting areas and lobbies into courtrooms should be mitigated through sound rated wall design and the placement of sound lock vestibules between the public lobby/waiting areas and the courtroom interior spaces. Waiting areas should be located as close as possible to areas of high public use with easy access to restrooms and water fountains.

***Food Service Area -*** A limited food service area may be considered based on the availability of dining options available within close proximity to the new Central Courthouse. The facility may accommodate public visitors as well as staff. A minimum food service area may include a coffee stand and limited patron seating.

***Child Care Facility –*** Currently, the local bar association supports the operation of a free day-care service, termed "Court Care," to public visitors at the Court. In the new Central Courthouse, a child care facility may be provided in an easily accessible location away from the courtrooms. The child care area may include a reception/check-in area, staff office, play area(s), quiet room, kitchenette, and restroom facilities suitable for small children.

***Bicycle Storage Facilities*** – Between 40 and 50 employees currently ride their bikes to work on any given day at the Central Courthouse. Many others either take public transportation or walk. A relatively small proportion of employees drive their own vehicle. Future planning should provide facilities that encourage continued use of alternative means of transportation. In addition to bike storage facilities, provision should be made for personal storage lockers, changing areas, and showers. Consideration should be given to the needs of various populations that use the building including males, females, gender-neutral, and disabled persons.

***Lactation Rooms*** – Several lactation rooms dispersed around the court facility may be considered to allow private space for mothers. Provision for 'mothers areas' within female restrooms may also be considered.

**Building Support**

***Central Mechanical Room*** – Provision for a large central mechanical room has been made in the program. Preliminary sizing is based on overall building size and a split building occupancy of assembly and office space.

***Mail Rooms*** – Currently, Multnomah County and the State both operate separate mailroom facilities within the Central Courthouse. Consideration for continued separate operation of these functions should be provided.

***MDF/IDF Rooms*** – Currently, Multnomah County and the State both operate separate technology infrastructure systems at the Central Courthouse. Consideration for continued separate operation of these functions should be provided. When designing the new Central Courthouse, care should be taken to ensure vertical stacking of all technology distribution points.

***Loading Dock*** – Provide a loading dock area and receiving/holding area(s). May consider provision for subdivision of Multnomah County and State agency spaces.

***Media Access*** – A switching room may be provided on the first floor to allow transmission of courtroom camera feeds to media outlets. Site provisions for media vans may also be considered.

**Courtrooms**

All courtrooms should be dignified, comfortable, and businesslike. Consideration must be given to proper sightlines, acoustics, lighting, heating, ventilation, and air conditioning systems. Courtroom elements must allow participants to hear and see other participants during the proceedings. Distances between speakers should be short, and sight lines should allow primary participants to observe the proceedings within a sixty degree cone of vision.

All courtroom participants and spectators should be able to hear the proceedings clearly. Acoustics should be carefully considered throughout the space with special attention paid to the litigation areas. Features such as hard and soft wall treatments, acoustic wall paneling, ceiling design, ceiling surface treatment and acoustic ceiling treatments, and carpeting are potential ways to balance and optimize the sound profile within the courtroom space. White noise machines may be used to reduce extraneous noise distractions. Sound isolation should also be carefully considered in the design through

features such as soundproofing between adjacent spaces (especially holding cells, conference rooms, and the public lobby) and sound-lock entrance vestibules.

Lighting design in all courtrooms and hearing rooms should be functional, appropriate for all courtroom participants, energy efficient, easy to maintain, and should maximize use of appropriate technology. Typical illumination levels in the litigation area are between 45-55 foot-candles while illumination levels in the spectator area are typically between 15-25 foot-candles. Natural lighting in the courtrooms is desirable for psychological and aesthetic reasons; however, this may be difficult to achieve in all courtrooms because of the access and circulation requirements of the courtrooms and complementing court support spaces. If natural light is provided, diffused light is preferred and direct and reflected glare should be avoided. Where daylight is not available, general illumination can be supplemented with other wall lighting such as wall-washers or sconces.

Courtrooms design should consider three distinct points of entry including:

- **Public** - for spectators, attorneys, parties, witnesses, and press through a vestibule from the public corridor.
- **Restricted** - for judicial officers, jurors, and court personnel from a restricted court staff corridor.
- **Secure** - for escorted in-custody defendants accompanied by sheriff deputies through a controlled, secure entry near the defense attorney table from the adjacent courtroom holding area and secure circulation system.

***Courtroom Types*** - Planning for courtrooms includes a mix of assignment courtrooms, jury trial courtrooms, family courtrooms, arraignment courtrooms, hearing rooms, and mental health courtrooms. Each courtroom type includes unique courtroom ancillary support requirements. A summary of the courtroom types is below:

| **Courtroom Types** | | |
|---|---|---|
| ***Description*** | ***Size*** | ***Ancillary Support Needed*** |
| Assignment Courtrooms | 1,800 SF | Vestibule, Attorney/Client Conference Rooms, In-Custody Interview |
| Large Trial Courtrooms | 2,000 SF | Vestibule, Attorney/Client Conference Rooms, Jury Deliberation, Victims/Witness Waiting, In-Custody Interview, In-Custody Holding |
| Standard Trial Courtrooms | 1,600 SF | Vestibule, Attorney/Client Conference Rooms, Jury Deliberation, Victims/Witness Waiting, In-Custody Interview, |
| Large Family Courtrooms | 1,600 SF | Vestibule, Attorney/Client Conference Rooms, Family Waiting |
| Family Courtrooms | 1,400 SF | Vestibule, Attorney/Client Conference Rooms, Family Waiting |
| Referee Arraignment Courtrooms | 1,800 SF | Vestibule, Attorney/Client Conference Rooms |
| Referee Hearing Rooms | 1,400 SF | Vestibule, Attorney/Client Conference Rooms, Law Enforcement Waiting |
| Mental Health Courtrooms | 1,000 SF | Vestibule, Attorney/Client Conference Rooms, Mental Health Holding, Sheriff Waiting and Office, Staff Work Area, Judge Satellite Office |

***Standard Courtroom Component Descriptions***

The following items identify the primary participant components required in courtrooms. Note that all information itemized is for illustrative purposes and is intended solely to convey functional intent.

***Judges' Benches***

- The design of the bench should be proportionate to the courtroom and should ensure that the judge has an unobstructed view of the entire courtroom. Typically, the bench platform is raised 12 - 18 inches above the main courtroom floor level so that the judge's eye level, when seated, is level to or higher than that of any standing participant or spectator.
- A work surface should be provided to keep paperwork and reference materials within reach and accommodate multiple computer monitors.
- Adjustable height work surfaces may be considered to allow the workstation to be used by individuals with diverse physical configuration needs.
- A turnaround space should be provided behind the bench with a minimum clear space of 60 inches. The number and specific provision of ramp access to judges' benches per ADA requirements must be confirmed prior to design development.
- The judge's circulation path must never be in front of the bench.
- Provision for installation of multiple monitors and touch screen computers should be made.
- Access to data and power connectivity should be provided.

***Courtroom Clerk Workstations***

- The workstation should be adjacent to the judge's bench to facilitate private communication and transfer of paper material and evidence. The height difference between the workstation station floor and the judge's bench floor should not exceed 12 inches.
- The clerk's station should be located near a doorway to the restricted corridor.
- Space permitting, the courtroom clerk circulation path should not traverse the area behind the bench.
- All courtrooms should be planned flexibly so that the clerk workstation may provide accommodation for two persons, if needed.
- A turnaround space should be provided behind the clerk workstation with a minimum clear space of 60 inches. The number and specific provision of ramp access to clerk workstations per ADA requirements must be confirmed prior to design development.
- Adjustable height work surfaces may be considered to allow the workstation to be used by individuals with diverse physical configuration needs.

- Access to data and power connectivity should be provided.
- The workstation should be designed with space for a printer and a fax/copier. Under-counter file drawers for files and forms should be provided.

***Jury Box (Civil and Criminal Courtrooms Only)***

- Provide clear sightlines from each juror to the witness, attorneys, judge, and evidence display areas. The jury box should not extend past either the witness box or the attorneys' tables.
- Access from the jury box to the restricted corridor should be provided. If possible, access to the restricted corridor will be direct so that the jury does not have to pass in front of the bench or litigant tables.
- The jury box should accommodate people with disabilities. Provide separation between the spectator gallery and the jury box to prevent communication between jurors and the spectators, and to guard against juror harassment. This area may be used to accommodate prospective jury members sitting on movable, stackable chairs during the voir dire process.
- A front modesty panel separating the jury box from the litigation area should be provided. Side modesty panels on the spectator gallery side of the jury box may also be provided.
- All seating in the jury box should have a clear, unobstructed view of the judge, witness, attorney tables, and all displays (video or other) used to present evidence.

***Witness Stands***

- Witness stands should be provided in all courtrooms.
- Witness stands should be located so that the witness has a clear facial view of the judge, jury box, counsel tables, and evidence display.
- Typically, the witness stand is raised 6 inches above the main floor level.
- All witness stands should be universally accessible with provisions made for ramp access and clear turnaround space.
- All witness stands should include modesty panels and narrow work surfaces.

***Presentation Stands***

- Space for a presentation stand or podium should be given consideration in all courtrooms.
- The front of the stand should be in clear view of the judge, jury (if applicable), and witness.
- The stand should be movable, height adjustable, and universally accessible.
- The stand should be floor supported (not tabletop mounted). Provide shelf and space for a microphone and for an attorney's laptop.

- The stand should be fully integrated with all courtroom technology and presentation systems.
- Floor receptacles should be planned to provide access to data and power connectivity.

***Counsel Tables (and juvenile proceeding participant tables)***

- All courtrooms should be furnished with two litigation tables. Larger courtrooms have space provision for two additional counsel tables.
- Counsel tables should be located in the courtroom so that participants can be seen and heard by other participants, the judge, the jury (as applicable), and the witness.
- Tables should include a modesty panel to hide the lower body.
- Floor receptacles should be planned to provide access to data and power connectivity.

***Spectator Areas***

- All spectator areas should be separated with a modesty rail from the litigation area to control movement and reinforce the hierarchy of the participants.
- Seating may be either bench/church pew style seating or individual performance hall style seating. Bench seating is sometimes preferred in situations where low maintenance and maximum seating capacity are desired. On the other hand, individual performance hall seating provides larger, more comfortable seating for spectators.
- Provide wheelchair spaces, companion seating, and semi-ambulatory seating in all courtrooms. Temporary seating may be placed in wheelchair spaces when not occupied.
- Wireless hearing assistance devices should be provided for use by all court spectators and participants.
- Seating capacity requirements:
    - Assignment courtrooms: 80 persons
    - Large trial courtrooms: 70 persons
    - Trial courtrooms: 50 persons
    - Large family courtrooms: 50 persons
    - Standard family courtrooms:30 persons
    - Referee arraignment courtrooms: 100 persons
    - Standard referee courtrooms: 60 persons
    - Mental health courtrooms: 20 persons

**Courtroom Ancillary Space**

***Juror Deliberation Rooms* -** Upon the completion of a jury trial, jurors are escorted from the courtroom to a jury deliberation room. Depending on the nature of the case, jury deliberations may last only a few minutes, or many days; therefore, deliberation rooms must be comfortable, well ventilated, and designed to minimize the stress on jurors. If possible, deliberation rooms should be located on exterior walls to allow access to natural light and views.

During breaks in jury trial proceedings and upon the completion of a jury trial, jurors are escorted from the courtroom to a jury deliberation room. Jury deliberation rooms should be provided in the new Central Courthouse at a ratio of two deliberation rooms for every three jury trial courtrooms. Each deliberation room should be accompanied by a vestibule providing access to two restrooms, a coffee bar, a coat closet, and an audio-visual closet. The deliberation room should be equipped with a conference table with seating for twelve persons, a white board, exhibits, and video presentation system.

Jury deliberation areas should ensure confidentiality through soundproofing, controlled circulation, and supervision by court staff. Jurors will move through the facility using the restricted horizontal and vertical circulation system. Deliberation rooms should be located near the courtrooms accessed via a restricted corridor. To ensure confidentiality, jury deliberation rooms should not be located adjacent to attorney conference rooms or witness waiting rooms.

***Attorney / Client Conference Rooms* -** Conferencing rooms should be provided for attorneys and clients to meet in between courtroom proceedings for all Court jurisdictions except small claims and traffic courts. Two conference rooms should be provided for every one courtroom. Rooms should be furnished with a small conference table. Interview rooms may be used flexibly as media rooms to accommodate reporters and media equipment that may be present at high profile proceedings. One or more interview rooms may be outfitted with one-way mirrors for the video recording of proceedings to suit the needs of the local media. Interview rooms may be accessible from the public corridor or may be reached through the courtroom entry vestibule if access can be provided but controlled when the courtroom is not occupied.

***Court Floor In-Custody* -** See Multnomah County Sheriff space descriptions.

***District Attorney Satellite Office* –**The DA's satellite office is primarily to provide support to the deputy DAs as they work in the central courthouse, away from their main office. The satellite office should include a public reception and waiting area and public access should be controlled, for security purposes, by the reception desk at the front of the office. The victims/witness lounge and several private conference rooms to meet with clients should also be included as part of the satellite office. Plea bargaining rooms

should also be included in the satellite office for use by the deputy DAs to negotiate their cases prior to being in court. The satellite office should include non-permanent/ hoteling work stations and work carrels to be used by the deputy DAs between court appearances to conduct administrative work. A limited amount of records storage and secured evidence/exhibit storage should also be included for storage of case files, exhibits, etc. while deputy DAs are in court, or utilizing the office for multi-day trials. The satellite office should also include common support areas such as a work/ copy area for printing and copying, a small galley, lockers for storage of personal belongings and private staff restrooms.

***Victims/Witness Waiting Lounge* -** A waiting room and lounge, located off the public corridor at the DA's satellite office in the central courthouse, should be provided for victims and/or witnesses to wait before court appearances and during court recesses. These areas may also be used for remote and secure viewing of court proceedings. The design should convey a safe and calming environment for victims/witnesses. The lounge should be equipped with lounge seating, television monitors for remote courtroom viewing, and a unisex restroom. A controlled reception area with space for support staff shall be connected to the public corridor but will be designed with some separation from high volume traffic areas. Access should be controlled to limit/restrict opportunities for victims and witnesses to mix with the general public.

***Family Waiting Areas (Family Court)* -** Several family waiting areas, segmented from the general court waiting areas, should be provided for use by children and families. The family waiting area should be designed in a manner that is sensitive to children and families and should convey a safe and calming environment. The room(s) should be located off the public corridor near the family courtrooms as they will be primarily used by children and their families to wait before and in-between court appearances. Additionally, these spaces may also be used for remote and secure viewing of court proceedings. The room should be equipped with lounge seating, television monitors for remote courtroom viewing, and a unisex restroom (space permitting). The waiting room should be connected to the main public lobby and court waiting areas but should be designed with some separation from high volume traffic areas. Care should be taken to ensure proper soundproofing between the family waiting rooms and other areas is maintained. Access should be controlled to limit mixing with the general public.

***Mental Health Court Support* -** Comfortable, dignified, safe space should be provided for civil commitment respondents. Access to this area should be discreet and circulation should not intersect the public zone of circulation. Spaces required to support this function include vestibule, attorney/client conference rooms, respondent assessment rooms (holding), sheriff waiting area and work areas, staff work area, and a judge's satellite office/conference room.

## Judicial Chambers

***Judges Chambers* -** The judicial offices for the new Central Courthouse may have collegial chambers style accommodations. This type of arrangement has become a model for arranging judicial offices because of the operational and spatial benefits that can be gained.

A partial list of the benefits of collegial chambers includes:

- Allows for shared court support staff, technical, and supply resources.
- Allows for flexible and shared utilization of courtrooms.
- Facilitates collegiality between judges and promotes stronger peer relationships.
- Facilitates mentoring environment for newer judicial officers.
- Increases the likelihood of case management improvements through enhanced communication.
- Improves safety and protection for judicial officers consistent with separate courthouse zones of security.
- Allows opportunity for construction cost savings if designed as dedicated office space as opposed to traditional courtroom/chambers space (e.g., consolidated plumbing, lower ceiling heights, shared reception, and support spaces).

Typically, a collegial chambers suite is arranged as a cluster of judicial offices surrounding a core shared support space, much in the same way a private law firm is arranged. The design configuration of collegial chambers can vary considerably depending on site and building configuration opportunities. Types of collegial environments include penthouse floor collegial chambers, multi-floor/dispersed collegial chambers pods, and split courtroom/chambers floor layouts. In any case, judges should be able to enter and exit the courthouse inconspicuously via a dedicated restricted entrance. Restricted horizontal and vertical circulation should be provided from the judges parking area to the judges' chambers. No chambers should be directly attached to any courtroom; instead, judges should have easy access to multiple courtrooms via the restricted circulation zone.

Work activities typically conducted in chambers for judicial officers with trial court jurisdiction include general business correspondence, legal study and review of the law, preparation of opinions with judgment, preparation for upcoming hearings, review and study of case filings and records, and meetings and conferences with court staff and attorneys. In civil, family, and juvenile jurisdiction chambers, active cases are sometimes discussed and decided in chambers, and therefore, adequate space should be provided to comfortably accommodate several visitors. Individual chambers furnishings may include a desk, work surface, bookcases, side chairs, and small conference table. Accommodation may also be made for installation of video conferencing equipment.

***Chambers Support Spaces* -** Support space should be provided for judicial assistants and court clerks in an open office environment. Court clerk workstations may be accommodated at a one-to-one ratio with chambers while judicial assistant workstations should be arranged to provide cross-coverage of one or more judges' chambers when pooling is necessary. Open office design strategies should be explored to allow for flexible assignment of support staff in the future. It should be noted that these ratios do not apply to referees. An open office referee support area is planned with a ratio of one support staff workstation for every one referee chambers.

In addition to the judicial assistant and court clerk workstations required, chambers support areas for all facilities should include:

- Secure reception area for attorneys or other public visitors to access the collegial chambers suite.
- Flexible work areas to accommodate printers, copiers, fax machines, and supplies.
- A multi-purpose judicial break room/informal meeting area.
- Multiple judicial conference rooms located in close proximity to chambers areas. These may be used by judges to attend to short matters in an area close to chambers.
- Shared judicial staff restrooms accessible via the restricted circulation corridor.

**Court Operations**

Court Operations maintains a departmentalized organizational structure based on the various court functions supported. The organizational structure and service delivery strategy envisioned for the future has determined how the space program has been organized. Major elements are as follows:

- Circuit Court Administration
- Jury Assembly
- Centralized Public Service Center
- Financial Services
- Civil Court Operations
- Criminal Court Operations
- Family and Probate Court Operations
- Technology Services

***Circuit Court Administration Office* -** Administration oversees all court operation functions and departments. The Circuit Court Administration Office should be located close to the main court operations units on a lower floor of the new Central Courthouse. Efficient means of circulation to all court operations departments should be provided.

The administration office should occupy its own independent space with a public reception area for controlled/supervised access. The program components located within this area include work spaces for the Court Administrator, the Court Administrator's Management Assistant, senior court managers, and professional staff. The office should be supported by a complement of office support spaces such as a conference room work area, and a lounge area.

Shared staff amenities – Court Operations staff will have access to centralized building amenities such as the bicycle storage and wellness facilities, large training/conferencing area, and central food service and cafeteria. Provision for a large Court Operations staff break room/lunch room could also be made in the event that a large central food service and cafeteria is not included.

***Juror Assembly*** **-** The juror assembly area should be located on the first floor of the new Central Courthouse, separated from the main public lobby with access controlled through a juror check-in area. Locating the juror assembly on the first floor will ease public way-finding and greatly reduce wear and tear on the facility, especially on the courthouse elevators by minimizing the number of persons using them on a regular basis. In designing the assembly area, it is important to isolate the jurors from the general public to discourage the potential for a juror to overhear potentially prejudicial information from trial participants or observers in the hallways or other areas of the Court. For this same reason, dedicated juror restrooms should be provided within the assembly area.

The juror assembly area should include a combination of assembly style seating, softer lounge-style seating, and a business area. Theatre seating can accommodate large numbers of individuals in limited space, but softer, lounge-style seating is often more comfortable for jurors over longer periods of time. In addition, a business center may include work carrels where jurors may be able to plug in a laptop and access a wireless network. Audio/video feeds and multiple viewing stations throughout the assembly area can facilitate effective juror orientation without having to keep all jurors in the same room.

An entrance/waiting area, check-in counter area, self check-in kiosk area, and juror management office support areas should all be provided. Juror assembly amenities may include a break room furnished with café tables and a large flexible conference and training space/juror overflow space. This flexible conference space could be flexibly arranged to suit multiple settings and would be used to accommodate the large group meeting needs of the various building user groups, or alternatively, the space could accommodate situations where an especially high volume of jurors is anticipated.

***Public Service Center*** **-** It is anticipated that the Court will maintain a centralized public service center on one of the lower floors of the Central Courthouse. Locating the customer service center in a prominent location on the lower floor will promote easy

access for the public and reduce traffic congestion in other areas of the building. The public service center will service all civil and criminal matters as well as the parking division and collections operations (a separate family and probate court service center will be located in a separate location). Design of the public service center should encourage public access to the judicial system, while providing separation and security for court personnel. A large waiting area should be provided adjacent to the public counters with reasonable separation from the main courthouse entrance. Adjacent to the public service center, a self-help Legal Resource Center should be provided. This Legal Resource Center should be equipped with self-help kiosks and may include space for volunteer staffers.

***Financial Services*** – The Financial Services Division conducts a diverse range of functions with unique space needs. A listing of functions include: accounting, mailroom/purchasing, files and records access, exhibit storage, jury room operations, and financial mail. The customer service, collections, and parking departments are currently located with the Financial Services Division due to space limitations in the current structure. These departments will be located in the customer service center in the new Central Courthouse.

The *Accounting Department* processes payments and manages payables. Open office workstations must be able to accommodate spreading out of money on desks. Care should be taken in the design to ensure money does not fly around on desks. Accounting should be located proximate to the customer service center as all cashiers go to accounting to deposit money. No public access and only limited staff access should be provided to the accounting department. A secure pick-up window should be provided to accommodate daily armored car pickups. A pickup window should be close to the main entry to reduce the distance armored personnel need to carry money.

The *Financial Mail Department* collects mail payments and should be located proximate to the accounting department.

The *Mail and Purchasing Department* operates the mail service for the Court and requires open work space for sorting, a central copy and print room, and a mail machine/equipment storage area. The mail and purchasing department should be located proximate to the building loading and receiving area and central mailroom.

The *Files and Records Access Department* is responsible for servicing public requests for records and will operate the Files and Records Customer Service Center which requires a public counter and public file review area. It is imagined that this department will deal with both electronic requests and paper file requests. Paper requests will require file retrieval from offsite archived storage as no file storage space is currently planned at the new Central Courthouse. This department is also responsible for storage of Court

exhibits and exhibit storage requirements will remain in the future even in an electronic court environment.

***Civil and Criminal Court Operations* -** The space for civil and criminal operations should be primarily composed of flexible open office workspace allowing for direct supervision and collaboration of staff. A single contiguous space may provide for more organizational flexibility in the future. Staff should have access to small conference rooms, staff restrooms, coffee areas, and copy and print work areas. Additional stand alone scanning workstations should be provided to promote the Court's transition to a paperless environment. The staff areas should be located within the restricted zone of circulation.

***Small Claims Mediation Center (Small Claims Court)*** – The Small Claims Mediation Center is part of the civil court operations division and should include space for a mediation coordinator, a reception area, a check-in area, and a volunteer meeting room. Group orientations are done in a referee hearing room and mediations will be conducted in available conference rooms throughout the new Central Courthouse; therefore, dedicated mediation rooms are not required.

***Family and Probate Court Operations*** – The Family and Probate Services Center may be located separately from the court operation functions. The two major areas included are a Family and Probate Customer Service Center and staff work area. The staff area should be primarily composed of flexible open office workspace. The Customer Service Center should include public counters and waiting space, public access terminals, and a children's waiting room. A Volunteers of America Pro-Se Help Center may be provided adjacent to the public waiting area. This pro-se help center should include public access terminals, work tables, and space for several volunteer workers.

***Technology Services*** – Technology Services provides support for hardware, software, sound systems, audio-visual support, and digital court recording systems. The work environment should include open office space and closed offices for senior managers. Special requirements include a dedicated computer training facility with space for 20 computer stations, a large equipment storage room, a NCIC LEDS Certification Workstation, small conference room, and a coffee bar/galley. The Technology Services section will continue to grow in direct relationship to the Oregon Judicial Department's shift to electronic access by the public to services that heretofore required personal treks to the Courthouse.

### Grand Jury

All felony cases go through grand jury indictment. Currently, three grand juries are conducted simultaneously; to allow for future growth, the new Central Courthouse should provide space to allow four grand juries to run simultaneously. During grand jury

proceedings, a Deputy District Attorney presents witnesses to the panel, one at a time. The grand jurors (7 per panel) are situated in a U pattern, facing a witness chair and a media center, which includes a computer and television. The Deputy District Attorney generally sits at one end of the U. The grand jury area is served by a complement of support spaces including a reception and waiting area, victims/witness waiting areas, a public counter, staff workstations, attorney work room, and grand jury room sound-lock vestibules.

**Multnomah County Sheriff**

The Multnomah County Sherriff is charged with both the security of the courthouse and for the supervision and transport of in-custody defendants. The new Central Courthouse must have secure facilities to receive, hold, and transport in-custody defendants to and from courtrooms as well as central command facilities to coordinate courthouse security and manage the in-custody population. Facilities shall include a central security command, central intake and holding, and court floor holding.

***Central Intake and Court Holding* -** The new Central Courthouse should be planned to securely and efficiently handle large volumes of in-custody defendants on a daily basis; no overnight in-custody facilities shall be provided. Currently, the Historic Courthouse averages 35-40 prisoners in the morning and 20 prisoners in the afternoon. The planning target occupancy for the new Central Courthouse is 70 prisoners. A central holding and prisoner distribution area shall be provided to receive in-custody defendants, separate groups, and re-group for transport to specific courtrooms. A vehicular sally port shall be provided at street level for secure loading and unloading of in-custody defendants in and out of Sheriff transportation vehicles. Depending on the site, the sally port may be located in an enclosed interior space or exterior of the building structure. In either case, the sally port should be sized to accommodate space for two 30-foot long Freightliner trucks and one (1) 12-person passenger van used for transporting prisoners. The sally port may alternatively be occupied by a 53-foot long MCI passenger bus. The sally port area may include a wall-mounted gun locker. From the vehicular sally port, in-custody defendants will travel through a smaller pedestrian sally port into an initial staging area before being escorted to the central holding area.

In-custody defendants awaiting a court hearing or trial will typically be held in the lower level central holding area before being escorted by deputies to the courtroom floors. The central holding area will contain both single and multiple occupancy cells; separation will be provided between different in-custody populations including males, females, and juveniles. Mental health patients will have separate facilities proximate to the civil commitment courtroom. All holding cells shall be designed to provide sound separation from adjacent cells; juvenile cells shall have sight and sound separation from the adult section. All holding cells should be equipped with security grade fixtures including sinks, water closets, and fixed bench seating. The sink and water closet unit may be

combined and have modesty panels (note: care should be taken in the design of modesty panels as to not allow for wrapping or hanging of clothing to prevent potential suicide attempts; therefore, solid floor mounted panels should be considered).

Contact and non-contact interview areas for attorney and defendant conferences shall be provided in the central holding area. Entrances to these spaces should be provided from both the secure and public zones of circulation. Non contact interview booths shall be divided by security glazing, with openings allowed for sound transmission. The contact interview area should be equipped with conference room furniture and the appearance should be softer than the detention areas. Care should be taken to provide sound isolation between the interview areas and adjoining spaces as conversations held in these rooms are confidential.

***Central Security Control Center*** **-** The security control center serves as the central core of transport operations. From this area, sheriff personnel will monitor the flow of in-custody defendants through the sally port, detentions cells, secure corridors, secure elevators, and the courtroom holding areas.

The central control area will also allow for security monitoring throughout the courthouse including the building exterior, all public areas, courtrooms, and courtroom support areas. The control room should be equipped with workstation surveillance and safety monitoring equipment including electronic door control panels, video monitors, duress alarm systems, and related equipment necessary to maintain supervision of the court facility. Security-glass windows should be provided to enable staff to directly observe the central holding area.

The central security command shall be located in central holding area with visual control over holding area corridors. Access to the command center will be controlled and gained via the secure circulation system. A smaller security station will be maintained adjacent to the main entrance and security screening area.

***Court Floor In-Custody Facilities*** **-** Courtrooms should be clustered in groups of two courtrooms served by a single prisoner distribution core. Each jury trial courtroom shall have access to a non-contact interview booth directly adjacent to the courtroom. There is a possibility that the in-custody interview booths may also serve as temporary holding cells.

Additional holding capacity should be planned for the large trial courtrooms where multiple defendants may appear. The holding cells should be designed to accommodate eight in-custody defendants and should be equipped with fixed bench seating and detention grade toilet/lavatory facilities.

Courtroom in-custody areas should be accessible via the secure prisoner elevators which serve to transport in-custody defendants from the central holding area on the lower level.

Individual holding cells, which are accessory to the jury trial courtrooms, should access the courtroom via a secure corridor or vestibule; they should not open directly into the courtroom.

All courtrooms should be separated from prisoner holding and distribution areas in such a fashion to ensure disruptive sounds are not heard in the courtroom. The door from the court floor in-custody areas should open directly into the litigation area of the courtroom; ideally in a location proximate to the defense counsel tables. Access into the courtroom must be sufficiently removed from public seating so as to restrict passing a weapon or other contraband to a prisoner.

Mental health patients brought to the Courthouse by the Sheriff on civil commitment 'holds' will not be mixed with the other in-custody populations. The 'alleged mentally ill person' will be separately escorted to mental health holding areas adjacent to the civil commitment courtroom.

***Building Security Support Facilities and Manager Offices*** - In addition to be charged with the transport of prisoners, the Sheriff is also responsible for the safety and security of all building users throughout the new Central Courthouse. To support the operations of the Sheriff, planning should include offices and support space on a lower floor of the new Central Courthouse. The types of space needed include the following:

- Outside Law Enforcement Ready Room
- Confiscated Property Room
- Public Reception/Waiting Area
- Command Staff Offices
- Office Support Facilities (including conference space and copy work room, staff property room, file storage, and supply storage)
- Large Muster Room/Day Room with Kitchenette
- Female and Male Locker Rooms

**Court Services**

***Court Services Center*** **-** The Court Services Center is envisioned as a combined service center for multiple alternative treatment programs. Space is required for a public waiting and reception area, a secondary waiting area (for client populations requiring greater privacy), staff workstations, a twelve person conference room equipped with a galley, general work area, and staff restrooms. If possible, the office should have access to natural light and views to the outside to promote a more pleasant environment and counteract the stressful nature of the work. Additional investigation and fine tuning of this space may be needed to determine privacy and security requirements of the various programs accommodated.

***Family Court Services* -** Family Court Services is a county operated function which is to be located within the new Central Courthouse near the family courtrooms. Services include conciliation, parental access and visitation mediation program, evaluation, and mediation. If possible, the office should have access to natural light and views to the outside to promote a more pleasant environment and counteract the stressful nature of the work. Space for a primary and secondary reception/waiting should be provided to allow for separation of contentious parties. Counselor offices should be large enough to accommodate a 4-6 person conference table so that mediations may be conducted in private offices. Additional conference rooms should be provided to allow for shuttle mediations or to allow opportunities to remove mediation settings from counselor office space. Because of the sensitive and potentially volatile mix of visitors to this office, secure staff egress should be provided to this office suite.

***Probation Referral & Assessment Center* -** The Adult Referral & Assessment Center (ARC) provides the initial intake and assessment, case planning, and limited case management for offenders who have been placed on formal probation and for parole/post prison offenders transitioning back to their communities. The office should include a reception and client waiting area, a supervisor office, open workstations capable of accommodating client interviews, a conference/client orientation room, galley and a work/copy/supply area. If possible, the office should have access to natural light and views to the outside to promote a more pleasant environment and counteract the stressful nature of the work. The supervisor's office should be furnished with a desk and chairs for meeting with staff, and probation officers will work in an open office environment. Open office workstations may consider taller height partitions to provide visual privacy for conducting client interviews. The large volume of traffic and the important role community corrections plays within the operations of the Court dictates that the office be located on a lower floor of the building and be easily visible and accessible. It is not necessary for this office to be connected to the secure judicial circulation system although access for the public into the office should be controlled through the waiting area.

***Mediation Rooms (Family Court)* -** Alternative Dispute Resolution (ADR) Programs for family and small claims cases generally take the form of court-mandated mediation involving a mediator, parties involved, lawyers, and occasionally others, such as social workers. In Multnomah County, mediation currently takes place outside of the Central Courthouse because of space limitations, although in the future, mediation conferencing space should be provided. Conference rooms for mediation equipped with seating and a conference table to accommodate up to eight participants should be provided. Each mediation room should be equipped with a duress alarm and have the capability for installation of video conferencing technologies.

**District Attorney Main Office**

The Multnomah County District Attorney's Office is responsible for prosecuting offenders who commit criminal law violations in Multnomah County, both misdemeanors and felonies; no civil matters. The District Attorney's Office also performs a number of other functions, including child support enforcement and the termination of parental rights (TPR). The District Attorney's primary office should be accommodated in the new Central Courthouse or may alternatively be located in a separate building depending on site considerations. Regardless of the site configuration, it is critical that the District Attorney maintains close adjacency to the Court. If a separate, stand alone building option is pursued, consideration may be given to a physical connection between the courthouse and ancillary building. This connection may provide both restricted staff circulation and public circulation. By requiring all public visitors to first enter through the new Central Courthouse main entry, the District Attorney can be ensured that all visitors have been screened at the main security checkpoint.

***Central Reception*** **-** The main lobby should have ample space as it currently accommodates up to 200 public attorneys, victims, witnesses, and guests per day. Three counter workstations may be provided for use by staff to assist the public by directing attorneys to other units within the office, supplying packets of information, and/or connecting the requestors to the Deputy District Attorneys directly. A work/copy area may be provided behind the counter workstations (this may be combined with the Discovery Unit work/copy area). Three small conference rooms should be provided adjacent to this area to allow a place for District Attorney staff to conduct meetings without bringing individuals into the main office space.

***Discovery Unit*** **-** The Discovery Unit is responsible for providing and tracking discoverable material provided to the defense attorneys for trial purposes. The discovery area may share the central public waiting and reception area and the discovery counter may be located adjacent to the main public reception counters. Other elements include mail box/binder pick-up area, staff support open office, a copy/work area (which may be combined with the central reception work area), and a storage room.

***District Attorney Executive Offices and Administration*** **-** The District Attorney executive office oversees all District Attorney functions and departments. The executive office should be located close to the main reception. Efficient means of circulation to all District Attorney divisions in the building should be provided. The program components located within this area include work spaces for the District Attorney, senior managers, and professional staff. The office should be supported by a complement of office support spaces such as a conference room, work area, forms and supplies storage, administrative file storage, and coffee bar/galley.

***Shared District Attorney Staff Spaces* -** District Attorney staff will have access to centralized building amenities such as the bicycle storage and wellness facilities, large training/conferencing area, and central food service and cafeteria. Provision for a large District Attorney staff break room/lunch room could also be made in the event that a large central food service and cafeteria is not included in the central court complex development.

***District Attorney Trial Units* –** The District Attorney's Office includes a Misdemeanor Trial Unit, Property Crimes Trial Unit, Drug and Vice Crimes Trial Unit, Gangs – Robbery, Weapons Crimes Trial Unit, Violent Person Crimes Trial Unit, Domestic Violence Trial Unit, and a Pre-Trial Unit. The Child Abuse and Juvenile Units are not anticipated to be included in the new Central Courthouse development; however, 'hoteling' workstations should be provided for visiting staff. Each trial unit is supported by a "head" deputy district attorney, several deputy attorneys, and office/legal assistants. Private offices should be provided for attorneys and an open office workstation environment should be provided for support staff. Consideration may be given to developing a large shared open office area to allow for staff pooling and flexible work allocation. Support areas such as conference rooms, scanning stations, work/copy areas, and coffee bar/galleys should be dispersed throughout the office.

***Records Storage* –** At this time there are no concrete plans for conversion of District Attorney paper records to an electronic environment and consideration may be given for storage of District Attorney files. File types include active and inactive records (misdemeanor and felony) and sensitive records. Space provision for a sensitive records storage area requires special consideration. This area contains murder case files, cases involving dead bodies, GBI files, and sensitive evidence in ongoing trials. It should include space for the files, space for storage of evidence, work tables, and seating to accommodate 8-14 people. Because of the nature of the files, the chain of custody of evidence, and the investigations performed in this room, security and access to the sensitive records space should be tightly controlled.

***Pre-Trial Support* –** The Pre-Trial Support Unit supports the pre-trial work of the District Attorney's Office. The office area consists of a private supervisor office, open office workstations for legal assistants, work/copy area, and a coffee bar/galley.

***Investigations Unit* –** The Investigations Unit is composed of private offices housing a chief investigator and professional investigator staff. The office support areas include secure storage area to store sensitive and case-related material (firearms, etc.) and a large work room, special projects room (e.g., building trial exhibits) and requires spaces for a large format printer/plotter and work tables. Investigators may use the secure interview spaces located in the new Central Courthouse for meeting with in-custody persons.

***Victims Assistance Unit and Restitution Unit* -** The Victims Assistance Unit assists victims with information on programs which are available to them and often provides information and victim advocate support as their criminal cases progresses. Working in conjunction with the Victims Assistance Program Unit, the Restitution Unit provides assistance with efforts to notify victims, investigate and prepare restitution requests, and to look for ways to improve existing efforts. Currently this work unit is housed in the Portland Building, however, this unit will be planned to be housed with the other units of the District Attorney's Office.

The space program should include consideration for the following: A reception/check-in area, interview rooms, public counter workstations, central victims lounge in the central courthouse, victims and witness break/vending area, office space for the Program Coordinator and Victims Advocates and support staff, and general office work/copy areas.

***Support Enforcement Division* –** Currently located in the Portland Building, the Support Enforcement Division is responsible for representing the State in establishing, modifying, and enforcing child and spousal support orders. The division is comprised of three areas. The enforcement area is staffed by support agents who have responsibility to screen for appropriate enforcement action, monitor delinquencies, resolve disputed issues, and collect support. The legal area is staffed by attorneys who handle all legal matters associated with the cases including negotiations, hearings, and trials. Currently, this division is housed in the Portland Building, however, for future planning this unit will be housed with the other units of the District Attorney's Office.

The space program should include consideration for the following: A reception/check-in area, public counter workstations, interview rooms, secure records storage, office space for Deputy District Attorneys and Support Enforcement Agents, open office workstations for support staff, work/copy area, and a coffee bar/galley.

***Information Technology Division of the District Attorney's Office* -** The Information Technology division of the District Attorney's Office manages and maintains the computer technology and data system needs of the District Attorney's Office. Currently, this work unit is housed in the Portland Building, however, for future planning this unit will be housed with the other units of the District Attorney's Office. The work environment should include open office space and closed offices for senior managers. Special requirements include a conference room, work room, a large equipment storage room, file storage, and a coffee bar/galley.

**Public Defense Resource Center and Telework Services**

A Public Defense Resource Center may be located adjacent to the planned Legal Resource Center within the new Central Courthouse building. The configuration and allocation of space needs refinement but preliminary consideration has been given for the provision of the following spaces:

- A reception space and client waiting area
- A conference room
- 15 offices for telework trial-level attorneys
- 10 workstations for telework appellate-level attorneys

# IX. Future Space Requirements Projections

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

- The types of functional space
- The number of functional units required
- The net square footage of the functional unit/space
- The time schedule of when the space is needed in the future
- The net assignable floor space for each division and office
- Departmental circulation factor
- The total assignable floor space for each department and office
- The overall gross building area required

**Definitions of Square Footage Terms Used in the Space Estimates**

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

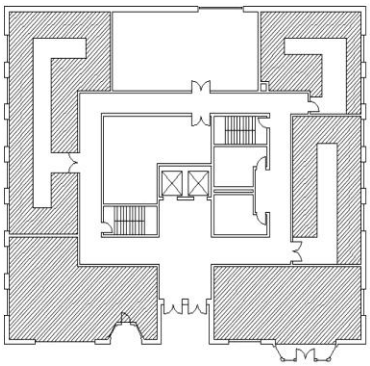
*Net Square Feet (NSF).* Net area – also called "programmable area" – is measured in net square feet (NSF). Net area describes the actual working area of an office, workstation, or support space. Net area represents the actual area assigned for a specific space for function, excluding permanent structural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

*Departmental Gross Square Feet (DGSF).* Departmental area – also called "usable area" – is measured in departmental gross square feet, including all net areas (as described above) and a factor to account for interior wall thicknesses, corridors and pathways within a department, columns and other structural elements, and inefficiencies created by shaft spaces that penetrate through the floors within departmental areas, and the like. This value represents the total area that is typically used when calculating the area on a floor that a specific unit or department would require.

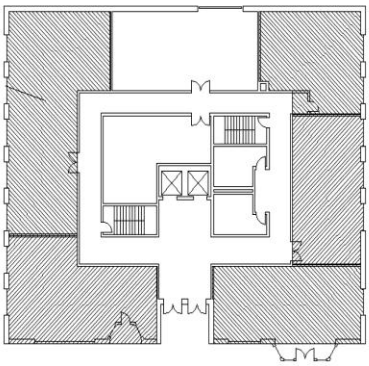
*Building Gross Square Feet (BGSF).* Building gross area, includes the total of all departmental areas (as described above), with an additional factor to account for major public circulation among departments, elevators, stairwells, mechanical and electrical spaces not

specifically included in the project space listing, exterior walls, and any other common spaces not clearly identified as net areas. Building gross area is measured to the exterior surface of permanent outer building walls, and includes all enclosed areas.

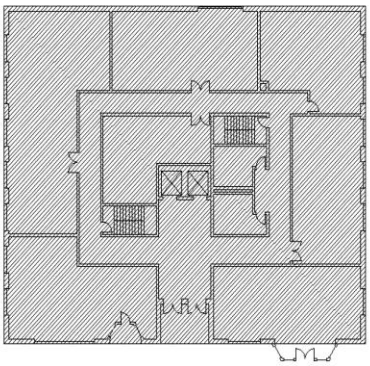
Net Functional Area



Departmental Gross Area



Building Gross Area



## Central Courthouse Functional Space Summary

The following table summarizes the proposed space requirements using modern courthouse space standards for a single building structure housing all departments considered for occupancy in the new Central Courthouse. As the Court and court-related agencies grow in the future, the new Central Courthouse may need up to approximately 444,693 BGSF, by year 2050, based on current practices and planning assumptions. If the District Attorney's Main Office is located outside of the new Central Courthouse, the new court facility will need approximately 390,139 BGSF by year 2050.

TABLE 36: MULTNOMAH COUNTY CIRCUIT COURT DEPARTMENTAL SPACE REQUIREMENT SUMMARY

| | | 2050 |
|---|---|---|
| **Public Facilities & Building Support Spaces** | DGSF | **46,024** |
| **Courtrooms & Ancillary Support*** | DGSF | **184,031** |
| **Court Operations** | DGSF | **50,701** |
| **Sheriff Space** | DGSF | **14,689** |
| **Court Services** | DGSF | **7,103** |
| **District Attorney Main Office** | DGSF | **43,643** |
| ***District Attorney Satellite Office*** | DGSF | **4,977** |
| **Public Defense Resource Center** | DGSF | **4,587** |
| **Total Departmental Gross Square Feet (DGSF)** | | 355,754 |
| **Total Building Gross Square Feet (BGSF)** | | **444,693** |
| **Total Building Gross Square Feet Excluding District Attorney Main Office (BGSF)** | | **390,139** |

*Note: Grand Jury space requirements are included in the *Courtroom and Ancillary Support* departmental gross square footage summary.

## Detailed Space Program

| Single Building Concept<br>Departmental Space Summary<br>(Current and Projected) | | | 2050 Estimated Needs |
|---|---|---|---|
| **1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES** | | | |
| 1.1 MAIN ENTRANCE AND LOBBY | | | 5,502 |
| 1.2 BUILDING AMENITIES AND GENERAL SUPPORT | | | 17,269 |
| 1.3 BUILDING SYSTEMS SUPPORT SPACES | | | 23,253 |
| | SUBTOTAL: | (DGSF) | **46,024** |
| **2.0 COURTROOMS AND ANCILLARY SUPPORT** | | | |
| 2.1 CIVIL/CRIMINAL CIRCUIT COURTROOMS AND ANCILLARY SUPPORT SPACES | | | 100,573 |
| 2.2 FAMILY COURTROOMS AND ANCILLARY SUPPORT SPACES | | | 29,354 |
| 2.3 REFEREE COURTROOMS AND ANCILLARY SUPPORT SPACES | | | 15,399 |
| 2.4 JUDICIAL CHAMBERS | | | 34,563 |
| 2.5 GRAND JURY | | | 4,142 |
| | SUBTOTAL: | (DGSF) | **184,031** |
| **3.0 COURT OPERATIONS** | | | |
| 3.1 CIRCUIT COURT ADMINISTRATION MAIN OFFICE | | | 3,773 |
| 3.2 JURY ASSEMBLY / LARGE GROUP TRAINING / CONFERENCE AREA FILE STORAGE | | | 8,849 |
| 3.3 CENTRALIZED PUBLIC SERVICE AND PAYMENT CENTER | | | 11,276 |
| 3.4 FINANCIAL SERVICES | | | 8,779 |
| 3.5 CIVIL COURT OPERATIONS | | | 5,466 |
| 3.6 CRIMINAL COURT OPERATIONS | | | 3,517 |
| 3.7 FAMILY & PROBATE COURT OPERATIONS | | | 4,382 |
| 3.8 TECHNOLOGY SERVICES | | | 4,659 |
| | SUBTOTAL: | (DGSF) | **50,701** |
| **4.0 SHERIFF SPACE** | | | |
| 4.1 MCSO FACILITY SECURITY | | | 4,654 |
| 4.2 MCSO TRANSPORT / CENTRAL HOLDING | | | 10,035 |
| | SUBTOTAL: | (DGSF) | **14,689** |
| **5.0 COURT SERVICES** | | | |
| 5.1 COURT SERVICES (i.e., Alternative Treatment Programs) | | | 2,003 |
| 5.2 FAMILY COURT SERVICES | | | 3,163 |
| 5.3 PROBATION INITIAL ASSESSMENT AND REFERRAL | | | 1,936 |
| | SUBTOTAL: | (DGSF) | **7,103** |
| **6.0 (A) DISTRICT ATTORNEY** | | | |
| 6.1 DA MAIN RECEPTION AND DISCOVERY | | | 3,100 |
| 6.2 DA EXECUTIVE OFFICES & ADMINISTRATION | | | 5,610 |
| 6.3 DISTRICT ATTORNEY TRIAL UNITS | | | 15,849 |
| 6.4 DA RECORDS STORAGE | | | 2,082 |
| 6.5 PRETRIAL SUPPORT | | | 1,423 |
| 6.6 INVESTIGATIONS UNIT | | | 2,498 |
| 6.7 VICTIMS ASSISTANCE | | | 4,230 |
| 6.8 SUPPORT ENFORCEMENT DIVISION | | | 4,736 |
| 6.9 INFORMATION TECHNOLOGY | | | 4,118 |
| | SUBTOTAL: | (DGSF) | **43,643** |
| **6.0 (B) DISTRICT ATTORNEY SATELLITE SUPPORT** | | | |
| 6.1 (B) DISTRICT ATTORNEY SATELLITE SUPPORT | | | 4,977 |
| | SUBTOTAL: | (DGSF) | **4,977** |
| **7.0 PUBLIC DEFENSE RESOURCE CENTER** | | | |
| 7.1 PUBLIC DEFENSE RESOURCE CENTER | | | 4,587 |
| | SUBTOTAL: | (DGSF) | **4,587** |
| **Total Departmental Gross Square Feet (DGSF) Courthouse with District Attorney Office** | | | **355,754** |
| **Total Building Gross Square Feet (BGSF) (25% Grossing Factor - Applicable to New Construction Only)** | | | **444,693** |
| **Total Departmental Gross Square Feet (DGSF) Courthouse with District Attorney Satellite Support and Off-site District Attorney Office** | | | **312,111** |
| **Total Building Gross Square Feet (BGSF) (25% Grossing Factor - Applicable to New Construction Only)** | | | **390,139** |

| 1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **1.1 MAIN ENTRANCE AND LOBBY** | | | | |
| Entry and Security Screening Areas | 500 | 1 | 500 | Space for approx 55 persons @ 9sf/person |
| Exterior Public Queuing | | | | Provide exterior space with cover from the elements; courthouse currently experiences up to 400 visitors at peak times |
| Building Entrance Vestibule | 250 | 1 | 250 | |
| Interior Public Queuing | 500 | 1 | 500 | Space for approx 55 persons @ 9sf/person |
| Screening Stations | 180 | 2 | 360 | Each station includes one x-ray and two magnetometers |
| Staff Entry/Secondary Screening Station | 180 | 1 | 180 | Includes one x-ray and two magnetometers; may serves as overflow public entry |
| Facility Security Officer (FSO) Public Desk | 150 | 1 | 150 | Raise two steps; Space for two staff (one permanent plus additional backup staff member), provide alarm and video monitoring capability |
| Short-term detaining | Included in Sheriff listings | | | |
| Main Lobby | | | | |
| Main Lobby | 3,000 | 1 | 3,000 | Great Room Concept; Needs to have welcoming feel for public entering the building |
| | | | | |
| Information Desk / FSO Public Desk | Included in Sheriff listings | | | |
| Information Kiosks | 50 | 6 | 300 | Distributed on high volume floors |
| Public Restrooms | See Building Support space | | | |
| Elevators | See Building Support space | | | |
| | | | | |
| **MAIN ENTRANCE AND LOBBY SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **5,240** | |
| Circulation Factor: | 5% | | 262 | |
| **Departmental Gross Square Footage Total:** | | | **5,502** | |
| | | | | |

| 1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES | Unit Area | Quantity (2050) | | Total Net Area | Comments |
|---|---|---|---|---|---|
| | | | | | |
| **1.1 MAIN ENTRANCE AND LOBBY** | | | | | |
| Entry and Security Screening Areas | 500 | 1 | | 500 | Space for approx 55 persons @ 9sf/person |
| Exterior Public Queuing | | | | | Provide exterior space with cover from the elements; courthouse currently experiences up to 400 visitors at peak times |
| Building Entrance Vestibule | 250 | 1 | | 250 | |
| Interior Public Queuing | 500 | 1 | | 500 | Space for approx 55 persons @ 9sf/person |
| Screening Stations | 180 | 2 | | 360 | Each station includes one x-ray and two magnetometers |
| Staff Entry/Secondary Screening Station | 180 | 1 | | 180 | Includes one x-ray and two magnetometers; may serves as overflow public entry |
| Facility Security Officer (FSO) Public Desk | 150 | 1 | | 150 | Raise two steps; Space for two staff (one permanent plus additional backup staff member), provide alarm and video monitoring capability |
| Short-term detaining | Included in Sheriff listings | | | | |
| Main Lobby | | | | | |
| Main Lobby | 3,000 | 1 | | 3,000 | Great Room Concept; Needs to have welcoming feel for public entering the building |
| | | | | | |
| Information Desk / FSO Public Desk | Included in Sheriff listings | | | | |
| Information Kiosks | 50 | 6 | | 300 | Distributed on high volume floors |
| Public Restrooms | See Building Support space | | | | |
| Elevators | See Building Support space | | | | |
| | | | | | |
| **MAIN ENTRANCE AND LOBBY SUBTOTAL** | | | | **yr 2050** | |
| **Net Square Footage Total:** | | | | **5,240** | |
| Circulation Factor: | 5% | | | 262 | |
| **Departmental Gross Square Footage Total:** | | | | **5,502** | |
| | | | | | |

| 1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **1.2 BUILDING AMENITIES AND GENERAL SUPPORT** | | | | |
| Restrooms | | | | |
| Public Restroom (high volume floors) | 240 | 6 | 1,440 | 2 per floor - # floors TBD; Greater fixture count & SF for females |
| Public Restroom (lower volume floors) | 180 | 16 | 2,880 | 2 per floor; - # of Floors TBD; Greater fixture count & SF for females |
| Staff Restrooms | Included in Departmental listings | | | 2 per floor; - # of Floors TBD; Greater fixture count & SF for females |
| Lactation Room | 100 | 3 | 300 | |
| Day Care Facilities - "Court Care" | | | | Located close to building entrance |
| Reception / Check-in | 120 | 1 | 120 | |
| Staff Office | 120 | 1 | 120 | |
| Small Play Area | 120 | 1 | 120 | |
| Large Play Area | 400 | 1 | 400 | |
| Quiet Room | 120 | 1 | 120 | |
| Kitchenette | 80 | 1 | 80 | |
| Restrooms | 55 | 2 | 110 | Child and adult rest room |
| *Cafeteria / Food Services* | | | | *Operated by private Vendor. Optional Functional Space* |
| *Seating* | *4000* | | *0* | |
| *Serving* | *750* | | *0* | |
| *Short-Order / Grill(s)* | *500* | | *0* | |
| Coffee Stand | 120 | 1 | 120 | |
| *Back-of-house areas* | *500* | | *0* | |
| Bicycle Storage and Changing Facility | | | | 658 Total 2050 Staff Estimate (463 FTE Current) |
| Bicycle Hangers | 9 | 45 | 405 | |
| Bicycle Lockers | 15 | 25 | 375 | |
| Personal Lockers (Male) | 5 | 35 | 175 | |
| Showers/Changing (Male) | 300 | 1 | 300 | Includes (4) showers |
| Personal Lockers (Female) | 5 | 30 | 150 | |
| Showers/Changing (Female) | 300 | 1 | 300 | Includes (4) showers |
| Showers/Changing (ADA/unisex) | 100 | 1 | 100 | Includes (1) shower |
| Wellness and Fitness Rooms | 1100 | | 0 | Optional Functional Space |
| Mail Room | 600 | 1 | 600 | Provision for subdivision of county and state agency spaces |
| Loading Dock | | | | |
| Dock Area | 300 | 1 | 300 | |
| Receiving / Holding Area / Supplies Storage | 2,000 | 1 | 2,000 | Provision for subdivision of county and state agency spaces |
| Central Janitorial Storage | 200 | 1 | 200 | To be located in the Central Courthouse Basement |
| Central Maintenance Shop / Storage | 400 | 1 | 400 | Tools, hand trucks, Assortment of tools and a workbench - table saw; drills |
| Janitor Floor Closets (every 20KSF) | 50 | 24 | 1,200 | |
| Building large item storage | 1,500 | 1 | 1,500 | E.g., Furniture, office equipment |
| | | | | |
| **BUILDING AMENITIES AND GENERAL SUPPORT SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **13,815** | |
| Circulation Factor: | 25% | | 3,454 | |
| **Departmental Gross Square Footage Total:** | | | **17,269** | |

| 1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **1.3 BUILDING SYSTEMS SUPPORT SPACES** | | | | |
| Elevators & Vertical Transportation | | | | |
| Public Elevators | 100 | 6 | 600 | Confirm no. of elevators |
| Staff Elevators | 100 | 2 | 200 | |
| Service Elevators | 120 | 1 | 120 | |
| In Custody Elevators | 100 | 2 | 200 | |
| Prisoner Loading Elevator | 180 | 1 | 180 | Large capacity |
| Data/Network Support Areas | | | | Confirm Data/Network support space needs with County and State |
| Entrance Facility | 200 | 1 | 200 | |
| Secondary Entrance Facility | | | | |
| Main Distribution Frame (MDF) | 1,000 | 1 | 1,000 | |
| MDF UPS | 100 | 1 | 100 | |
| Tech Rooms (IDF) | 120 | 10 | 1,200 | One per floor; Horiz Distance <300' |
| Service Area | 120 | 1 | 120 | |
| Primary Mechanical / Electrical Areas | | | | |
| Central Mechanical Areas | 10,000 | 1 | 10,000 | Assumes 10,000sf for 300,000 sf building |
| AHU Rooms | 300 | 10 | 3,000 | Distributed |
| Central Electrical Room | 1,500 | 1 | 1,500 | Switchgear, other equipment |
| Floor Electrical Distribution Room/Shaft | 120 | 10 | 1,200 | Per floor |
| Generator / UPS | 400 | 1 | 400 | |
| Fire Control Center | Included in Sheriff control center | | | |
| Media Areas | | | | |
| Central Switching Room | 200 | 1 | 200 | Feed from FTR, other inputs for trucks |
| Exterior Access Equipment Control | | | | In parking |
| | | | | |
| **BUILDING SYSTEMS SUPPORT SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **20,220** | |
| Circulation Factor: | 15% | | 3,033 | |
| **Departmental Gross Square Footage Total:** | | | **23,253** | |
| | | | | |
| **TOTAL PUBLIC FACILITIES & BUILDING SUPPORT AREAS** | | | **yr 2050** | |
| **NET SQUARE FOOTAGE (NSF):** | | | **39,275** | |
| **DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):** | | | **46,024** | |

| 2.0 COURTROOMS AND ANCILLARY SUPPORT | Unit Area | Quantity (2050) | | Total Net Area | Comments |
|---|---|---|---|---|---|
| | | | | | |
| **2.1 CIVIL/CRIMINAL CIRCUIT COURTROOMS AND ANCILLARY SUPPORT SPACES** | | | | | |
| Courtrooms | | | | | |
| Administrative Courtrooms | 1,800 | 2 | | 3,600 | Presiding Judge Assignment &; Criminal Procedures, Locate on a lower floor; No jury box; 80 Spectators |
| Trial Courtrooms | | | | | |
| Large Civil/Criminal Courtrooms | 2,000 | 3 | | 6,000 | 4 counsel tables; 12-person jury box; 5-person holding capacity (may also use for treatment court proceedings |
| Standard Civil/Criminal Courtrooms | 1,600 | 23 | | 36,800 | Standard criminal and civil trials; 50-person gallery, 12-person jury box, 2 counsel tables |
| Courtroom Ancillary Spaces | | | | | |
| Attorney/Client Conference Rooms | 120 | 56 | | 6,720 | |
| Sound-Lock Vestibules | 64 | 28 | | 1,792 | |
| Courtroom Waiting | 100 | 28 | | 2,800 | |
| Staff ADA Access Ramp | 100 | 4 | | 400 | At least one of each courtroom type must be ADA accessible for Court Staff |
| Jury Deliberation | | | | | One per pair of courtrooms |
| Jury Deliberation Room | 300 | 19 | | 5,700 | Ratio: 2 Jury Deliberation. Suites for 3 Trial Courtrooms |
| Juror Restroom | 55 | 38 | | 2,090 | |
| Sound-lock Vestibule | 64 | 19 | | 1,216 | |
| A/V Equipment | 15 | 19 | | 285 | |
| Closet | 15 | 19 | | 285 | |
| Courtroom Holding | | | | | |
| Prisoner Elevators | Included in Building Support Listings | | | | |
| Elevator Vestibule/Staging | 100 | 14 | | 1,400 | Ratio: 1 shared for every 2 courtrooms; Assumes all courtrooms adjacent to prisoner elevator shaft |
| Attorney/Client Interview Booths | | | | | Access directly from courtrooms |
| Prisoner Interview Booth / Temp. Holding | 80 | 28 | | 2,240 | Ratio: 1 shared for every civil/criminal courtrooms; May consider provision of detention grade toilet for short term holding capability |
| Attorney vestibule area | 100 | 14 | | 1,400 | One space shared for every (2) civil/criminal trial courtrooms; Access for inside courtrooms |
| Group Holding | 150 | 3 | | 450 | Ratio 1:1 large trial courtroom; 8-prisoner capacity; detention grade toilet/lav combo |
| Courtroom Floor Judicial Staff Support Areas | | | | | Access directly from courtrooms |
| Judicial Conference Rm | 180 | 14 | | 2,520 | One per pair of courtrooms; Provide Phone and docking station |
| Staff Restrooms (courtroom floors) | 55 | 14 | | 770 | One per pair of courtrooms |
| Shared Staff Work Area (courtroom floors) | 64 | 14 | | 896 | One per pair of courtrooms |
| | | | | | |
| **CIVIL/CRIMINAL COURTROOMS AND SUPPORT SPACE SUBTOTAL** | | | | **yr 2050** | |
| **Net Square Footage Total:** | | | | **77,364** | |
| Circulation Factor: | 30% | | | 23,209 | |
| **Departmental Gross Square Footage Total:** | | | | **100,573** | |

| 2.0 COURTROOMS AND ANCILLARY SUPPORT | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **2.2 FAMILY COURTROOMS AND ANCILLARY SUPPORT SPACES** | | | | |
| Family/Probate Courtrooms | | | | |
| Standard Family Courtrooms | 1,400 | 9 | 12,600 | 4 counsel tables; 30-person gallery; No Jury Box |
| Large Family Courtrooms | 1,600 | 1 | 1,600 | Family assignment courtroom, 50-person gallery, 4 counsel tables, no Jury Box |
| | | | | |
| Attorney/Client Conference Rooms | 120 | 20 | 2,400 | |
| Sound-Lock Vestibules | 64 | 10 | 640 | |
| Courtroom Waiting (open) | 100 | 10 | 1,000 | |
| Staff ADA Access Ramp | 100 | 2 | 200 | At least one of each courtroom type must be ADA accessible for Court Staff |
| Family Waiting Room | 200 | 3 | 600 | |
| Family Waiting Rest Room | 55 | 3 | 165 | May be used by litigants with safety concerns; provide one per Family Courtroom floor |
| Courtroom Holding | | | | |
| Prisoner Elevators | Included in Building Support Listings | | | |
| Elevator Vestibule/Staging | 100 | 5 | 500 | Ratio: 1 shared for every 2 courtrooms; Assumes all courtrooms adjacent to prisoner elevator shaft |
| Attorney/Client Interview Booths | | | | Access directly from courtrooms |
| Prisoner Interview Booth / Temp. Holding | 80 | 10 | 800 | Ratio: 1 shared for every civil/criminal courtrooms; May consider provision of detention grade toilet for short term holding capability |
| Attorney vestibule area | 100 | 5 | 500 | One space shared for every (2) civil/criminal trial courtrooms; Access for inside courtrooms |
| Courtroom Floor Judicial Staff Support Areas | | | | |
| Judicial Conference Rm (courtroom floors) | 180 | 5 | 900 | One per pair of courtrooms; Provide phone and docking station |
| Staff Restrooms (courtroom floors) | 55 | 5 | 275 | One per pair of courtrooms |
| Shared Staff Work Area (courtroom floors) | 64 | 5 | 320 | One per pair of courtrooms |
| Security Station | 80 | 1 | 80 | Locate near family courtrooms in public hallway |
| | | | | |
| **FAMILY COURTROOMS AND SUPPORT SPACES SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **22,580** | |
| Circulation Factor: | 30% | | 6,774 | |
| **Departmental Gross Square Footage Total:** | | | **29,354** | |
| | | | | |

| 2.0 COURTROOMS AND ANCILLARY SUPPORT | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **2.3 REFEREE COURTROOMS AND ANCILLARY SUPPORT SPACES (TRAFFIC / SMALL CLAIMS / COMMUNITY COURT)** | | | | |
| Referee Courtrooms | | | | |
| Large Arraignment Courtrooms | 1,800 | 3 | 5,400 | 100 person capacity; no jury box |
| Standard Referee Courtrooms | 1,400 | 1 | 1,400 | 60 person capacity; no jury box |
| Mental Health Courtroom | 1,000 | 1 | 1,000 | Gallery capacity: 20 persons; Semi-formal; bench is not raised. Courtroom participants include Judge, Clerk, DA, PD, Mentally ill person mental health examiners; 2 sheriffs; mental health investigator. |
| Attorney/Client Conference Rooms | 100 | 10 | 1,000 | |
| Sound-Lock Vestibules | 64 | 8 | 512 | |
| Courtroom Waiting | 100 | 8 | 800 | |
| Staff ADA Access Ramp | 100 | 3 | 300 | At least one of each courtroom type must be ADA accessible for Court Staff |
| Mental Health Court Holding | | | | Provide discreet entry; low stimulus atmosphere; currently hold 1-4 people at a time; provide remote viewing of courtroom |
| Mental Health Holding/Assessment Room | 120 | 2 | 240 | Adjacent to courtroom; Provide (2) beds (Hospital style furnishings); clients not in restraints |
| Sheriff Waiting Area / Patient staging area | 200 | 1 | 200 | Provide space for 6 Sheriff deputies; provide shared counter workstation |
| Sheriff Office | 100 | 1 | 100 | Single |
| Elevator Vestibule | 64 | 1 | 64 | |
| Courtroom Floor Judicial Support Areas (Mental Health) | | | | |
| Staff Work Area (Mental Health) | 64 | 1 | 64 | Currently do not have staff support but might in future |
| Treatment Room (Mental Health) | 100 | 0 | 0 | No treatment rooms; clients are not fed or give medication |
| Judge conference room/satellite office | 150 | 1 | 150 | |
| Rest Room | 55 | 1 | 55 | |
| Courtroom Floor Judicial Support Areas (Traffic/Small Claims /Community Court) | | | | |
| Work / Copy Room | 150 | 1 | 150 | |
| Conference Room / Satellite Office | 150 | 2 | 300 | |
| Rest Rooms | 55 | 2 | 110 | |
| | | | | |
| **REFEREE COURTROOMS AND SUPPORT SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **11,845** | |
| Circulation Factor: | 30% | | 3,554 | |
| **Departmental Gross Square Footage Total:** | | | **15,399** | |
| | | | | |

| 2.0 COURTROOMS AND ANCILLARY SUPPORT | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| **2.4 JUDICIAL CHAMBERS** | | | | |
| Public Waiting/Reception | 150 | 2 | 300 | Provide Public Access |
| Reception Desk | 64 | 2 | 128 | May have a single multiple collegial chambers suites - To Be Confirmed |
| Presiding Judge Chambers | | | | |
| Presiding Judge Office | 400 | 1 | 400 | |
| Rest Room | 55 | 1 | 55 | |
| Meeting Room | 180 | 1 | 180 | |
| Calendar Secretary | 64 | 1 | 64 | |
| Circuit Court Clerk Workstations | 64 | 2 | 128 | |
| Judicial Assistant Workstations | 64 | 1 | 64 | |
| Circuit Judge Chambers | | | | |
| Circuit Judge Offices | 300 | 45 | 13,500 | 275sf is comparable to Chambers in new East County Courthouse |
| Circuit Court Clerk Workstations | 64 | 45 | 2,880 | I clerk per judge + 2 floaters |
| Judicial Assistant Workstations | 64 | 37 | 2,368 | Planning Ratio: 2 JAs for 3 Judges |
| Real-time Stenographer | 64 | 0 | 0 | |
| Referee Chambers | | | | |
| Referee Offices | 300 | 5 | 1,500 | Pooled collegial suite |
| Staff Support Workstations | 64 | 5 | 320 | 1:1 Ratio w/ Referees |
| Shared Collegial Spaces | | | | |
| Judicial Conference Rooms | 300 | 4 | 1,200 | 12-person capacity |
| Break Room/Judges Lounge | 360 | 1 | 360 | |
| Large Judicial Conference Room | Included in Court Operations - Jury As | | | Large judicial conference located in jury assembly section; have continual need for large conference rooms that fit 50+ persons |
| Work Room/Copy | 200 | 2 | 400 | |
| Supply Storage | 150 | 2 | 300 | |
| AV Equipment Control | 100 | 2 | 200 | |
| Executive Wash Rooms | 80 | 28 | 2,240 | One for every two judicial chambers |
| | | | | |
| **JUDICIAL CHAMBERS SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **26,587** | |
| Circulation Factor: | 30% | | 7,976 | |
| **Departmental Gross Square Footage Total:** | | | **34,563** | |
| | | | | |

| 2.0 COURTROOMS AND ANCILLARY SUPPORT | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| **2.5 GRAND JURY** | | | | Typically three grand juries empanelled concurrently, Grand Jury 1, Grand Jury 2, and Grand Jury 3, and each operates out of a different room. Grand jury is a function of the state, but grand jury operations are overseen by the District Attorney's Office. |
| Reception/Waiting | 150 | 1 | 150 | |
| Public Counter | 64 | 1 | 64 | |
| Staff Workstations | 64 | 4 | 256 | Three staff members are assigned to oversee grand jury operations, and they are currently housed in an office next to Grand Jury 1. |
| Attorney Work Room | 200 | 1 | 200 | |
| Galley | 60 | 1 | 60 | Refridge., Counter, Sink, Microwave |
| Victims/Witness Waiting | 150 | 4 | 600 | A waiting space is needed outside of each room for victims and witnesses |
| Sound-lock Vestibule | 64 | 4 | 256 | |
| Grand Jury Rooms | 400 | 4 | 1,600 | There are (7) grand jurors on each panel; The grand jurors are situation in a U pattern, facing a witness chair and a media center, which includes a computer and television. The Deputy District Attorney generally sits at one end of the U. |
| | | | | |
| **GRAND JURY SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,186** | |
| Circulation Factor: | 30% | | 956 | |
| **Departmental Gross Square Footage Total:** | | | **4,142** | |
| | | | | |
| **TOTAL COURTROOM AND ANCILLARY SUPPORT AREA** | | | **yr 2050** | |
| **NET SQUARE FOOTAGE (NSF):** | | | **141,562** | |
| **DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):** | | | **184,031** | |

| 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **3.1 CIRCUIT COURT ADMINISTRATION MAIN OFFICE** | | | | Locate with Court Operational Service Divisions |
| Reception and Waiting Area | 120 | 1 | 120 | |
| Receptionist | 64 | 1 | 64 | |
| Presiding Judge | Included In Collegial Chambers listi | | | P.J. Located w/ Court Admin or in Collegial Chambers? |
| Trial Court Administrator | 275 | 1 | 275 | |
| Court Administration Office Manager | 120 | 1 | 120 | Rm 236 - TCA offices has 13 staff in is by default for lack of space; not by dept/function; only 5 support staff actually report to TCA |
| Human Resources Manager - JSS4 | 120 | 1 | 120 | |
| Court Admin Support Specialists - JSS3 | 64 | 4 | 256 | Indigent defense; stop docket |
| Webmaster - TSS4 | 120 | 1 | 120 | Confirm if to be located in Ct Admin - Office located in tech department |
| Judicial Assistants | Included In Collegial Chambers listings | | | |
| Courtroom Clerk Supervisor - AA3 | 120 | 1 | 120 | |
| Judicial clerks/courtroom clerks | Included In Collegial Chambers listings | | | |
| Interpreters | 64 | 5 | 320 | |
| Court ADA and Security Coordinator | 120 | 1 | 120 | |
| Conference Room | 300 | 1 | 300 | 14-Person Capacity |
| Coffee Bar / Galley | 30 | 1 | 30 | |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Shared Court Operations Staff Spaces | | | | |
| Staff Lounge / Quiet Room | 200 | 1 | 200 | Soft Seating (e.g. sofa and chairs) |
| Lunch/break area | 500 | | | Central lunch and cafeteria included in Building Support listings; Provide if no Central Cafeteria is included |
| Staff Restrooms | 80 | 6 | 480 | |
| | | | | |
| **COURT ADMINISTRATION SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **2,795** | |
| Circulation Factor: | 35% | | 978 | |
| **Departmental Gross Square Footage Total:** | | | **3,773** | |
| | | | | |

| 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **3.2 JURY ASSEMBLY / LARGE GROUP TRAINING / CONFERENCE AREA** | | | | |
| Jury Assembly Check-In | | | | |
| Juror Assembly Entrance | 300 | 1 | 300 | Entry; panel assembly |
| Juror Check-in Counter | 100 | 1 | 100 | |
| Check In Kiosk | 25 | 5 | 125 | Requires 25 SF per kiosk |
| Paperwork - Forms Area | 40 | 1 | 40 | |
| Main Jury Assembly | | | | |
| Jury Room Main Assembly Area (Unit area per person) | 10 | 160 | 1,600 | Assembly style seating |
| Jury Room Lounge Area (Unit area per person) | 20 | 35 | 700 | Variety of soft seating, café tables and standing |
| Jury Room Business Center (Unit area per person) | 25 | 45 | 1,125 | Provide tables & business carols for computer/ other work |
| Break Area / Galley (Unit area per person) | 320 | 1 | 320 | Bar-height; countertop, coffee, vending machines, sink, refrigerator, microwave |
| Juror Support Areas | | | | |
| Game Storage & Display | 25 | 1 | 25 | Not provided at this time |
| Newspaper & Reading Material Display | 25 | 1 | 25 | |
| Juror Restrooms | 240 | 2 | 480 | Greater fixture count / SF for females |
| Locker Area / Alcove (Unit area per locker) | 2 | 100 | 200 | Clear front on locker |
| Jury Staff Areas | | | | |
| Jury Room Lead Worker - JSS3 | 64 | 1 | 64 | Adjacent to check-in desk |
| Jury Room Specialists - JSS2 | 64 | 4 | 256 | Adjacent to check-in desk |
| Work area (Fax/copy/print) | 64 | 1 | 64 | |
| Jury Staff Restroom | 55 | 1 | 55 | |
| Storage Room | 100 | 1 | 100 | Supplies, furniture, forms, etc. |
| Large Conference / Flexible Training Room | 1,500 | 1 | 1,500 | Provide restricted access to judicial staff; 60-person capacity; flexible use for training and conferences and juror overflow |
| | | | | |
| **JURY ASSEMBLY SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **7,079** | |
| Circulation Factor: | 25% | | 1,770 | |
| **Departmental Gross Square Footage Total:** | | | **8,849** | |
| | | | | |

| 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **3.3 CENTRALIZED PUBLIC SERVICE AND PAYMENT CENTER** | | | | Does not include Family/Probate |
| Public Waiting/Queuing at Counter | 70 | 18 | 1,260 | Confirm number of people waiting |
| Public Counters / Cashiering | 64 | 18 | 1,152 | Combined Public Service Area |
| Public Information Terminals/Scanning Stations | 30 | 10 | 300 | |
| Public Information Forms Area | 50 | 1 | 50 | |
| Parking Customer Service / Counter Operations | | | | 90% of tickets are electronic |
| Public Counters / Cashiering | Combined Counter Area - See above | | | |
| Parking Supervisor | 80 | 1 | 80 | |
| Lead Worker - JSS3 | 64 | 1 | 64 | |
| Support Specialist - JSS2 | 64 | 14 | 896 | |
| Temp workers | 64 | 2 | 128 | Each has workstation |
| Traffic/Criminal Customer Service / Counter Operations | | | | |
| Public Counters / Cashiering | Combined Counter Area - See above | | | |
| Payment Drop Boxes | 15 | 2 | 30 | One in Payment Center/One in Main Lobby |
| Supervisor (Traffic Department) | 80 | 1 | 80 | |
| Lead Worker - JSS3 | 64 | 1 | 64 | |
| Support Specialist - JSS2 | 64 | 9 | 576 | |
| Civil Customer Service / Counter Operations | | | | |
| Public Counters / Cashiering | Combined Counter Area - See abo | | | Permanent Cashier workstation - Provide Additional workstation? |
| Civil Cashier Supervisor | 80 | 1 | 80 | |
| Lead Worker - JSS3 | 64 | 1 | 64 | |
| Judicial Specialist - JSS2 | 64 | 4 | 256 | Civil Cashiers initially enters and assigns case number for general civil, domestic relations, small claims and FED |
| Collections Department | | | | |
| Public Counters / Cashiering | Combined Counter Area - See above | | | |
| Collections Supervisor | 80 | 1 | 80 | |
| Collections Specialists | 64 | 12 | 768 | |
| Small Conference/Huddle Room | Included in Court Admin listings | | | |
| Shared Spaces | | | | |
| Small Conference | 120 | 2 | 240 | Provide private conversation spaces for staff working in open office environment |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Galley | 60 | 1 | 60 | Provide Sink Refridge and Microwave |
| Legal Resource Center | | | | Include space for 3-4 staff/volunteers; 20 kiosk workstations |
| Reception | 200 | 1 | 200 | |
| Self-Help Kiosks/ Reading Carrels | 25 | 20 | 500 | |
| Staff/volunteers | 49 | 4 | 196 | Shared workstations |
| Small Meeting Room | 120 | 2 | 240 | |
| Large Work Table and Chairs | 140 | 2 | 280 | |
| Bookshelf / Forms | 15 | 10 | 150 | |
| Document Scanning Station | 30 | 2 | 60 | |
| Copiers / Printers | 25 | 2 | 50 | |
| Volunteers of America Help Center | Included in Family Court/Probate O | | | May be combined with Legal Resource Center |
| | | | | |
| **PUBLIC SERVICE AND PAYMENT CENTER SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **8,054** | |
| Circulation Factor: | 40% | | 3,222 | |
| **Departmental Gross Square Footage Total:** | | | **11,276** | |
| | | | | |

| 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **3.4 FINANCIAL SERVICES** | | | | Locate with Court Operations |
| Financial Services Deputy | 180 | 1 | 180 | |
| Financial Services Analyst - AN3 | 120 | 1 | 120 | |
| Accounting Department | | | | |
| Accounting Supervisor | 80 | 1 | 80 | Supervisor is in cubicle - open office so that group can problem solve |
| Accounting Specialists - JSS3 | 64 | 12 | 768 | Confirm if should plan growth for Accounting - services moved to Salem |
| Safe | 25 | 1 | 25 | 3'x3' tall safe |
| Secure Paper Storage | 100 | 1 | 100 | |
| Secure Counter | 100 | 1 | 100 | Need secure area for cash pick-up |
| Mailroom/Purchasing Department | | | | |
| Purchasing Office | | | | |
| Mailroom/Purchasing Supervisor | 80 | 1 | 80 | Supervisor does not need private office; |
| Lead worker - JSS3 | 64 | 1 | 64 | |
| Clerks - JSS2 | 64 | 3 | 192 | |
| Mailroom Operations | | | | |
| Mail opener/sorter - JSS1 | 64 | 1 | 64 | |
| Mail Sorting Area | 400 | 1 | 400 | Provide open office with staff workstations and mail sorting area |
| Main Copy Room | 250 | 1 | 250 | |
| Satellite Copy/Work Room | Included in Shared Court Operations space listings | | | |
| Mail Machine Area/Equipment Storage | 300 | 1 | 300 | Mail machine needs sound isolation; Store 4 multimedia presentation carts |
| Loading Dock | Included in Building Support Listings | | | |
| Delivery Receiving and Supply room | Included in Building Support Listings | | | |
| Furniture storage | Included in Building Support Listings | | | |
| Shop area | Included in Building Support Listings | | | |
| Files and Records Access Customer Service Center | | | | NOTE - Paper File Storage Is Not Included with exception of Exhibit Storage |
| Supervisor | 120 | 1 | 120 | |
| Public Counter/ File Review Area | 300 | 1 | 300 | Public counter, Computer terminals |
| Printing/Copy Area | 64 | 1 | 64 | Behind counter; Staff provide public access to printed certified court records |
| Transcript coordinator - JSS4 | 64 | 1 | 64 | |
| Lead workers - JSS3 | 64 | 2 | 128 | |
| Support Specialists - JSS2 | 64 | 6 | 384 | |
| Staff work area | 200 | 1 | 200 | |
| FTR Recording Copying station | 64 | 1 | 64 | One staff spends about half time making CDs at workstation- may need more than one in future |
| Temporary and Work Study Staff (File Room) | | | | Four full-time temps & one work study; may not continue after e-filing is implemented |
| Scanning Station | 64 | 0 | 0 | |
| Exhibit Storage | 750 | 1 | 750 | Physical exhibit storage required post e-filing implementation |
| Exhibit Storage Vault | 300 | 1 | 300 | Need vault for contraband |
| File Storage | Not Included | | | |
| Jury Room Operations | | | | |
| Jury Room and Jury Staff Spaces | Included in Public Facilities and Building Support listings | | | |
| Collections Department | | | | |
| Public Counter and Staff Areas | Included in Public Service and Payment Center listings | | | |
| Financial Mail Department | | | | |
| Financial Mail Supervisor | 80 | 1 | 80 | |
| Judicial Specialist - JSS2 | 64 | 4 | 256 | Open office work area needs to be clean so that checks don't get lost |
| Shared workstations | 64 | 2 | 128 | Two extra workstations (one each for collections |
| Work area | 200 | 1 | 200 | Large recycling bin, two check scanners (one is backup); two document scanners, small copier, network printer, safe |
| Parking Department | | | | |
| Public Counter and Staff Areas | Included in Public Service and Payment Center listings | | | |
| Shared Spaces | | | | |
| Small Conference | 120 | 2 | 240 | Provide private conversation spaces for staff working in open office environment |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Galley | 60 | 2 | 120 | Provide Sink, Refridge, and Microwave |
| | | | | |
| **FINANCIAL SERVICES SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **6,271** | |
| Circulation Factor: | 40% | | 2,508 | |
| **Departmental Gross Square Footage Total:** | | | **8,779** | |

| 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **3.5 CIVIL COURT OPERATIONS** | | | | |
| Civil Operations Manager | 180 | 1 | 180 | |
| Public Access Area | | | | Provide 'civil' public service area including small claims, FED, and general civil adjacent to each other |
| Civil Operations Reception / Waiting Area | 400 | 1 | 400 | |
| Public Access Terminals | 30 | 11 | 330 | |
| Small Claims Mediation Center | | | | |
| Mediation Coordinator | 120 | 1 | 120 | |
| Reception and Check-In | Check in at small claims counter; wait in Referee Courtroom | | | |
| Volunteer Meeting Room | 200 | 1 | 200 | 8-Person Capacity |
| Orientation & Settlement Courtroom | Use Referee Courtroom - Included | | | Conduct initial group orientation (up to ten cases); Referee on-bench duty to accept settlements following mediations |
| Mediation Rooms | Use available Atty/Client conferenc | | | May use Atty/Client conf rooms; recording equipment not necessary |
| Large Conference/Training Room | Included in Jury Assembly listings | | | Train up to 55 volunteer mediators at a time |
| Small Claims, FED and Civil | | | | |
| Small Claims, FED and Civil Supervisor - | 80 | 1 | 80 | Do calendaring and scheduling for all small claims and FED-Use courtroom 120 for cases right now is way to small can have up to 75 cases |
| Lead Worker - JSS3 | 64 | 2 | 128 | |
| Judicial Specialist - JSS2 | 64 | 10 | 640 | |
| Public service counter | 64 | 3 | 192 | |
| Forms area | 50 | 1 | 50 | |
| Form completion and scanning area | 150 | 1 | 150 | Documents will not be scanned internally - Scanning done in Public area |
| Temp employee | 64 | 2 | 128 | |
| Work study student | 64 | 1 | 64 | |
| Civil General | | | | |
| Civil General Supervisor | 80 | 1 | 80 | |
| Lead Worker - JSS3 | 64 | 2 | 128 | |
| Judicial Specialist - JSS2 | 64 | 11 | 704 | |
| General Civil Public Counter | Included in Public Service and Payment Center listings | | | |
| Huddle room | Included in Court Administration Listings | | | |
| Civil Customer Service / Counter Operations | | | | |
| Public Counter and Staff Areas | Included in Public Service and Payment Center listings | | | |
| Shared Spaces | | | | |
| Small Conference | 120 | 1 | 120 | Provide private conversation spaces for staff working in open office environment |
| Scanning Station | 64 | 0 | 0 | Confirm if required past e-filing implementation |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Galley | 60 | 1 | 60 | Provide Sink Refridge and Microwave |
| | | | | |
| **CIVIL COURT OPERATIONS SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,904** | |
| Circulation Factor: | 40% | | 1,562 | |
| **Departmental Gross Square Footage Total:** | | | **5,466** | |
| | | | | |

| | 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | | Total Net Area | Comments |
|---|---|---|---|---|---|---|
| | | | | | | |
| | **3.6 CRIMINAL COURT OPERATIONS** | | | | | Criminal Court Operations located adjacent to Public Service Center |
| | Criminal Courthouse Operations Deputy | 180 | 1 | | 180 | |
| | Criminal Counter Operations (Traffic) | | | | | |
| | Public Counter and Staff Areas | Included in Public Service and Payment Center listings | | | | |
| | Public Counter | Included in Public Service and Payment Center listings | | | | |
| | Forms area (programs) | Included in Public Service and Payment Center listings | | | | |
| | Courtroom Forms Storage | 50 | 1 | | 50 | Could be in cabinet or storage closet |
| | Criminal Calendaring | | | | | |
| | Supervisor | 80 | 1 | | 80 | |
| | Lead Worker - JSS3 | 64 | 2 | | 128 | Lead worker does staff assignments and develops procedures |
| | Judicial Specialist - JSS2 | 64 | 12 | | 768 | Acoustics are important consideration because staff is often on phones with public. |
| | Temporary Workers | 64 | 2 | | 128 | |
| | Criminal Data Entry and Disbursements | | | | | |
| | Supervisor | 80 | 1 | | 80 | Supervisor needs locking file cabinet; Get mix of paper and e-citations for traffic violations - not sure when will change to more e-citations; do not have contact with public; supervisor does not need a private office |
| | Lead Worker - JSS3 | 64 | 2 | | 128 | |
| | Judicial Specialist - JSS2 | 64 | 8 | | 512 | Two computer monitors (19" and 23"); barcode printer; phone; pencil drawer; drawers. some wkstn will have 8.5x11 printers; currently workstation size is 36sf |
| | Temporary Workers | 64 | 2 | | 128 | Will need two additional staff to handle work; Ideally- will receive everything by paper by time building is open; |
| | Shared Spaces | | | | | |
| | Small Conference | 120 | 1 | | 120 | Provide private conversation spaces for staff working in open office environment |
| | Scanning Station | 64 | 0 | | 0 | Confirm if required past e-filing implementation |
| | Copy/Work Room/Storage | 150 | 1 | | 150 | |
| | Galley | 60 | 1 | | 60 | Provide Sink Refridge and Microwave |
| | | | | | | |
| | **CRIMINAL COURT OPERATIONS SUBTOTAL** | | | | **yr 2050** | |
| | **Net Square Footage Total:** | | | | **2,512** | |
| | Circulation Factor: | 40% | | | 1,005 | |
| | **Departmental Gross Square Footage Total:** | | | | **3,517** | |
| | | | | | | |

| 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **3.7 FAMILY & PROBATE COURT OPERATIONS** | | | | |
| Family Law and Probate Public Service Center | | | | |
| Public Reception and Waiting | 300 | 1 | 300 | |
| Public Service Counters | 64 | 6 | 384 | Confirm cashiering capability |
| Staff Forms Area | 30 | 1 | 30 | Close to counter; behind staff counter |
| Public Information Terminals/Scanning Stations | 30 | 3 | 90 | |
| Volunteers of America Help Center | 300 | 1 | 300 | May be combined with Legal Resource Center; Staffed by 2-3 Volunteers; Provide 4 public access terminals and two worktables |
| Children's waiting room | 200 | 1 | 200 | |
| Family Law Operations | | | | |
| Family Law Supervisor | 80 | 1 | 80 | Open workstation |
| Program Coordinator - PC1 | 64 | 3 | 192 | |
| Judicial Specialist - JSS2 | 64 | 8 | 512 | |
| Temporary Staff | 64 | 3 | 192 | |
| Probate Operations | | | | |
| Probate Supervisor | 80 | 1 | 80 | Supervisor workstation needs close adjacency with rest of staff |
| AN2 - Analyst/Auditor | 120 | 1 | 120 | Currently has private office |
| Lead Worker - JSS3 | 64 | 1 | 64 | |
| Judicial Specialist - JSS2 | 64 | 4 | 256 | |
| Shared Spaces | | | | |
| Small Conference | 120 | 1 | 120 | Provide private conversation spaces for staff working in open office environment |
| Scanning Station | 64 | 0 | 0 | Confirm if required past e-filing implementation |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Galley | 60 | 1 | 60 | Provide Sink Refridge and Microwave |
| | | | | |
| **FAMILY & PROBATE COURT OPERATIONS SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,130** | |
| Circulation Factor: | 40% | | 1,252 | |
| **Departmental Gross Square Footage Total:** | | | **4,382** | |
| | | | | |

| 3.0 COURT OPERATIONS | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **3.8 TECHNOLOGY SERVICES** | | | | |
| Technology Support | | | | |
| Technology Supervisor - | 120 | 1 | 120 | |
| TSS4 - Program Developers | 64 | 1 | 64 | Provide 1 workstation in courthouse(2 staff telecommute) - hoteling space |
| TSS4 - Senior Tech Support | 120 | 5 | 600 | Needs private place/office to talk to Help desk staff; |
| TSS2 - Help Desk | 64 | 6 | 384 | Help desk - Harware, software, sound systems, AV support; digital court recording support - shared open office |
| Intern | 64 | 1 | 64 | |
| Break area | Included in Court Admin listings | | | Small/does not have to be private for IT staff alone |
| Work room/equipment lab | 120 | 1 | 120 | Currently use corner of office; small office sized room |
| IT Storage | 500 | 1 | 500 | Enough to store 400 computer boxes; need area to break down and inventory and stage for deployment; |
| Loading and receiving room | Included in Building Support listings | | | |
| Technology Program Development & Training | | | | Work closely with Technology - do business process development; need dedicated training facility |
| Supervisor | 120 | 1 | 120 | |
| Technology Support Specialists - TSS2 | 64 | 5 | 320 | |
| Temporary Worker (P/T) | 64 | 1 | 64 | |
| Training Room | 600 | 1 | 600 | Need 20 computer stations; presentation table, projector and screen |
| Meeting Room | Included in Court Admin listings | | | |
| NCIC LEDS Certification Workstation | 42 | 1 | 42 | Law Enforcement Data Systems -(LEDS) |
| Shared Spaces | | | | |
| Small Conference | 120 | 1 | 120 | Provide private conversation spaces for staff working in open office environment |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Galley | 60 | 1 | 60 | Provide Sink Refridge and Microwave |
| | | | | |
| **TECHNOLOGY SERVICES SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,328** | |
| Circulation Factor: | 40% | | 1,331 | |
| **Departmental Gross Square Footage Total:** | | | **4,659** | |
| | | | | |
| | | | | |
| **TOTAL COURT OPERATIONS AREA** | | | **yr 2050** | |
| **NET SQUARE FOOTAGE (NSF):** | | | **37,073** | |
| **DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):** | | | **50,701** | |

| 4.0 SHERIFF SPACE | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **4.1 MCSO FACILITY SECURITY** | | | | |
| Building Security | | | | |
| FSO Public Desk | Included in Main Entrance & Lobby listings | | | |
| Outside Law Enforcement Ready Room | 250 | 1 | 250 | Secure access; Provide personal property storage shelving and gun lockers |
| Law Enforcement Waiting | Included in Courtroom and Ancillary Support listings | | | |
| Confiscated Property Room | 80 | 1 | 80 | |
| Command Staff Offices | | | | |
| Reception/Waiting Area | 100 | 1 | 100 | |
| Captain | 150 | 1 | 150 | |
| Program Manager | 120 | 1 | 120 | |
| Unit Supervisors/Sergeant | 120 | 3 | 360 | |
| Shared Workstations (Hoteling) | 42 | 6 | 252 | |
| Conference | 300 | 1 | 300 | Accom. 8-12 |
| Secure Storage | 80 | 1 | 80 | |
| MCSO Staff Property Room | 80 | 1 | 80 | |
| Administrative Storage/Supplies | 80 | 1 | 80 | Open area; lockable record cabinets |
| Work / Copy / Fax Area | 48 | 1 | 48 | |
| Shared Staff Areas | | | | |
| Muster Room/Day Room | 750 | 1 | 750 | Used for briefings for up to 30 persons; Includes break area (Refrig, microwave, coffee, sink) |
| Kitchenette | 80 | 1 | 80 | Adjacent to Muster Room |
| Staff Assembly / Training Classroom | Included in Court Operations Jury Assembly listings | | | |
| Lockers (Male) | 7 | 40 | 280 | |
| Restroom (Male) | 200 | 1 | 200 | Includes shower |
| Lockers (Female) | 7 | 10 | 70 | |
| Restroom (Female) | 200 | 1 | 200 | Includes shower |
| Storage, Equipment, Other | 100 | 1 | 100 | |
| | | | | |
| **MCSO FACILITY SECURITY SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,580** | |
| Circulation Factor: | 30% | | 1,074 | |
| **Departmental Gross Square Footage Total:** | | | **4,654** | |
| | | | | |

| 4.0 SHERIFF SPACE | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **4.2 MCSO TRANSPORT / CENTRAL HOLDING** | | | | |
| Sallyports and Entrance Areas | | | | |
| Vehicle Sallyport | 2,000 | 1 | 2,000 | Confirm rive-thru access. Includes space for two (2) 30' long Freight-Liners (Converted beer trucks) and one (1) 12-person passenger van. May alternatively accommodate (1) 53' long MCI passenger bus |
| In-custody Staging | 400 | 1 | 400 | Room for twelve prisoners and four deputies |
| Special Populations Sallyport / Holding | 160 | 1 | 160 | Juvenile/ mental health |
| Prisoner Loading Elevator | Included in Building Support listings | | | |
| Central Holding Areas | | | | |
| Holding Cells | | | | Currently Avg. 35-40 prisoners in AM and 20 prisoners in PM. Planning target occupancy: 60 prisoners. Provide mix of holding cell types with sight and sound separation for various prisoner groups (e.g. Male, Female, Juvenile) |
| Large Group Holding | 320 | 3 | 960 | 15 person capacity |
| Small Group Holding | 160 | 3 | 480 | 7 person capacity |
| Individual Holding | 80 | 6 | 480 | 2 person capacity; May be used for keep-separate populations (e.g., "Call-for" prisoners, juveniles) |
| Mental Health Holding | Included in mental health court listings | | | |
| In-Custody and Building Security Control Center | | | | |
| Control Center | 300 | 1 | 300 | 3 workstations, First Aid, key control, building security and fire systems monitoring |
| Unit Supervisors/Sergeant | 120 | 1 | 120 | |
| Galley | 45 | 1 | 45 | |
| Staff Restroom | 55 | 1 | 55 | |
| Control Center Equipment Closet | 100 | 1 | 100 | |
| Restraints Storage | 80 | 1 | 80 | |
| Food Service Area | 200 | 1 | 200 | Include refrigerated food storage |
| Trash | 120 | 1 | 120 | |
| Video Booths | 50 | 3 | 150 | Used for remote video appearances and interviews |
| Attorney Interview Spaces | | | | |
| Contact Visitation Room | 200 | 1 | 200 | Accessible from both secure and public circulation zones; Finishes to be office grade, not detention grade |
| Non-Contact Visitation Booths | 100 | 3 | 300 | |
| Remand Holding | 80 | 3 | 240 | Cap. 1-2 |
| Fingerprint, Photo, Processing | 300 | 1 | 300 | |
| | | | | |
| **MCSO TRANSPORT / CENTRAL HOLDING SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **6,690** | |
| Circulation Factor: | 50% | | 3,345 | |
| **Departmental Gross Square Footage Total:** | | | **10,035** | |
| | | | | |
| **TOTAL SHERIFF AREA** | | | **yr 2050** | |
| **NET SQUARE FOOTAGE (NSF):** | | | **10,270** | |
| **DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):** | | | **14,689** | |

| | 5.0 COURT SERVICES | Unit Area | Quantity (2050) | | Total Net Area | Comments |
|---|---|---|---|---|---|---|
| | | | | | | |
| **5.1 COURT SERVICES (i.e., Alternative Treatment Programs)** | | | | | | |
| | Intake Reception/Waiting | 150 | 1 | | 150 | 20-40 clients/day - need seating for 6-8 persons |
| | Secondary Waiting/ Private Conferencing | 80 | 1 | | 80 | Fine tuning needed to determine privacy and security requirements of the various programs accommodated |
| | Conference Room | 330 | 1 | | 330 | 12-person capacity; includes galley w/ sink, small ref. and microwave |
| | Work Area | 64 | 1 | | 64 | Copy/fax |
| | Drug Testing Lab | Not Included | | | | |
| | ICAOS Coordinator | 64 | 1 | | 64 | |
| | Child Support Enforcement Supervisor | 120 | 1 | | 120 | No adjacency with Family Department - Support Enforcement is related to criminal |
| | Misdemeanor Program | 64 | 1 | | 64 | |
| | Traffic programs coordinator | 64 | 1 | | 64 | |
| | START Coordinator | 64 | 1 | | 64 | START is treatment court (Property Crime and Drug Court) Coordinates treatment and case management |
| | DISP - DUII Intensive Supervision Program | | | | | |
| | AA3 - Administrative Analyst - AA3 | 120 | 1 | | 120 | |
| | Program Coordinator/Case Manager - PC2 | 64 | 4 | | 256 | |
| | Staff Rest Room | 55 | 1 | | 55 | Provide Sink Refridge and Microwave |
| | Large Training / Conference | Included in Jury Assembly listings | | | | |
| | | | | | | |
| | **COURT SERVICES SUBTOTAL** | | | | **yr 2050** | |
| | **Net Square Footage Total:** | | | | **1,431** | |
| | Circulation Factor: | 40% | | | 572 | |
| | **Departmental Gross Square Footage Total:** | | | | **2,003** | |
| | | | | | | |
| | | | | | | |

| 5.0 COURT SERVICES | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| **5.2 FAMILY COURT SERVICES** | | | | County operated; Services include: Conciliation, Parental Access and Visitation Mediation Program, Evaluation, Mediation, Parent Education, Intake Services; currently occupies approx. 2,300SF on 3rd floor of courthouse |
| Lobby /Waiting/ | 150 | 1 | 150 | |
| Reception Desk | 64 | 1 | 64 | |
| Secondary Waiting | 80 | 1 | 80 | |
| Conference Room | 200 | 2 | 400 | Confirm # required; Use conf./mediation room when need to conduct shuttle mediations (one party in office, one in conf. rm) |
| Program Manager | 200 | 1 | 200 | |
| Counselor Offices | 160 | 7 | 1,120 | Conduct counseling & mediations in office; Typically 5 persons in a session |
| Office Support Workstations | 64 | 1 | 64 | May be locacted in copy/work room |
| Shared Spaces | | | | |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Galley | 60 | 1 | 60 | Provide Sink Refridge and Microwave |
| Staff Rest Room | 55 | 1 | 55 | |
| Large Training / Conference | Included in Jury Assembly listings | | | |
| | | | | |
| **FAMILY COURT SERVICES SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **2,343** | |
| Circulation Factor: | 35% | | 820 | |
| **Departmental Gross Square Footage Total:** | | | **3,163** | |
| | | | | |
| | | | | |
| **5.3 PROBATION REFERRAL & ASSESSMENT CENTER** | | | | |
| Lobby /Waiting/ | 150 | 1 | 150 | |
| Reception Desk | 64 | 1 | 64 | |
| Conference Room / Client Orientation | 200 | 2 | 400 | |
| Supervisor | 120 | 1 | 120 | |
| Probation Officers | 64 | 6 | 384 | Increase in evidence based sentencing to greatly increase staffing |
| Shared Spaces | | | | |
| Copy/Work Room/Storage | 150 | 1 | 150 | |
| Galley | 60 | 1 | 60 | Provide Sink Refridge and Microwave |
| Staff Rest Room | 55 | 1 | 55 | Provide Sink Refridge and Microwave |
| | | | | |
| **PROBATION REFERRAL & ASSESSMENT CENTER SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **1,383** | |
| Circulation Factor: | 40% | | 553 | |
| **Departmental Gross Square Footage Total:** | | | **1,936** | |
| | | | | |
| | | | | |
| **TOTAL COURT SERVICES AREA** | | | **yr 2050** | |
| **NET SQUARE FOOTAGE (NSF):** | | | **5,157** | |
| **DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):** | | | **7,103** | |

| 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **6.1 DA MAIN RECEPTION AND DISCOVERY** | | | | |
| Main Reception | | | | |
| Reception / Waiting | 750 | 1 | 750 | The reception area should include space for victims, witnesses, and guests to wait. 150 - 200 visitors/day; Current max visitor occupancy is 50 |
| Reception Counter Workstations | 64 | 3 | 192 | The work area should include entrance-facing work stations with ample space for staff to sort mail, scan documents, etc. |
| Small Conference Rooms | 120 | 3 | 360 | |
| Work area | 150 | 1 | 150 | Need space to house two fax machines, a printer, minimum of two file cabinets for supplies and a DMS scanner |
| Discovery | | | | discovery pick-up mailboxes for law firms, cash register for discovery sales, etc. The area should also include a storage system for active homicide case binders. Unit has timed door lock: Discovery door is locked until 9:00 am, locks again from 12-1:00 pm, then locks again at 4:00 pm |
| Reception | Shared with main reception/waiting | | | |
| Discovery Counter Workstation | 64 | 1 | 64 | Prefer glass separation; requires equipment for cash transactions; Pick up discovery materials. Visitors include attorney's/ law firm staff and self represented defendants. |
| Mail Boxes (Binder Pick Up) | 64 | 1 | 64 | Discovery binder pick-up mailboxes for atty's |
| Staff Workstations | 64 | 6 | 384 | |
| Work area | 150 | 1 | 150 | May combine discovery and main reception work area; Supplies, scanners, Xerox machine, CD burners and a money safe |
| Storage | 100 | 1 | 100 | Active case binders |
| | | | | |
| **MAIN RECEPTION AND DISCOVERY SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **2,214** | |
| Circulation Factor: | 40% | | 886 | |
| **Departmental Gross Square Footage Total:** | | | **3,100** | |
| | | | | |

| 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **6.2 DA EXECUTIVE OFFICES & ADMINISTRATION** | | | | |
| District Attorney | 400 | 1 | 400 | |
| District Attorney Rest Room | 55 | 1 | 55 | DA Currently has private toilet |
| Conference Room | 180 | 1 | 180 | |
| First Assistant | 220 | 1 | 220 | |
| Business Services Manager | 220 | 1 | 220 | |
| Staff Services Manager | 220 | 1 | 220 | |
| Legislative Admin/Secretary | 120 | 2 | 240 | |
| Finance Specialist Senior | 120 | 1 | 120 | |
| Finance Specialist I | 120 | 2 | 240 | |
| Procurement Analyst | 120 | 1 | 120 | |
| HR Analyst | 120 | 1 | 120 | |
| HR Tech | 120 | 1 | 120 | Currently .5 FTE |
| Forms and Supplies | 300 | 1 | 300 | May locate supplies and forms adjacent to finance department 2-dwr lateral cabs: 2 ; 3-dwr lateral cabs: 5; 4-dwr lateral cabs: 2; Bookcases: 7 |
| Administrative Files | 200 | 1 | 200 | 12 file cabinets |
| Mail and copy room | 300 | 1 | 300 | Provide mail box for each staff |
| Admin Conference Room | 300 | 1 | 300 | 14-Person Capacity |
| Coffee Bar / Galley | 80 | 1 | 80 | |
| Copy/Work Room/Storage | 200 | 1 | 200 | |
| Shared District Attorney Staff Spaces | | | | |
| Staff Lounge / Quiet Room | 200 | 1 | 200 | Soft Seating (e.g. sofa and chairs) |
| Lunch/break area | 500 | | | Central lunch and cafeteria included in Building Support listings; Provide if no Central Cafeteria is included |
| Staff Rest Rooms | 80 | 6 | 480 | Distributed; Greater fixture count & SF for females |
| | | | | |
| **DA EXECUTIVE OFFICES & ADMINISTRATION SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **4,315** | |
| Circulation Factor: | 30% | | 1,295 | |
| **Departmental Gross Square Footage Total:** | | | **5,610** | |
| | | | | |

| | 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | | Total Net Area | Comments |
|---|---|---|---|---|---|---|
| | | | | | | |
| 6.3 DISTRICT ATTORNEY TRIAL UNITS | | | | | | |
| | **Misdemeanor Trial Unit** | | | | | Functions performed in this area include: Scanning restitution, suspension packets, lab reports, documents, etc; Filing files, papers; Pulling cases for court appearances; Notices of trial/subpoenas sent |
| | Deputy District Attorney IV | 150 | 1 | | 150 | The Misdemeanor Intake Unit screens all non-domestic violence misdemeanor cases submitted to the office from local law enforcement agencies. |
| | Deputy District Attorney I | 120 | 9 | | 1,080 | |
| | Office Assistant II | 64 | 5 | | 320 | |
| | Intern | 64 | 2 | | 128 | |
| | Senior Legal Assistant | 64 | 1 | | 64 | |
| | Misdemeanor Work Area | 200 | 1 | | 200 | Space for a scanner and two (2) printers. Plans should include space for vertical file cabinets, along with some open file shelving for closed cases. Accommodate recycle bins. |
| | **UA – Property Crimes** | | | | | |
| | Deputy District Attorney IV | 150 | 2 | | 300 | |
| | Deputy District Attorney III | 120 | 5 | | 600 | room for 2 chairs for visitors in their offices |
| | Deputy District Attorney II | 120 | 6 | | 720 | |
| | Operations Supervisor | 120 | 1 | | 120 | |
| | Office Assistant II | 64 | 3 | | 192 | |
| | Legal Assistant I | 64 | 1 | | 64 | |
| | Legal Assistant II (Floater) | 64 | 3 | | 192 | |
| | **UB – Drug and Vice Crimes** | | | | | (8th floor) |
| | Deputy District Attorney IV | 150 | 1 | | 150 | |
| | Deputy District Attorney II | 120 | 6 | | 720 | |
| | Office Assistant II | 64 | 1 | | 64 | |
| | Legal Assistant I | 64 | 1 | | 64 | |
| | **UC/Gangs – Robbery, Weapons Crimes** | | | | | (8th floor) |
| | Deputy District Attorney IV | 150 | 1 | | 150 | |
| | Deputy District Attorney III | 120 | 10 | | 1,200 | |
| | Office Assistant II | 64 | 1 | | 64 | |
| | Legal Assistant I | 64 | 1 | | 64 | |
| | Legal Assistant II | 64 | 1 | | 64 | |
| | **UD – Violent Person Crimes** | | | | | (8th floor) |
| | Deputy District Attorney IV | 150 | 1 | | 150 | |
| | Deputy District Attorney III | 120 | 6 | | 720 | |
| | Legal Assistant I | 64 | 1 | | 64 | |
| | Legal Assistant II | 64 | 1 | | 64 | |

| 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| **Domestic Violence Unit** | | | | |
| Deputy District Attorney IV | 150 | 1 | 150 | |
| Deputy District Attorney III | 120 | 2 | 240 | |
| Deputy District Attorney II | 120 | 8 | 960 | |
| Office Assistant II | 64 | 1 | 64 | |
| Legal Assistant I | 64 | 1 | 64 | |
| Senior Legal Assistant | 64 | 1 | 64 | |
| **Pre-Trial Unit (6th floor)** | | | | |
| Deputy District Attorney IV | 150 | 1 | 150 | |
| Deputy District Attorney III | 120 | 2 | 240 | |
| Deputy District Attorney II | 120 | 1 | 120 | |
| **Other DA Units** | | | | |
| Child Abuse Multi-Disciplinary Team (MTD) -(Gateway Center) | | | | The unit is part of a multi-disciplinary team comprised of representatives from law enforcement, public schools, hospitals, courts, health departments, the Oregon Department of Human Services (DHS), and the Oregon Department of Employment Child Care Division. Housed at the Gateway Center |
| Juvenile Unit (Juvenile Justice Center) | | | | Unit located at Juvenile Justice Center |
| Deputy DA Hoteling' Workstations | 64 | 6 | 384 | |
| **Shared Spaces** | | | | |
| Scanning Stations | 64 | 4 | 256 | Currently have 3 scanning stations |
| Galley/Coffee Bar | 80 | 4 | 320 | Distributed |
| Large Conference Room | 300 | 1 | 300 | |
| Small Conference Room | 180 | 2 | 360 | |
| Copy Work Room | 200 | 2 | 400 | Distributed |
| | | | | |
| **DA TRIAL UNITS SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **11,740** | |
| Circulation Factor: | 35% | | 4,109 | |
| **Departmental Gross Square Footage Total:** | | | **15,849** | |
| | | | | |
| | | | | |
| **GRAND JURY** | | | | Grand jury is a function of the state, but grand jury operations are overseen by the District Attorney's Office. |
| Grand Jury Spaces | Included in Courtrooms and Ancillary Space Listings | | | |
| | | | | |

| 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **6.4 DA RECORDS STORAGE** | | | | |
| Records | | | | |
| Active Records | 600 | 1 | 600 | Active Records (38) file cabinets; (33) bookcases (576 sq/ft of shelf space for files (just the shelves, not the room) |
| Inactive Records | | | | |
| Misdemeanor Closed Files | 155 | 2 | 310 | Space for inactive record reduced by 25% by year 2030; 50% by year 2050 |
| Felony Closed Files | 280 | 2 | 560 | Space for inactive record reduced by 25% by year 2030; 50% by year 2050 |
| Support Enforcement Records | Included in Support Enforcement Lisiings (6.8) | | | |
| Sensitive Records | 340 | 1 | 340 | The Sensitive Storage, or 'Murder Room' , stores murder cases, cases w/dead bodies, GBI files, Multnomah County District Attorney boxes, and evidence on ongoing trials. It has 2 large tables, 1 small table, seating for about 8-14 people. Because of the nature of the files, the chain of custody of evidence, and the investigations performed in this room, the door is to remain locked at all times, with very few people knowing the code. 4,095 inches of current shelf storage. |
| | | | | |
| **DA RECORDS SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **1,810** | |
| Circulation Factor: | 15% | | 272 | |
| **Departmental Gross Square Footage Total:** | | | **2,082** | |
| | | | | |
| | | | | |
| **6.5 PRETRIAL SUPPORT** | | | | |
| Pretrial | | | | |
| Operations Supervisor | 120 | 1 | 120 | |
| Office Assistant II | 64 | 3 | 192 | Currently 1.5 FTE |
| Legal Assistant I | 64 | 3 | 192 | |
| Legal Assistant II | 64 | 1 | 64 | |
| Senior Legal Assistant | 64 | 4 | 256 | |
| Work/copy room | 150 | 1 | 150 | |
| Coffee Bar / Galley | 80 | 1 | 80 | |
| | | | | |
| **PRETRIAL SUPPORT SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **1,054** | |
| Circulation Factor: | 35% | | 369 | |
| **Departmental Gross Square Footage Total:** | | | **1,423** | |
| | | | | |

| 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **6.6 INVESTIGATIONS UNIT** | | | | |
| Investigations | | | | |
| Chief Investigator | 180 | 1 | 180 | |
| Investigator (2 at JJC not included) | 120 | 10 | 1,200 | Office includes desk/chair, file cabinet, bookcase and an extra chair for officers, etc. to sit in. |
| Work Room/Special Projects | 350 | 1 | 350 | Space for special projects (e.g., building trial exhibits); space for large format printer/plotter and large tables |
| Secure Storage | 120 | 1 | 120 | Secure storage area to store sensitive and case-related material (firearms, etc.). |
| Secure Interview rooms | Included in Sheriff listings | | | Accessible from secure holding area |
| | | | | |
| **INVESTIGATIONS SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **1,850** | |
| Circulation Factor: | 35% | | 648 | |
| **Departmental Gross Square Footage Total:** | | | **2,498** | |
| | | | | |
| | | | | |
| **6.7 VICTIMS ASSISTANCE & RESTITUTION** | | | | |
| Reception/Check-In | 150 | 1 | 150 | |
| Interview Rooms | 100 | 2 | 200 | |
| Central Victims Lounge | 300 | 1 | 300 | |
| Victims Lounge Restroom | 55 | 1 | 55 | |
| Courtroom Victims/Witness Waiting Areas | Included in Courtroom and Ancillary Space listings | | | |
| Work Area//Supply Storage | 150 | 1 | 150 | Currently have 3 file drawers for supplies |
| Break / Vending / Coffee | 150 | 1 | 150 | Provides snacks to victims of crime |
| Conference Room | 300 | 1 | 300 | Conduct volunteer training |
| Counter Workstation | 64 | 3 | 192 | |
| Program Coordinator | 180 | 1 | 180 | |
| Victim Advocates | 120 | 10 | 1,200 | |
| Restitution Clerks - Legal Assistant I | 64 | 4 | 256 | Currently located in Portland Building. |
| | | | | |
| **VICTIMS ASSISTANCE & RESTITUTION SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,133** | |
| Circulation Factor: | 35% | | 1,097 | |
| **Departmental Gross Square Footage Total:** | | | **4,230** | |
| | | | | |

| 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **6.8 SUPPORT ENFORCEMENT DIVISION** | | | | |
| Support Enforcement Division (Portland Building) | | | | Currently located in Portland Building. SED requires a walk-up window and interview rooms with panic buttons. The current walk-up window is outfitted with bullet-proof glass. SED also has specific requirements related to the access and storage of information - the facility must comply with Federal Tax Information Guidelines. Daily trips are made to the Justice Center |
| Reception/Waiting | 400 | 1 | 400 | Avg. 20 visitors/day; Max. at one time is 2-3 |
| Public Counter | 64 | 2 | 128 | Walk-up windows are required. Currently the reception area is outfitted with bullet proof glass. Provide panic alarms. |
| Interview Rooms | 100 | 6 | 600 | Provide panic alarm. |
| Secure Records Storage | 150 | 2 | 300 | Space for inactive record reduced by 25% by year 2030; 50% by year 2050; Files must be double locked (locked file room in a locked office), all doors must be key or card coded, must comply with Federal Tax Information guidelines. |
| Work Room | 150 | 1 | 150 | Printers, copiers, scanners, fax |
| Galley | 80 | 1 | 80 | |
| Program Supervisor | 180 | 1 | 180 | Provide panic alarm. |
| Deputy District Attorney IV | 150 | 1 | 150 | Provide panic alarm. |
| Deputy District Attorney III | 120 | 2 | 240 | |
| Lead Support Enforcement Agent | 120 | 1 | 120 | |
| Support Enforcement Agent | 120 | 7 | 840 | |
| Senior Office Assistant | 64 | 1 | 64 | |
| Office Assistant II | 64 | 4 | 256 | |
| | | | | |
| **SUPPORT ENFORCEMENT SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,508** | |
| Circulation Factor: | 35% | | 1,228 | |
| **Departmental Gross Square Footage Total:** | | | **4,736** | |
| | | | | |

| 6.0 DISTRICT ATTORNEY | Unit Area | Quantity (2050) | Total Net Area | Comments |
|---|---|---|---|---|
| | | | | |
| **6.9 INFORMATION TECHNOLOGY** | | | | |
| Information Technology (Portland Building) | | | | Currently located in Portland Building. |
| IT Manager II | 150 | 1 | 150 | |
| Development Analyst Senior | 120 | 1 | 120 | |
| Development Analyst | 120 | 1 | 120 | |
| Information Specialist III | 80 | 1 | 80 | |
| Systems Administrator | 80 | 1 | 80 | |
| Information Specialist II | 80 | 2 | 160 | |
| Data Analyst | 80 | 2 | 160 | |
| Galley | 80 | 1 | 80 | |
| Work Room | 200 | 1 | 200 | Large surface areas for breakdown/assemblage of computers, peripherals, servers |
| IT Equipment Storage | 500 | 1 | 500 | |
| Conference Room | 200 | 1 | 200 | |
| Server Room | 400 | 1 | 400 | Climate-controlled Server Room, housing 6/7 standard racks plus additional large work surface area. Provide temperature and moisture alarms |
| Secure Storage | 500 | 1 | 500 | Secured/locked storage area for pc's, hardware and peripherals |
| File Storage | 300 | 1 | 300 | Current Units: Active Records_7_;Forms and Supplies_2_; Administrative Files_ 1_ |
| | | | | |
| **INFORMATION TECHNOLOGY SUBTOTAL** | | | **yr 2050** | |
| **Net Square Footage Total:** | | | **3,050** | |
| Circulation Factor: | 35% | | 1,068 | |
| **Departmental Gross Square Footage Total:** | | | **4,118** | |
| | | | | |
| | | | | |
| **TOTAL DISTRICT ATTORNEY AREA** | | | **yr 2050** | |
| **NET SQUARE FOOTAGE (NSF):** | | | **32,674** | |
| **DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):** | | | **43,643** | |

| | Central Victims/Witness Lounge & DA Satellite Office | Unit Area | Quantity (2050) | | Total Net Area | Comments |
|---|---|---|---|---|---|---|
| | | | | | | |
| 6.1 (B) | **DA Support Facilities** | | | | | |
| | Victims/Wintness Accomodations | | | | | |
| | Public Waiting Alcove | 150 | 1 | | 150 | Outside of DA space |
| | Public Reception Vestibule | 200 | 1 | | 200 | Controlled entry to victims/witness area and DA satellite offices |
| | Receptionist / Support Staff | 64 | 3 | | 192 | Adjacent to public reception vestibule |
| | Victims/Witness Lounge | 500 | 1 | | 500 | Controlled entry to victims lounge; provide soft seating |
| | Victims/Witness Interview/Conference (Lg) | 200 | 1 | | 200 | |
| | Victims/Witness Interview/Conference (Sm) | 150 | 2 | | 300 | Controlled entry to victims lounge |
| | Galley | 80 | 1 | | 80 | |
| | Unisex Restroom | 55 | 1 | | 55 | |
| | Persnal Belonging Lockers | 50 | 1 | | 50 | |
| | DA Satellite Office | | | | 0 | |
| | Public Reception/Vestibule | | | Sh | 0 | |
| | Attorney 'Hoteling' Workstations | 75 | 10 | | 750 | |
| | Attorney 'Hoteling' Work Carrels | 15 | 8 | | 120 | |
| | Secure Evidence/Exhibit Storage | 150 | 1 | | 150 | DNA evidence may need additional environmental controls |
| | Records Storage | 120 | 1 | | 120 | |
| | Work/Copy Area | 150 | 1 | | 150 | |
| | Galley | 80 | 1 | | 80 | |
| | Persnal Belonging Lockers | 50 | 1 | | 50 | |
| | Unisex Restroom | 55 | 2 | | 110 | |
| | Conference Room (Lg) | 250 | 1 | | 250 | |
| | Conference Room (Sm) | 180 | 1 | | 180 | |
| | | | | | | |
| | **District Attorney Support Facilities** | | | | **yr 2050** | |
| | **Net Square Footage Total:** | | | | **3,687** | |
| | Circulation Factor: | 35% | | | 1,290 | |
| | **Departmental Gross Square Footage Total:** | | | | **4,977** | |

| | 7.0 PUBLIC DEFENSE RESOURCE CENTER | Unit Area | Quantity (2050) | | Total Net Area | Comments |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| **7.1** | **PUBLIC DEFENSE RESOURCE CENTER** | | | | | |
| | Lobby /Waiting | 150 | 1 | | 150 | |
| | Reception Desk | 64 | 2 | | 128 | |
| | Attorney Office | 100 | 15 | | 1,500 | Office located near to reception area; Office doubles as Interview Space |
| | Appellate Lawyer Hoteling Workstations | 75 | 10 | | 750 | |
| | Conference Room | 300 | 1 | | 300 | |
| | Staff Rest Room | 180 | 2 | | 360 | |
| | Copy/Work Room/Storage | 150 | 1 | | 150 | |
| | Galley | 60 | 1 | | 60 | Provide Sink, Refridge, and Microwave |
| | | | | | | |
| | **PROBATION INITIAL ASSESSMENT AND REFERRAL SUBTOTAL** | | | | **yr 2050** | |
| | **Net Square Footage Total:** | | | | **3,398** | |
| | Circulation Factor: | 35% | | | 1,189 | |
| | **Departmental Gross Square Footage Total:** | | | | **4,587** | |
| | | | | | | |
| | | | | | | |
| **TOTAL DISTRICT ATTORNEY AREA** | | | | | **yr 2050** | |
| | **NET SQUARE FOOTAGE (NSF):** | | | | **3,398** | |
| | **DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):** | | | | **4,587** | |

# Attachment 3

**Members**

Barnes H. Ellis, Chair
Shaun S. McCrea, Vice-Chair
Henry H. Lazenby, Jr.
John R. Potter
Per A. Ramfjord
Janet C. Stevens
Honorable Elizabeth Welch

**Ex-Officio Member**

Chief Justice Thomas Balmer

**Executive Director**

Nancy Cozine

**PUBLIC DEFENSE SERVICES COMMISSION**

# PDSC
# Resolution in Support of the
# Multnomah County Central Courthouse Replacement Project

The Public Defense Services Commission hereby declares its support for Multnomah County's effort to replace the Multnomah County Central Courthouse, and for inclusion of the Public Defense Services Commission as a co-located state agency within the new structure.

The Multnomah County Central Courthouse, built between 1909 and 1914, does not meet seismic codes and, though historically significant, lacks critical safety and functionality features. Most notably, the building's century old, outdated building materials will not withstand an earthquake, creating an intolerable risk for those who regularly work or appear in the building, including not only court employees, judges, jurors, witnesses, and prosecutors, but also public defense providers and their clients.

On any given week, hundreds of criminal, juvenile, and mental health commitment cases are scheduled in the courthouse. Between the dates of January 5, 2015, and January 23, 2015, there were 3,466 individual hearings in which the client was represented by a court appointed attorney. On average, there were 248 cases per day. While most of those cases involve only one court appointed attorney, the court often appoints three or more attorneys in juvenile dependency cases. Each day, approximately 75 court appointed attorneys are in the building for scheduled court matters. This number does not include appearances for settlement discussions with district attorneys, meetings, and other matters not formally scheduled through the court docketing system. A seismic event during business hours could, quite literally, terminate the PDSC's ability to provide representation for an extended period of time.

Even absent a seismic event, the current courthouse does not provide sufficient space for public defense lawyers. Lawyers have no meeting space, forcing them to confer with clients in the hallways and engage in confidential communications in crowded, echoing marble corridors. There are no spaces for lawyers to work between hearings, or during breaks in trial. With over 248 scheduled cases per days, lawyers must often wait between proceedings, reducing the number of hours available for critical case work.

Senate Bill 5506 (Chapter 705, Oregon Laws 2013), passed during the 2013 legislative session, permitted the use of state bond funds for the purpose of acquiring, constructing, remodeling, repairing, equipping or furnishing courthouses. The bill,

further amended in 2014 (Chapter 121, Oregon Laws 2014), provides that bonds may not be issued unless (A) The Chief Justice of the Supreme Court has determined that: (i) The courthouse… has significant structural defects, including seismic defects, that present actual or potential threats to human health and safety; (ii) Replacing the courthouse… is more cost effective than remodeling or repairing the courthouse, and (iii) Replacing the courthouse creates an opportunity for colocation of the court with other state offices, and (B) The Oregon Department of Administrative Services has approved the project for which the bonds will be issued.

Given the number of public defense attorneys appearing in the courthouse each day, and the lack of space in the current facility for client meetings, consultation with other lawyers, and waiting areas for public defense clients, the Public Defense Services Commission offered to participate in courthouse planning as a potential colocated state agency to ensure that adequate space was dedicated to the public defense function in the new building. As described in the National Center for State Courts Final Report, the new courthouse includes space for a Public Defense Resource Center. The report summarizes the need for this space as follows.

*"Oregon operates a statewide public defense program through a series of contracts with law firms that provide legal representation for financially eligible persons charged with misdemeanors, felonies, and juvenile delinquency or dependency cases. Private contractors provide trial-level services. Appellate representation for indigent clients is primarily handled by the statewide Office of Public Defense Services' Appellate Division, but may be contracted through private counsel as well. In Multnomah County, there are two primary public defense contractors, the Metropolitan Public Defender (40+ lawyers) and Multnomah Defenders Incorporated (23 lawyers). Both of these non-profit firms are located in downtown Portland. There are six smaller entities (law firms and consortium groups) with another 45 lawyers providing representation for public defense clients in criminal and juvenile cases. The great majority of these lawyers have offices located in downtown Portland near the current Central Courthouse; a few have offices located closer to the juvenile court facility."*

*"Permanent office space for public defenders is rarely located in courthouses for various reasons, including but not limited to the preservation of client/witness confidentiality (people are more likely to seek legal advice and heed their legal obligations when they know their communications are private), the independence necessary to advocate for an accused (government-paid defense lawyers are often perceived to be in league with government-paid prosecutors), and the obligation to zealously protect and pursue a client's best interests within the bounds of the law. In acknowledging these reasons for officing outside the courthouse, it does not necessarily follow that the public defense bar should be denied hoteling/transient work space in the courthouse. Public defense lawyers have many hearings in a day, and trials that span multiple days. It can be difficult for these lawyers to be efficient with their time when breaks are spent going to and from their offices. Currently, without a single dedicated reception area for public defense clients, lawyers must simply instruct clients to meet them in the courthouse hallways. This arrangement can create unnecessary*

*crowding and mingling of victims and defendants in the courthouse hallways, especially when there are high volume dockets, many of which must be held at the Central Courthouse. A strong argument can be made that providing public defense transitory space in the building for court-related work and interaction with clients is in the best interests of justice as well as case delay reduction. Many urban courts provide such space."*

*"Consequently, NCSC recommends that the following space be provided for public defense services in the new Central Courthouse:*

- *15 offices for telework trial-level attorneys*
- *A reception space and client waiting area*
- *A large conference room*
- *10 workstations for telework appellate-level attorneys"*

*"It is further proposed that such space be located in concert with a multi-faceted Legal Resource Center within the new court building that would encompass public defense space, an e-law library, and self-represented functions as appropriate given the recommendation to decentralize a substantial portion of electronic self-help legal services to neighborhood public libraries."*

The Public Defense Services Commission therefore expresses its sincere appreciation to the county and court for the opportunity to participate in the planning process, and offers its full support for the Multnomah County Central Courthouse replacement project.