

Gunnison County

Program Plan

Courts, DA and Probation

June 16, 2000

RNL
DESIGN

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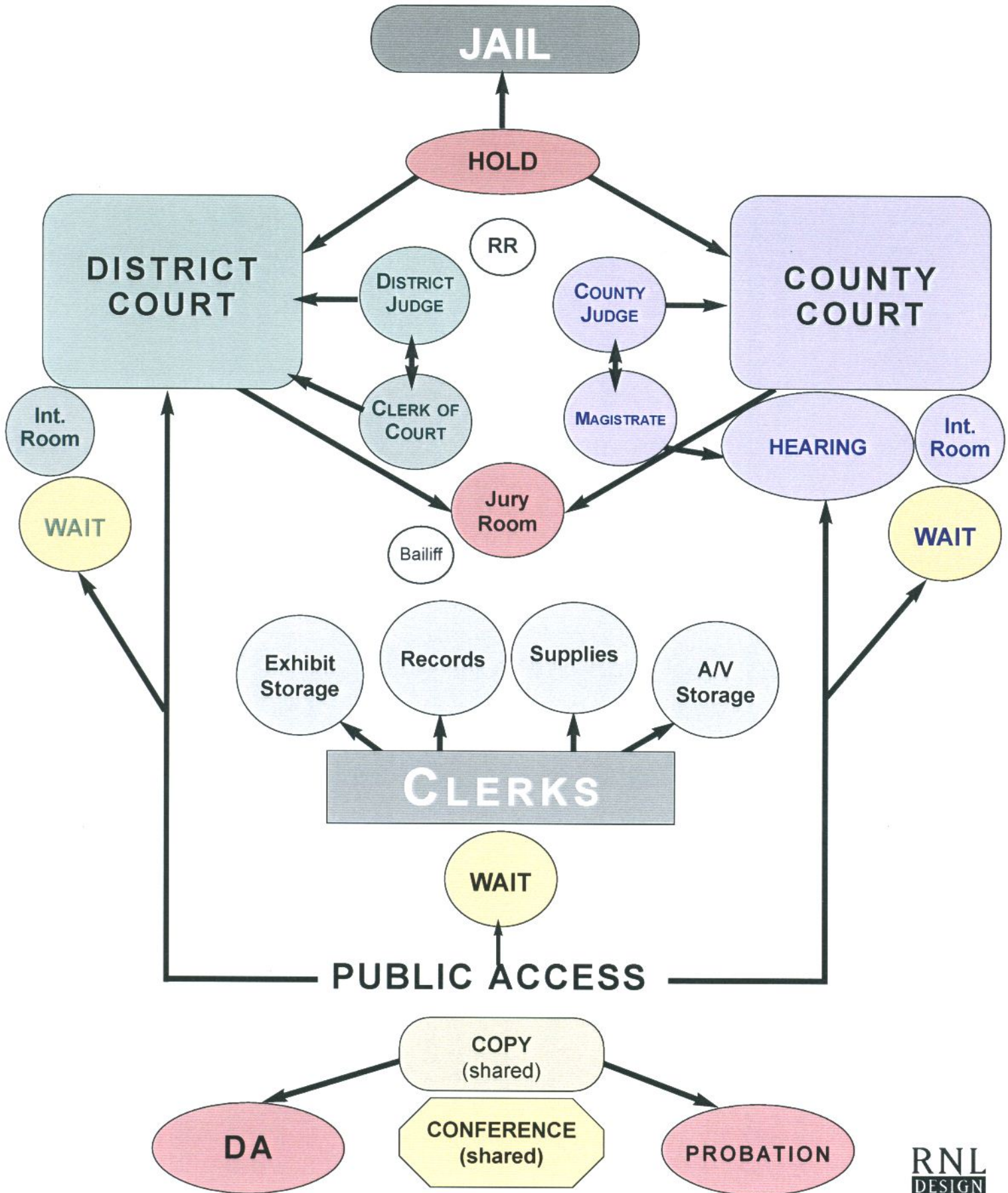
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INTRODUCTION

This programming document is a continuation of work that was completed in 1997 for Gunnison County. At that time a facilities program and master plan was developed for all County functions. As an outgrowth of that planning effort, a new project is underway to look at reuse options for the County Courthouse building once some of those functions move to the Blackstock building. As part of this new effort, three new groups were interviewed: County Courts, District Attorney's Office and Probation. The programming information for those three groups is included here, along with the previously completed program documentation for County Manager, County Attorney, Finance and Sheriff's Office.

This information will be used as a planning guideline to develop different alternatives for the Courthouse. Please review the information and return any comments to Amy Tabor at RNL Design, (303)575-8490, or Nancy Hughes-Allen, (303)575-8522. Thank you.

GUNNISON COUNTY COURTS



COUNTY AND DISTRICT COURTS

Existing Conditions:

All Courts functions are located on the second floor of the Courthouse. The District Court Room is adequately sized and can be accessed directly from the Judge's/administrative suite. The County Court Room has excess space and could be downsized somewhat. It can not be accessed directly via the Judge's chambers. There is no Hearing room. The part time magistrate currently uses the Judge's chambers as a hearing room. The Courts functions also do not currently have any meeting space other than the Jury room. The Jury room is adequate, however, it is also currently being used to store excess furniture inventory. The Chambers/Administration suite is not large enough to accommodate all of the current staff. One staff member is located in the Probation area. While there is a staff restroom, it is also used by prisoners being held for court. The Court Clerk area is located across the main hallway. The service window is undersized, with inadequate workspace surrounding it. Clerk staff have appropriately sized workstations but the overall area is cramped with files, and equipment for which there is not adequate storage space. Boxes of archive files are kept in a sizeable storage room, as well in a hallway behind the bench in the County Courtroom. These are not likely to be stored electronically in the near future.

Factors That May Impact Space Needs:

Affinities: The Courts are the anchor of this building. District Attorney and Probation are there because of the Courts, and they all share an affinity to one another.

Staff Growth: Demands on the Courts are impacted by population growth, economy, court jurisdiction and changes in the law.

Technology: Due to records keeping requirements, there will continue to be significant amounts of paper storage required. It is not anticipated that electronic storage of records will decrease storage requirements within the planning timeframe.

Planning Issues: There are important security issues related to the Courts that are not currently being addressed. These must be considered in any reconfiguration/remodel, and include separating public, staff and prisoner circulation and access, providing appropriate holding facilities, and improving the relationship of Judge/Administration space to the Court rooms. In addition, separating the Courts side of the building from the County management functions, and the Jail/Sheriff functions would allow higher security at key building access points.

Storage requirements will not likely decrease, however, consolidation should occur and space use can be made more efficient through use of shelving systems, and/or high density filing systems. These do have floor-loading implications, and could drive consideration of locating files on a lower floor.

The counter/processing and waiting areas need to be enlarged and improved. The hallways can get congested, but most of the peak times can be accommodated within the County Courtroom.

The designated jury room could be adjacent to a second room that can serve both as a conference room and second jury room as needed. Jury assembly takes place in the County Courtroom. The Bailiff requires a small work area just outside of the Jury room. The County Courtroom could be reduced in size.

A central conference/copy/break area should be considered for DA, Courts and Probation.

Gunnison County Space Needs Assessment

DETAIL FORECAST

COURTS Job-Code	County/District Courts SpaceStd	Space Std Area(SF)	Staff-----				Rqd Area(SF)-----			
			01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10
Personnel Space										
BALIFF	NONE	0	1	1	1	1	0	0	0	0
Part time position, space in court										
MAGIS	PO2	150	1	1	1	1	150	150	150	150
Half time thru 2010										
CTREP	PO4	100	1	1	1	1	100	100	100	100
Clerk of Court										
JUDGE	PO5	250	2	2	2	2	500	500	500	500
District and County Judge										
CTCLERK	WS3	64	3	3	4	6	192	192	256	384
Deputy & Division Clerks										
COLLINV	WS3	64	1	1	1	1	64	64	64	64
Collect. Invest. 1/4 - 1/2 time by 2010										
Subtotal			9	9	10	12	1,006	1,006	1,070	1,198
Support Space										
	CONF3	300	0	0	0	0	300	300	300	300
Shared, also backup jury rm										
	COPY	10	0	0	0	0	100	100	100	100
Shared w/Prob. & DA										
	COUNTER	10	0	0	0	0	80	80	80	80
Clerk service										

Gunnison County Space Needs Assessment

DETAIL FORECAST

COURTS Job-Code	County/District SpaceStd	Courts Space Std Area(SF)	Staff-----				Rqd Area(SF)-----			
			01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10
counter	COURT	1500	0	0	0	0	3,000	3,000	3,000	3,000
District and County	FILE	10	0	0	0	0	200	200	200	200
Active/Clerk files	HEARING	300	0	0	0	0	300	300	300	300
	HOLD	80	0	0	0	0	80	80	80	80
Holding cell	INTERVW	100	0	0	0	0	200	200	200	200
Interview Rms	JURY	350	0	0	0	0	350	350	350	350
Serves both courts	RECSTOR	10	0	0	0	0	500	500	500	500
Assumes 150 2'x2'boxes stacked on shelving could consider high density filing	REST2	50	0	0	0	0	50	50	50	50
Judge's Restrm	STOR	10	0	0	0	0	80	80	80	80
Exhibit storage	STOR	10	0	0	0	0	50	50	50	50
File servers,AV equipmt	SUPP	10	0	0	0	0	100	100	100	100
Mail/supplies/coff ee	WAIT	10	0	0	0	0	80	80	80	80

Gunnison County Space Needs Assessment

DETAIL FORECAST

COURTS Job-Code	County/District Courts		Staff-----				Rqd Area(SF)-----			
	SpaceStd	Space Std Area(SF)	01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10
		Clerk waiting area								
		Subtotal	0	0	0	0	5,470	5,470	5,470	5,470
		Subtotal Assignable Area					6,476	6,476	6,540	6,668
		Secondary Circ.	35%	35%	35%	35%	2,267	2,267	2,289	2,334
		Total Staff and Usable Area	9	9	10	12	8,743	8,743	8,829	9,002

DISTRICT ATTORNEY'S OFFICE

Existing Conditions:

This function occupies space on the first floor of the Courthouse, adjacent to Clerk and Recorder's current space. All of the space assigned to DA is within a secure suite. The waiting area is cramped due to an overflow of files being stored in the area. Due to lack of space, additional files are stored in the basement that must be frequently accessed. Most of these files should be in a secure room, apart from the public waiting area. The administrative office is small, shared between two staff. A single private office is shared between two attorneys. A third attorney, the Investigator has no work space, but spends 30-40% of her time in the Gunnison location.

Factors That May Impact Space Needs:

Affinities: The most critical affinities are to the Courts, Sheriff's Department and City Police Department. It is important to be located within the building, but ideally this function should not be directly adjacent to the Courts.

Staff Growth: The greatest driver of growth in this department is population growth and the impact that has on the Courts system.

Technology: Due to records keeping requirements, there will continue to be significant amounts of paper storage required. It is not anticipated that electronic storage of records will decrease storage requirements within the planning timeframe.

Planning Issues: This function requires additional office space in the very near term in order to accommodate existing staff. A separate suite that can be secured from the rest of the building, and from the public is required. Within that, a secure file room is needed. DA staff can share a larger conference room with the Courts and Probation Department, but also requires a dedicated conference room.

Gunnison County Space Needs Assessment

DETAIL FORECAST

DA District Attorney		Space Std Area(SF)	Staff-----				Rqd Area(SF)-----			
Job-Code	SpaceStd		01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10
Personnel Space										
DA	PO3	120	2	2	2	3	240	240	240	360
INVEST	PO3	120	1	1	1	1	120	120	120	120
ADMIN	WS3	64	2	2	3	3	128	128	192	192
One position part time through 2007										
VICADV	WS3	64	1	1	1	1	64	64	64	64
Victims Adv. (PT through 2005)										
Subtotal			6	6	7	8	552	552	616	736
Support Space										
	CONF4	200	0	0	0	0	200	200	200	200
Dedicated DA Conf.Rm										
	RECSTOR	10	0	0	0	0	120	120	120	120
Admin.file room										
	STOR	10	0	0	0	0	20	20	20	20
Secure evidence closet for Invest.										
	WAIT	10	0	0	0	0	100	100	100	100
For 8 people max.										
Subtotal			0	0	0	0	440	440	440	440
Subtotal Assignable Area							992	992	1,056	1,176
Secondary Circ.			35%	35%	35%	35%	347	347	370	412
Total Staff and Usable Area			6	6	7	8	1,339	1,339	1,426	1,588

PROBATION DEPARTMENT

Existing Conditions:

This Department is located adjacent to Courts space, on the second floor of the Courthouse building. Currently there are two offices for three staff, however, one office also serves as the reception/entry area, through which the probation officer's space is accessed. Waiting space consists of chairs lining the corridor outside these offices. This corridor is open at one end to one of the courtrooms. Storage space is limited.

Factors That May Impact Space Needs:

Affinities: This department has a critical affinity to the Courts, and to the Public. Ideally, it should continue to be adjacent to the Courts functions, but it could be on a separate floor if necessary. Probation can share a central copy, break area and conference room with Courts and District Attorney.

Staff Growth: The greatest driver of growth in this department is population growth and the impact that has on the Courts system.

Technology: While use of additional, improved network systems, this will have little impact on space requirements. It is not anticipated that there will be significant enough change in electronic records storage to have an impact within the planning timeframe.

Planning Issues: Probation will require additional office space over time. Most of the staff require private offices due to the nature of the work they do. This function could benefit from separate after hours access but it is not critical at this time. Improvements are needed in the waiting/administrative area to provide better flow through the spaces.

Gunnison County Space Needs Assessment

DETAIL FORECAST

PROB Job-Code	Probation SpaceStd	Space Std Area(SF)	Staff-----				Rqd Area(SF)-----			
			01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10
Personnel Space										
PROBOFF	PO3	120	1	1	2	2	120	120	240	240
ALCEVAL	PO3	120	1	1	1	1	120	120	120	120
Alcohol Eval.(also Alt.Svc.thru 2005)										
ALTSVC	PO3	120	0	0	1	1	0	0	120	120
VICSVC	PO3	120	0	0	1	1	0	0	120	120
ADMIN	WS3	64	1	1	1	1	64	64	64	64
Part time position										
Subtotal			3	3	6	6	304	304	664	664
Support Space										
	FILE	10	0	0	0	0	80	80	80	80
File/Equip.stor										
	WAIT	10	0	0	0	0	80	80	80	80
Waiting area										
	WORK	10	0	0	0	0	50	50	50	50
Urinalysis rm										
Subtotal			0	0	0	0	210	210	210	210
Subtotal Assignable Area							514	514	874	874
Secondary Circ.			35%	35%	35%	35%	180	180	306	306
Total Staff and Usable Area			3	3	6	6	694	694	1,180	1,180

APPENDIX

Gunnison County Space Needs Assessment

DETAIL FORECAST

ADMIN/COMM County Commiss and Admin.

Job-Code	SpaceStd	Space Std Area(SF)	Staff-----				Rqd Area(SF)-----			
			01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10
Personnel Space										
CTYMGR PO1		200	1	1	1	1	200	200	200	200
COMM PO3		120	3	3	3	3	120	120	120	120
One shared office										
PLANNER PO3		120	1	1	1	1	120	120	120	120
Special Projects										
SEC WS3		64	2	2	2	2	128	128	128	128
Administrative Secretary.										
Subtotal			7	7	7	7	568	568	568	568
Support Space										
CONF3		300	0	0	0	0	300	300	300	300
Shared w/Finance&Attorney										
COPY		10	0	0	0	0	100	100	100	100
Copy/fax/supplies-shared										
FILE		10	0	0	0	0	30	30	30	30
Sec. file/storage										
RECSTOR		10	0	0	0	0	30	30	30	30
Archive storage-on-site.										
WAIT		10	0	0	0	0	60	60	60	60
Subtotal			0	0	0	0	520	520	520	520
Subtotal Assignable Area							1,088	1,088	1,088	1,088
Secondary Circ.			35%	35%	35%	35%	381	381	381	381
Total Staff and Usable Area			7	7	7	7	1,469	1,469	1,469	1,469

Gunnison County Space Needs Assessment

DETAIL FORECAST

ATT Job-Code	County Attorney SpaceStd	Space Std Area(SF)	Staff-----				Rqd Area(SF)-----			
			01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10
Personnel Space										
INTERN	NONE	0	1	1	1	1	0	0	0	0
CTYATT	PO2	150	1	2	2	2	150	300	300	300
LEGSEC	PO4	100	1	2	2	2	100	200	200	200
Shared Private Office.										
PARAL	PO4	100	1	1	2	2	100	100	200	200
Subtotal			4	6	7	7	350	600	700	700
Support Space										
	FILE	10	0	0	0	0	200	200	200	200
Files/Rolled drawings										
	LIB	10	0	0	0	0	200	200	200	200
Library/Ref/Conf/ ntern Space										
Subtotal			0	0	0	0	400	400	400	400
Subtotal Assignable Area							750	1,000	1,100	1,100
Secondary Circ.			35%	35%	35%	35%	263	350	385	385
Total Staff and Usable Area			4	6	7	7	1,013	1,350	1,485	1,485

Gunnison County Space Needs Assessment

DETAIL FORECAST

FIN Job-Code	Finance Dept. SpaceStd	Space Std Area(SF)	Staff-----				Rqd Area(SF)-----						
			01/00	01/03	01/07	01/10	01/00	01/03	01/07	01/10			
		state system computers											
		Subtotal	0	0	0	0	220	220	220	220			
		Subtotal Assignable Area					690	810	810	810			
		Secondary Circ.	35%	35%	35%	35%	242	284	284	284			
		Total Staff and Usable Area	5	6	6	6	932	1,094	1,094	1,094			

Gunnison County Space Needs Assessment

DETAIL FORECAST

SHER Job-Code	Sheriff's Dept. SpaceStd	Space Std Area(SF)	Staff-----				Rqd Area(SF)-----			
			10/97	01/00	01/04	01/07	10/97	01/00	01/04	01/07
Personnel Space										
PATDEP	NONE	0	7	15	17	19	0	0	0	0
Patrol Deputies										
PATSRG	NONE	0	1	2	2	2	0	0	0	0
Patrol Sgt.										
DIR	PO2	150	1	1	1	1	150	150	150	150
County Sheriff										
UNDSHER	PO3	120	1	1	1	1	120	120	120	120
Under Sheriff										
INVES	PO4	100	1	2	2	3	100	200	200	300
Investigators										
SEC	PO4	100	1	2	2	2	100	200	200	200
Sheriff's Secretary										
Subtotal			12	23	25	28	470	670	670	770
Support Space										
	ARMORY	120	0	0	0	0	120	120	120	120
Armory/Equipmt. Storage										
	CKPT	150	0	0	0	0	150	150	150	150
Security Checkpoint (shared w/Det.)										
	CONF2	500	0	0	0	0	500	500	500	500
Training/ER Center										
	CONF4	200	0	0	0	0	200	200	200	200
Adjoining space to Trng./ER Ctr.										
	COPY	10	0	0	0	0	100	100	100	100