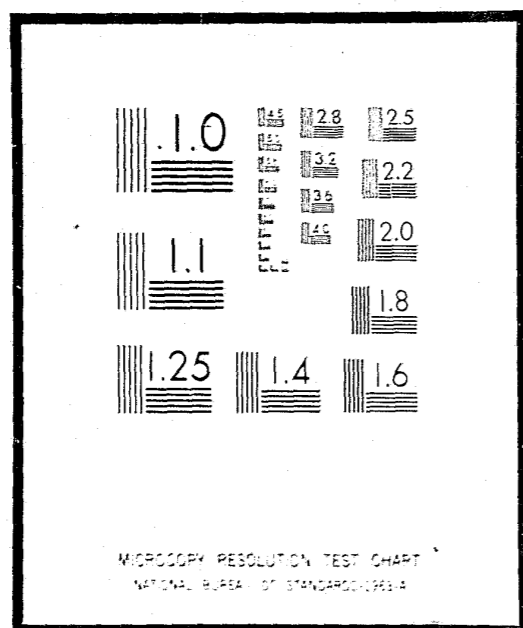


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## COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM - NEW YORK

### FINAL REPORT APPENDIX G

# CRIMINAL COURTS BUILDING

100 CENTRE STREET  
NEW YORK

APPENDICES G & H:  
 PROGRESS REPORT NO. 2  
 Phase One - Manhattan Criminal Courts Building

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PROGRESS REPORT SUMMARY

## PROGRAM REPORT SUMMARY

This Progress Report outlines the results and findings of Phase One of the Courthouse Reorganization and Renovation Program: derivation of block-use plans for the Criminal Court Building at 100 Centre Street. Work has progressed beyond the block-use plan stage of the Program to detailed analysis and planning of major departments within the criminal justice system. The sections of the report are:

1. Program Planning
2. Manhattan Criminal Court Building - Program Phase One.
3. Appendices.

1. Program Planning

The planning of the Program is summarized in two network and time schedule diagrams: the entire Program from January 1971 to March 1972; and the second phase of the Program from January 1971 to April 1971. The first diagram is a revised and updated network of the plan contained in the first Progress Report. The second phase is the detailed study of existing and predicted operations, personnel, and space requirements for the derivation of alternative detailed space utilization schemes for the Manhattan Criminal Court Building, and for buildings directly related to such schemes.

Phase three will be a study of the existing and predicted operations, personnel, and space requirements for the derivation of alternative urban planning schemes for the court and court-related facilities in the Foley Square area, to be completed by December 1971.

Phase four will be the derivation of the architectural and urban planning schemes, the feasibility and cost comparison studies of schemes, the documentation and presentation of program findings, and the preparation and production of the Handbook for national distribution. Phase four will be completed by the end of March 1972.

The sub-programs in progress are:

Operations, Time and Delays  
 Manpower Planning  
 Information Communication System  
 Detailed Space Planning  
 Foley Square Urban Analysis and Planning  
 Court Security  
 Engineering Systems  
 Cost Analysis and Planning  
 Program Evaluation  
 Reports and Handbook

2. Manhattan Criminal Court Building: Program Phase One

The second section of this Report contains the Program goals, analysis process, space planning process, implementation process, engineering, manpower planning and information communication system studies that resulted in the derivation and evaluation of the block-use plans. These plans will be used as the basis for detailed space plans of the Manhattan Criminal Court Building. A summary of the space analysis and planning process precedes the section. Floor plans and sections showing existing space utilization are accompanied by detailed analysis of building areas. Record storage, vacant, and planned vacant spaces are shown on the plans, followed by an area analysis of these spaces.

Due to the different functional relationships which exist between functions or operations at different stages in the disposition of a criminal case, the analysis process was divided into arraignment, hearings and trial, and departmental analysis. The analysis establishes functional and spatial relationships from a detailed study of operations, people and facilities. The departments studied are: Police, Corrections, District Attorney's Office, Legal Aid Society, Office of Probation, Psychiatric Clinic, Youth Counsel, Court Employment Project and the Society for the Prevention of Cruelty to Children. A list of priorities of these departments has been established through the analysis.

The application of functional and spatial relationships to an existing building is governed by many structural limitations and design restraints. These limitations and restraints influenced the development of the block-use plans contained in this Report. Changes in block uses of space resulting from the possible relocation of the Criminal Division of the Supreme Court to 80 Centre Street in 1974 are outlined in another set of floor plans. An analysis was made of the maximum allowable increase in gross building area of the existing property. A scheme was developed to indicate the location of such additional spaces.

### 3. Appendices

The appendices are reports and information related to program operation and referred to in the body of the Report.

Preliminary engineering studies on existing structural, heating, ventilating and air-conditioning, electrical and plumbing systems have been completed. Alternative solutions, including additional equipment, services, and preliminary cost estimates, have been developed and are included as an appendix. The structural framing systems have been designed according to the proposed block-use plans and to the plans showing increase in building area. Existing capacities of HVAC, electrical and plumbing equipment, duct, and pipe sizes are shown in tables and figures.

Information on approaches, techniques, and preliminary findings of the manpower planning study is incorporated in the appendices. Detailed prediction of personnel will be completed by the end of February 1971 prior to the detailed space planning for the Criminal Court Building. A comprehensive and integrated information communication system for courts is being developed. An overview of the entire system as applied to the Foley Square Court complex is described in an introductory statement, followed by more detailed specifications.

Existing space utilization floor plans for the Supreme Court Building (60 Centre Street), Civil Court Building (111 Centre Street),

and the Old County Courthouse (52 Chamber Street) are included as appendices. Other appendices include: the questionnaire used to compile data on case flow, personnel, document, time and space; a preliminary statement on major causes of delay in the Criminal Court; a preliminary table of contents for the Handbook; a statement on space saving by microfilming; and some miscellaneous notes on collaboration with related agencies and on presentation techniques.

The complete Program team is listed and a brief description of the team members who have joined the Program since the last progress report is included. The Program is now fully staffed. All equipment has been received; a list of equipment is included. Partitioning of offices has been completed and most of the telephones have been installed.

PROGRAM GOALS ACCOMPLISHED

The cooperative efforts of the Courthouse Reorganization and Renovation Program team with the courts and with state and city agencies in the past five months have accomplished several goals.

1. Provided the Manhattan Criminal Court Building at 100 Centre Street with Maximum Planning Flexibility

One of the most essential criteria in space reorganization and renovation is the potential flexibility of existing space so it can accommodate changing needs. To achieve this in the Manhattan Criminal Court Building, five departments will be moved to 346 Broadway, an old building a block away from 100 Centre Street, in September 1971. At the same time that the three floors of 346 Broadway are being renovated, the existing vacated space in the Criminal Court will be reorganized and renovated for court use. Most of the dead records will be microfilmed or moved to the Old County Courthouse at 52 Chambers Street or to other low cost warehouse space so that the space can be used for court facilities. After the relocation of the Criminal Division of the Supreme Court to 60 Centre Street in 1974, the Criminal Court Building will be flexible for future planning and renovation.

2. Developed Cooperative Relationships with State and City Agencies

The Program team has developed good working relationships with both the courts and the state and city agencies. One of the goals of the team was to assist the courts in developing a regular channel of communication with the Department of Public Works to expedite construction and renovation programs initiated by the courts. Towards this end, the Program team has been functioning in a liaison-consultant role between the courts and the Department of Public Works. The Program team has met frequently with personnel from both organizations and has contributed consultative services in both developing preliminary alternative schemes and in documenting projects.

PROGRAM GOALS ACCOMPLISHED

Commissioner Alfred Maevis and his staff at the Department of Public Works have been most helpful to the Program team on the space needs of the court. The Program team has also made important contacts with the Mayor's office, the Mayor's Criminal Justice Coordinating Council, the Judicial Conference, the Institute of Judicial Administration, and with the Committees established by Presiding Justice Harold Stevens of the First Appellate Division.

### 3. Consolidated the Spaces Related to the Arraignment Process

The existing fragmentation of spaces related to the arraignment process over five floors has created gross operational inefficiency. The proposed block-use plans recommend the consolidation of all spaces related to the arraignment process on the ground level. This consolidation will eliminate the congestion on the upper floors caused by the large number of people who could simply be processed through arraignment on one floor. During night arraignment sessions, the upper floors can be closed to the public for security reasons. The new Presiding Judge and the Executive Officer of the Criminal Court have approved of this scheme and a part of it will be implemented within the next month.

### 4. Coordinated Implementation of Renovation Projects in the Criminal Court Building

- a. The Renovation of Existing Space on the Southwest Wing of the Second Floor as Courtrooms and Ancillary Spaces.

The southwest wing of the second floor is presently vacant and plans are being developed by the Program team to convert spaces in that wing into two courtrooms and ancillary facilities. The Department of Public Works is anxious to implement this project and detailed space planning will be completed by February 1971.

- b. The Renovation of the Northwest and Part of the Northeast Wings on the Sixteenth Floor into Courtrooms and Court-Related Spaces.

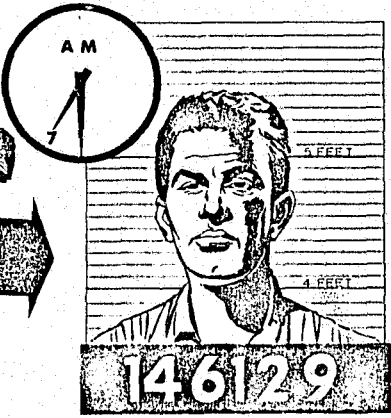
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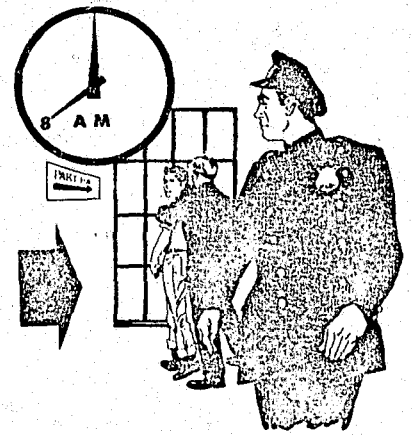
ARREST



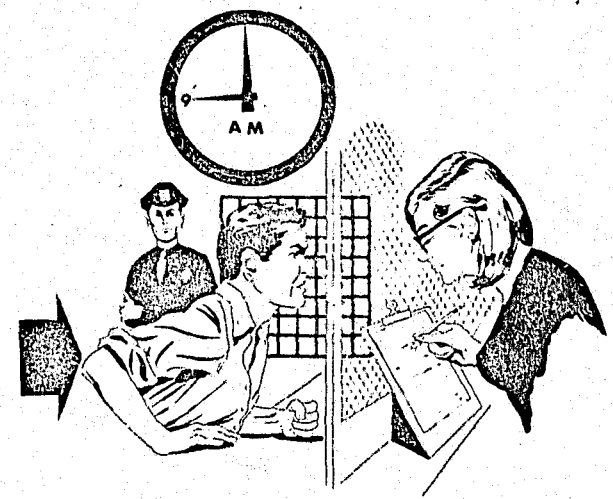
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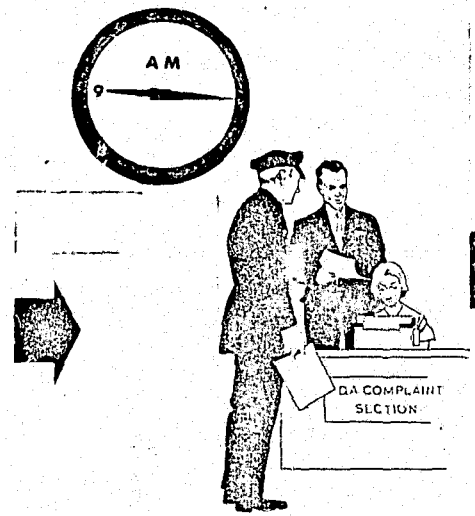
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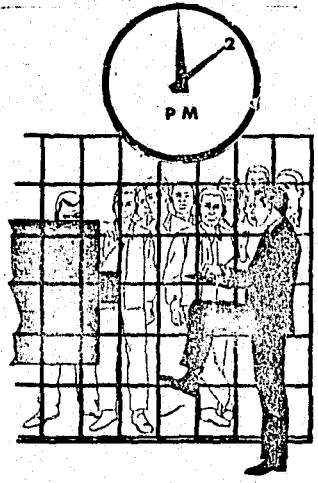
CRIMINAL COURT BUILDING  
THIRD FLOOR & BASEMENT



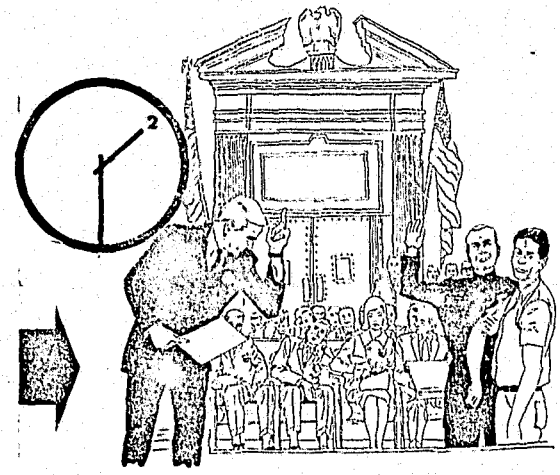
R.O.R. INTERVIEW  
THIRD FLOOR



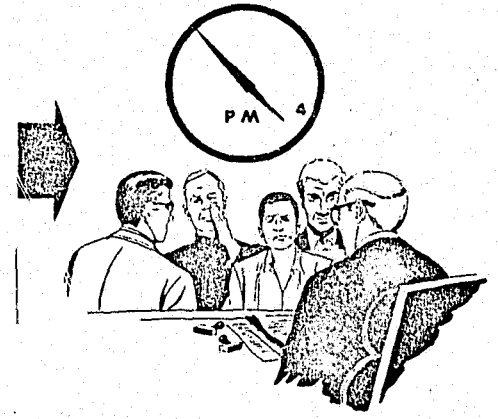
COMPLAINT & DOCKET  
FOURTH FLOOR



LEGAL AID INTERVIEW  
SECOND FLOOR



FIRST CALL: ARRAIGNMENT  
SECOND FLOOR



SECOND CALL: ARRAIGNMENT  
SECOND FLOOR

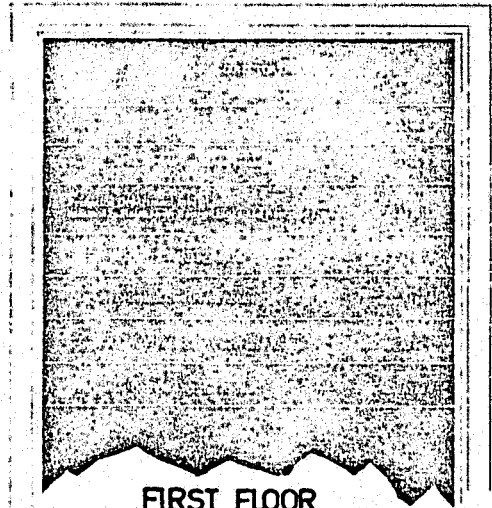


CRIMINAL COURT CENTRAL ARRAIGNMENT FACILITIES

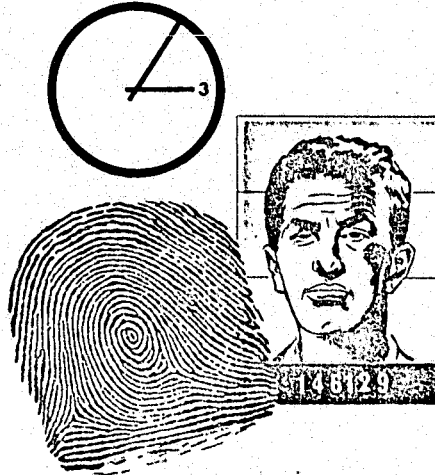


ARREST

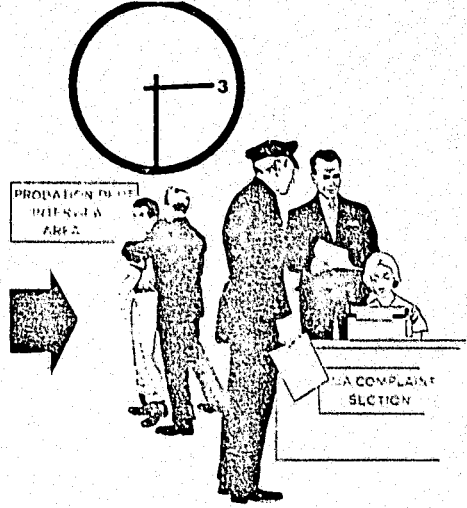
BOOKING AT POLICE  
STATION HOUSE



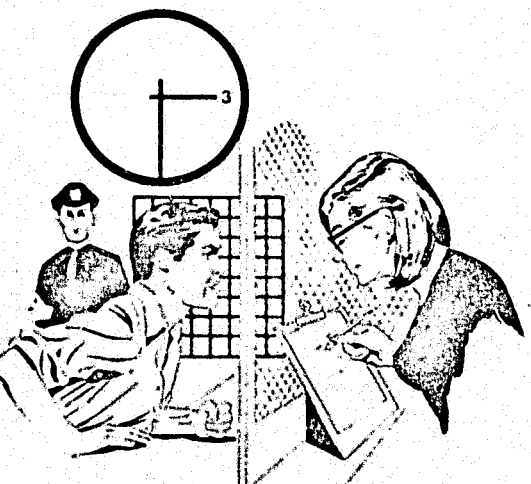
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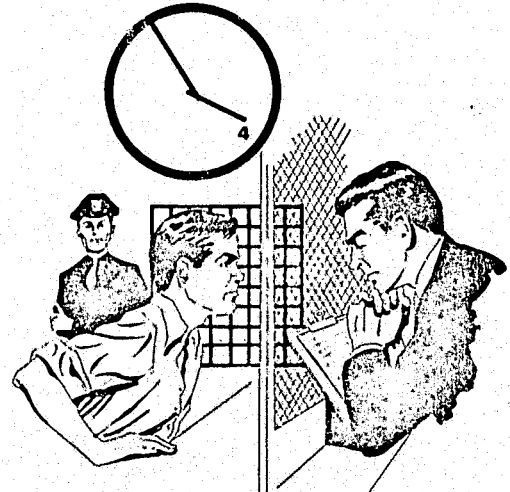
FINGERPRINTING  
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DETENTION  
FIRST FLOOR & BASEMENT



A.D.A. CONSULTATION  
COMPLAINT  
DOCKET  
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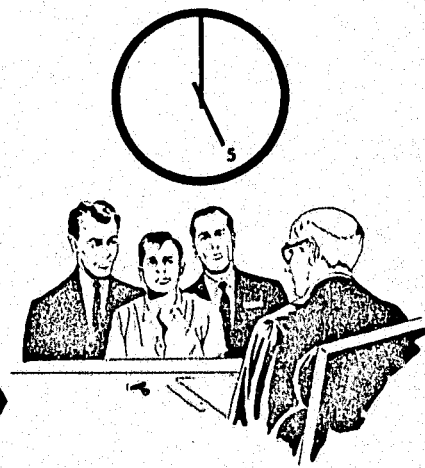
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ARRAIGNMENT  
FIRST FLOOR

COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
ARRAIGNMENT PROCEDURE:  
PROPOSED

FIGURE  
AR-ii

- c. The Transfer of Prisoners between the Twelfth and the Fifteenth Floors by Means of One of the Judge's Elevators and the Erection of a Prisoner Holding Facility on the Fifteenth Floor in Close Proximity to the Two Large Courtrooms on that Floor.

This request is being reviewed in conjunction with a more flexible plan of constructing prisoner access stairs behind the courtrooms in the south wings.

- d. The Internal Renovation of Several Courtrooms on the Second and Fifth Floors for the MAP Experiment.

It is anticipated that these courtrooms will be fully utilized within the next few weeks.

5. Cooperation Policy Established Between the Appellate Divisions, the Department of Public Works, and the Program.

It has been agreed by all three groups that future requests for space or for changing space use made by the various departments in the Criminal Court Building to the Department of Public Works will be channeled through the Office of the Courthouse Reorganization and Renovation Program. The Office will represent the Appellate Divisions in making recommendations on such requests. After the Program team has reviewed the request, and a decision has been made by the Appellate Division and the Program team, the request and decision will be forwarded to the Department of Public Works for processing, documentation, contracting and implementation. The Program team has developed a basis in the form of the block-use plan from which to review and evaluate requests. This arrangement will substantially reduce unnecessary and wasteful renovation expenditures.

6. Served as Space Consultant to the Appellate Divisions on Court Building Programs Being Planned for the City of New York.

- a. Supreme Court Building, Brooklyn.

Preliminary plans were completed for courtrooms and ancillary facilities for the third floor of the Supreme Court Building in Brooklyn. The layout of detention facilities on that floor was also

determined, based on the number of males, females and youths detained. This report was prepared in collaboration with the architects, Mr. Poost and Mr. Grennan of the Office of Alfred Easton Poor, and presented to Presiding Judge Miles MacDonald and Judge Arthur S. Hirsch, Administrative Director of the Second Appellate Division, Brooklyn.

- b. Mental Health Court Facilities, Bellevue Hospital, New York.

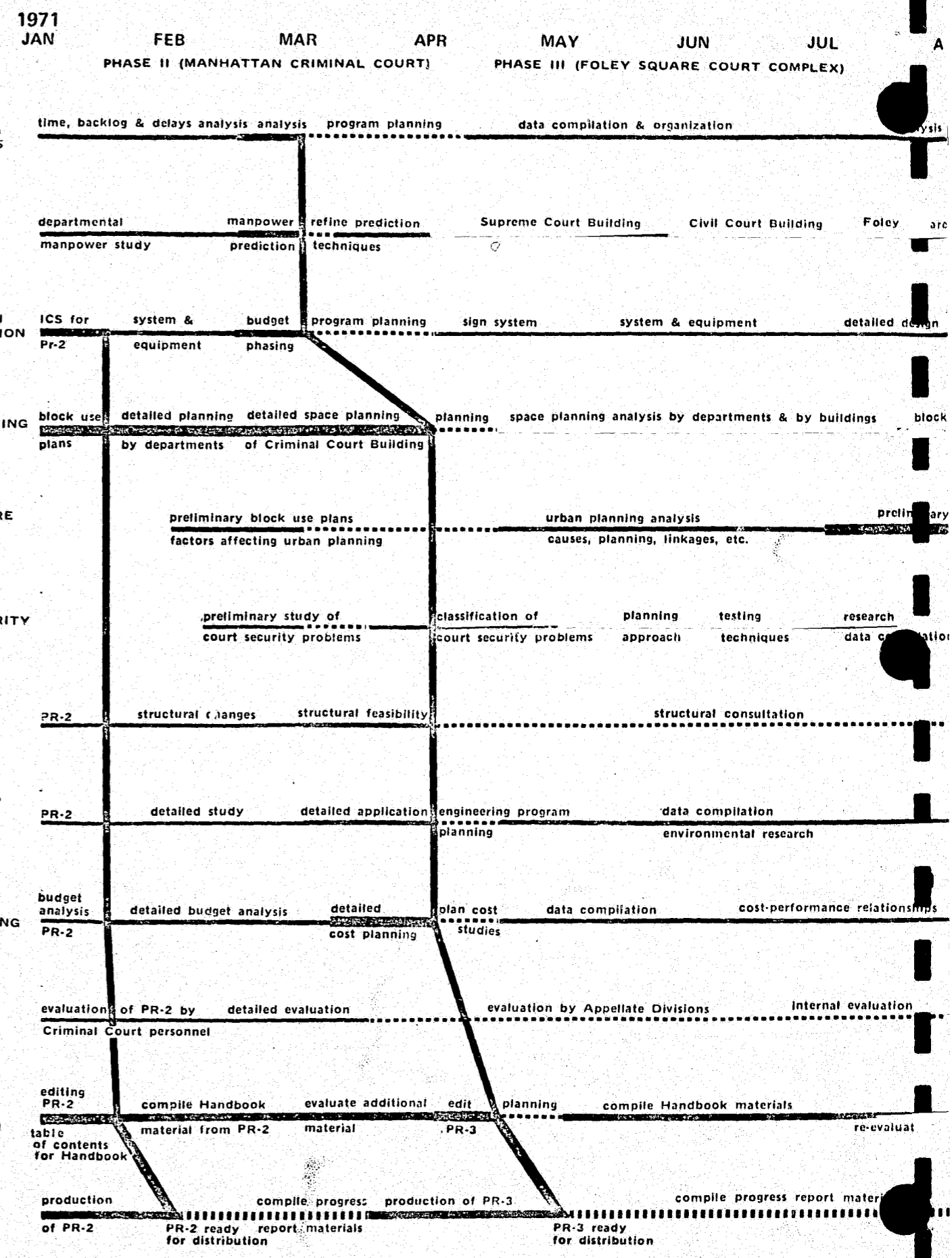
Preliminary plans, outlined specifications and budget estimates of the court facilities in Bellevue Hospital have been completed. The report was presented to Mr. Leland Tolman and to Mr. Simon Rosenzweig, Director of the Mental Health Information Service, to assist him in budgeting, and to Mr. Thomas Galligan, the General Clerk of the Supreme Court.

- c. The Family and Criminal Court Building, Bronx.

The program director attended users' meetings with the project architect after reviewing the various stages of preliminary schematics. Planning criteria, functional and spatial relationships and data on court operations were communicated to the architects to assist them in the design of the building. This project has reached the final design stage.

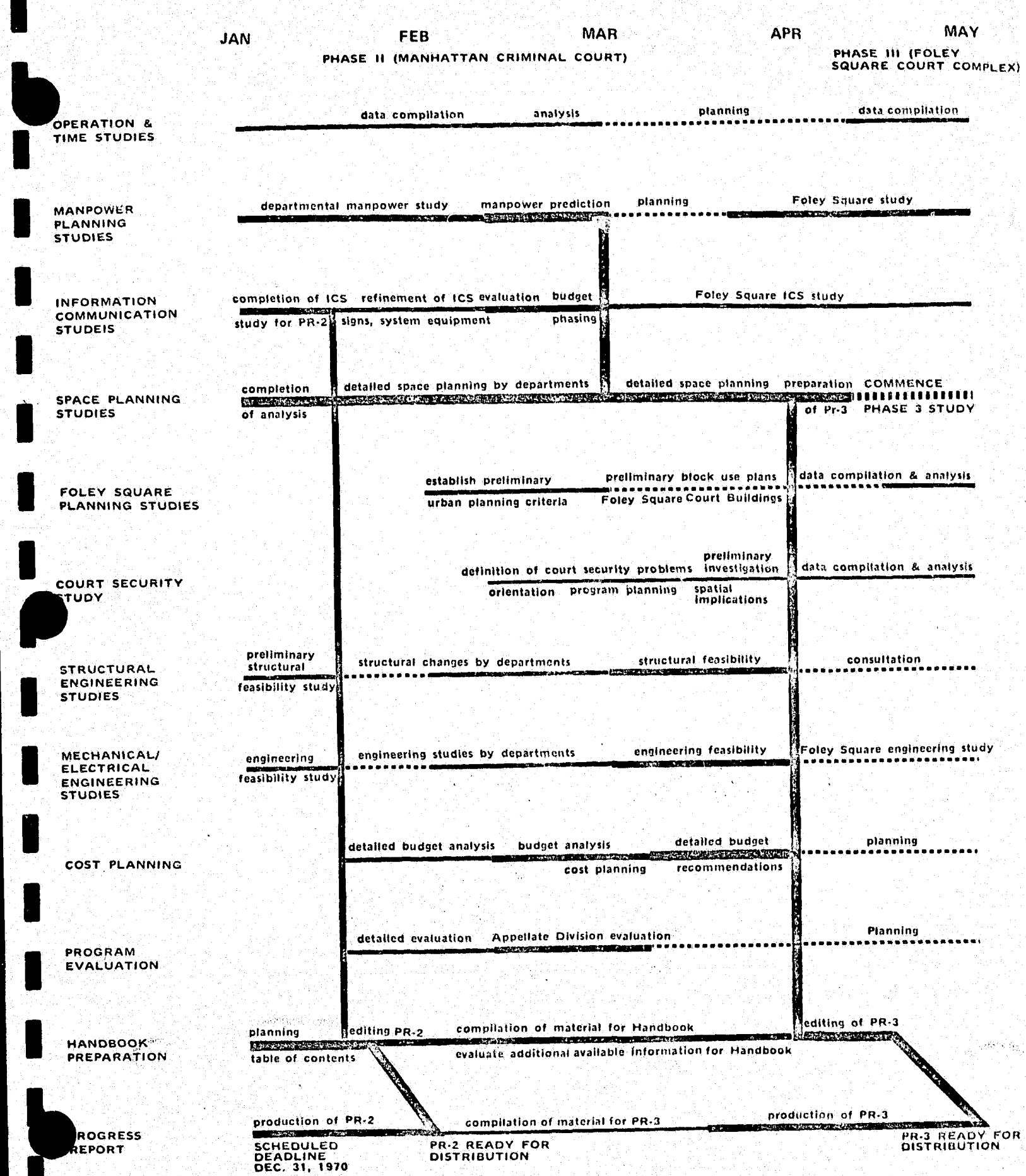
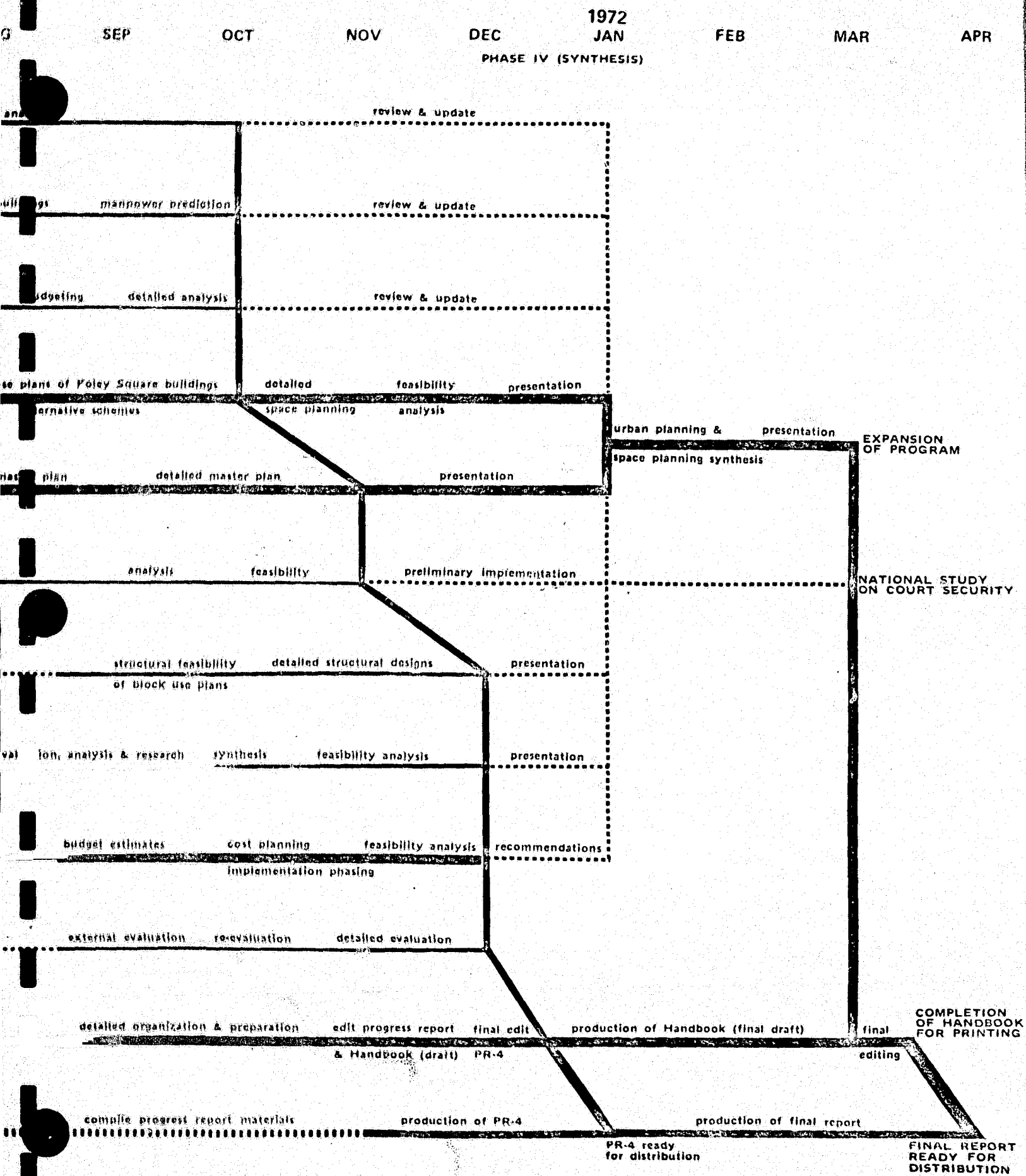
- d. The Brooklyn Court Complex.

The program director has been involved in preliminary policy-making decisions on the space problems in the Brooklyn Court Complex.



PROGRAM PLANNING

PROGRAM PLANNING: PROGRAM NETWORK & TIME SCHEDULE



PROGRAM PLANNING: PHASE TWO NETWORK & TIME SCHEDULE

SPACE ANALYSIS & PLANNING PROCESS - A SUMMARY

SPACE ANALYSIS AND PLANNING PROCESS SUMMARY

Analyses of the Criminal Court and of  
The Supreme Court Criminal Division

The major goal of the Courthouse Reorganization and Renovation Program is to determine and to plan for the most effective use of available space in the Criminal Court Building at 100 Centre Street. In attaining this goal, a comprehensive and systematic research and space planning process has been established.

Preliminary Survey of Buildings

One of the first tasks performed was a preliminary survey of the court and court-related buildings in the Foley Square area. Working drawings and specifications of 100, 60 and 111 Centre Street, 125 Worth Street, and 346 Broadway were obtained from the Public Works Department. Documents on 80 Centre Street (The State Office Building) were supplied by the State Department at Albany. It was established that the Criminal Court had possession of ground and three upper floors in the 346 Broadway Building, and that the ground floor had already been planned as courtrooms and cashier facilities to accommodate Parts five, six and seven.

Detailed Study of Operations

A detailed study of criminal court operations was conducted through interviews, using a questionnaire which covered five major areas: operations, documents, personnel, time and space. A questionnaire was completed for each department or a section of each department within the criminal justice system. For instance, the Probation Department has three distinct functions: investigation, supervision and ROR (Release on Recognizance). The District Attorney's Office has several bureaus: homicide, fraud, rackets, indictment, criminal court, supreme court, complaint, and appeals. Each questionnaire was completed by a program staff member during interviews with various key personnel in

each department. Each of the four staff members was responsible for three to four departments.

The data derived from the questionnaire was organized and presented graphically and in chart form. Flow charts were developed for sequences of operations, people, and documents. The flow chart for the sequence of operations of a felony case shows the various points that different departments become involved with the case. For instance, while the Police Department plays an important role during the initial stages of a case, the Probation Department does not become involved with the ROR interview at the courthouse. Also shown on the chart is the amount of time required for each operation to be performed and the time between operations. Such information enables the delay points of the case to be determined, and the amount of delay to be evaluated.

#### Priorities Established From Functional Relationships

The data derived from interviews also enables functional relationships to be established. The significance of functional relationships between major operations of the various departments, and a list of priorities was developed. Priorities are based on the relative importance of each department in the administration of justice. In other words, departments which are indispensable to the Criminal Court in the disposition of cases are given higher priorities than those whose major functions are not directly, or frequently concerned with the disposition of criminal cases. This list of priorities enables decisions to be made on the departments to be moved from the Criminal Court Building that would cause the least inconvenience to court operations. For example, courtrooms and ancillary facilities, and the Correction Department have higher priorities than the Court Employment Project or the Youth Council Bureau.

#### Improved Building Flexibility For Space Reorganization

An important criteria in the reorganization and renovation of

of court facilities is that the existing structure should be adequately flexible to accommodate changes in the improvement of operations. To accomplish this in the Criminal Court Building, it is essential to remove the departments that do not contribute directly to the disposition of cases to make space available for essential departments. In the process of reallocating and replanning space, flexibility can be injected into the proposed solutions. For example, both the New York Data Processing Center and the Administrative Office of the Criminal Court in New York City have city-wide jurisdiction and need not be located in the Manhattan Criminal Court Building. Plans are being developed to relocate these departments to the fourth floor of 346 Broadway, a block away.

In addition to these two departments, the Vera Institute of Justice's Manhattan Court Employment Project, Youth Council Bureau and a major part of the Investigation Unit of the Criminal Court Probation Department will be moved to 346 Broadway. The tentative date of completion for the renovation of 346 Broadway is September, 1971; all five departments will be relocated by the end of September. These departments have the lowest priorities.

A detailed study was then conducted on the amount of space used for record storage in the Criminal Court Building above the basement. It was found that there are approximately 32,000 sq. ft. of record storage space, with some records dating back to 1774. On the ninth floor, over 10,000 sq. ft. of prime office space is being used for dead record storage for the Supreme Court Clerk's Office and Probation Department. It has been estimated that all these records can be microfilmed and stored in two drawers of a microfilm file. Because of the fragile condition of these very old documents, it may require two operators six months to complete the microfilming, but it will make available over 10,000 sq. ft. of prime space for grand jury, district attorney and probation operations.

It has also been estimated that the relocation of the five departments to 346 Broadway within the next nine months will make

available over 50,000 sq. ft. of usable space for reallocation to expanding departments urgently requiring more space. Altogether, 80,000 sq. ft. (including 32,000 sq. ft. of record storage) of space will become available. With this extra space and the reorganization of several departments, the overall use of the building will be more flexible than at any time in the last 30 years.

#### Spatial Relationships

The functional relationships established are then translated into spatial relationships. The restraints imposed by the building structure and by the existing space utilization are established and the spatial relationships are modified as necessary for application to the Criminal Court Building. For example, while it would be more efficient to have the spaces related to the arraignment process located in close proximity on the ground floor, the structural restraints of the building necessitate the separation of the complaint and docket area from the police spaces.

#### Design Criteria and Restraints

Design criteria, in addition to physical and functional restraints, have also been established. These criteria determine to some extent the location of the various departments in relation to one another. For instance, with the District Attorney's Department continuing to occupy the sixth to the ninth floors, the Legal Aid Society has been allocated adequate space on the fifth floor which will hopefully facilitate a closer working relationship between these two closely related departments.

#### Development of Block Use Plans

Having considered all criteria, relationships and restraints, the block use plans for the Criminal Court Building have been developed. Detailed space planning for each department has begun to take shape, but final alternative space planning solutions will not be

completed until the completion of the manpower prediction study for the Criminal Court and for the Criminal Division of the Supreme Court towards the end of February. Detailed space planning work for 100 Centre Street is scheduled for completion towards the end of the second phase of the program which extends from January 1st to March 31st, 1971.

The block use plans will serve a very important emergency need in that they will form basic space utilization standards which will be used to assess requests from the various departments of the Criminal Court for changing existing space utilization for more space for expansion or for reallocation of space to various departments. At the present time, there is no basis on which to evaluate the many requests submitted to the Public Works Department for implementation. The availability of such an evaluation device will not only reduce unnecessary construction and renovation expenditures, but will also assess each request as they relate to the overall space planning solution of the building. A more integrated system of utilization of available judicial facilities can therefore be established.

#### Increase in Building Area

One way to increase the usable space in the Criminal Court Building is the construction of a mezzanine level over a part of each of the existing large courtrooms with an approximate dimension of 60 ft. x 40 ft. x 25 ft. high. By retaining the double-floor height for the judicial area of the courtroom and building the mezzanine over the public seating area, the symbolic emphasis on justice is accomplished. With creative architectural design, the quality of the space may be emphasized or de-emphasized according to the functional requirements as well as judicial purpose. Should the space on the mezzanine level be assigned as courtroom or hearing room spaces, enclosed balconies could be constructed along the periphery of each courtroom to link the prisoner holding facilities at the rear of the main courtroom with the proposed court spaces.

Because of the similarity in the size of the large courtrooms, it is possible to use the same structural framework for the construction of the mezzanine floors in all the courtrooms. The only disruption in court proceedings will be in the first courtroom to be renovated. When the first mezzanine floor has been completed, the entire court operation in the second courtroom can be transferred to the first mezzanine before commencing work in the second courtroom. Since about thirty courtrooms have similar dimensions, considerable cost saving can be achieved by using one or two sets of structural frameworks repeatedly. By organizing the construction schedule carefully, disruptions to existing court operations can be reduced to a minimum.

A further study was made on the maximum allowable gross floor area of the Manhattan Court and Prison Buildings at 100 Centre Street, applying the permissible gross floor area to site area ratio of 10:1. The original zoning lot area is 108,112 sq. ft. The allowable gross floor area that can be developed on the site is 1,081,120 sq. ft. The present gross floor area of the Criminal Court and Prison Building is 919,179 sq. ft. The allowable additional gross floor area is therefore 161,941 sq. ft. Additional space should be erected in the lightwells between the eight wings of the two buildings. For both functional and aesthetic reasons, only parts of the lightwells on several floors will be spanned over by proposed new construction. The additional spaces will provide for both increased building flexibility and easier access of prisoners to courtrooms presently without prisoner holding facilities.

Reorganization of Foley Square Buildings to Accommodate Criminal Court Expansion

Beyond the relocation of the five departments to 346 Broadway, the Appellate Divisions of New York City anticipated the acquisition of the present State Office Building at 80 Centre Street for the courts. It has already been confirmed that the present occupants of

that building will move into the World Trade Center after its completion some time in 1974. Since the Civil Division of the Supreme Court is at 60 Centre Street and the Criminal Court at 100 Centre Street, it is functionally logical to accommodate the Criminal Division of the Supreme Court in the 80 Centre Street Building and allow the Criminal Court to eventually occupy the entire building at 100 Centre Street. A previous study<sup>1</sup> of this building was completed by consultants in 1969, but the cost of additional construction and renovation was estimated at nearly \$38 million. The Courthouse Reorganization and Renovation Program team has completed a preliminary evaluation and space planning of this building. It has been established by the team that courtrooms could be adequately accommodated within the existing structure, and that it is not necessary to bridge over the existing lightwells for additional space. Instead of transporting the prisoners from the Manhattan Men's House of Detention on the twelfth floor, a bridge should be erected on the third floor as the entire floor of 100 Centre Street will be assigned to the Department of Correction after the transfer of the Criminal Division to 80 Centre Street. The preliminary cost estimation of reorganization and renovation of 80 Centre Street is approximately one-third to one-half that of the previous study.

A subsequent preliminary study was made by the program team on the block use plans of 100 Centre Street after the relocation of the Criminal Division of the Supreme Court to 80 Centre Street, the Criminal Court Building would then become very flexible in its space utilization. Moveable modular courtroom furniture, including judge's bench, witness box and jury box will contribute further to this degree of flexibility.

Departmental Analyses

The analysis and planning procedures for each department of the

1. Conklin and Rossant, Addition to the Supreme Court Building, Prepared for the Department of Public Works, November 1969.



Criminal Court are similar in approach to those developed for the Criminal Court as a whole. As has already been described, relevant information was compiled for each department by means of a questionnaire. The information was then translated into detailed floor charts of operations, people and documents. In the analysis of each department, the information was reorganized and presented first as a chart which contains data on operations, people, documents, equipment and spaces. Operations were arranged in the sequence of a department being involved in each case. The people involved directly and indirectly with the performance of each operation were listed. The types of documents completed before, during and after each operation were recorded, as was the equipment required. For example, under the new Criminal Procedure Law which will be effective September 1st, 1971, all fingerprints of defendants will be transmitted to New York State Identification and Intelligence System (NYSIIS) Headquarters in Albany for identification search. The document involved will be the fingerprint card and the equipment used will be the transmission device. The spaces listed are those in which the corresponding operations were performed. For instance, trials are conducted in courtrooms and juries deliberate in jury deliberation rooms.

From this chart, the sequence of operations is translated into graphic form, with the operations divided into their major categories based mainly on the space within which the operations are performed. For example, the police function can be divided into operations performed external to the court or station house (arrest), in the station house (booking), in the police department within the courthouse (photographing), in the courtroom (arraignment, hearings, or trial).

#### Functional and Spatial Relationships

From the sequence of operations, functional relationships were established between operations, based on the significance and volume of movement of people and documents between operations, as well as

on the necessity of close proximity of spaces for improved efficiency in operation and in security. At this stage of the program, the detailed analysis of functional relationships has not been fully developed, and will require further research efforts during the second phase of the program.

The functional relationships led naturally to the establishment of spatial relationships. Spatial relationships are an essential prerequisite to space planning. The amount and shape of space has not been considered at this point. The major consideration is that since certain operations are performed in certain types of spaces, how should spaces be related to one another so that such operations might be performed most efficiently. No restraints of any kind have yet been introduced to influence the space planning process; spaces are related on a horizontal surface without site and building limitations.

#### Design Criteria and Restraints

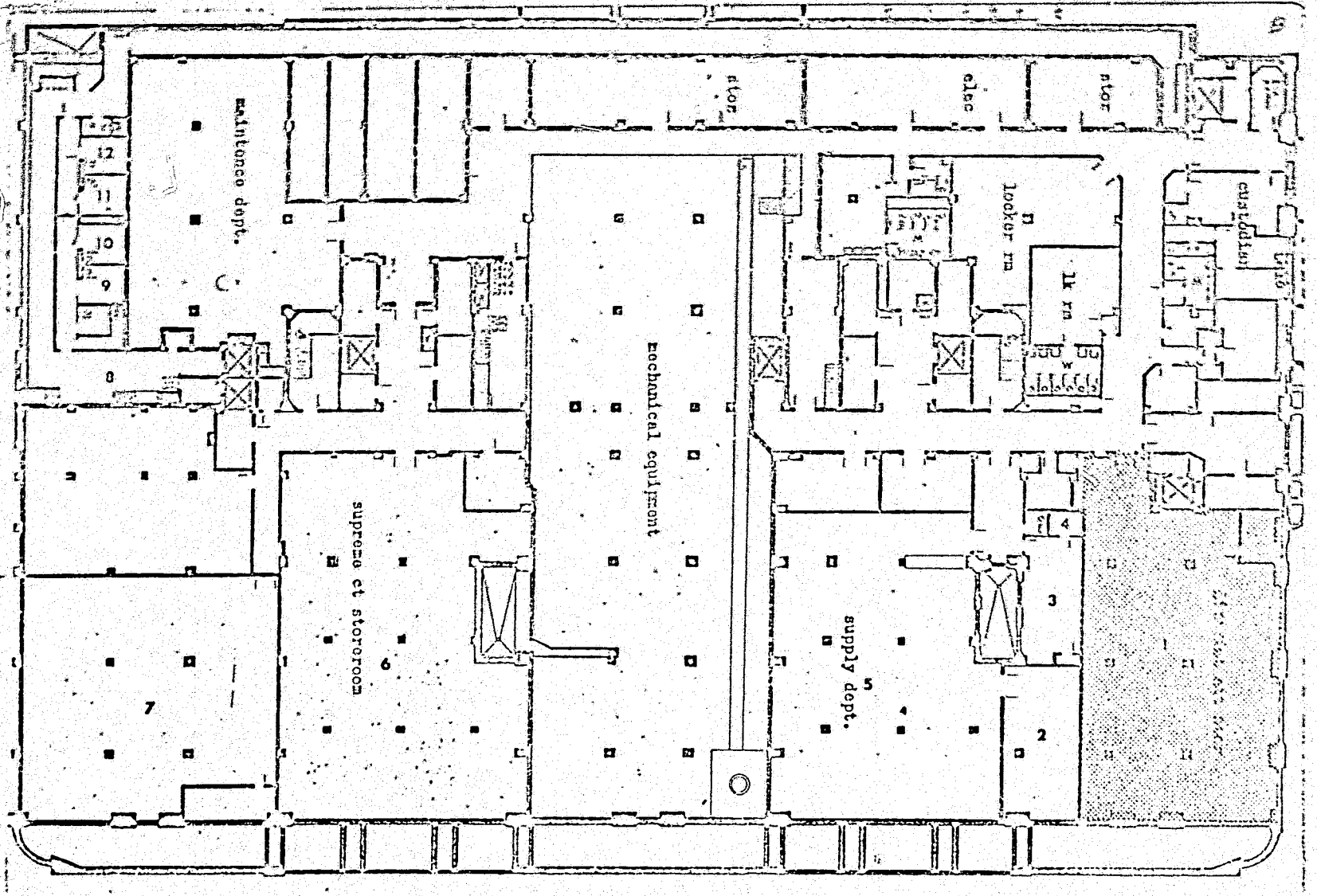
There are, however, several types of space that require differentiation in terms of accessibility. In any court facility, there are spaces that are readily accessible to the public (public access corridors, the public space of the clerks office and conference rooms, etc.), spaces that are restrictive in accessibility and only people with the correct identification can enter (judges' chambers, the judicial section of the courtroom and District Attorney's Office, etc.), and spaces that are inaccessible to the public and some court staff for privacy, safety and security reasons (prisons, detention facilities, photographic unit, etc.). Consequently, the first restraint on establishing spatial relationships is accessibility, and spaces are arranged according to whether they are public, restrictive or private.

Other restraints are then introduced to the space planning process, including site and building limitations, the size and shape of spaces, the environmental requirements of each type of space, and the stacking of spaces within the restrictions of a multi-story building. The integration of spatial relationships and the various restraints, form the basis for the development of alternative space planning solutions.

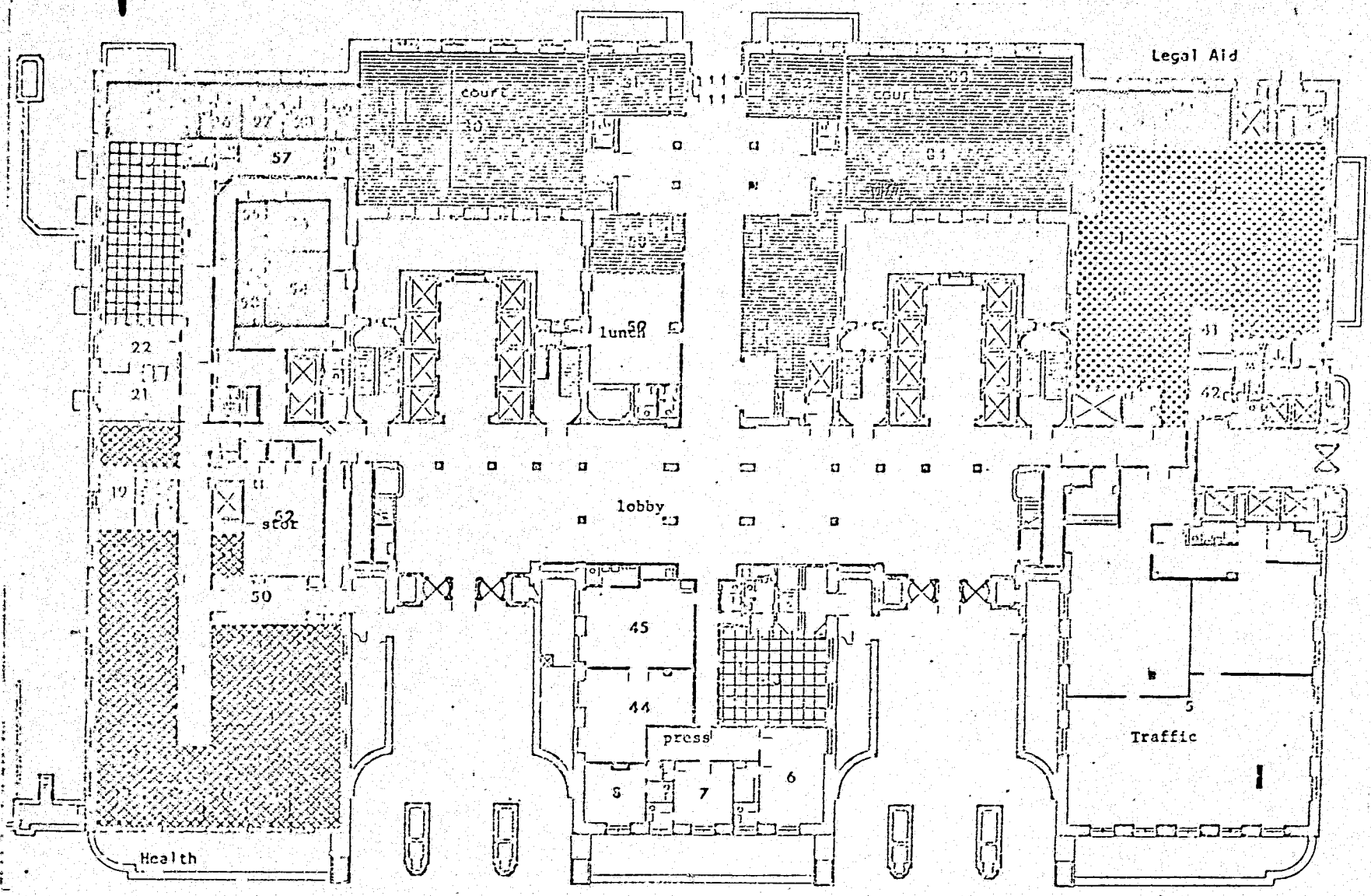
ions for the Criminal Court Building. Block use plans were first developed, followed by detailed space planning efforts determined to some extent by the predicted personnel and space requirement for the next 30 years.

In spite of the care being exercised by the manpower planners in the development of a set of prediction assumptions on possible changes in the criminal court organization and management structure, the uncertainties in the direction of the criminal justice system in New York City are so numerous and diversified that the only feasible approach to solving the critical space problems in the Criminal Court Building is to provide the maximum degree of flexibility in the structure of the building and in the design solutions so that future demands and changes can be accommodated.

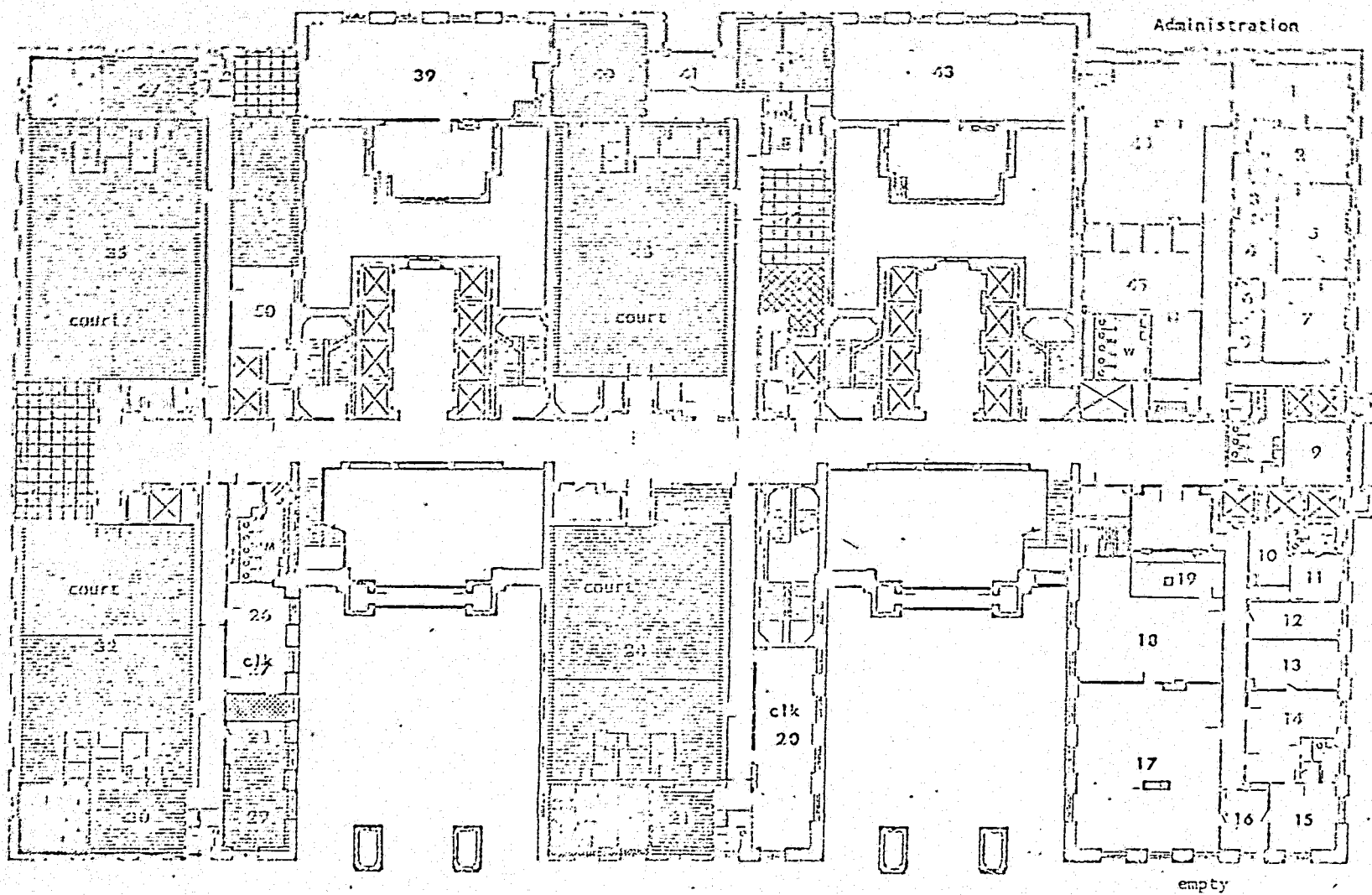
EXISTING SPACE USE



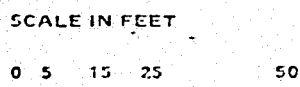
<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	SCALE IN FEET 0 5 15 25 50	NORTH 	<b>MANHATTAN CRIMINAL COURT BUILDING</b> 100 CENTRE ST. NEW YORK, N.Y. 10013 <b>EXISTING SPACE USE PLANS</b>	DWG. NO.	FLOOR
				SA-1	B



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				SA-2	1



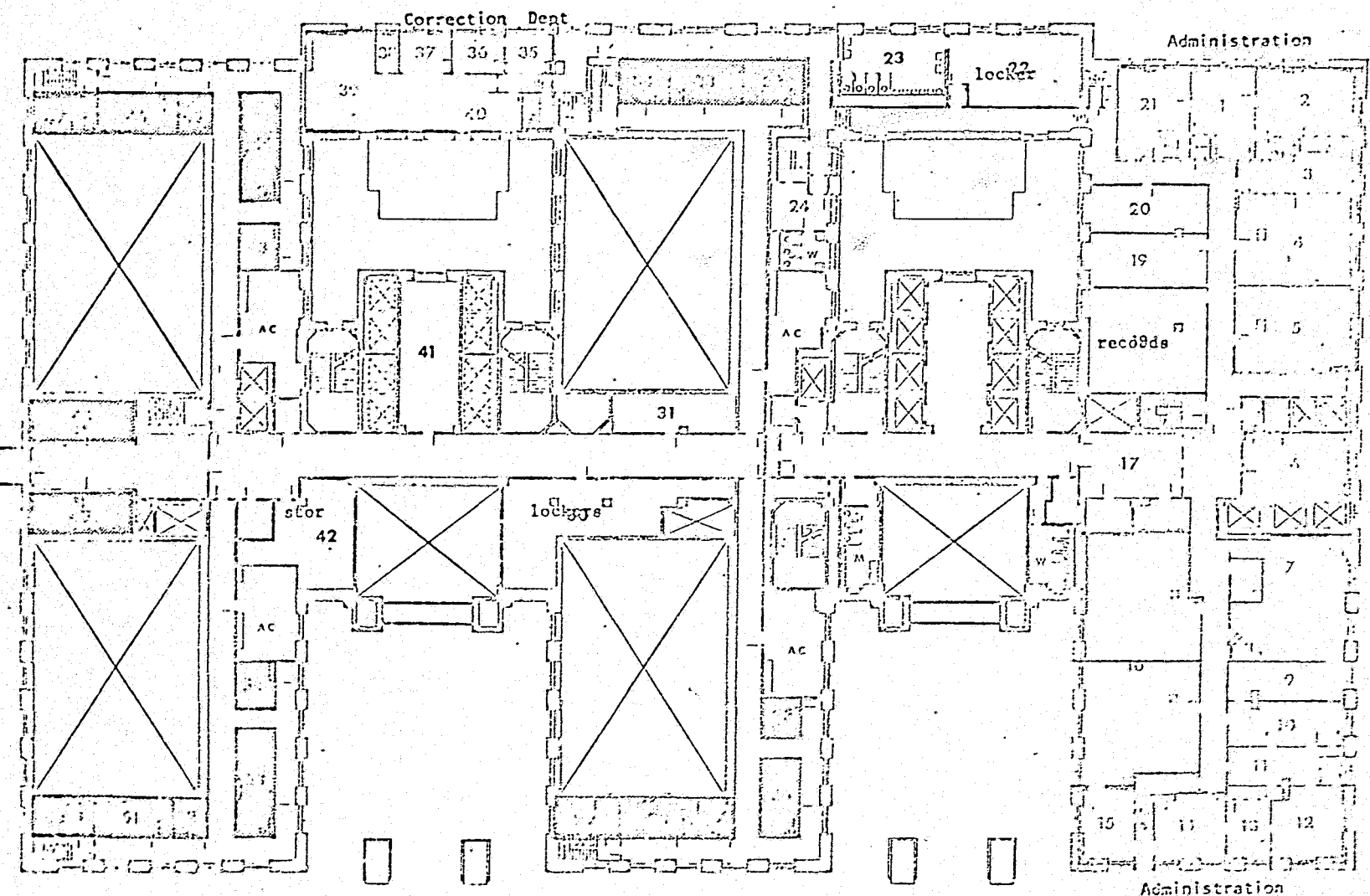
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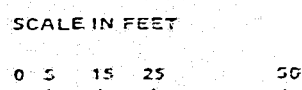
MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. SA-3 FLOOR 2

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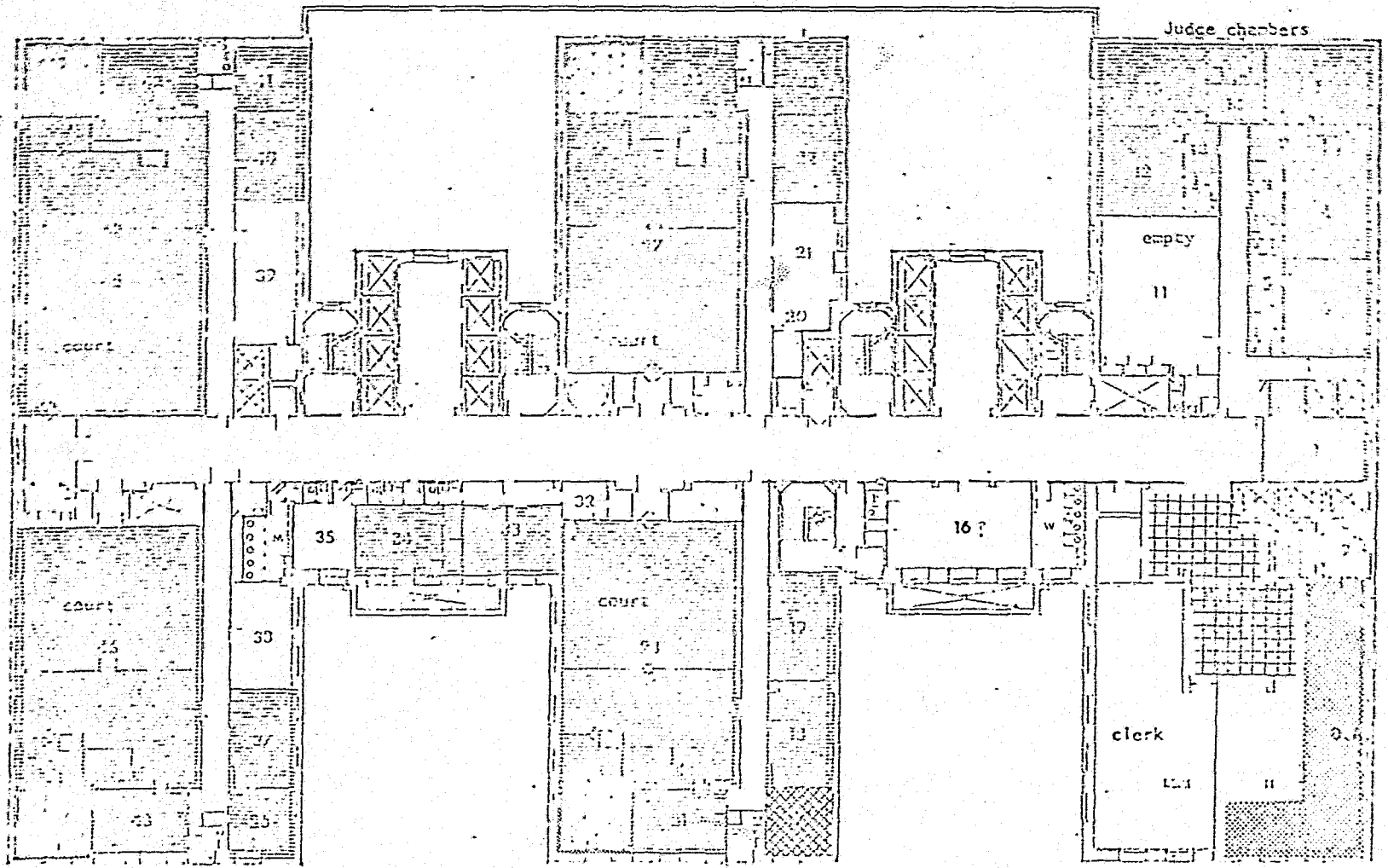
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EXISTING SPACE USE PLANS

DWG. NO. SA-4 FLOOR 3

14



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NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

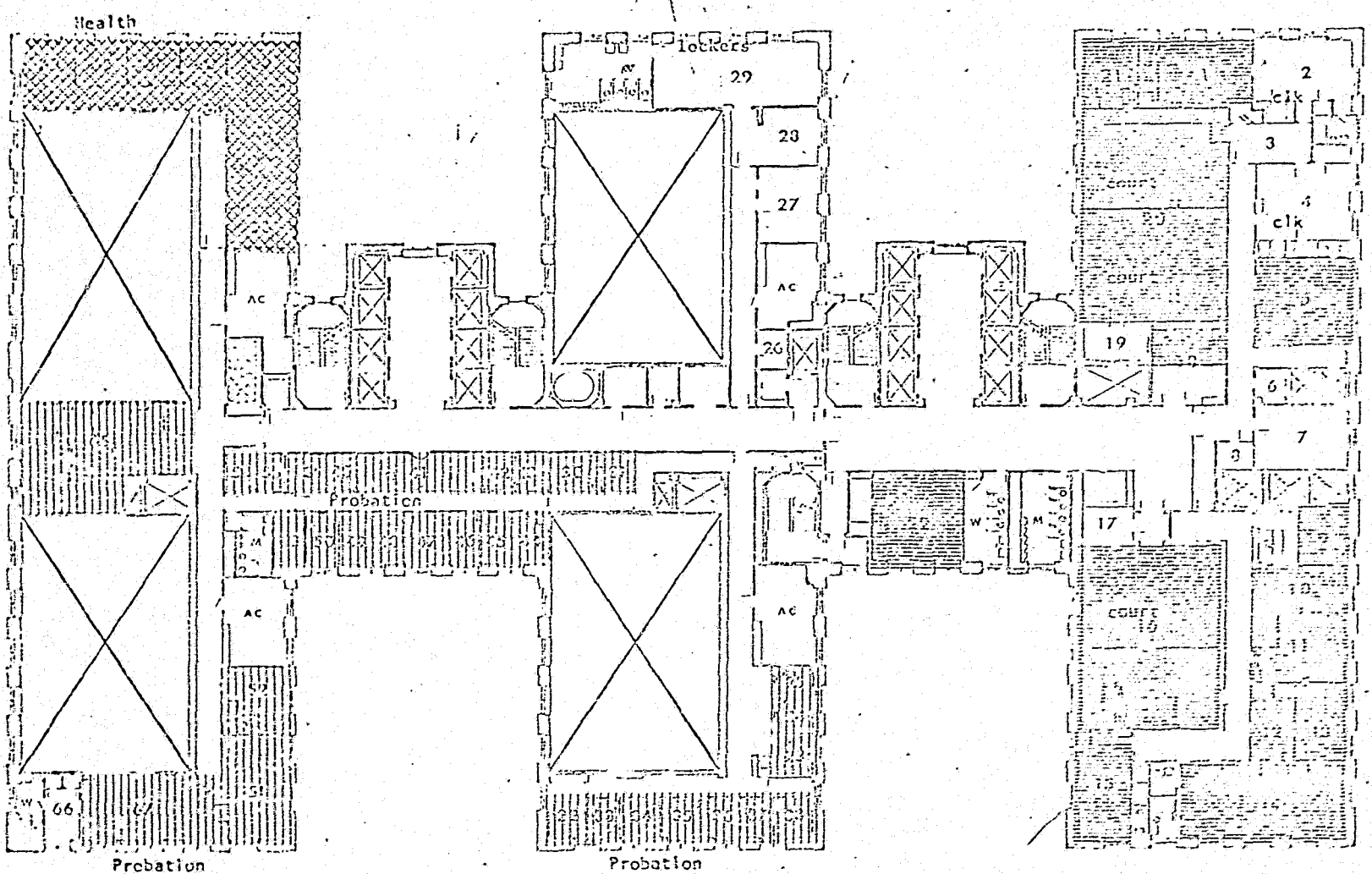
DWG. NO.

SA-5

FLOOR

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15



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SCALE IN FEET

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NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

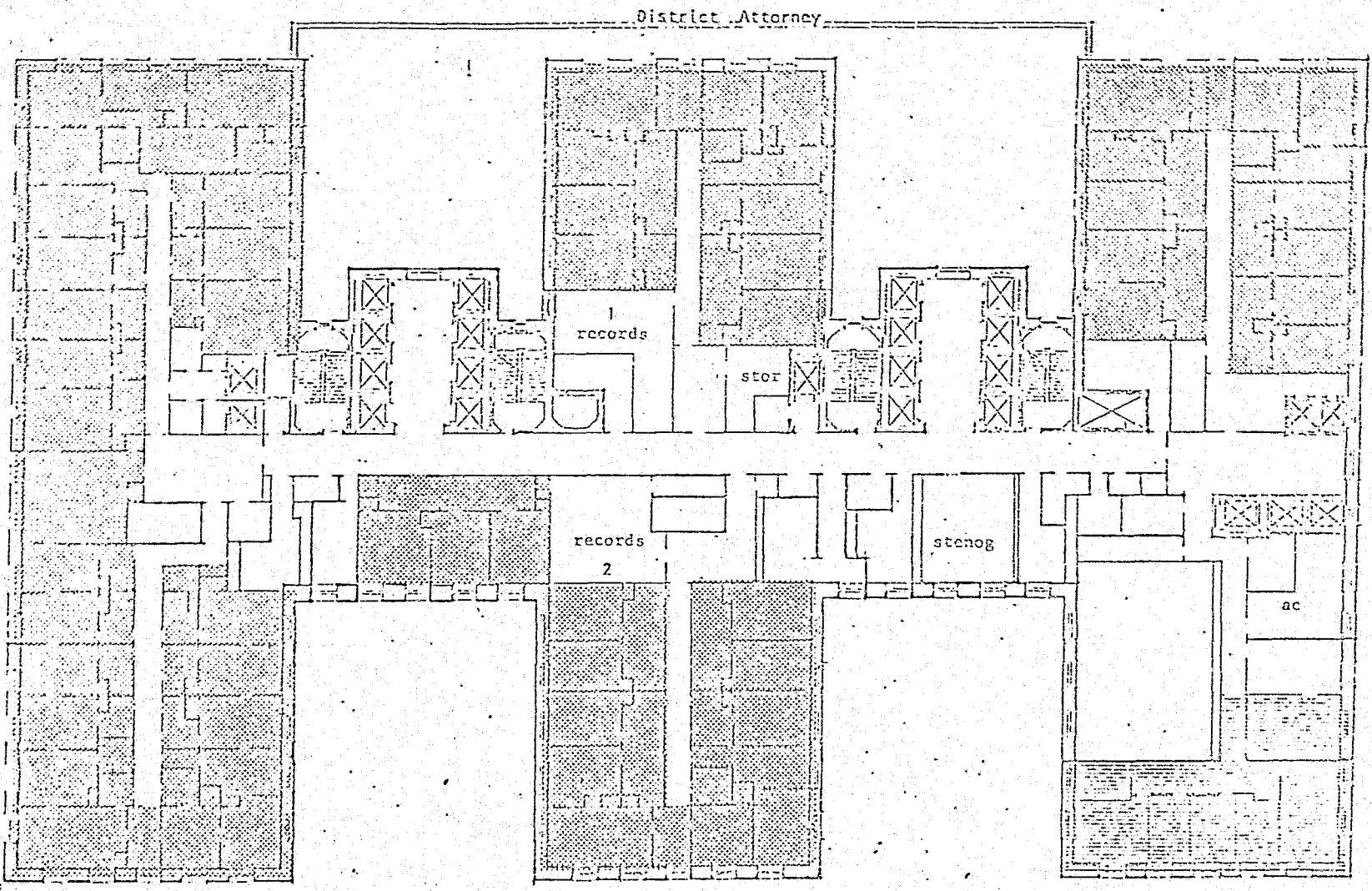
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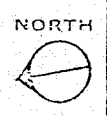
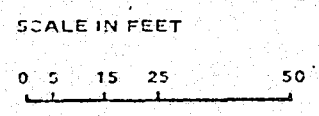
FLOOR

5

16

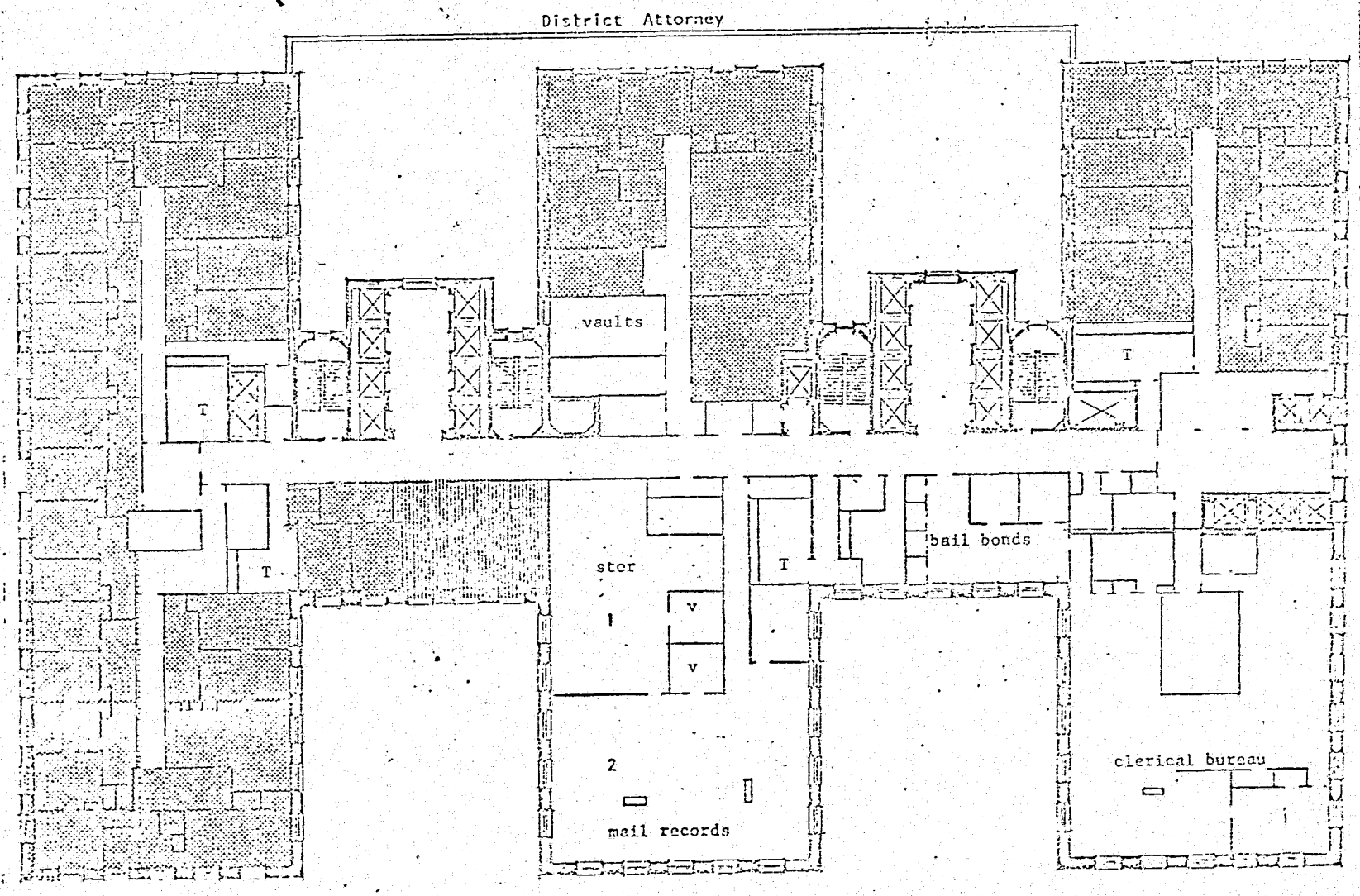


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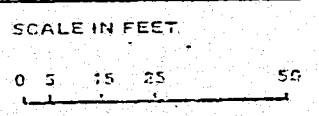


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. SA-7 FLOOR 6

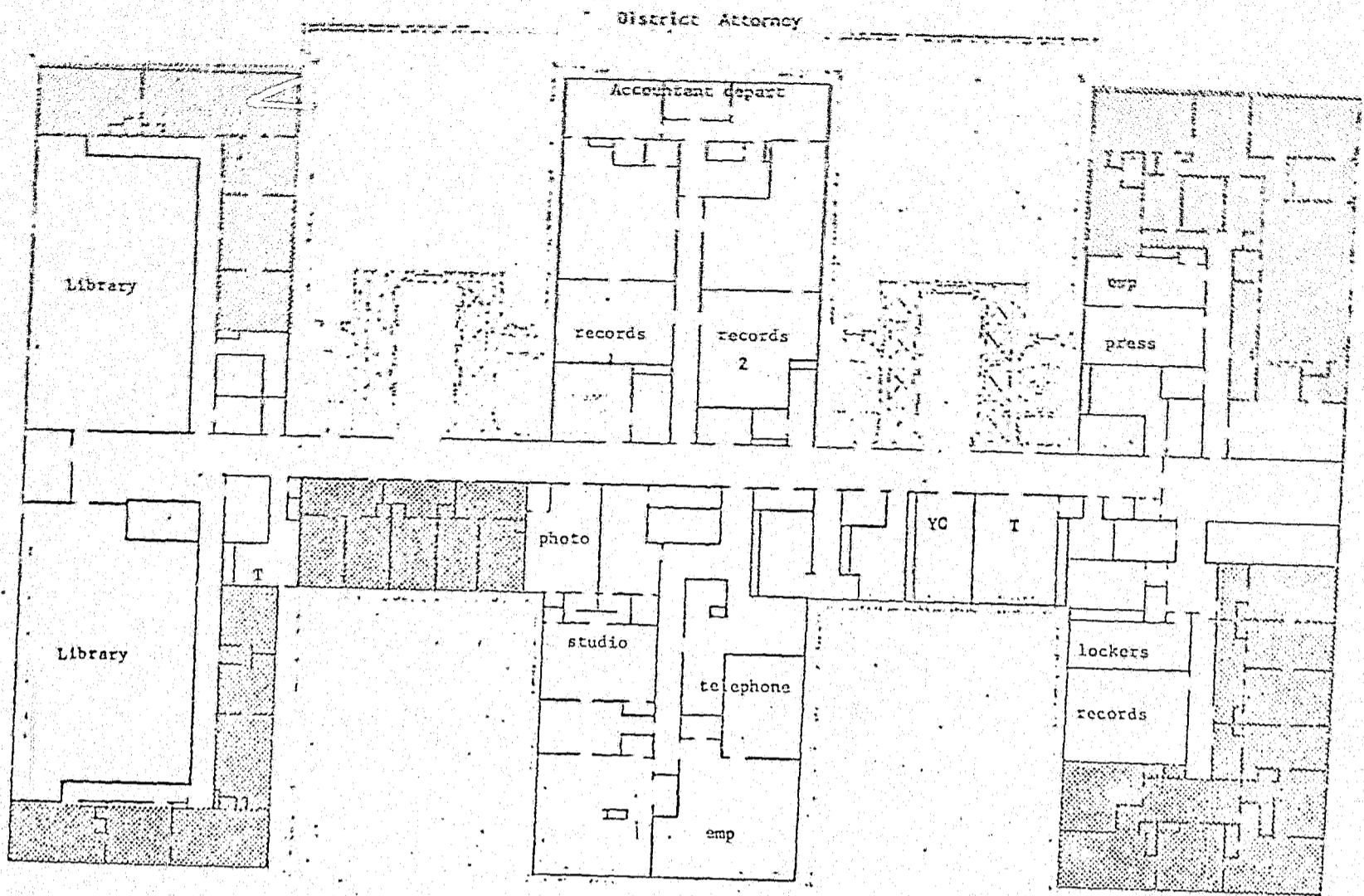


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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

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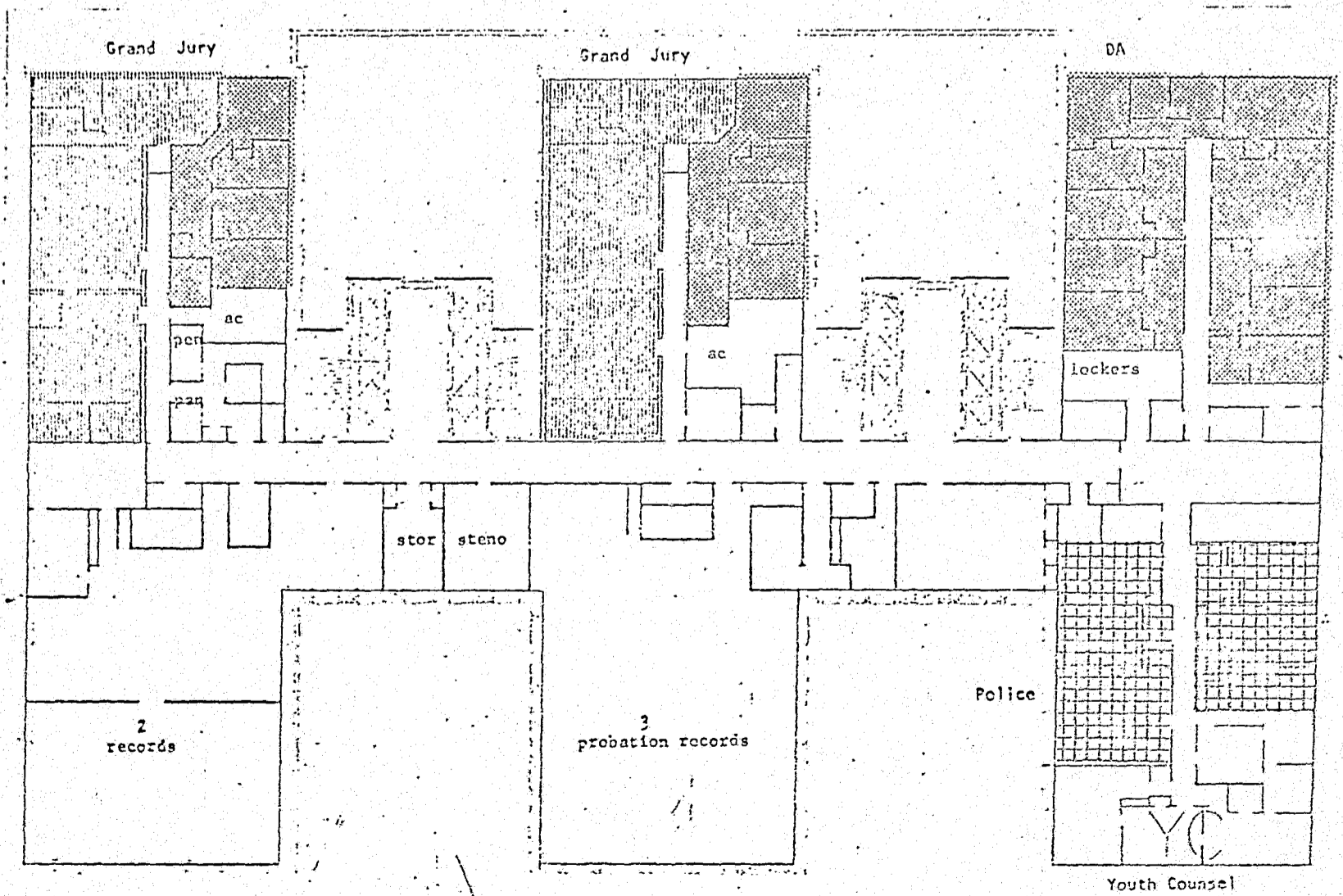
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

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FLOOR 3

19



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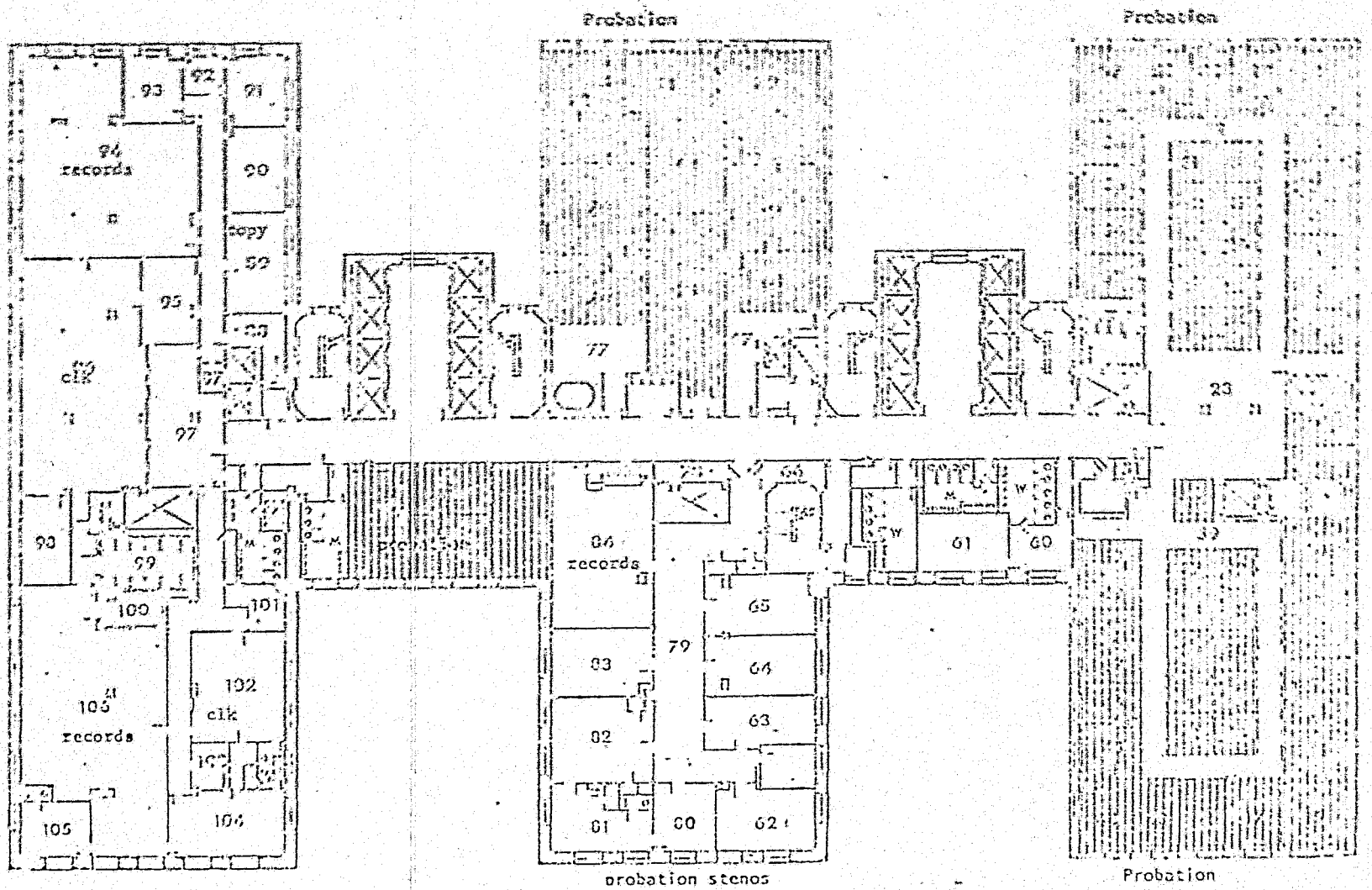
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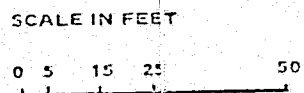
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100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. SA-10  
FLOOR 9

20



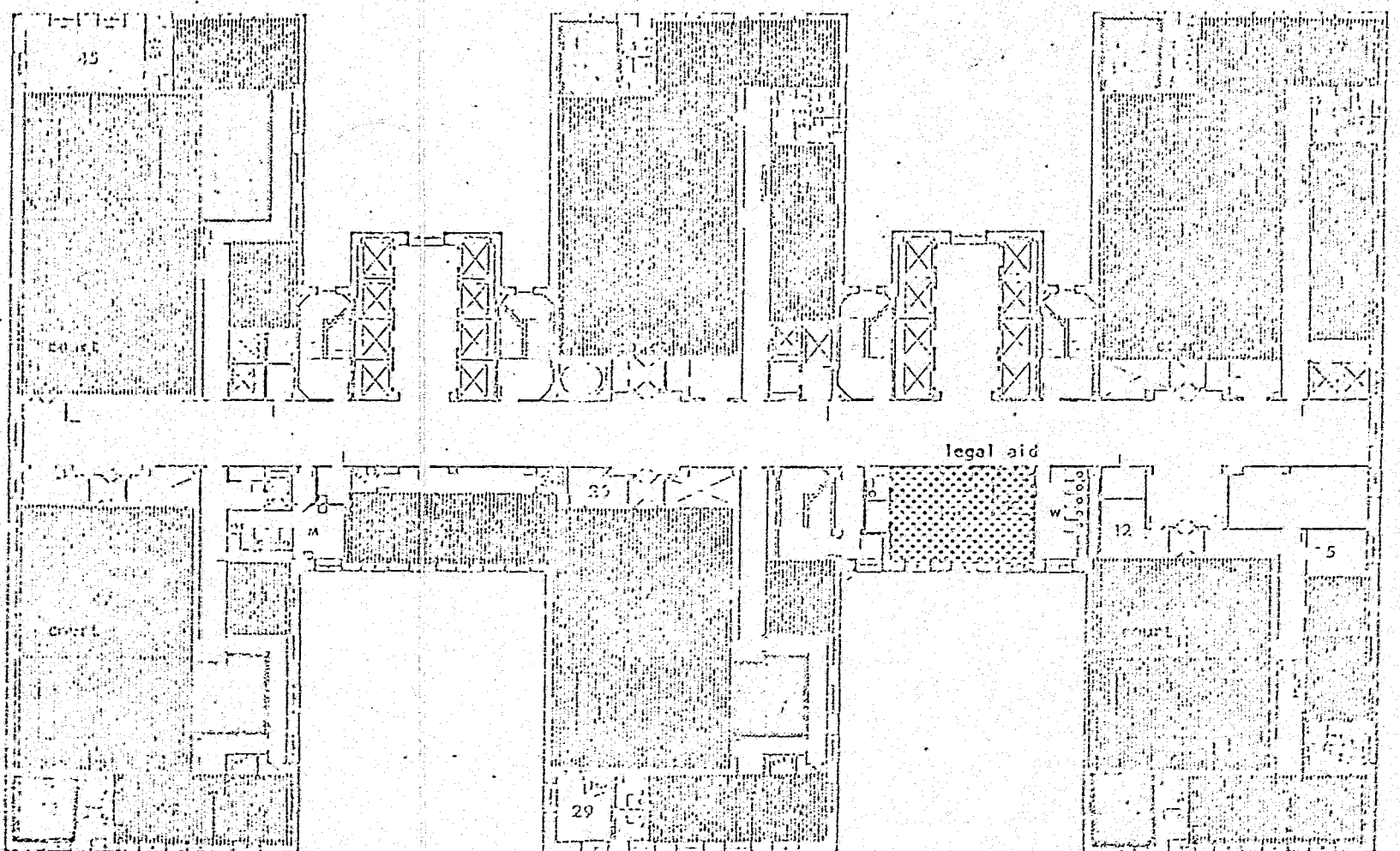
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AND RENOVATION PROGRAM  
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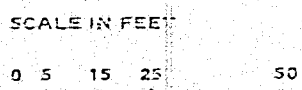
MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

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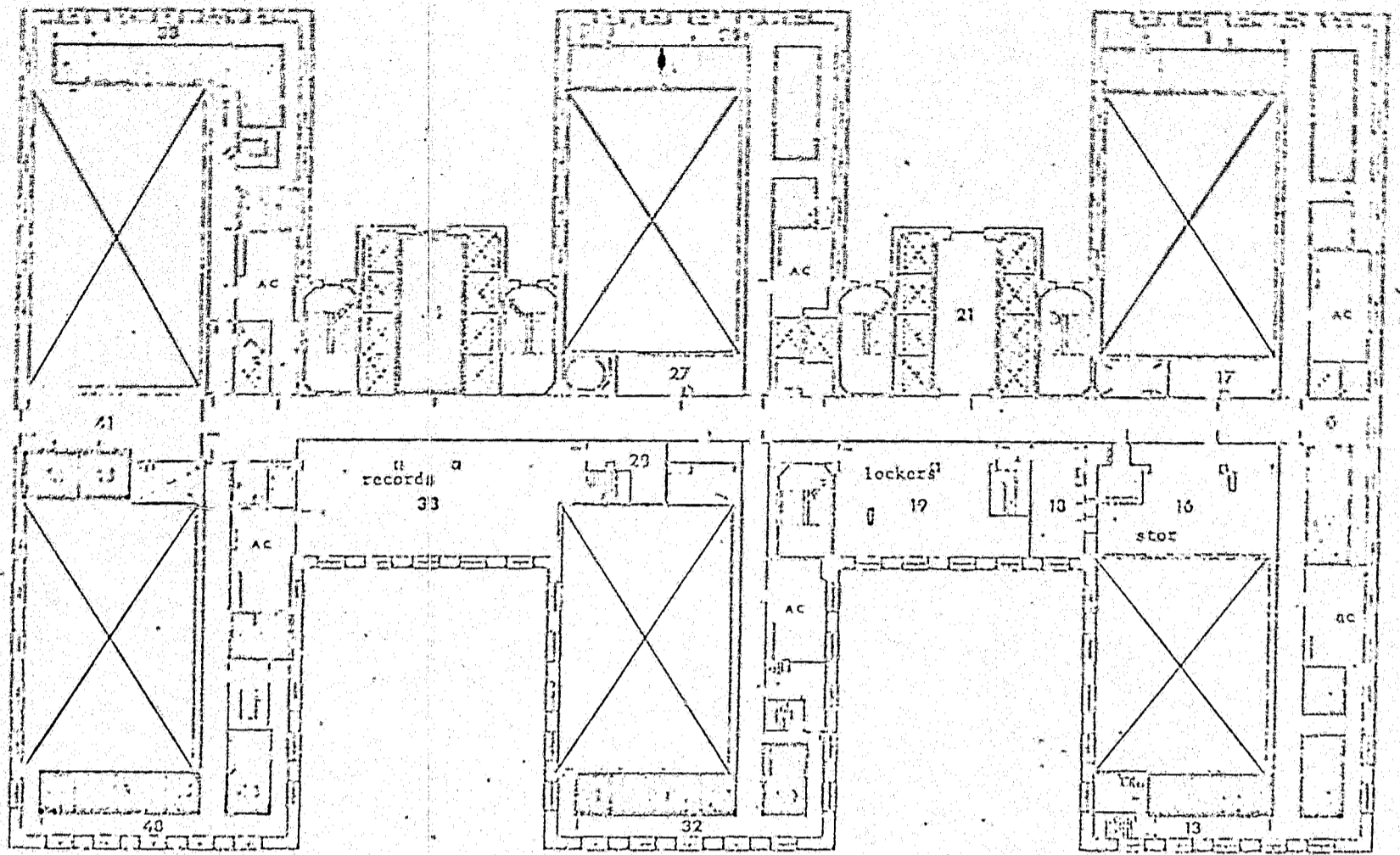


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. SA-12 FLOOR 11

22





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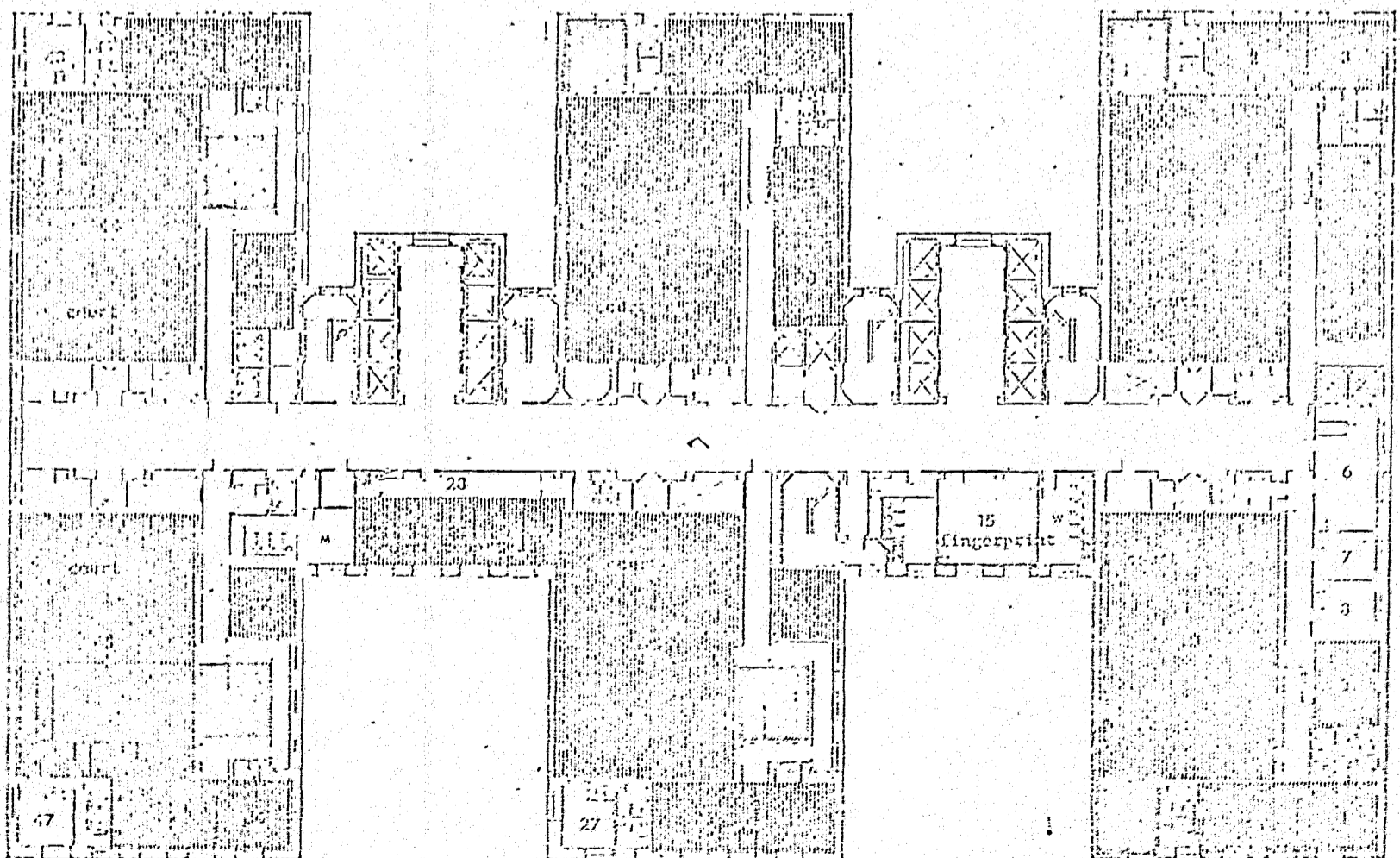


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100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. FLOOR

SA-13 12

2



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AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

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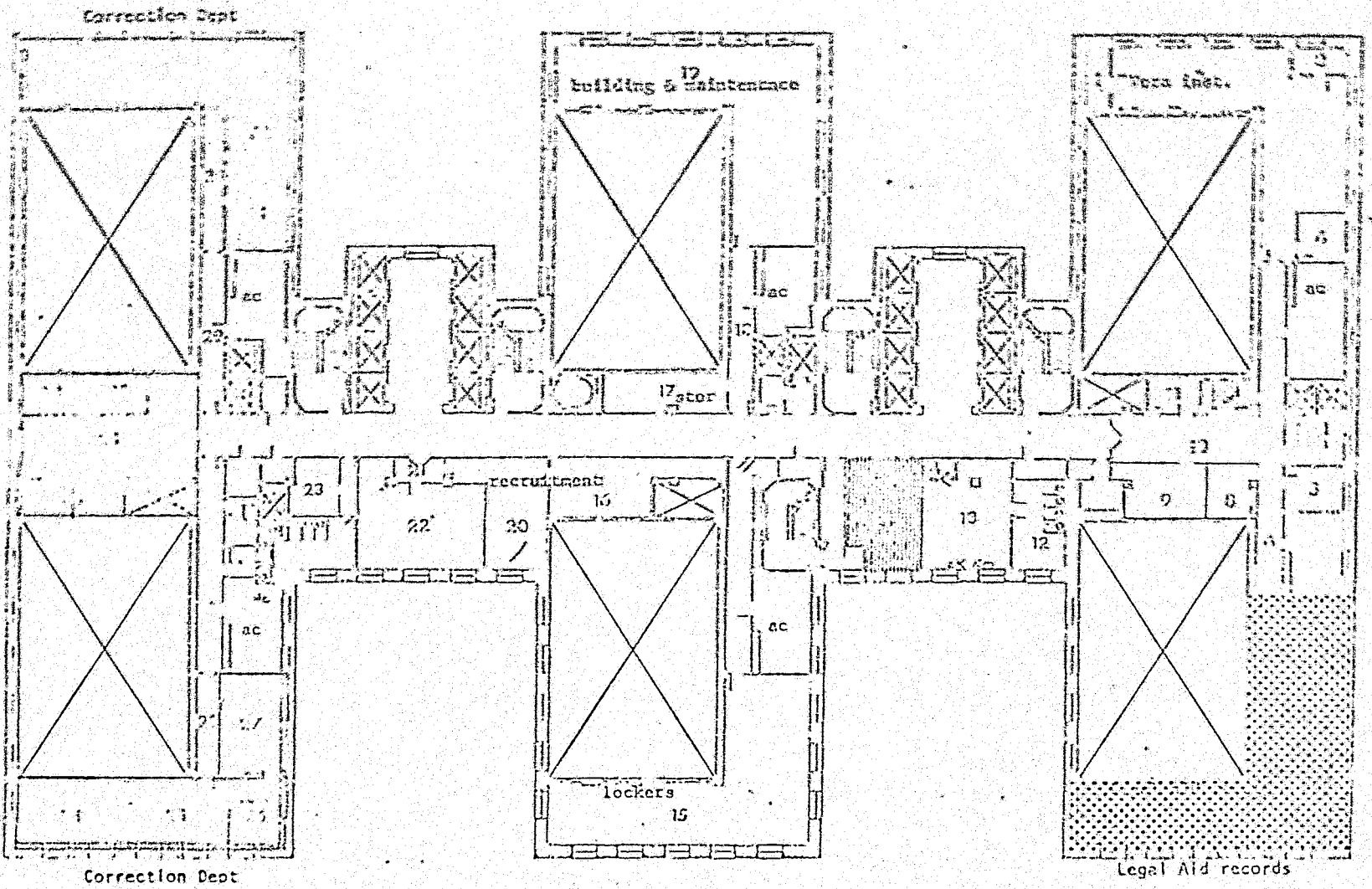


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

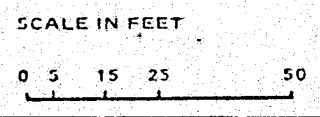
DWG. NO. FLOOR

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21



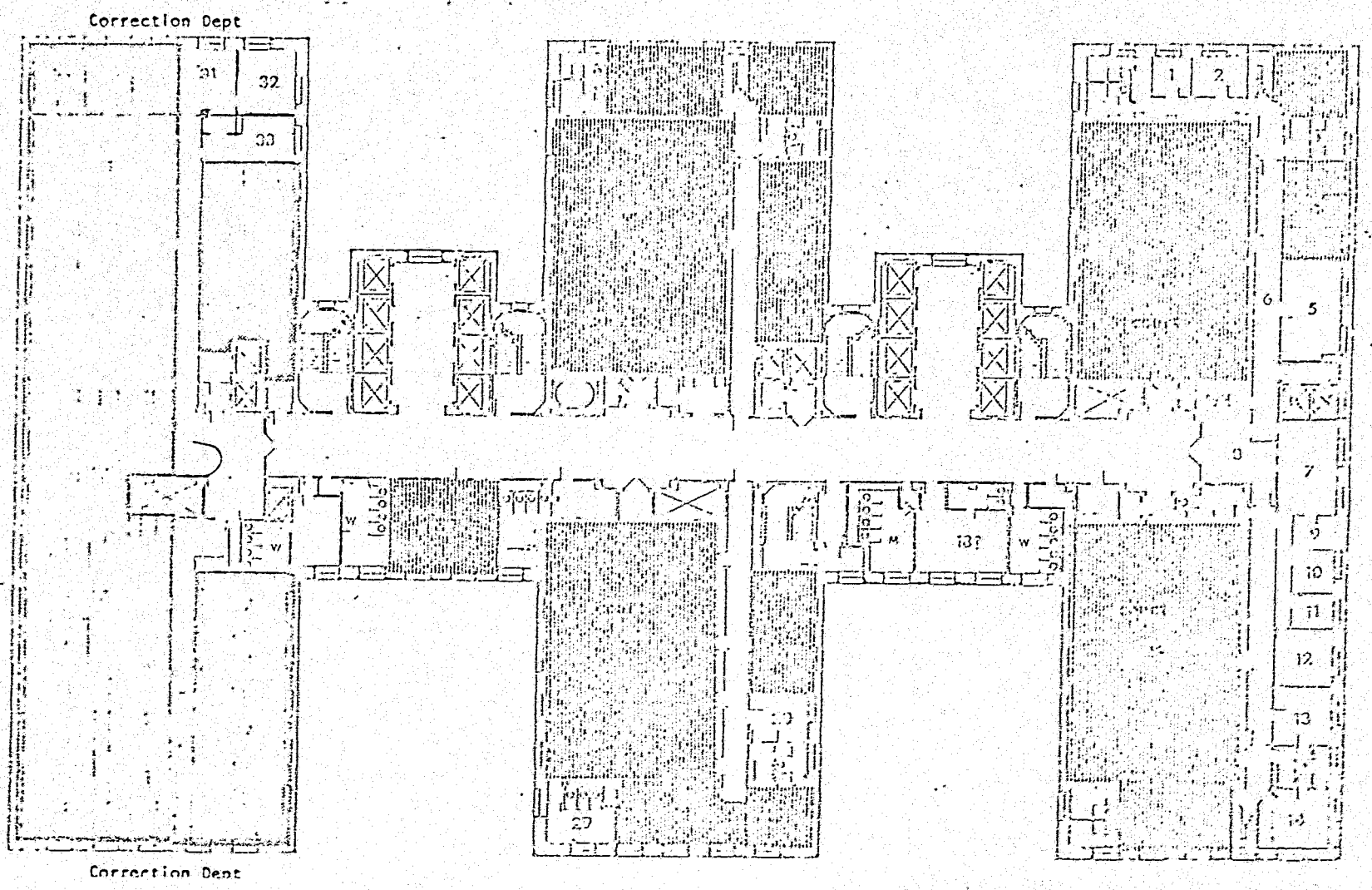
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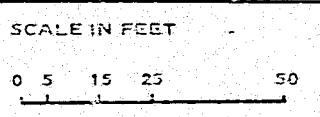
MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. SA-15  
FLOOR 14

25



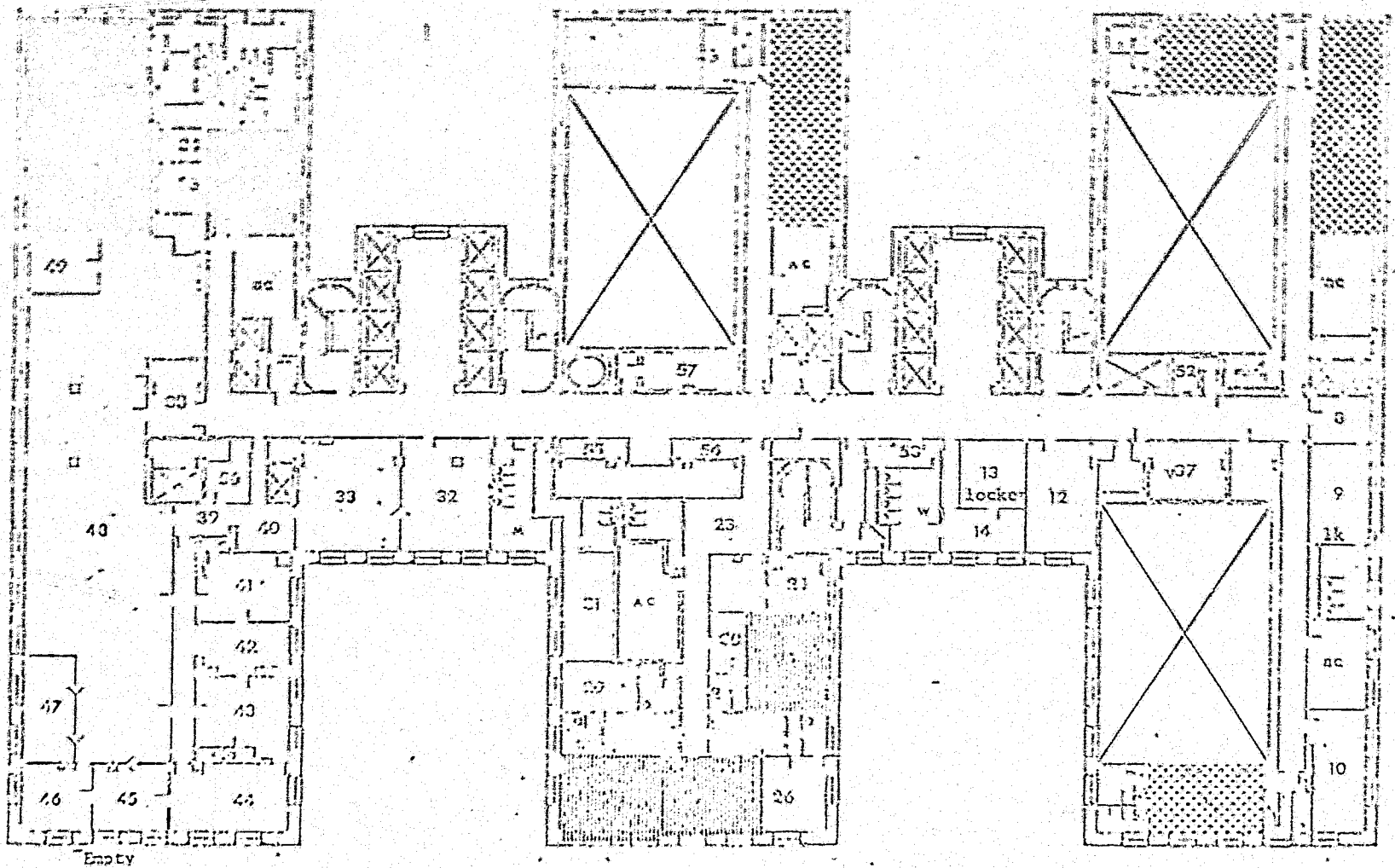
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EXISTING SPACE USE PLANS

DWG. NO. SA-16  
FLOOR 15

26



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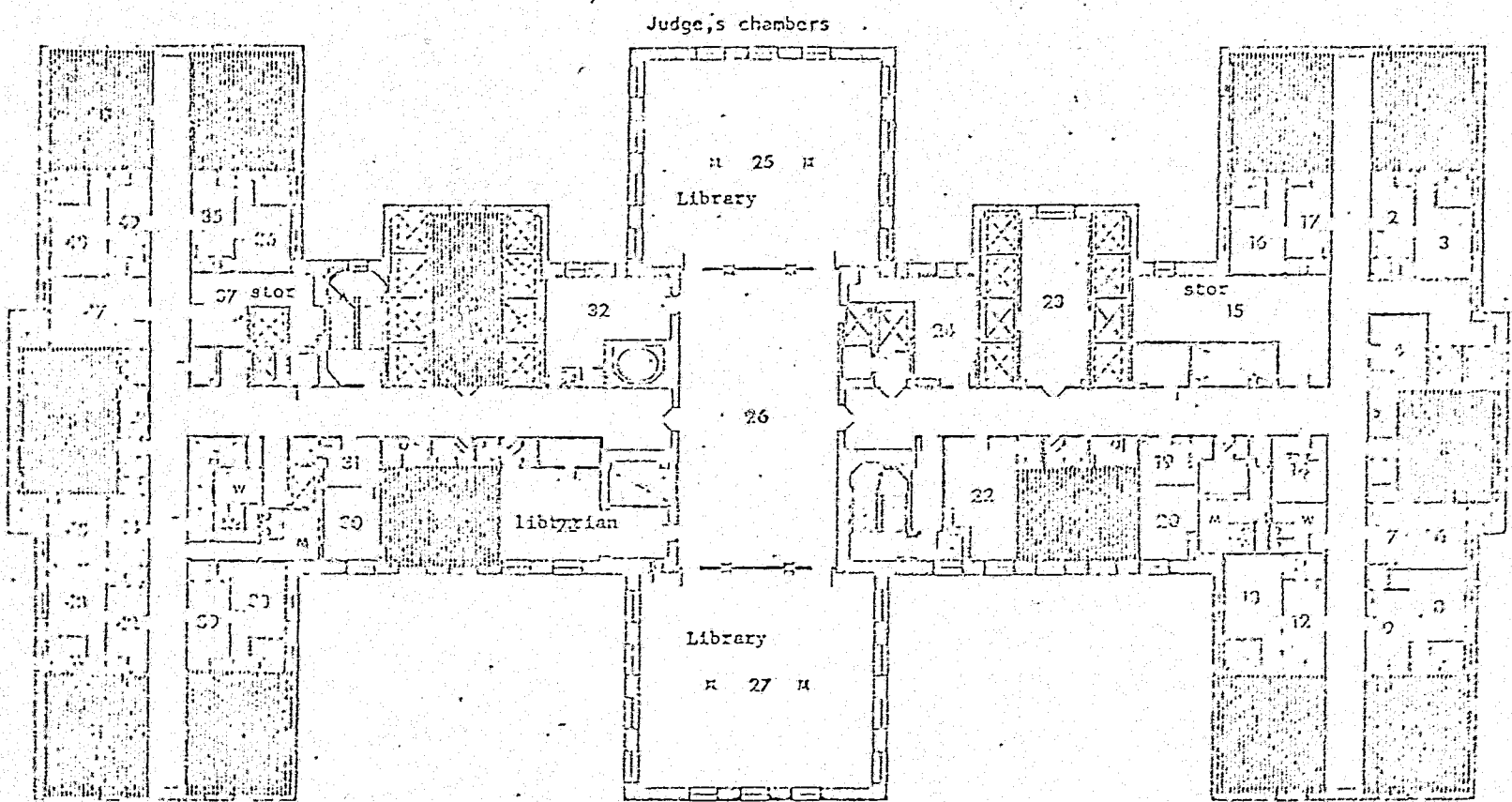
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. SA-17 FLOOR 16

27



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SCALE IN FEET  
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
EXISTING SPACE USE PLANS

DWG. NO. SA-18 FLOOR 17

28

DIAGRAMMATIC SECTION: EXISTING SPACE UTILIZATION

FLOOR	NORTH WINGS	NORTH CENTRAL AREA	CENTRAL WINGS	SOUTH CENTRAL AREA	SOUTH WINGS
17 E	CHAMBERS & ANCILLARY FACILITIES		LAW LIBRARY	CHAMBERS & ANCILLARY FACILITIES	
17 W	CHAMBERS & ANCILLARY FACILITIES		LAW LIBRARY	CHAMBERS & ANCILLARY FACILITIES	
16 E	GRAND JURY FACILITIES	SUPREME COURT CIVIL TERM	CORRECTION (UNOCCUPIED)	PUBLIC WORKS DEPARTMENT	LEGAL AID - APPEALS
16 W	COURTROOMS & ANCILLARY FACILITIES		SUPREME COURT APPELLATE TERM		PUBLIC WORKS DEPT. LEGAL AID-LIBRARY
15 E	CORRECTION	CENTRAL JURY & ANCILLARY FACILITIES	COURTROOM & ANCILLARY FACILITIES	LAWYER'S ROOM	COURTROOM & A.F. PROBATION R.O.R.
15 W	CORRECTION		CENTRAL JURY & ANCILLARY FACILITIES		COURTROOM & A.F. LEGAL AID OFFICES
14 E	CORRECTION	CORRECTION VERA	BLDG & MAINTENANCE DEPT. CORRECTION	COURT OFFICERS' ROOMS	MANHATTAN COURT EMPLOYMENT PROJECT
14 W	CORRECTION		COURT OFFICERS' LOCKER ROOMS		LEGAL AID OFFICES
13 E	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES	
13 W	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES	
12 E	CORRECTION	SUPREME COURT STORAGE	CORRECTION	INTERPRETERS OFFICERS	CORRECTION
12 W	CORRECTION		CORRECTION		CORRECTION

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING DIAGRAMMATIC SECTION: EXISTING SPACE UTILIZATION	TABLE DS-1
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FLOOR	NORTH WINGS	NORTH CENTRAL AREA	CENTRAL WINGS	SOUTH CENTRAL AREA	SOUTH WINGS
11 E	COURTROOMS & ANCILLARY FACILITIES	COURT REPORTER'S OFFICE	COURTROOMS & ANCILLARY FACILITIES	LEGAL AID SOCIETY	COURTROOMS & ANCILLARY FACILITIES
11 W	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES
10 E	SUPREME COURT CLERK'S OFFICE & STORAGE	CLERK'S OFFICE	SUPREME COURT PROBATION DEPT. EXECUTIVE OFFICES	LOCKER ROOMS	SUPREME COURT PROBATION DEPT. INVESTIGATORS' OFFICES
10 W			PROBATION DEPT. CLERK'S OFFICE		PROBATION DEPT. SUPERVISOR'S OFFICES
9 E	GRAND JURY FACILITIES-A.D.A.	RECORD STORAGE GRAND JURY STENO.	GRAND JURY FACILITIES A.D.A. SUPREME COURT PROBATION DEPT. RECORD STORAGE & OFFICES	D.A. DETECTIVES	D.A. INDICTMENT BUREAU
9 W	SUPREME COURT CLERK RECORD STORAGE & OFFICES				D.A. DETECTIVES YOUTH COUNSEL
8 E	D.A. APPEALS & LIBRARY	D.A. APPEALS	D.A. ACCOUNTANTS	CLERKS' OFFICE & LOUNGE	D.A. EXECUTIVE OFFICES
8 W	D.A. APPEALS & LIBRARY		D.A. TELEPHONES, STENOS, ENGINEER & PHOTO LAB		D.A. CRIMINAL BUREAU
7 E	D.A. RACKETEERS BUREAU		D.A. INVESTIGATION BUREAU		D.A. COMPLAINT BUREAU
7 W	D.A. FRAUD BUREAU		D.A. MAIL ROOM, FILES, VAULT		D.A. CLERK'S OFFICE
6 E	D.A. HOMICIDE BUREAU		VERA'S APPEARANCE CONTROL PROJECT A.D.A. OFFICES & RECORDS		D.A. SUPREME COURT BUREAU
6 W	D.A. HOMICIDE BUREAU		D.A. SUPREME COURT BUREAU		JUDGES' CHAMBERS

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING DIAGRAMMATIC SECTION: EXISTING SPACE UTILIZATION	TABLE DS-1 CONT'D
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FLOORS	NORTH WINGS	NORTH CENTRAL AREA	CENTRAL WINGS	SOUTH CENTRAL AREA	SOUTH WINGS
5 E	PSYCHIATRIC CLINIC	CRIMINAL COURT PROBATION DEPT.	COURT OFFICERS' LOCKER ROOMS	CHAMBERS	COURTROOM, CHAMBERS, CHIEF CLERK'S OFFICE, PLANNING UNIT
5 W	CRIMINAL COURT PROBATION DEPT.		CRIMINAL COURT PROBATION DEPT.		COURTROOM, CHAMBERS, LEGAL UNIT
4 E	COURTROOMS & ANCILLARY FACILITIES	CHAMBERS	COURTROOMS & ANCILLARY FACILITIES	CHAMBERS	CHAMBERS
4 W	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES		COMPLAINT & DOCKET ROOMS, CLERK'S OFFICE
3 E	CORRECTION	ADMINISTRATIVE (STATISTICS)	CORRECTION	COURT OFFICERS' LOCKER ROOMS	ADMINISTRATIVE OFFICES
2 W	CORRECTION		CORRECTION		ADMINISTRATIVE OFFICES
2 E	COURTROOMS & ANCILLARY FACILITIES	VACANT	COURTROOMS & ANCILLARY FACILITIES	JUDGES' LUNCH ROOM DATA PROCESSING CENTER	IDENTIFICATION, MICROFILM, APPEALS RECORDS
2 W	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES		VACANT - M.A.P.
1 E	CORRECTION, POLICE PROBATION	COURTROOM	CLERK'S OFFICE, COURT ROOM, CHAMBER, LUNCHROOM	COURTROOM	LEGAL AID SOCIETY
1 W	PSYCHIATRIC CLINIC, CORRECTION		PRESS, POLICE, SPCC & YOUTH COUNSEL OFFICES		DUPLICATION, KEY-PUNCHING, RECEIVING
(East) B	CORRECTION, BUILDING EQUIPMENT	BUILDING EQUIPMENT STORAGE	BUILDING EQUIPMENT STORAGE		CUSTODIAN'S OFFICE BUILDING EQUIPMENT
(West) B	BUILDING EQUIPMENT CORRECTION STORAGE		BUILDING EQUIPMENT STORAGE		D.A. RECORD STORAGE

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM: 111 CENTRE ST., NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING DIAGRAMMATIC SECTION: EXISTING SPACE UTILIZATION

TABLE DS-1 CONT'D

BUILDING AREA ANALYSIS

1. CRIMINAL COURT BUILDING - 100 Centre Street, New York

(a) Summary

	Area (sq. ft)
Property Area	108,112
Property Area covered by Court Building	61,692
Property Area covered by Prison Building	15,776
Property Area covered by both buildings	77,468
Total Allowable Gross Building Area (N.Y.C. Code allows 10x Property Area - Zoning C6-4)	1,081,120*
Total Gross Building Area	793,245
Total Gross Building Area (Floors 1-17)	756,603
Total Mechanical, Electrical, Equipment & Ducting Areas (Floors 1-17)	24,910
Total Gross Functional Building Area (Floors 1-17)	731,693
Total Net Building Area	589,861
Total Net Functional Building Area (Floors 1-17)	564,892
Total Area of Front Courts	125,632
Total Area of Rear Courts	91,034
Total Gross Prison Building Area	196,350
Total Gross Court & Prison Building Area	928,043*
TOTAL ALLOWABLE GROSS BUILDING AREA THAT CAN BE ADDED TO THE EXISTING BUILDINGS	153,077
Maximum Increase of Net Area that can be constructed above existing courtrooms	54,625

## BUILDING AREA ANALYSIS

1. CRIMINAL COURT BUILDING - 100 Centre Street, New York

(b) Floor by Floor Gross and Net Area Analysis

FLOOR	FORE COURTS AREA	REAR COURTS AREA	GROSS AREA (SQ. FT.)	FLOOR TO CEILING HEIGHT	NET AREA (SQ. FT.)	Net % Gross
1	4,669	2091	54,268	16'-0"	41,951	70.3%
			2,436	20'-3"		
			3,016	13'-0"		
			59,720			
2	9,260	2907	36,311	13'-0"	36,835	73.1%
			3,810	10'-0"		
			10,212	25'-0"		
			50,333			
3	8,724	3833	39,888	12'-0"	27,710	65.8%
			2,176	12'-0"		
			42,064			
4	7,410	5,953	36,778	12'-0"	36,149	75.3%
			11,220	24'-0"		
			47,998			
5	7,410	5,953	35,113	12'-0"	26,622	72.5%
			1,665	24'-0"		
			36,778			

FLOOR	FORE COURTS AREA	REAR COURTS AREA	GROSS AREA (SQ. FT.)	FLOOR TO CEILING HEIGHT	NET AREA (SQ. FT.)	NET % GROSS
6	7,410	5,953	46,333	12'-0"	35,187	75.8%
7	7,410	5,953	47,998	12'-0"	37,027	79.2%
8	7,410	5,953	47,998	13'-0"	37,160	77.4%
9	7,410	5,953	47,998	14'-0"	36,671	76.4%
10	7,410	5,953	47,998	12'-0"	36,981	77.4%
11	7,410	5,953	30,043	12'-0"	37,351	77.7%
			17,955	24'-0"		
			47,998			
12	7,410	5,953	30,043	12'-0"	21,862	72.1%
13	7,410	5,953	29,638	12'-0"	35,247	73.4%
			18,360	24'-0"		
			47,998			
14	7,410	5,953	29,638	12'-0"	23,009	77.6%

FLOOR	FRONT COURTS AREA	REAR COURTS AREA	GROSS AREA (SQ. FT.)	FLOOR TO CEILING HEIGHT	NET AREA (SQ. FT.)	NET GROSS %
15	7,410	5,953	39,628 8,370 47,998	12'-0" 27'-0"	36,673	76.4%
16	7,410	5,953	39,628	15'-0"	29,641	74.3%
17	6,640	4,814	30,020 5,278 2,244 37,542	16'-6" 24'-10" 40'-1"	28,816	76.7%
<b>SUBTOTAL</b>			<b>756,603</b>		<b>564,892</b>	
Penthouse			4,592 392 3,998 8,658 17,640	13'-0" 18'-0" 11'-0" 20'-6"	14,032	78.4%
Penthouse-Upper			3,998	9'-6"	3,643	91.1%
Tank House			4,505	25'-0"	3,340	74.1%
Bulk Heads			612	9'-0"		
Fan Room Exhausts			1,815	4'-0"		
Tower Floor "A"			4,505	20'-0"	2,849	63.2%
Tower Floor "B"			2,116	21'-0"	1,105	52.2%

FLOOR	FRONT COURTS AREA	REAR COURTS AREA	GROSS AREA (sq. ft.)	FLOOR TO CEILING HEIGHT	NET AREA (sq. ft.)	NET GROSS %
Tower Floor "C"			1,190	18'-0"		
Tower Floor "D"			576	13'-0"		
Tower Floor "E"			225	15'-0"		
Basement			62,400	10'-0"	35,117	56.4%
<b>TOTAL AREA OF BUILDING</b>			<b>855,645</b>		<b>624,978</b>	<b>74.4%</b>

## BUILDING AREA ANALYSIS

## MANHATTAN MEN'S HOUSE OF DETENTION

FLOOR	GROSS AREA	MECHANICAL AREA	FUNCTIONAL GROSS AREA
Cellar	19,687	4,150	15,537
1	14,400	415	13,985
2	14,057	110	13,947
3	12,070	100	11,970
4,5,6,7,8 (lower tier)	58,525	1,220	57,305
4,5,6,7,8 (upper tier)	43,465	1,220	42,245
9,10 (lower tier)	20,168	640	19,528
9,10 (upper tier)	20,168	640	19,528
11	10,084	320	9,764
12	7,689	320	7,369
Connecting bridges			709
TOTAL GROSS PRISON BUILDING AREA			196,350 sq. ft.

## BUILDING AREA ANALYSIS

## 1. CRIMINAL COURT BUILDING - 100 Centre Street, New York

## (c) Departmental Area Analysis

COURTROOMS AND ANCILLARY FACILITIES

Floor	Sq. Ft.	Sq. Ft.
1st	6,778	
2nd	12,611	
4th	17,543	
5th	7,818	
11th	35,540	
15th	13,752	
16th	3,203	
17th	16,906	
	149,251	149,251

CLERKS OFFICE

2nd	1,316	
3rd	700	
4th	2,975	
5th	1,059	
6th	500	
9th	5,358	
10th	11,780	
11th	448	
13th	592	
15th	1,800	
16th	1,360	
17th	3,273	
	30,161	30,161

DISTRICT ATTORNEY'S OFFICE

4th	1,500	
6th	35,187	
7th	37,027	
8th	37,160	
9th	24,440	
	135,341	135,341



LEGAL AID SOCIETY

Floor	Sq. Ft.	Sq. Ft.
1st	2,894	
11th	696	
14th	1,872	
16th	3,433	
	8,895	8,895

DEPARTMENT OF CORRECTION

DETENTION

0mc.	5,293
1st	1,343
2nd	352
3rd	5,084
4th	530
11th	1,064
12th	13,114
13th	600
	27,380

OFFICES

14th	7,762
15th	8,102
	15,864
	43,244

ADMINISTRATIVE OFFICE

2nd	3,783
3rd	7,052
13th	506
	11,341

POLICE DEPARTMENT

1st	1,598
2nd	1,058
4th	1,500
9th	2,760
	6,916

HEALTH DEPARTMENT

Floor	Sq. Ft.	Sq. Ft.
1st	1,774	
2nd	154	
4th	210	
5th	1,492	
	3,630	3,630

DEPARTMENT OF PROBATION

5th	4,657
9th	5,186
10th	21,862
	31,705
	31,705

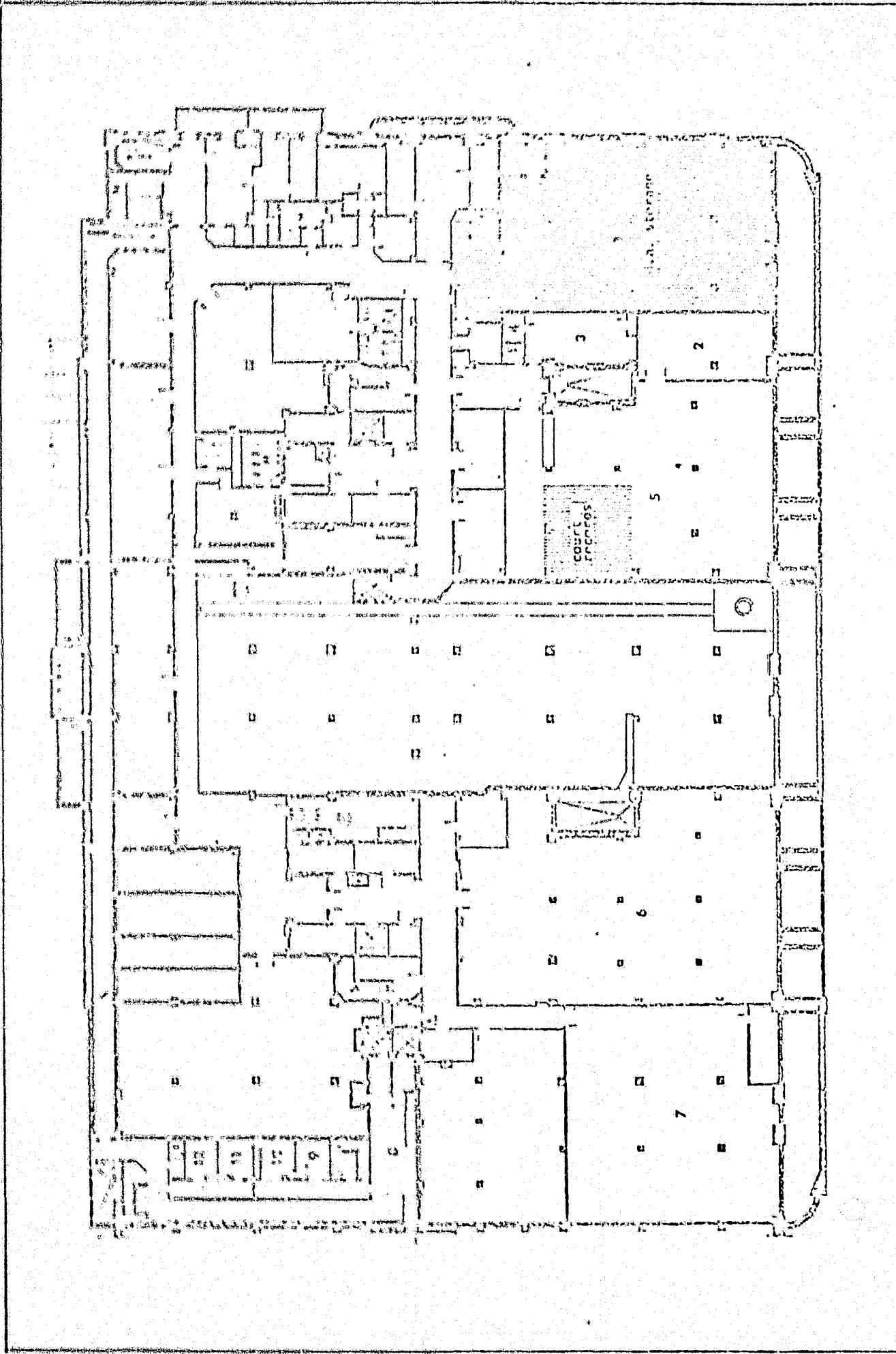
## BUILDING AREA ANALYSIS

1. CRIMINAL COURT BUILDING - 100 Centre Street, New York

(d) Possible Maximum Increase Above Existing Courtrooms.

Floor	No. of	Dimensions	Area (sq. ft.)	Subtotal (sq. ft.)
3	2	60'.6" x 39'.1"	4,731	9,437
	1	60'.6" x 39'.0"	2,360	
	1	60'.0" x 39'.1"	2,346	
5	1	60'.6" x 39'.0"	2,360	9,746
	1	60'.6" x 39'.2"	2,372	
	1	68'.4" x 39'.1"	2,662	
	1	60'.0" x 39'.2"	2,352	
12	Part II	60'.6" x 39'.3"	2,375	14,114
	Part III	60'.6" x 39'.2"	2,372	
	Part VII	60'.0" x 39'.3"	2,355	
	Part X	60'.6" x 39'.3"	2,374	
	Part I	68'.4" x 39'.3"	2,662	
	Part IX	48'.10" x 39'.3"	1,906	
14	Part IV	60'.6" x 39'.3"	2,374	14,225
	Part V	60'.6" x 39'.3"	2,374	
	Part VII	60'.0" x 39'.3"	2,355	
	Part VIII	60'.0" x 39'.3"	2,355	
	Part VI	60'.6" x 39'.3"	2,374	
	2	60'.6" x 39'.3"	4,748	

Floor	No. of	Dimensions	Area (sq. ft.)	Subtotal (sq. ft.)
16	1	60'.0" x 39'.3"	2,355	7,103
	2	60'.6" x 39'.3"	4,748	
			TOTAL	54,625



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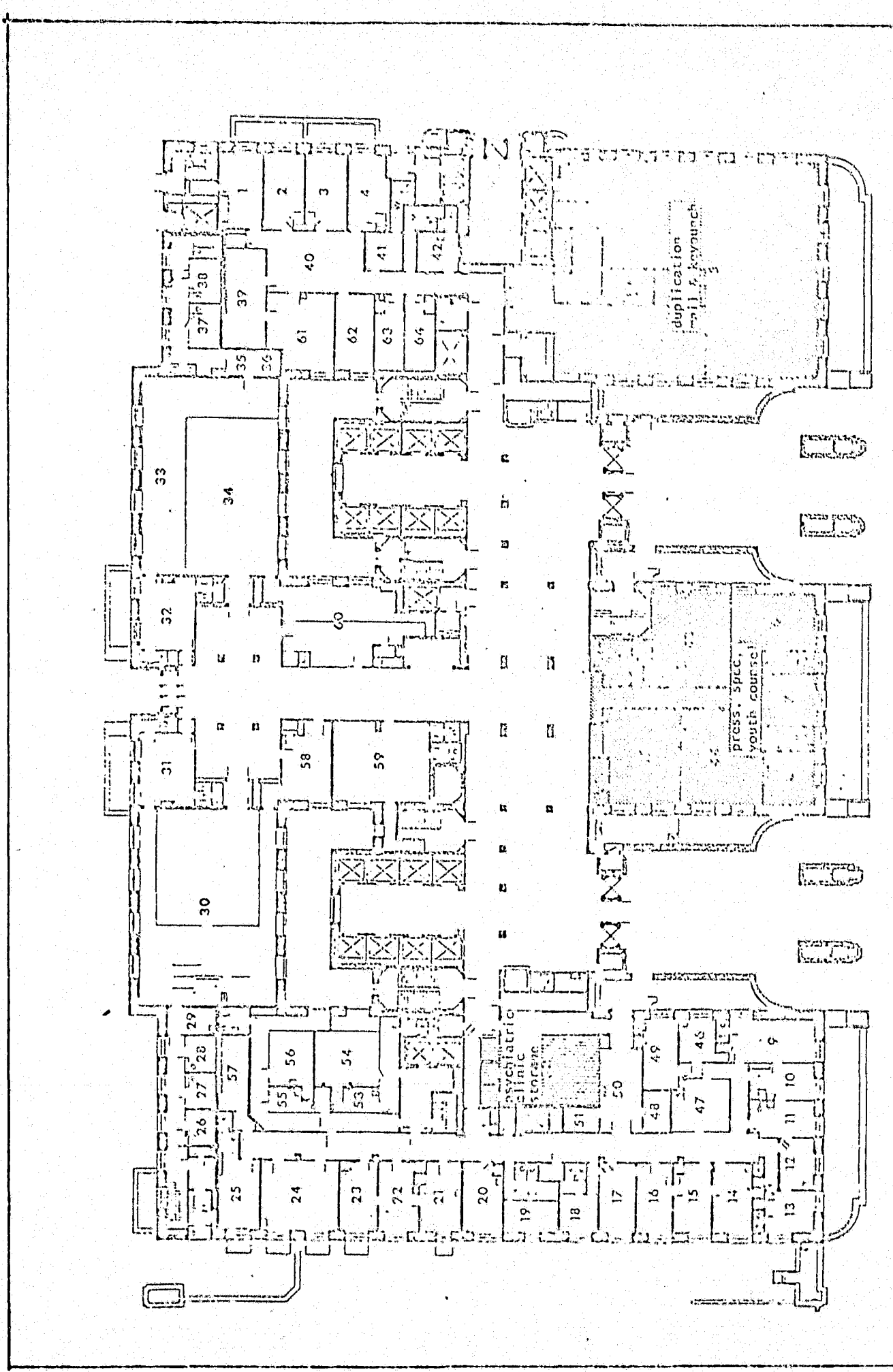
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MANHATTAN CRIMINAL COURT BUILDING  
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RECORD STORAGE & VACANT SPACE PLANS

DWG. NO.  
SB-1

FLOOR  
B



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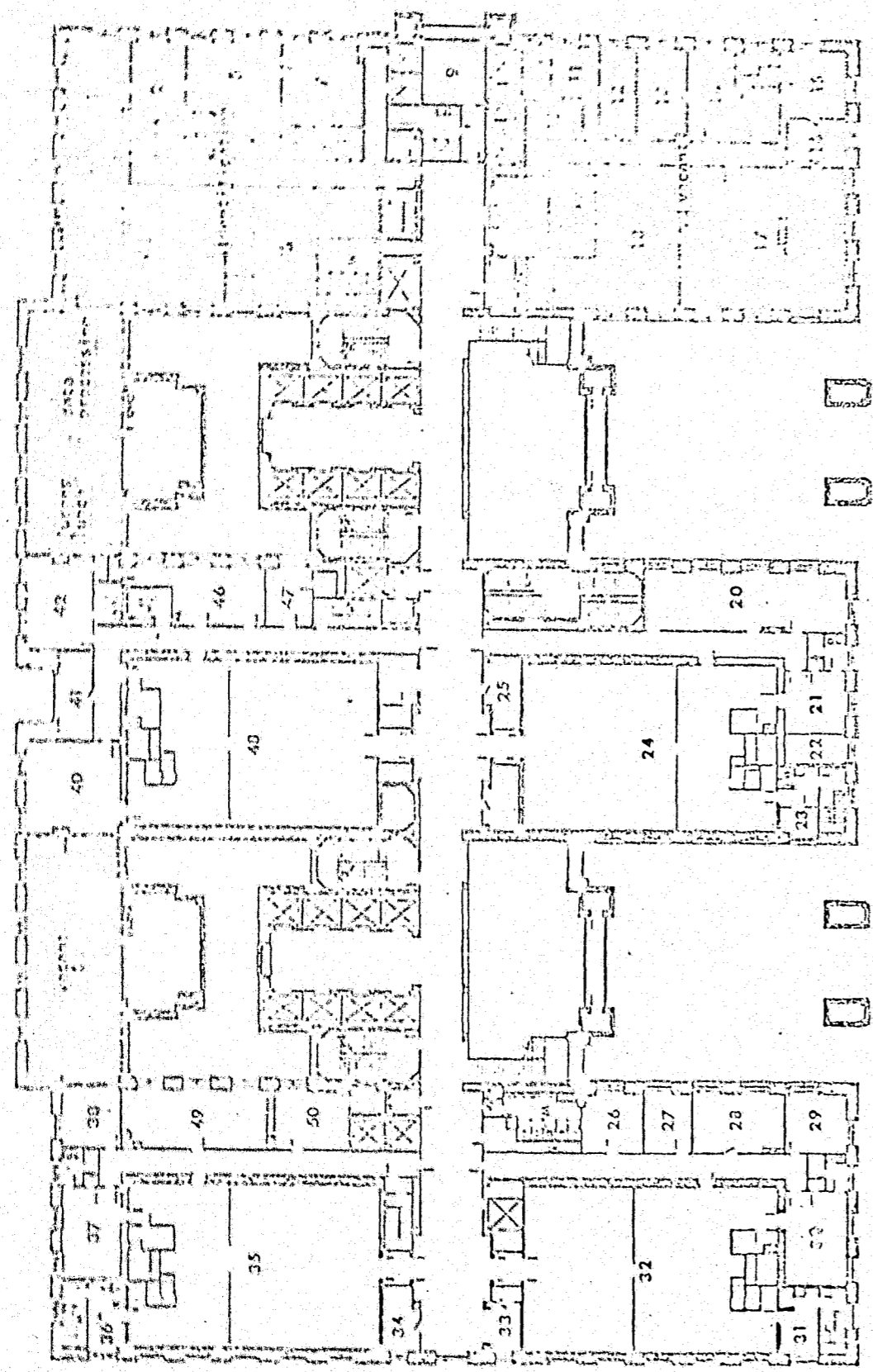
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DWG. NO.  
SB-2

FLOOR  
1



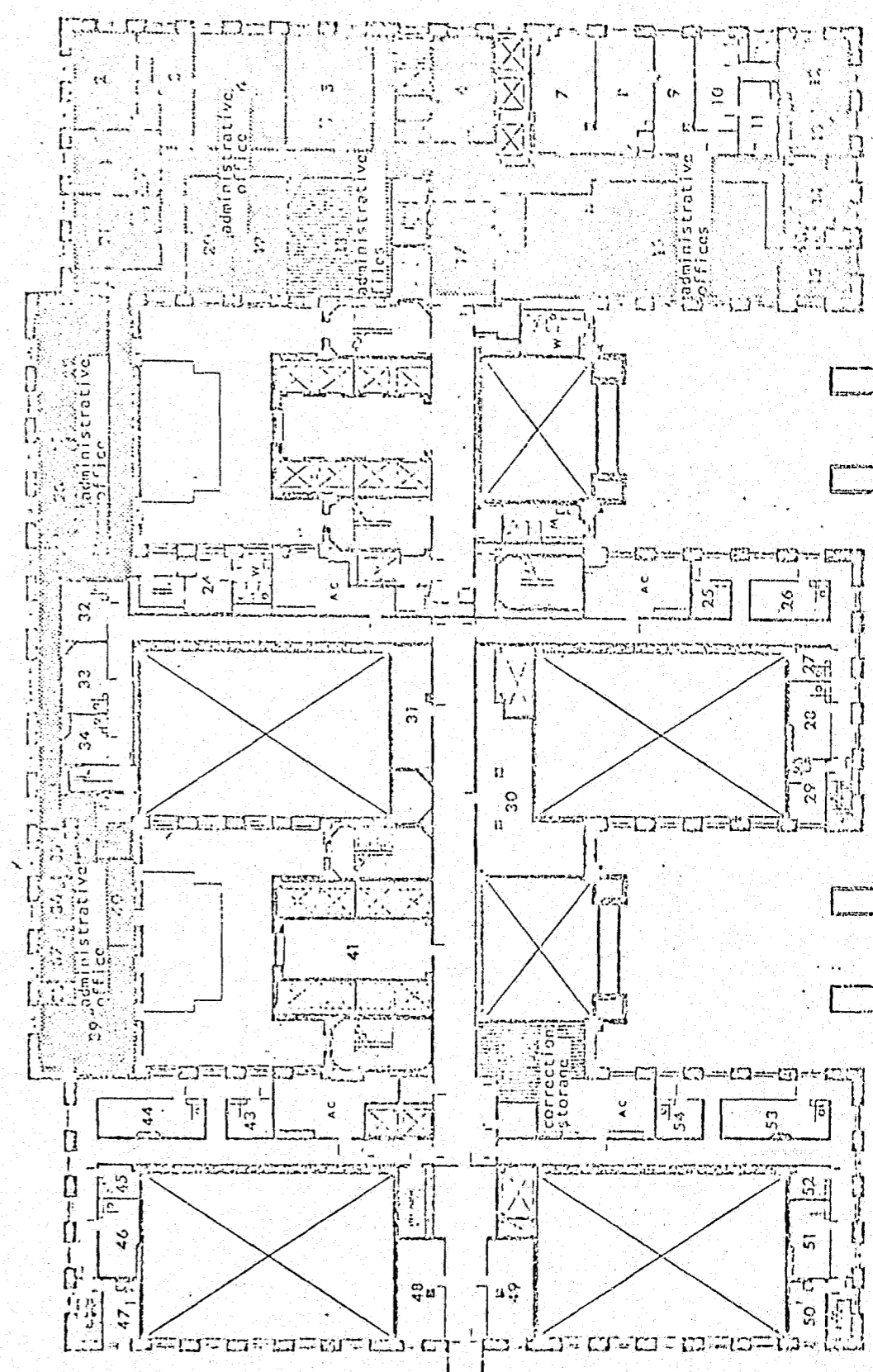
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RECORD STORAGE & VACANT SPACE PLANS

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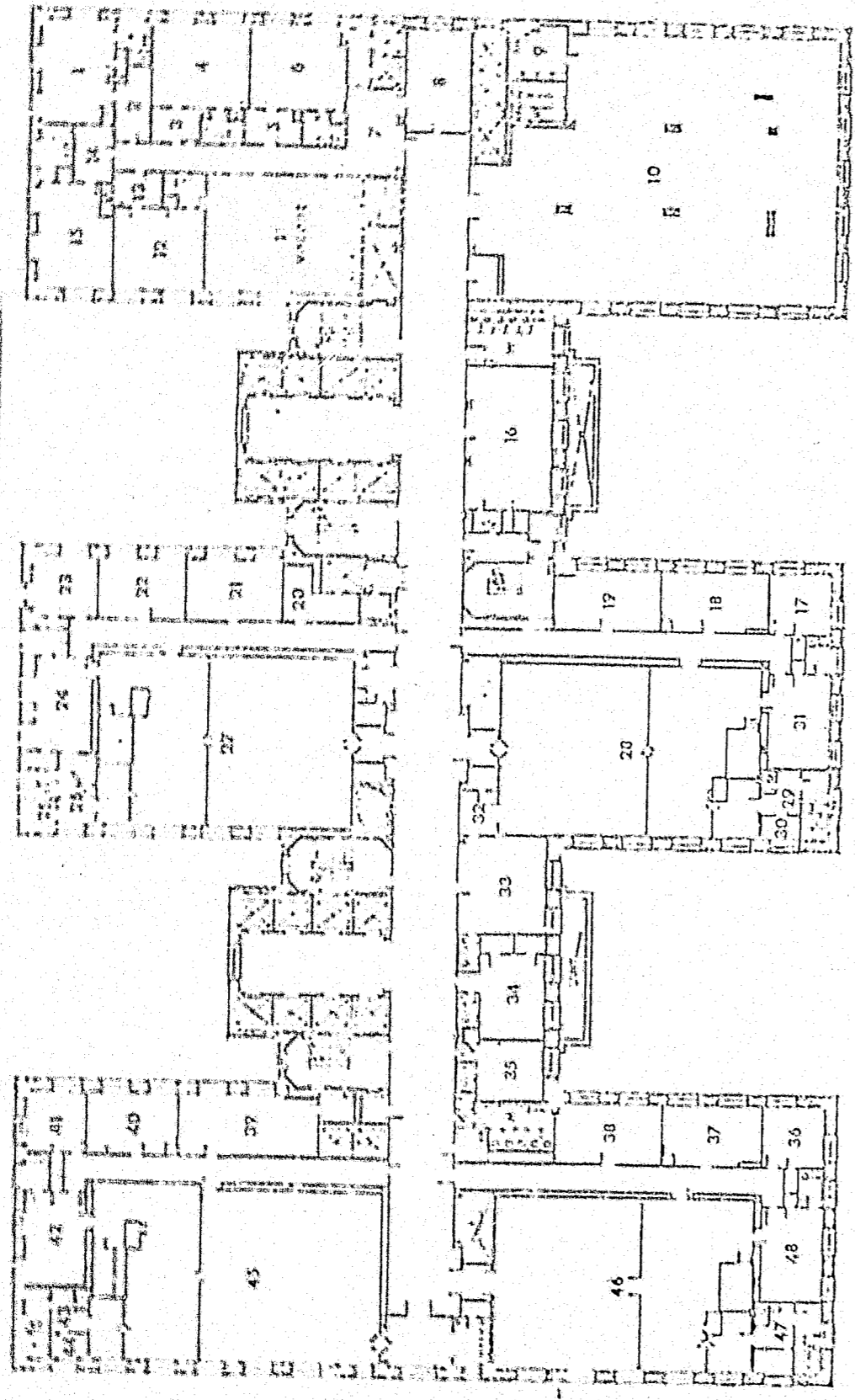
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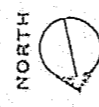
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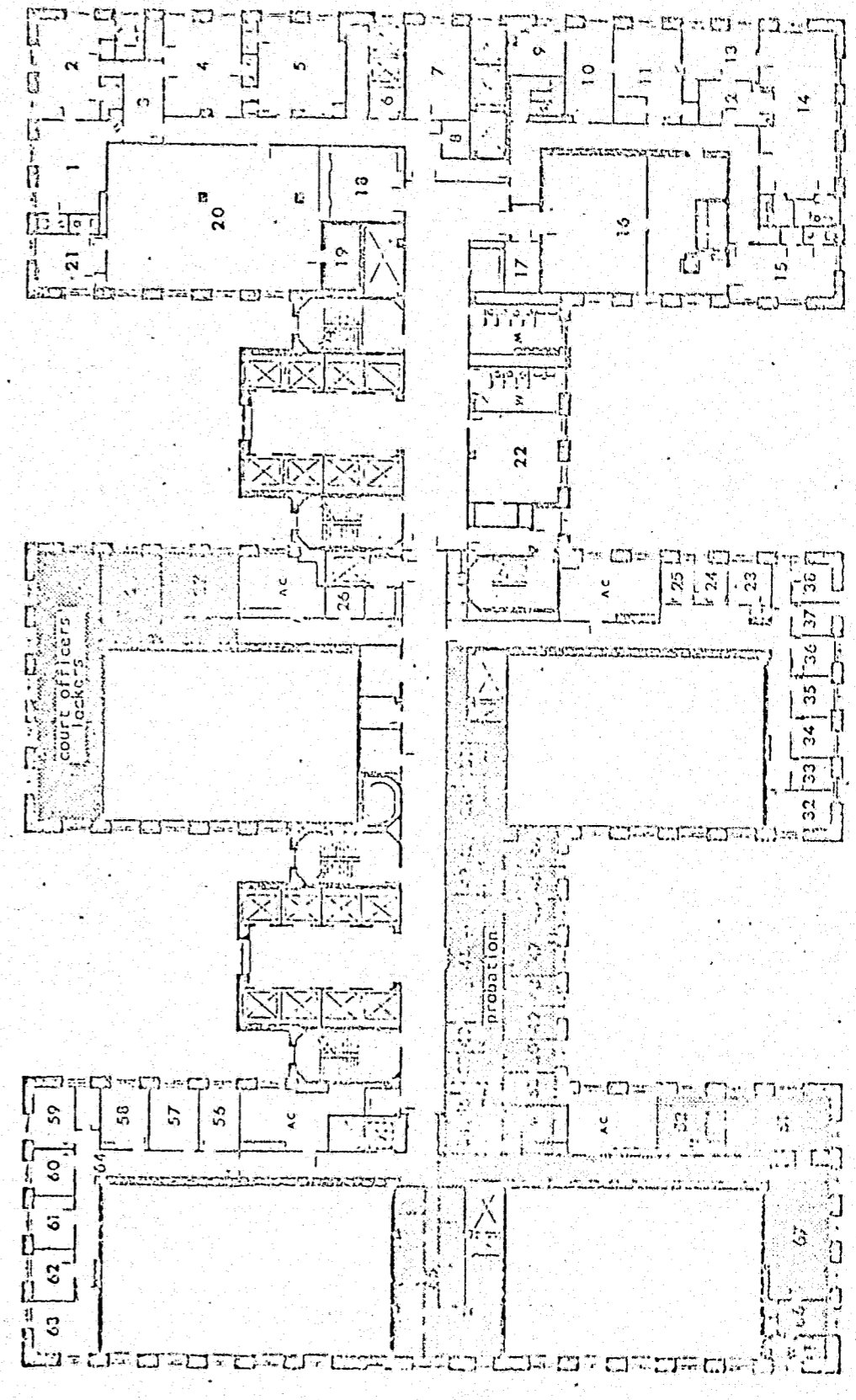
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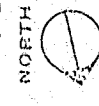
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100 CENTRE ST. NEW YORK, N.Y. 10013  
RECORD STORAGE & VACANT SPACE PLANS

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FLOOR 4



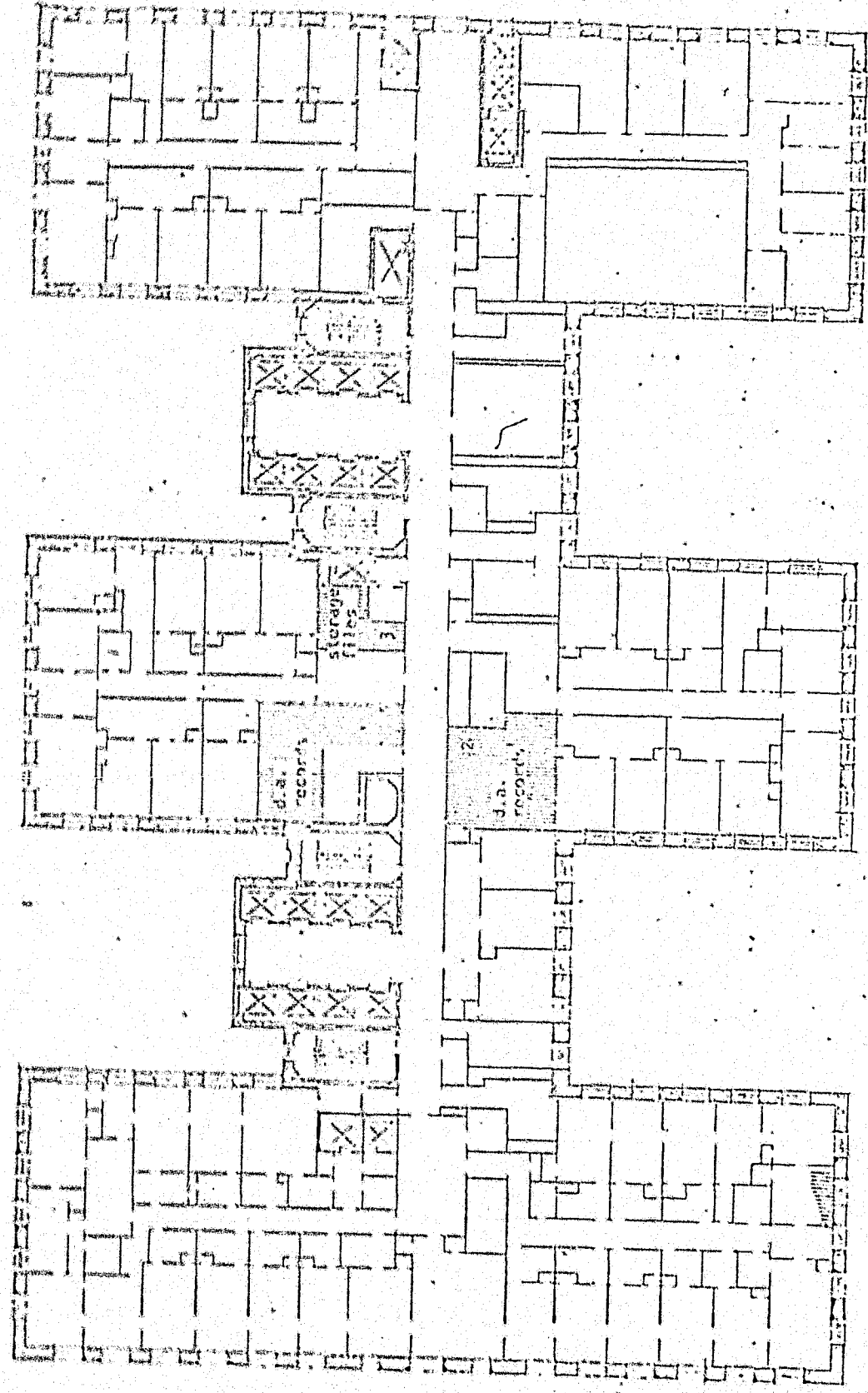
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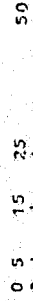
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RECORD STORAGE & VACANT SPACE PLANS

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FLOOR 5



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SCALE IN FEET

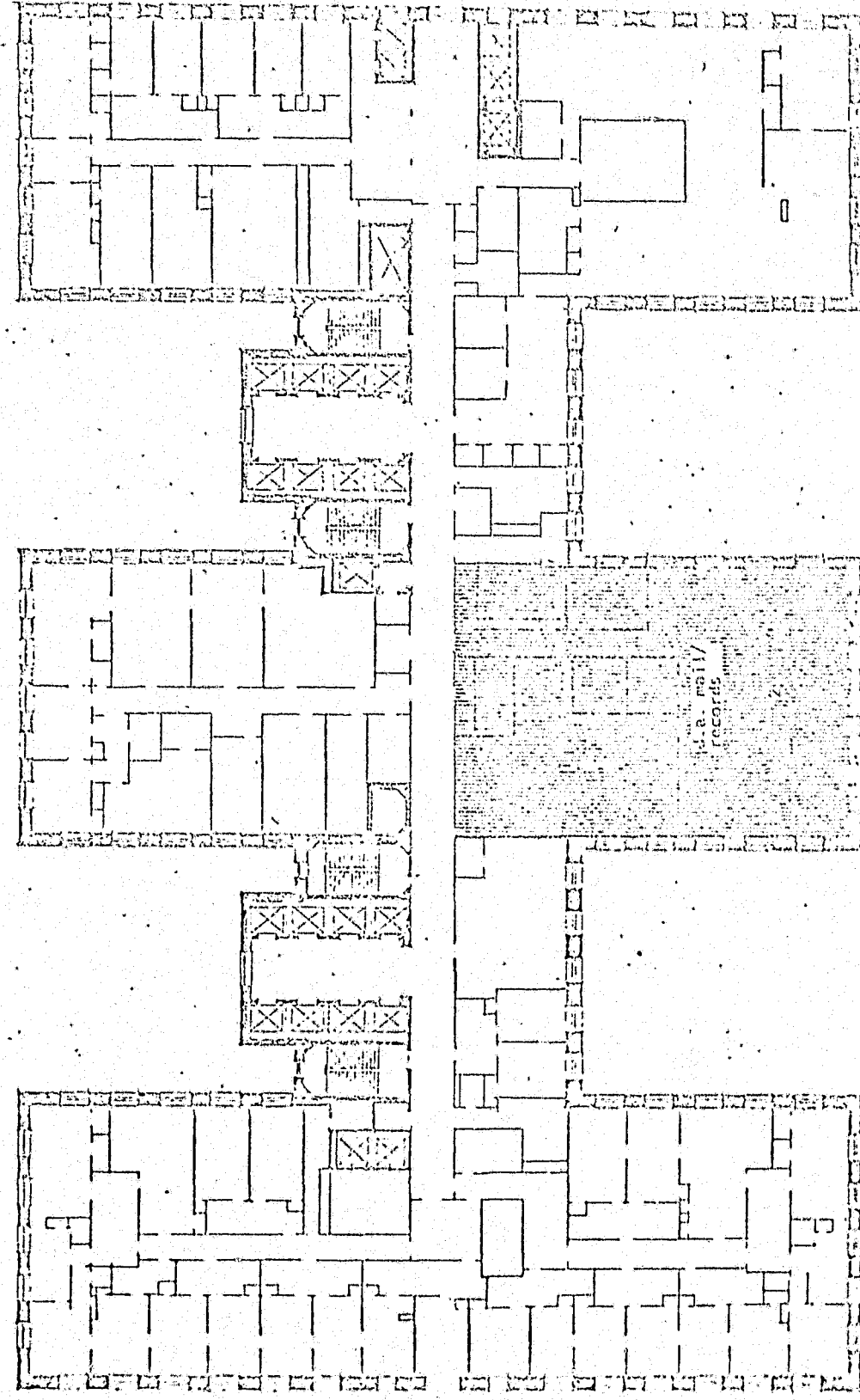


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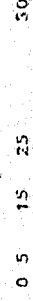
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SB-7

FLOOR  
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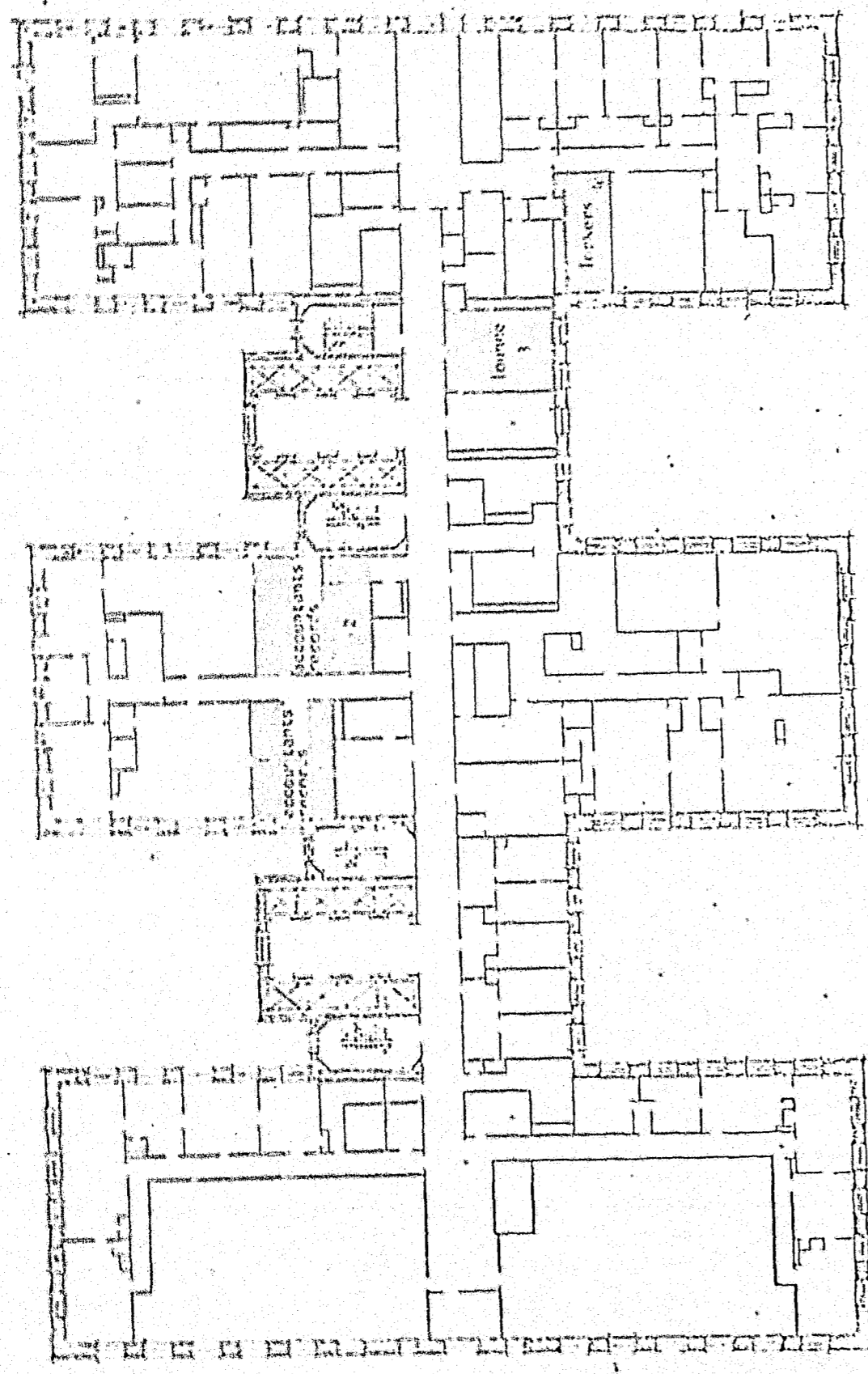


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RECORDS STORAGE & VACANT SPACE PLANS

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SB-8

FLOOR  
7



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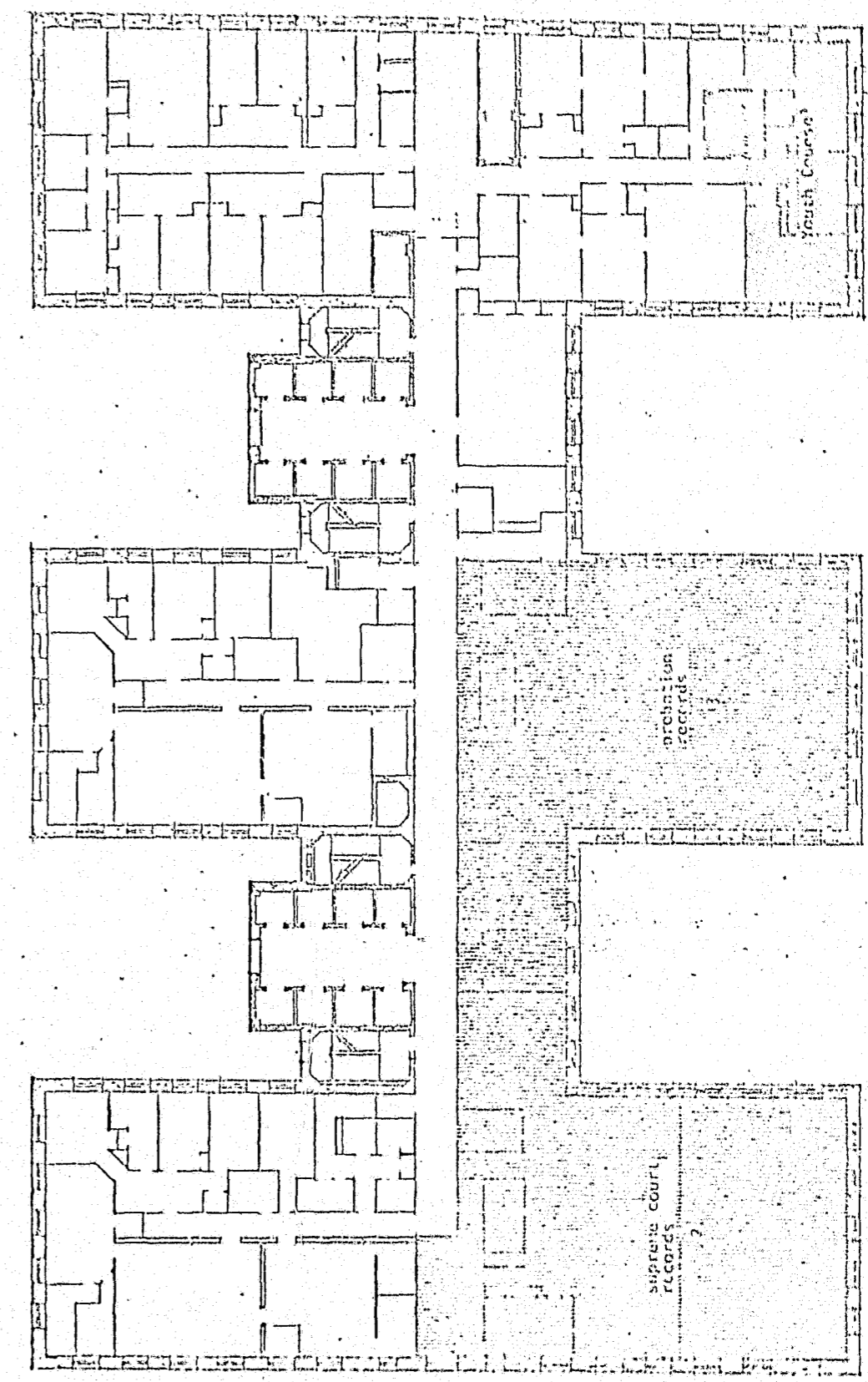
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MANHATTAN CRIMINAL COURT BUILDING  
 100 CENTRE ST. NEW YORK, N.Y. 10013  
 RECORD STORAGE & VACANT SPACE PLANS

DWG. NO. SB-9

FLOOR 8



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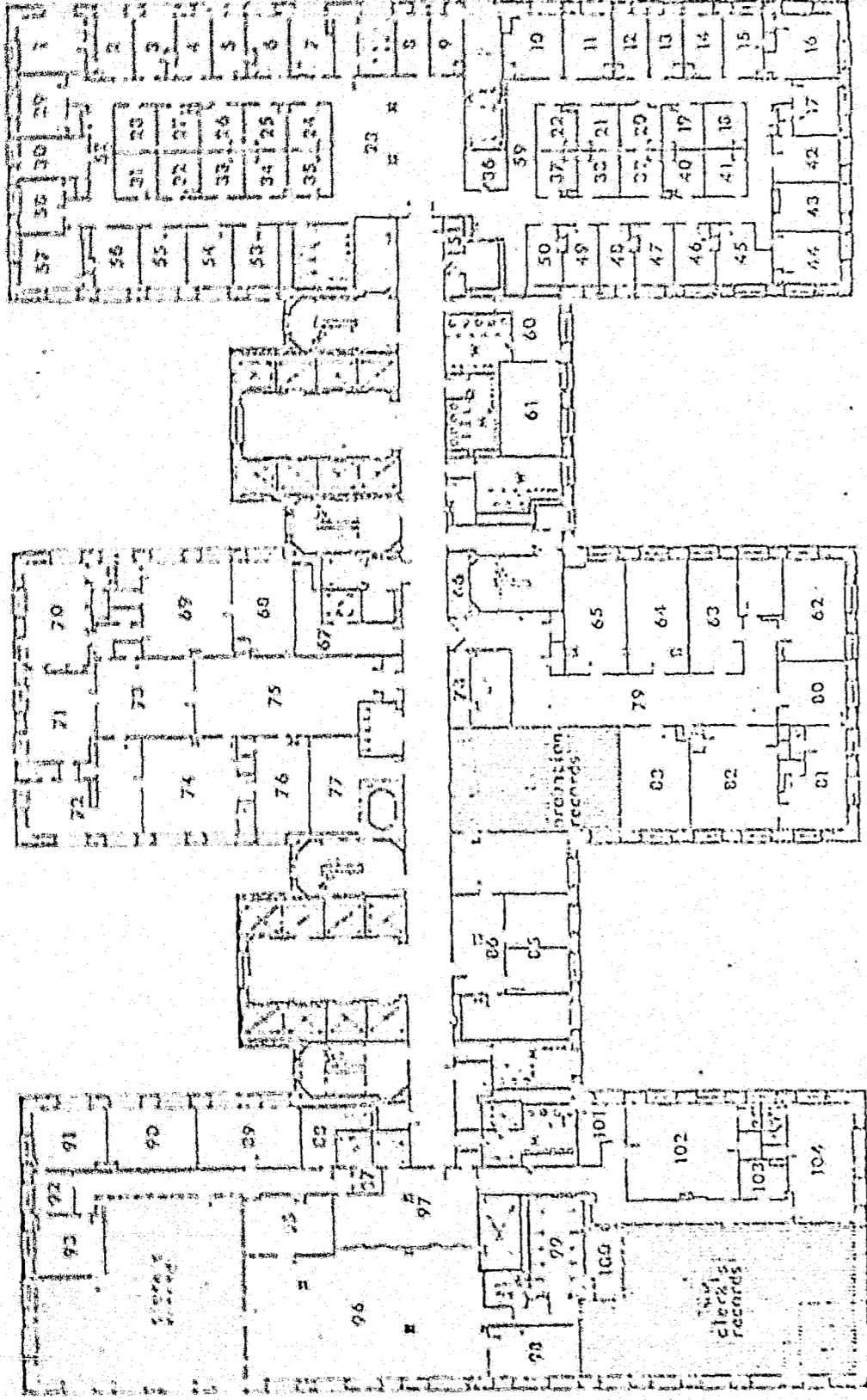
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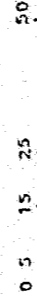
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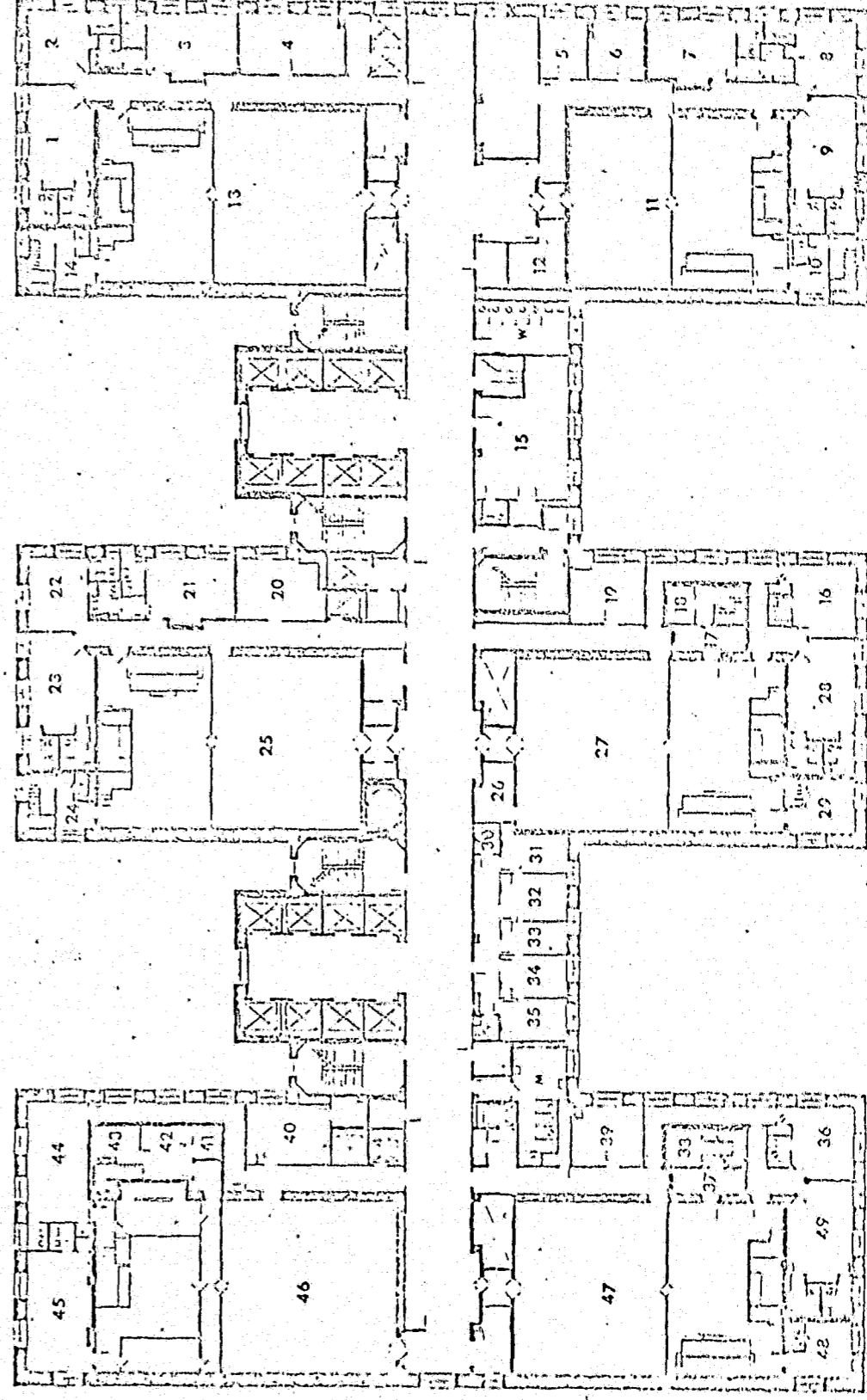
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SB-11

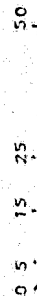
FLOOR

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RECORD STORAGE & VACANT SPACE PLANS

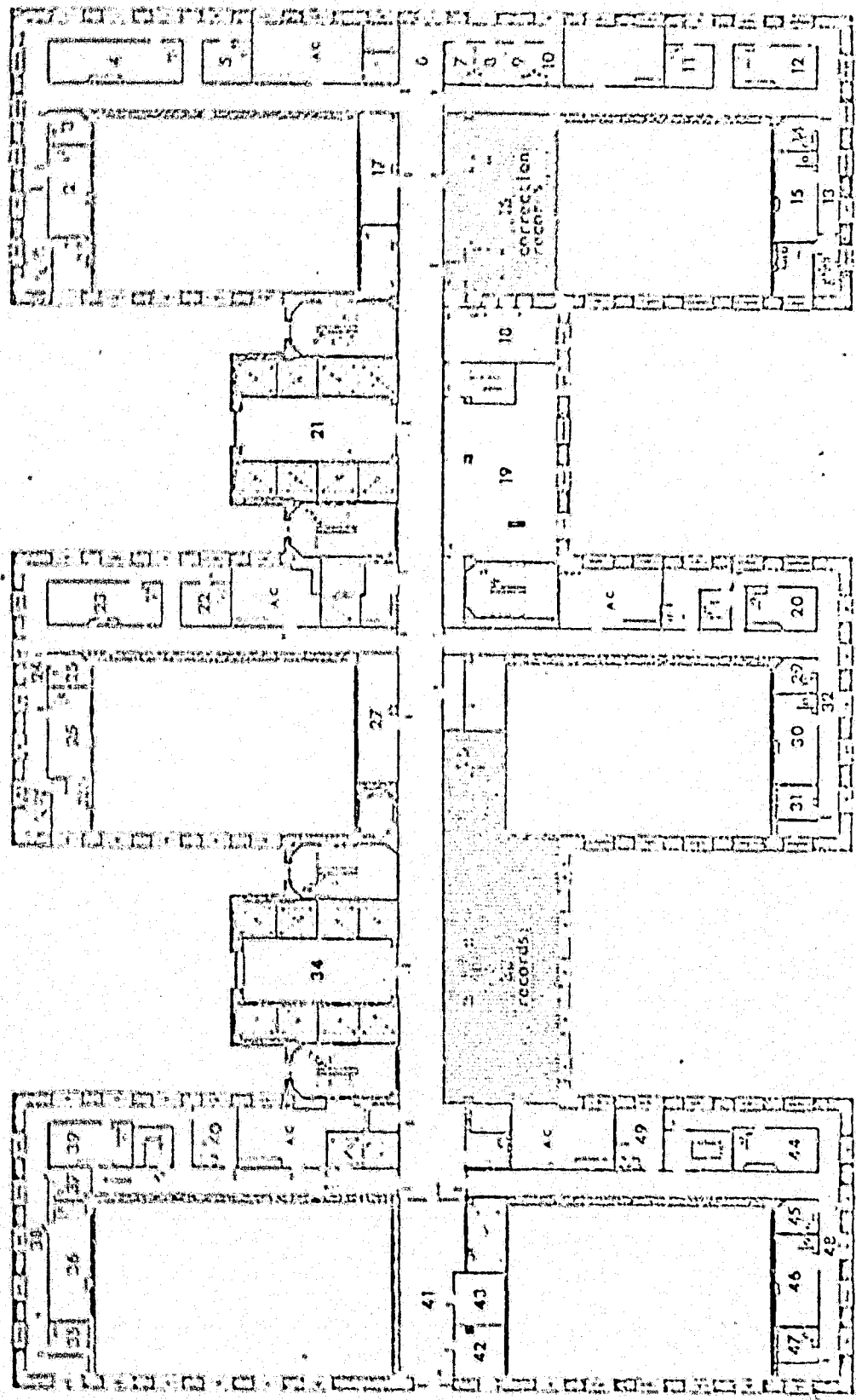
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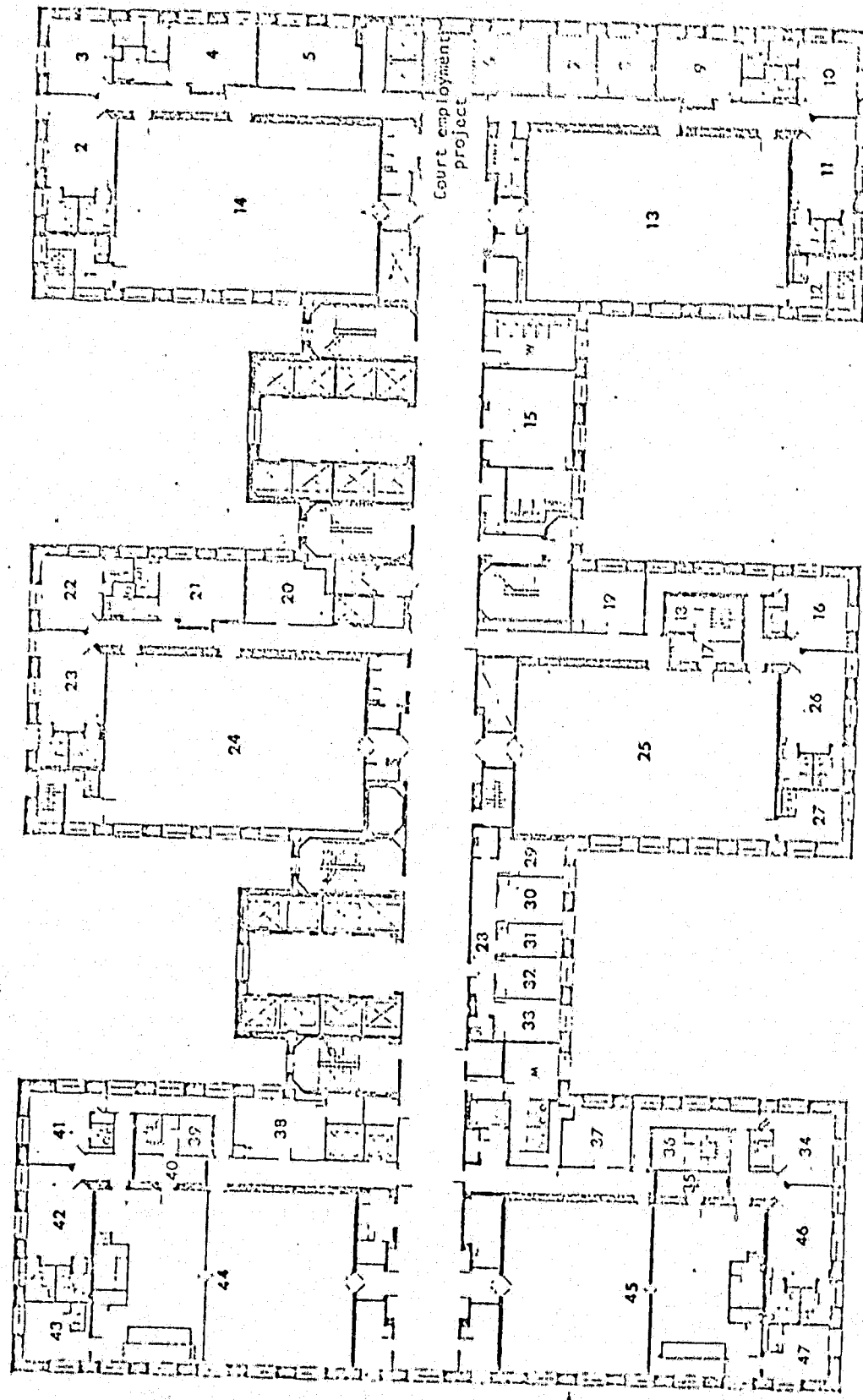
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DWG. NO.  
SB-13

FLOOR  
12



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SCALE IN FEET

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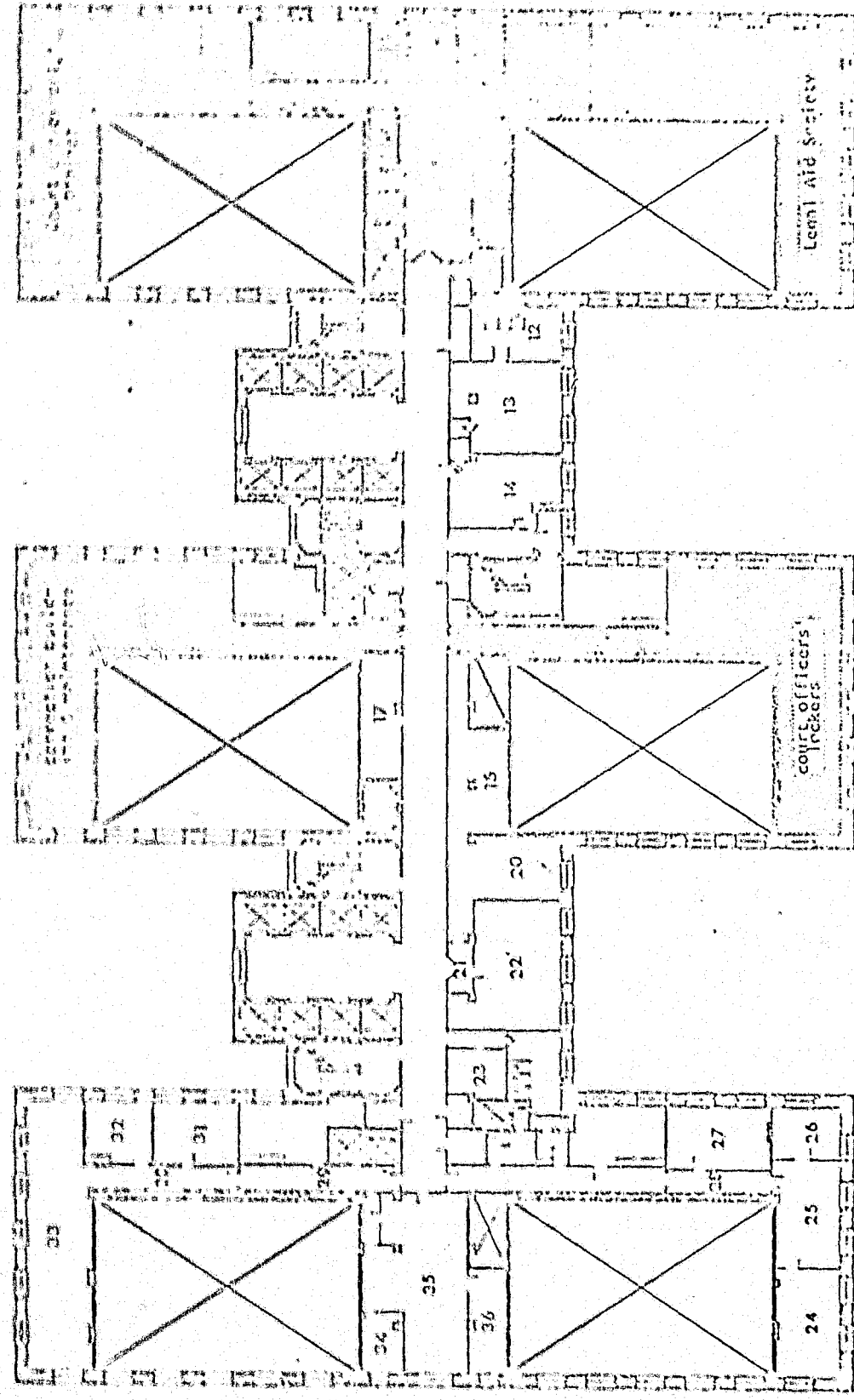
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DWG. NO.  
SB-14

FLOOR  
13



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SCALE IN FEET

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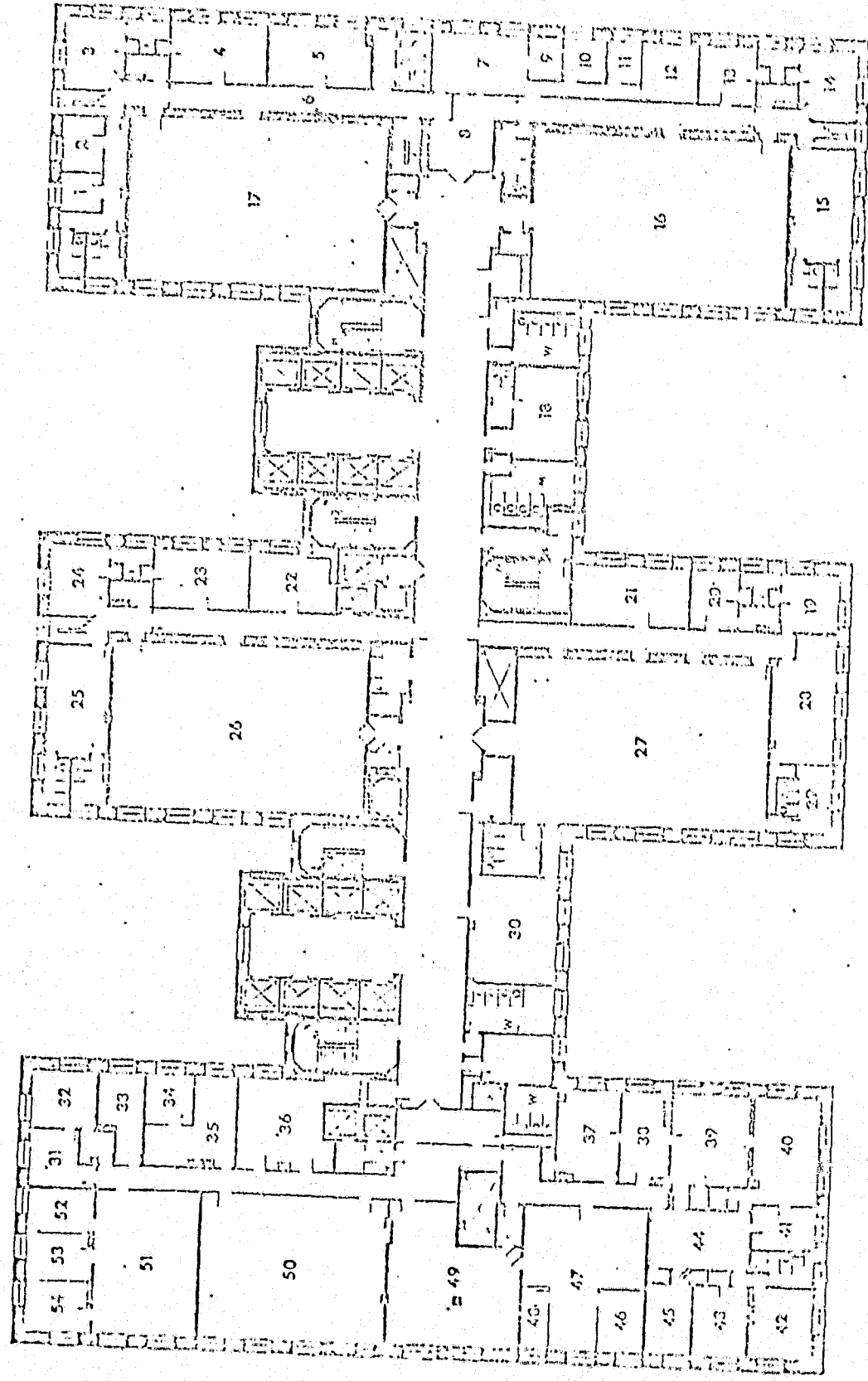
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SB-15

FLOOR

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SCALE IN FEET

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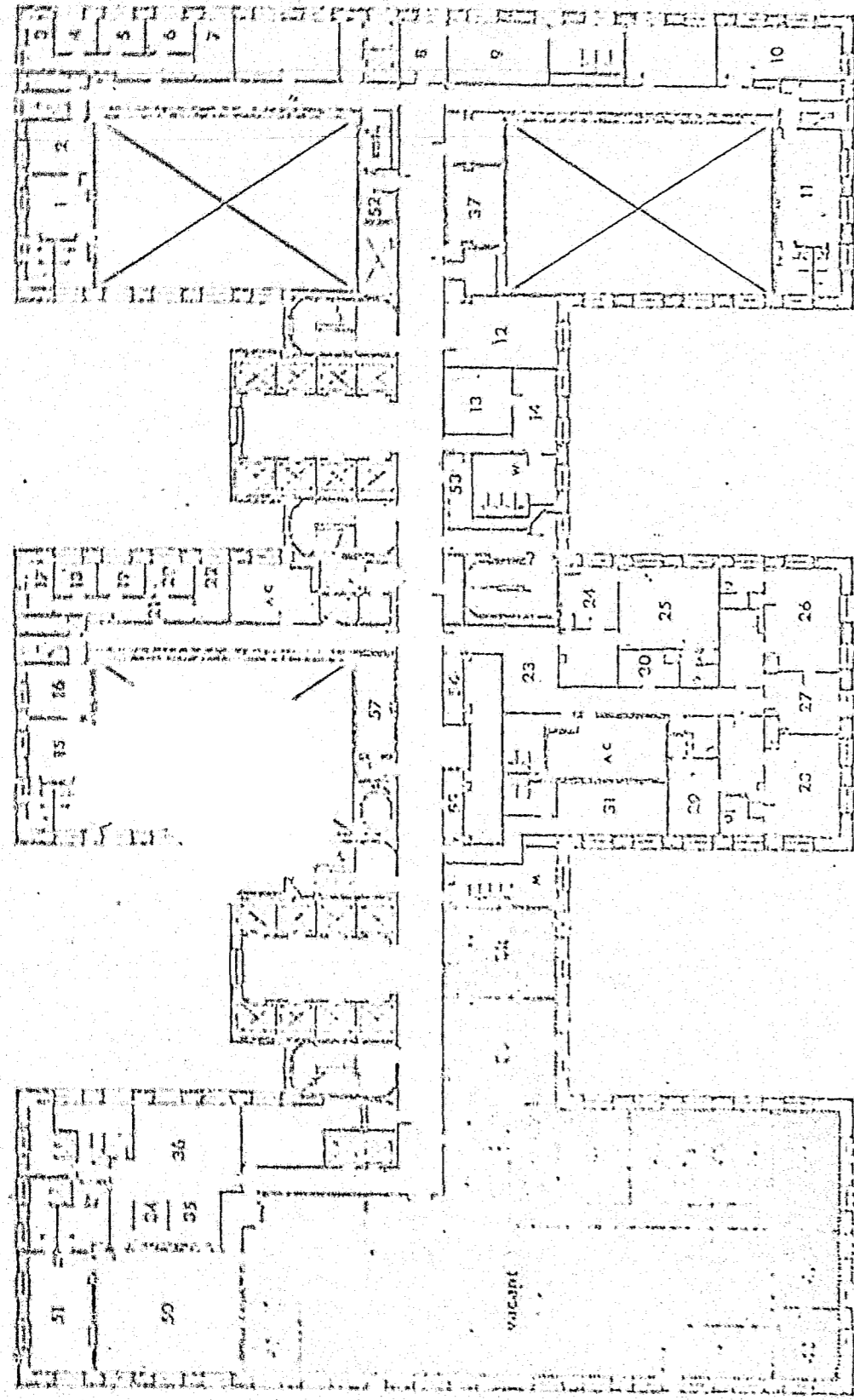
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FLOOR

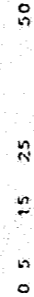
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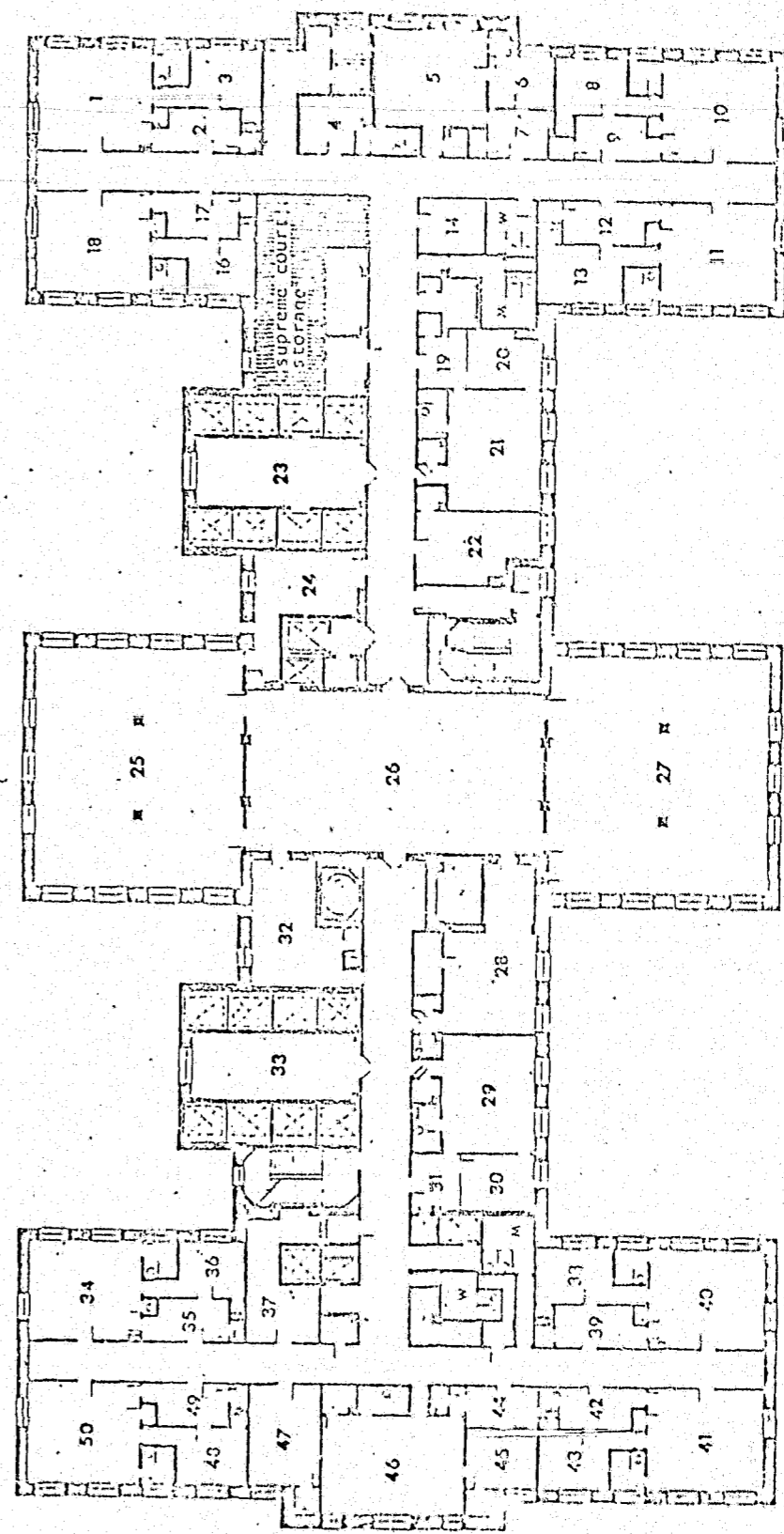
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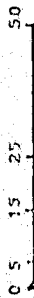
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FLOOR  
16



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET



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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
RECORD STORAGE & VACANT SPACE PLANS

DWG. NO.  
SB-18

FLOOR  
17

AREA ANALYSIS  
SUMMARY OF RECORD STORAGE, VACATED & PLANNED VACATED SPACES  
Criminal Court Building, 100 Centre Street, New York City

	Total Record Storage Area	32,683 sq. ft.
	Vacated & Planned Vacated Area (1971)	51,919 sq. ft.
	Total Area Requiring Detailed Analysis & Relocation	84,602 sq. ft.

## VACATED AND PLANNED VACATED SPACE

FLOOR	ROOM NO.	USE	AREA (sq. ft.)	SUBTOTAL (sq. ft.)
1	5	Duplication, mail, keypunch	4636	
	6-8, 43-45	Press, SPCC, Youth Counsel	2622	7258
2	10-19	Vacant	4636	
	1-8, 44-45	Identification	3783	
	39&43	Judges lunch, data processing	2726	11145
3	1-6, 12-17, 19-23, 35-40	Administrative office	8425	8425
4	11	Vacant	1088	1088
5	30-31, 39-55	Probation	3741	
	65-67	Court officer's lockers	1140	4881
	27-29			
8	3-4	lockers & lounge	800	800
9		Youth Counsel	1830	1830
13	6-8	Court Employment Project	731	731
14	19	Correction Building & Maintenance	1590	
	15	Court officers lockers	1388	
	1-6	Court Employment Project	3016	
	7	Legal Aid Society	1872	7866
16	32-33, 40-49	Vacant	7895	7895
TOTAL				51919

## RECORD STORAGE SPACES

FLOOR	ROOM NO.	USE	AREA (sq. ft.)	SUBTOTAL (sq. ft.)
8	1	D.A. storage	3822	4550
	5	Court records	728	
1	52	Psychiatric clinic	720	720
3	18	Administrative files	672	1142
	42	Correction-storage	470	
6	1	D.A. records from 1812	500	1200
	2	D.A. records from 1815	400	
	3	storage files	300	
7	1	D.A. evidence storage	1564	4241
	2	mail/records	2677	
5	1	Accountants' records	550	1275
	2	Accountants' records	725	
9	1	storage	386	10930
	2	Supreme court records	5358	
	3	Probation records	5186	
10	94	records/dockets/lockers	1720	4312
	106	clerk's record from 1940	1744	
	84	probation records	840	
12	33	records	2658	3625
	16	correction storage	967	
17	15	Supreme court storage	688	688
TOTAL				32683

ANALYSIS PROCESS

## ANALYSIS PROCESS

The analysis process is divided into two sections: major functions in both the Criminal Court and the Criminal Division of the Supreme Court, and by departments. The approaches and techniques adopted for both analyses are similar. A detailed analysis of court operations was conducted by using a questionnaire and by personnel interviews. Data compiled by the program team are reviewed, organized and presented graphically for ease of comprehension. Sequences of operations were developed for cases and personnel, and the sequences of people's and departmental involvement in cases are illustrated. Time studies of operations have enabled delays and length of delays to be pinpointed, from which alternative solutions have been determined.

In the analysis of compiled data, it was recognized that the functional relationships between departments during the arraignment process could be very different from the post-arraignment or the hearings and trial process. For example, the involvement of the police department is much more significant during the arraignment process than during the hearings and trial process when the only major function of the police officer is to testify as a witness.

The departments (police, correction, probation, etc.) and functions (complaints, docketing, etc.) were arranged according to their sequence of operations for the arraignment and for the hearings and trial processes. Corresponding to the departments and functions were listed the people involved and the spaces within which such functions were performed. For instance, the people involved in the Probation ROR function during the arraignment process include the probation screener and the defendant, and the spaces involved are interviewing and screening spaces. During the hearings and trial function, the involvement of the Probation Department is quite different: the Probation officers are investigators and the spaces used are staff offices. The people listed are differentiated into primary and secondary participants. Primary participants are people actively in-

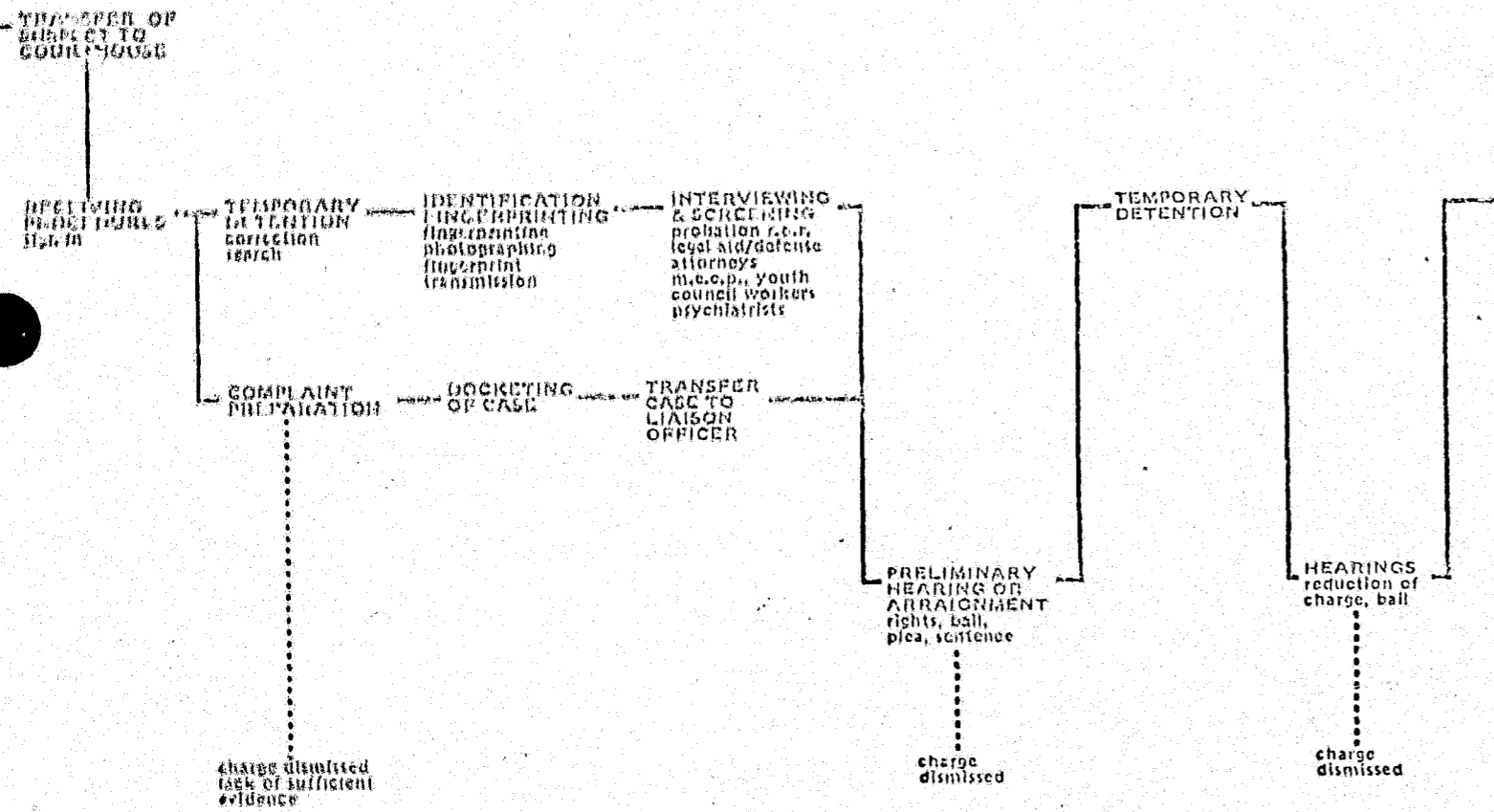
involved in the performance of certain functions whereas secondary participants are people supporting the performance of these functions. For example, the primary participants during a legal aid interview are the legal aid attorney and the defendant, while the correction officer supervising the interview is the secondary participant. To differentiate between the primary and secondary participants, a semi-colon is placed between the two.

From this table, the functions are placed on both the horizontal and the vertical axes of a matrix. The matrix is used to illustrate graphically and in a compact form the relative significance of relationships between the functions. The measurement of significance is based on two criteria: 1. The significance of interaction and movement of people between functions; 2. The significance of the functional relationships to the reduction of inefficiencies and delays in the criminal procedure.

Each of these two criteria was measured on a five-point scale; one for very insignificant, three for average significance, and five for very significant. Although more accurate results could be derived by weighing each criterion according to relative importance of its contribution, the necessary data for such a determination has not yet been analysed, and equal weight has been assigned to both criteria. The two values for each relationship have been added; the maximum combined value is ten.

The values assigned for the relationships between one function and the other functions were then added and the total for the arraignment process was then combined with the corresponding total for the hearings and trial process. There are several functions that exist under the hearings and trial process which do not exist under the arraignment process. These include the Grand Jury, Case Assignment, Appeals and Legal Research. Based on the combined values which represent the relative significance of the relationships between major criminal court functions, a list of priorities of these functions was developed. A similar, but somewhat modified analysis process was

adopted for the departmental analysis, the graphic presentation of which follow the analysis of the major functions.



INVESTIGATION

ARREST

BOOKING

IDENTIFICATION & DETENTION

COMPLAINT & DOCKET

JUDICIAL DETERMINATION

DISPOSITION

TEMPORARY DETENTION

TEMPORARY DETENTION

TEMPORARY DETENTION

GRAND JURY INDICTMENT

ARRAIGNMENT

CALENDARING NOTIFICATION

PREPARATION OF CASE

case dismissed  
no bill

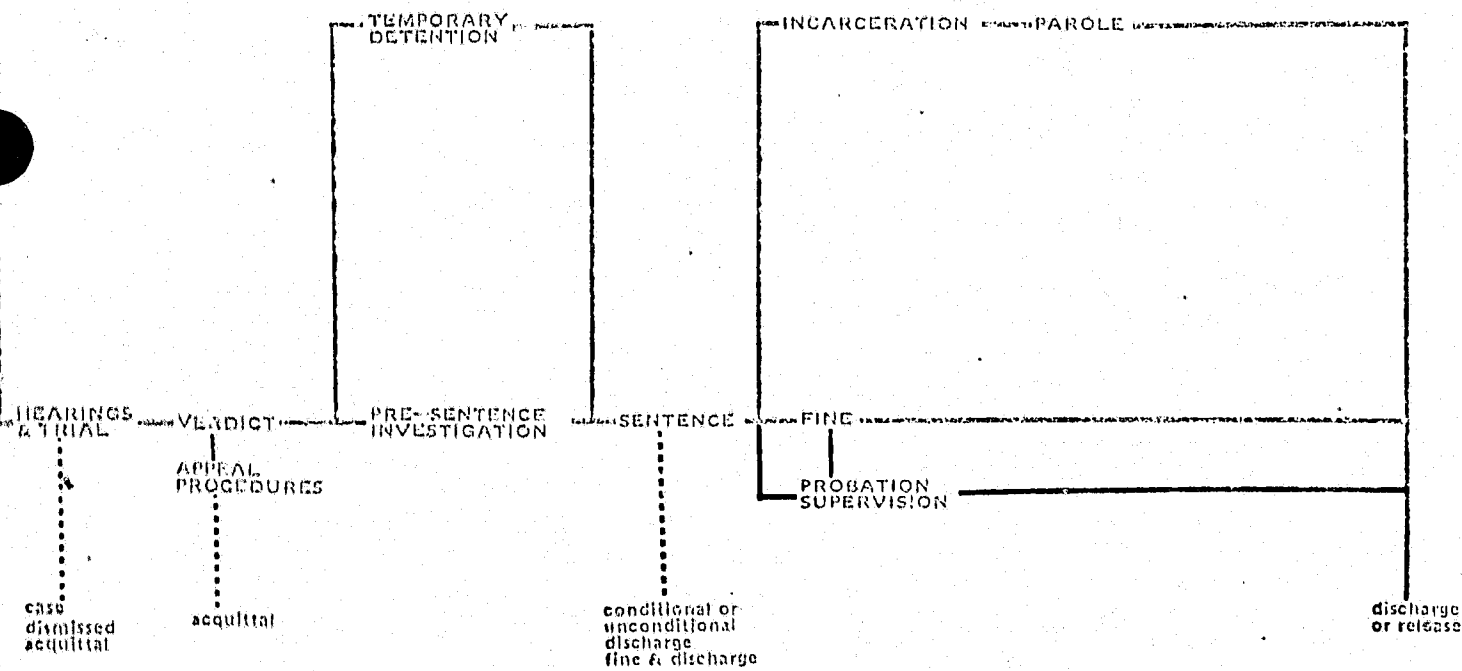
case dismissed

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM MIDTOWN E. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING SEQUENCE OF OPERATIONS OF THE NEW YORK CRIMINAL JUSTICE SYSTEM: CASES	FIGURE CJ-1
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# CONTINUED

# 1 OF 3



CORRECTION OFFICERS

POLICE OFFICERS

PUBLIC

JUDGES

SUSPECT/ DEFENDANT

PETIT JURORS

DISTRICT ATTORNEYS

GRAND JURORS

LEGAL AID ATTORNEYS

PROBATION OFFICERS

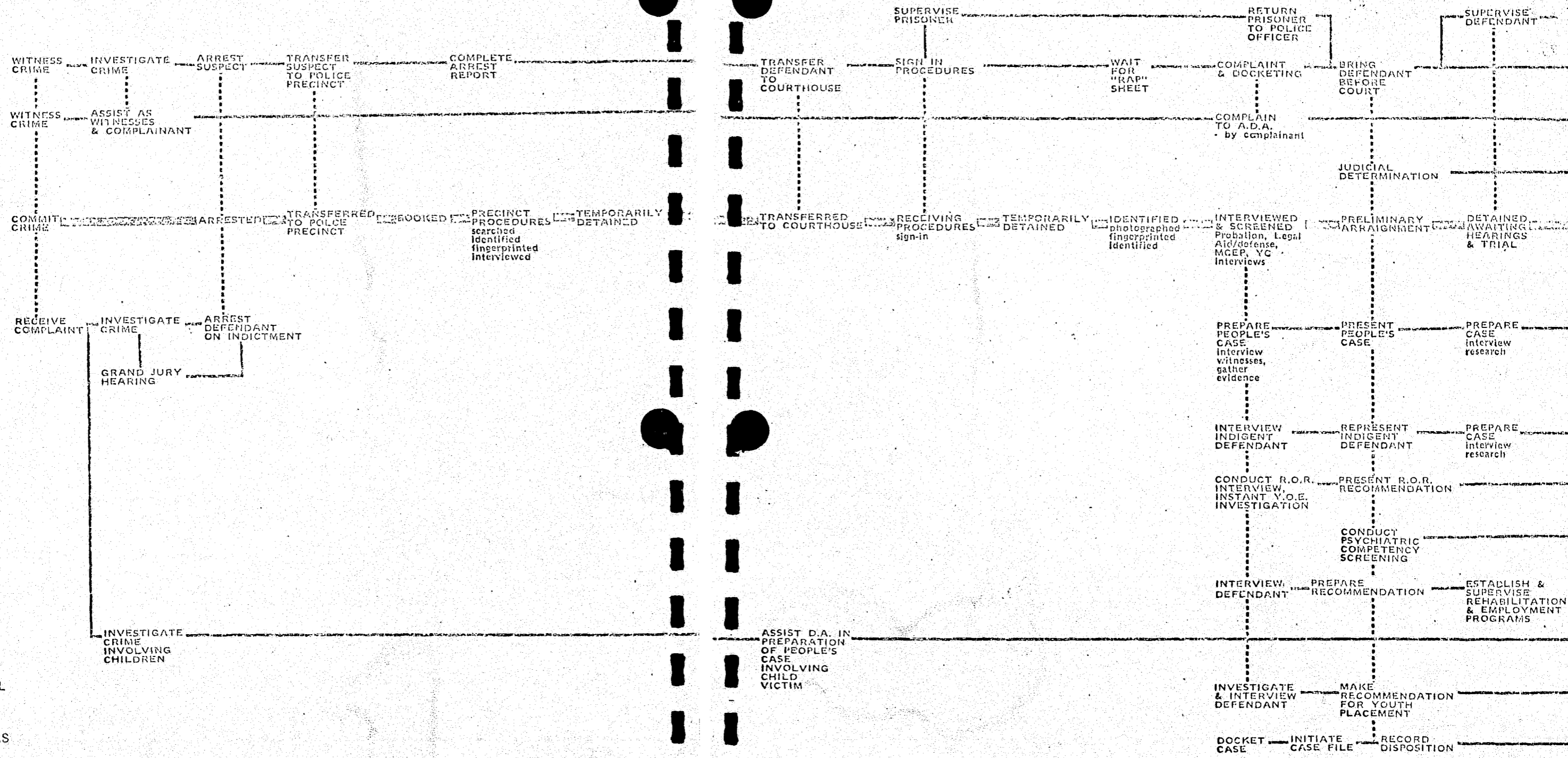
PSYCHIATRIC PERSONNEL

M.C.E.P. OFFICERS

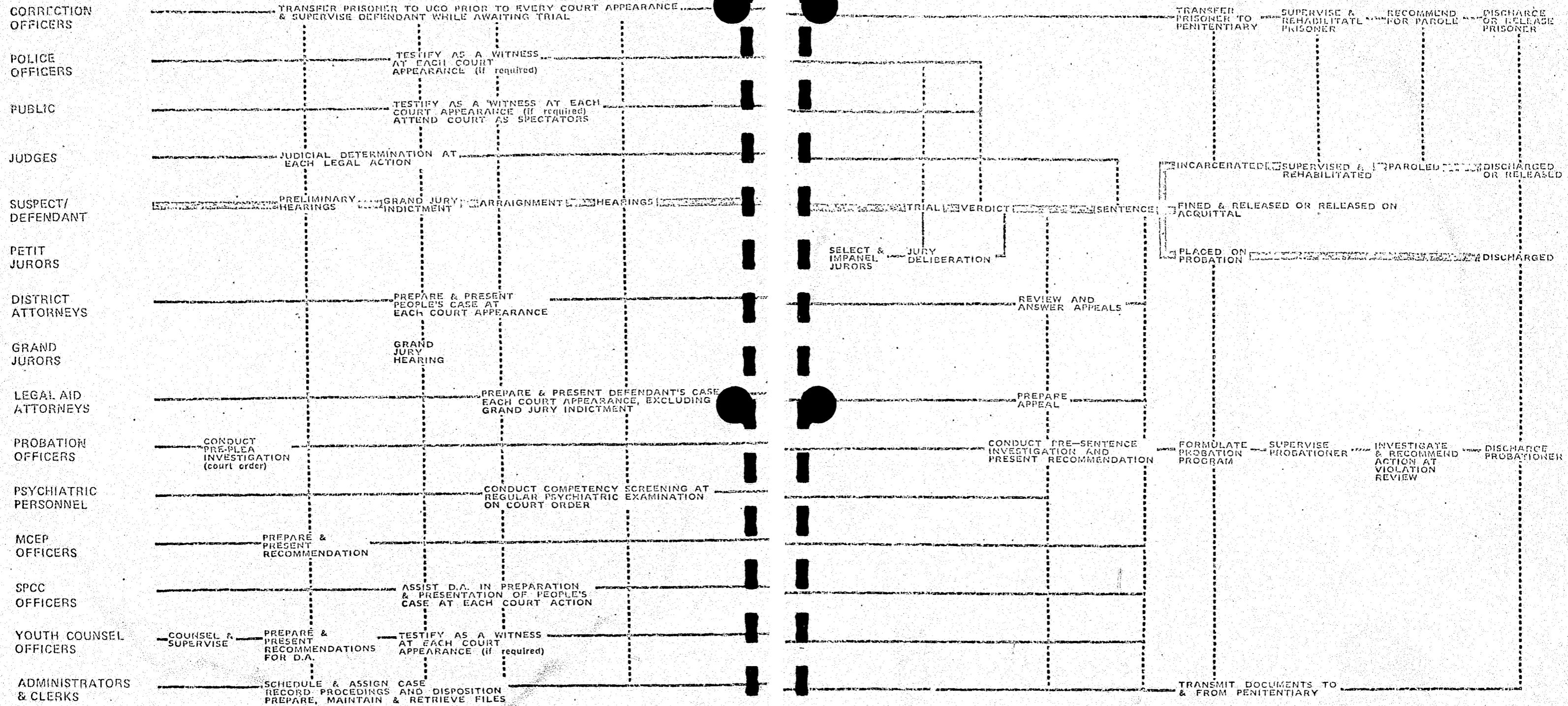
S.P.C.C. OFFICERS

YOUTH COUNSEL OFFICERS

ADMINISTRATORS & CLERKS



COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING SEQUENCE OF OPERATIONS OF THE NEW YORK CRIMINAL JUSTICE SYSTEM: PEOPLE	FIGURE CJ-2
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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>	<p>MANHATTAN CRIMINAL COURT BUILDING SEQUENCE OF OPERATIONS OF THE NEW YORK CRIMINAL JUSTICE SYSTEM: PEOPLE</p>	<p>FIGURE CJ-2 CONT'D</p>
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ARRAIGNMENT PROCESS: MAJOR CRIMINAL COURT FUNCTIONS AND FACILITIES

FUNCTIONS	PEOPLE	FACILITIES
POLICE	Police officers; arresting officers, defendants	Police facilities
CORRECTION	Correction officers; arresting officers, defendants	Detention facilities
PROBATION	Probation officers — screeners; defendants	Probation/interview and screening spaces
DISTRICT ATTORNEY	Assistant District Attorneys; arresting officers, Legal Aid or defense attorneys, complainants	District Attorney's Office in Complaint Room
LEGAL AID	Legal Aid attorneys — screeners, investigators; defendants	Legal Aid interview and screening spaces
COMPLAINT	Assistant District Attorneys, arresting officers, Legal Aid or defense attorneys, complainants, steno-typists	Complaint Room
DOCKETING	Docket clerks, arresting officers	Docket area
COURT EMPLOYMENT (MCEP)	Court employment project staff — screeners; defendants	MCEP/interview and screening space
YOUTH COUNSEL (YCB)	Youth counsel staff — screeners; defendants	YCB/interview and screening spaces
PSYCHIATRIC	Psychiatric staff; defendants, Court officers	Psychiatric screenign space
SPCC	SPCC staff; victim, defendant, relatives	SPCC office
ARRAIGNMENT	Judge, Court personnel, public, press, District Attorney, Legal Aid or defense attorney, Probation Officer, defendant	Arraignment courtroom
CHAMBER	Judge, assistants; attorneys	Judges' chambers
ANCILLARY	Attorneys, defendants, relatives, witnesses, complainants	Ancillary spaces
CLERICAL	Clerks, attorneys, defendants, complainants, public, press	Clerk's office
ADMINISTRATIVE	Administrative personnel; judges, attorneys, Court personnel	Administrative office

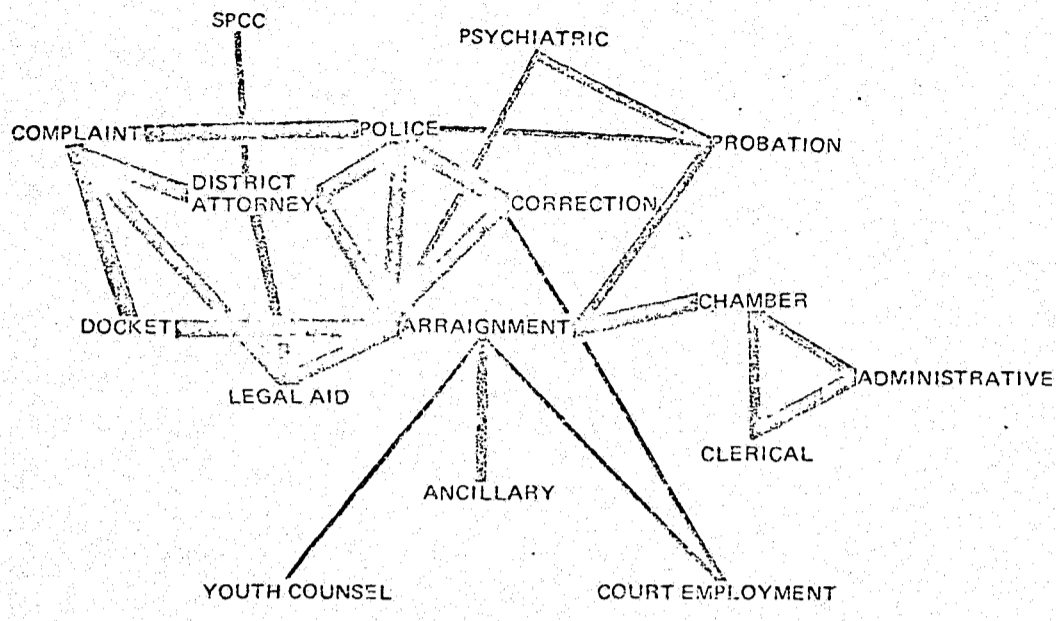
COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING ARRAIGNMENT: FUNCTIONS & FACILITIES	TABLE AR-1
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FUNCTIONS	FUNCTIONS
POLICE	POLICE
CORRECTION	CORRECTION
PROBATION	PROBATION
DISTRICT ATTORNEY	DISTRICT ATTORNEY
LEGAL AID	LEGAL AID
COMPLAINT	COMPLAINT
DOCKETING	DOCKETING
COURT EMPLOYMENT	COURT EMPLOYMENT
YOUTH COUNSEL	YOUTH COUNSEL
PSYCHIATRIC	PSYCHIATRIC
S.P.C.C.	S.P.C.C.
ARRAIGNMENT	ARRAIGNMENT
ANCILLARY	ANCILLARY
CHAMBER	CHAMBER
CLERICAL	CLERICAL
ADMINISTRATIVE	ADMINISTRATIVE

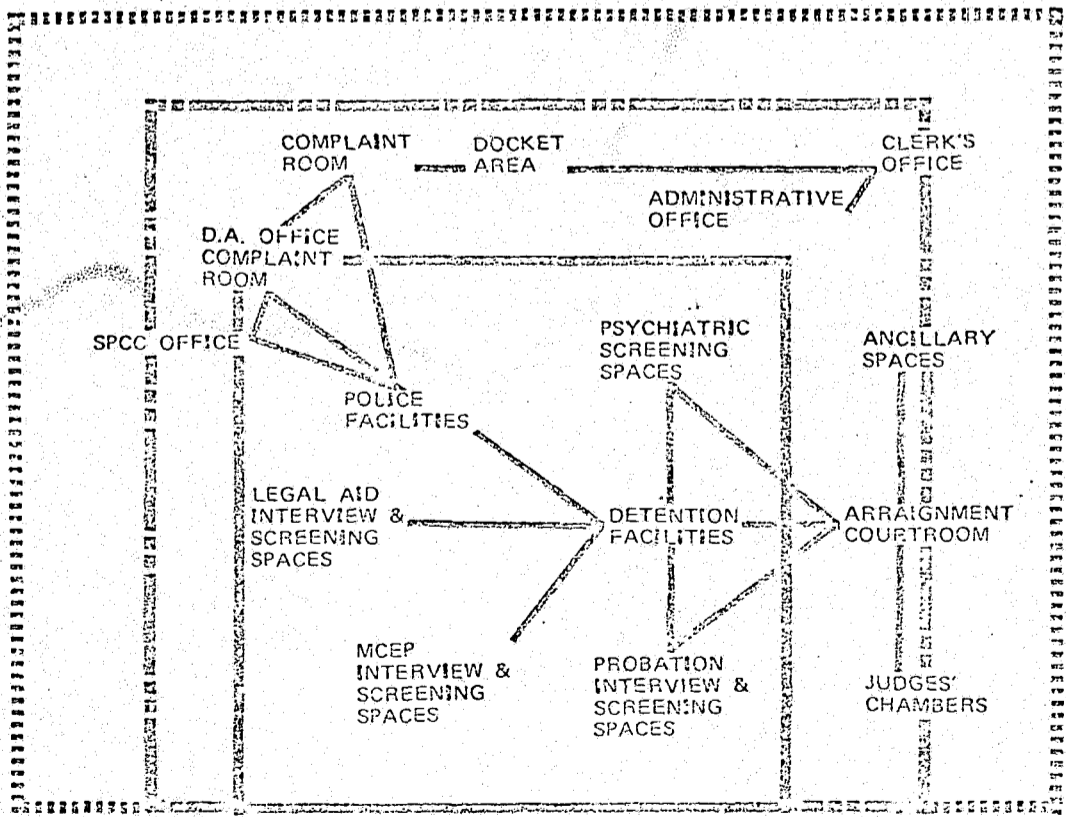
COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
ARRAIGNMENT:  
SIGNIFICANCE OF FUNCTIONAL RELATIONSHIPS

FIGURE  
AR-1



COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING ARRAIGNMENT: INTER-FUNCTIONAL RELATIONSHIPS	FIGURE AR-2
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING ARRAIGNMENT: SPATIAL RELATIONSHIPS	FIGURE AR-3
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HEARINGS AND TRIAL PROCESS: MAJOR CRIMINAL COURT FUNCTIONS AND FACILITIES

FUNCTIONS	PEOPLE	FACILITIES
CORRECTION	Correction officers; defendants, Court officers	Detention facilities, staff offices
DISTRICT ATTORNEY	Assistant District Attorneys; Legal Aid or defense attorneys	District Attorney's Office
GRAND JURY	Grand Jurors; Assistant District Attorneys, witnesses, defendant	Grand Jury spaces
LEGAL AID	Legal Aid attorneys; defendants	Legal Aid office
PROBATION	Probation Officers - investigators; defendants	Probation office
PSYCHIATRIC	Psychiatric staff; defendants, Court officers	Psychiatric Clinic
YOUTH COUNSEL (YCB)	Youth counsel staff - investigators; defendants, relatives, witnesses	Youth Counsel Bureau office
COURT EMPLOYMENT (MCEP)	Court employment project staff - representatives, Career Developers; defendants, relatives, witnesses, employers	MCEP office
JURY	Jurors, jury clerks, Court officers	Jury spaces
HEARINGS AND TRIAL	Judge, Court personnel, jurors, attorneys, defendant, public, press	Courtrooms or hearing rooms
ANCILLARY	Attorneys, defendant, witnesses, jurors	Ancillary spaces
CHAMBER	Judge, assistants; attorneys, public, press	Judges' chambers
CLERICAL	Clerks; attorneys, defendants, public, press	Clerk's office
ADMINISTRATIVE	Administrative personnel; judge, attorneys, Court personnel	Administrative office
CASE ASSIGNMENT	Case assignment personnel; attorneys, defendants, Police officers, public	Case assignment spaces
APPEAL	Appellate Term personnel; attorneys	Appellate Term
LEGAL RESEARCH	Judges, legal assistants, attorneys	Law Library
POLICE	Police officers; defendant	Police facilities
SPCC	SPCC staff; victim, defendant, relatives	SPCC office

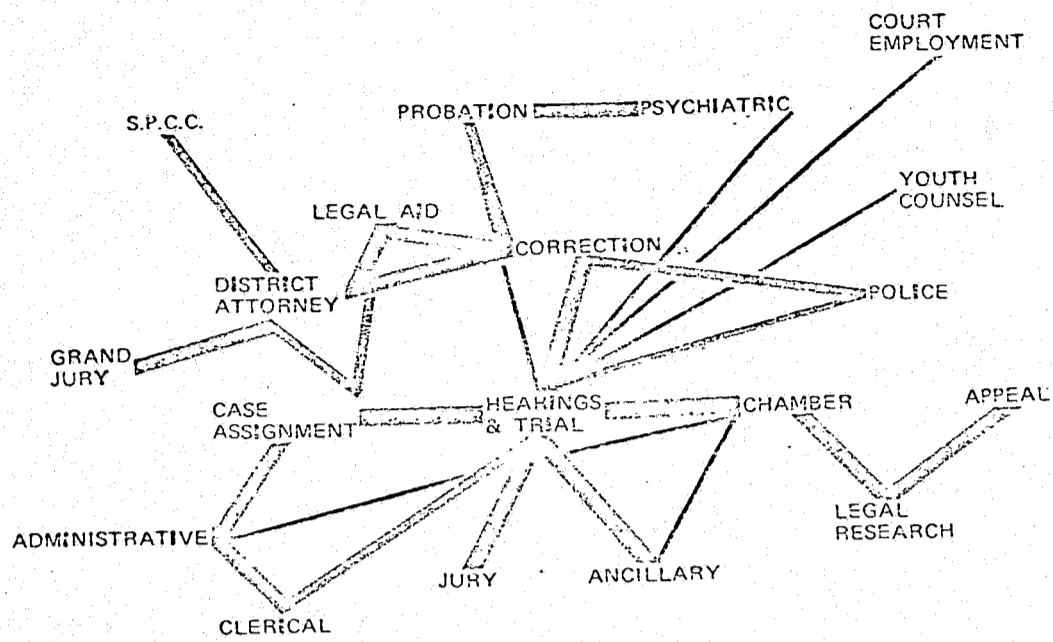
COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING HEARINGS & TRIAL: FUNCTIONS & FACILITIES	TABLE HT-1
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

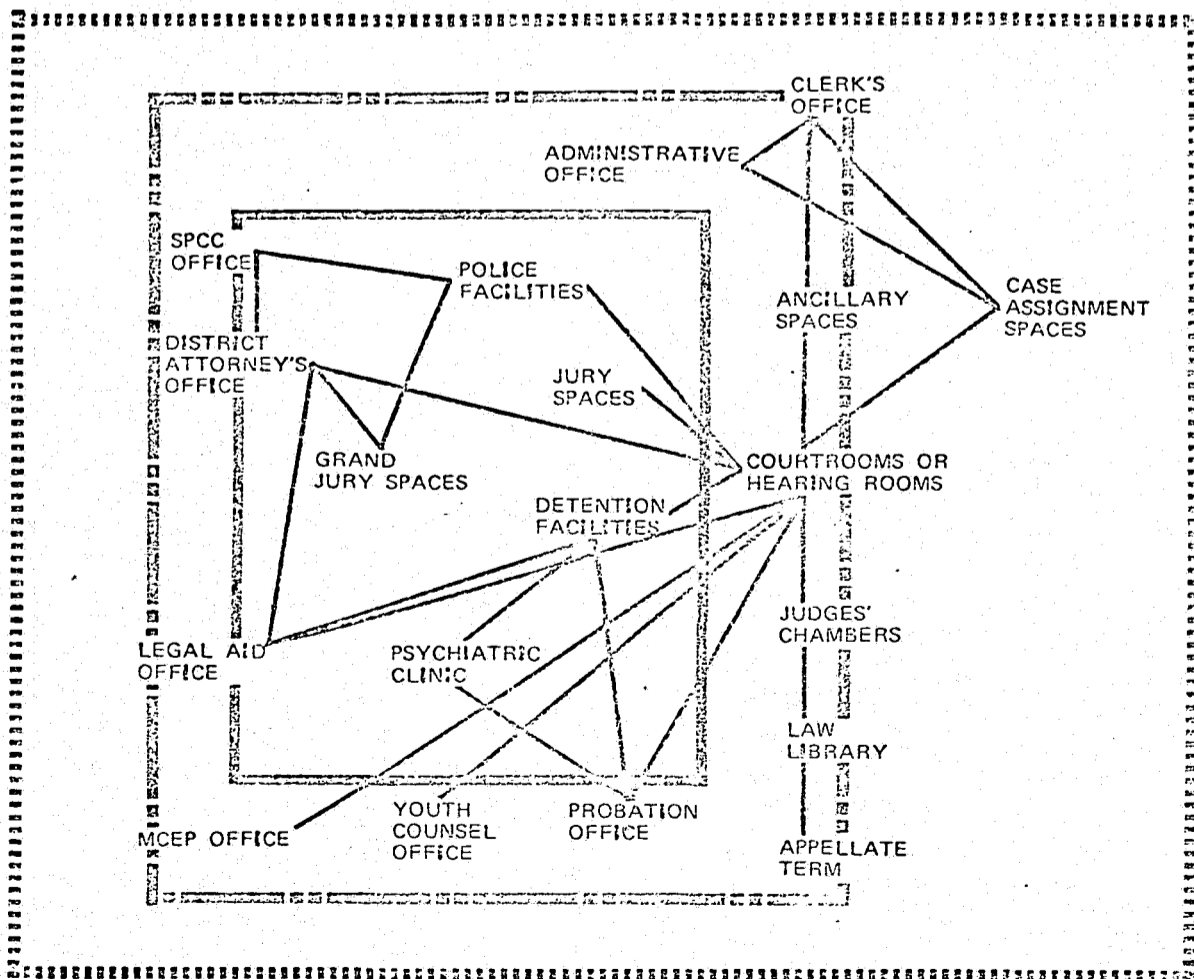
MANHATTAN CRIMINAL COURT BUILDING  
HEARINGS & TRIAL:  
SIGNIFICANCE OF FUNCTIONAL RELATIONSHIPS

FIGURE  
HT-1

FUNCTIONS	FUNCTIONS
CORRECTION	CORRECTION
DISTRICT ATTORNEY	DISTRICT ATTORNEY
GRAND JURY	GRAND JURY
LEGAL AID	LEGAL AID
PROBATION	PROBATION
PSYCHIATRIC	PSYCHIATRIC
YOUTH COUNSEL	YOUTH COUNSEL
COURT EMPLOYMENT	COURT EMPLOYMENT
JURY	JURY
HEARING & TRIAL	HEARING & TRIAL
ANCILLARY	ANCILLARY
CHAMBER	CHAMBER
CLERICAL	CLERICAL
ADMINISTRATIVE	ADMINISTRATIVE
CASE ASSIGNMENT	CASE ASSIGNMENT
APPEALS	APPEALS
LEGAL RESEARCH	LEGAL RESEARCH
POLICE	POLICE
S.P.C.C.	



COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING HEARINGS & TRIAL: INTER-FUNCTIONAL RELATIONSHIPS	FIGURE HT-2
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING HEARINGS & TRIAL: SPATIAL RELATIONSHIPS	FIGURE HT-3
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Priorities of Major Criminal Court FunctionsArraignment, Hearings and Trial Functions

1. Courtrooms, Hearing Rooms and Ancillary Facilities
2. District Attorney's Office
3. Legal Aid Society
4. Manhattan Criminal Court Clerk's Office
5. Judges' Chambers
6. Department of Corrections
7. Police Department
8. Office of Probation
9. Society for the Prevention of Cruelty to Children
10. Psychiatric Clinic
11. Youth Counsel Bureau
12. Manhattan Court Employment Project

Hearings and Trial Function

1. Case Assignment Office
2. Law Library
3. Appeals Bureau
4. Jury
5. Grand Jury

City-Wide Administrative Functions

1. Administrative Office
2. Data Processing Center

**POLICE: CRIMINAL PROCEDURES AND FACILITIES****OPERATIONS****INVESTIGATION AND ARREST**

Witness alleged crime

Police Officer, witness, victim

Notes on alleged crime, witnesses, victim

External spaces

Investigate crime

Police Officer, detectives; witnesses, victim, suspect

Investigation reports

External spaces

Arrest suspect

Arresting officer, suspect

Warrant, arrest report

External spaces

**BOOKING**

Search defendant

Police Officer, defendant

-

Search spaces

Interview defendant

Police Officer, defendant, attorney

Interview forms, notes

Interview space

Fingerprint defendant

Arresting officer, defendant; Police Officer

Fingerprint cards

Fingerprinting area

• Transmit fingerprints (NYSIIS)

Police equipment operator

Transmitting equipment (NYSIIS)

NYSIIS transmitting equipment space

Book defendant

Arresting officer, defendant, desk officer

Booking reports, forms

Booking station

Detain defendant

Police officers, defendant

-

Temporary detention facilities

Transfer defendant to courthouse

Arresting officer, defendant

Identification forms

Police vans

**IDENTIFICATION AND CHARGE**

Receive defendant

Police officers, arresting officer, defendant

Identification forms

Police and prisoner receiving area

Sign in defendant

Arresting officer, defendant, Correction officers

Prisoner sign-in book

Prisoner sign-in area

Sign in

Arresting officer

Police Officer sign-in book

Police sign-in area

Wait for criminal record

Arresting officer, Police officers

"Rap sheet", arrest report

\* Police waiting space

Fingerprint defendant (if necessary)

Police Officer, defendant

Fingerprint cards

Fingerprinting area

+ Transmit fingerprints (NYSIIS)

Police equipment operator

Transmitting equipment (NYSIIS)

NYSIIS transmitting equipment space

• Supervise defendant waiting

Defendant (on bail &amp; summons); Police officers

Summons, identification papers

Defendant waiting space



**OPERATIONS**

- Photograph defendant
- + Escort defendant to R.O.R. interview
- + Discuss complaint with A.D.A.
- Transfer case to liaison officer
- Docket case

**PEOPLE**

- Police photographer, defendant
- Police Officer, arresting officer, Probation Officer, defendant
- Arresting officer, A.D.A.; witnesses, complainant
- Arresting officer, liaison officer
- Arresting officer or liaison officer, docket clerk

**DOCUMENTS/EQUIPMENT**

- Identification forms, photograph/photographic equipment
- Probation R.O.R. form
- "Rap sheet", investigation, arrest reports
- Complaint, "rap sheet", transfer papers
- Docket book, docket number

**SPACES**

- Photographic space
- R.O.R. interview space
- A.D.A. space in Complaint Room
- Police waiting area
- Docket area

**ARRAIGNMENT, HEARINGS AND TRIAL**

- Testify at arraignment, hearing or trial
- Return defendant to detention
- Sign out and return to duty

- Arresting or liaison officer, defendant; A.D.A., Legal Aid attorney, Court personnel
- Police or Uniformed Court Officer, prisoner, Correction officers
- Police officers, arresting officer

- Court order
- Correction sign in forms
- Police sign-out book

- Courtroom and ancillary spaces
- Detention facilities
- Police sign-out area

**ADMINISTRATION**

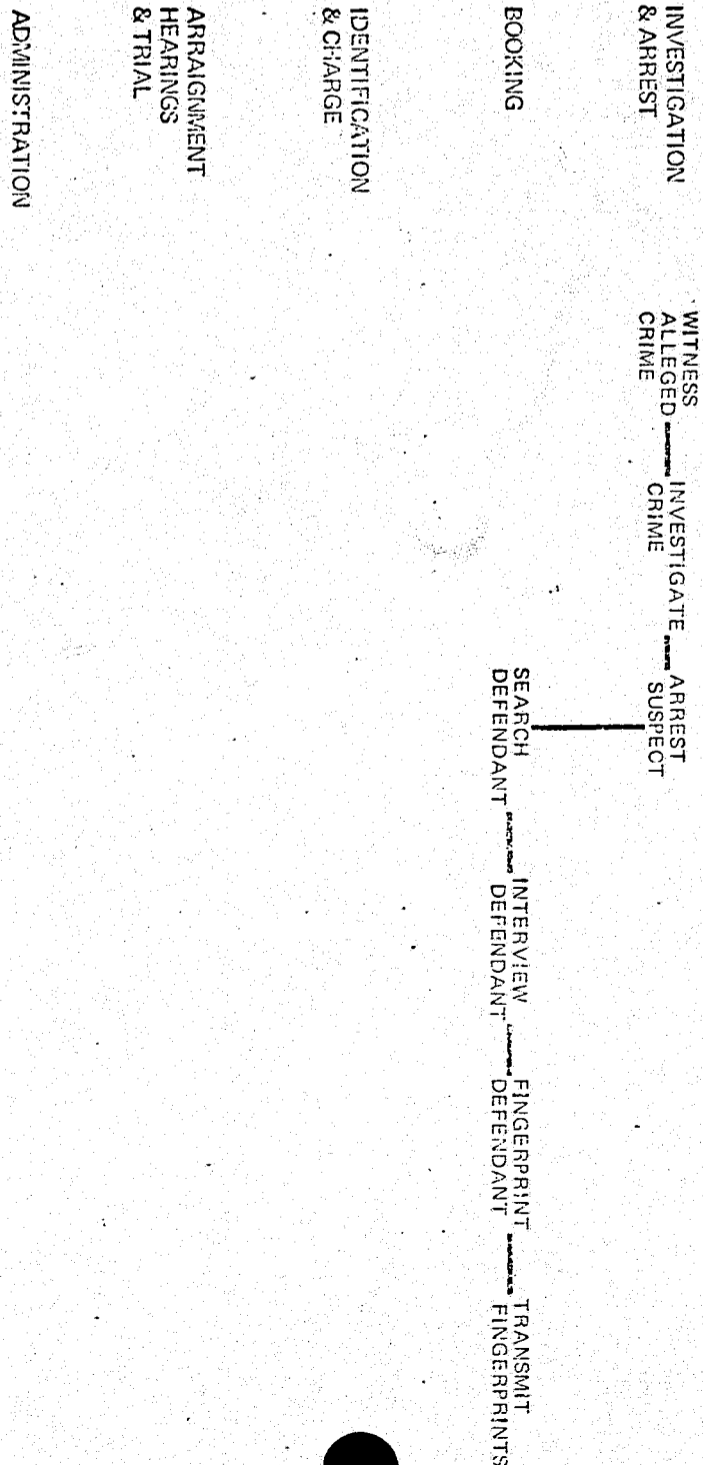
- Control operations
- Prepare and maintain files
- Appearance Control

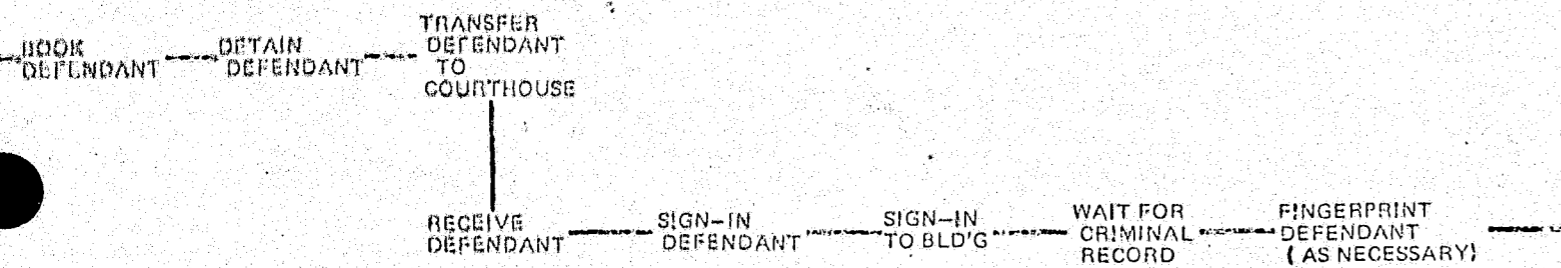
- Administrative Police officers
- Secretaries, typists, clerks
- Police officers, Appearance Control personnel, administrative officers

- Administrative forms/office equipment
- Office and filing equipment
- Charts, tables/office equipment

- Administrative offices
- Secretarial, clerical spaces
- Appearance Control office

<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>	<p>+ Relocation based on proposed change • Proposed change</p>	<p>MANHATTAN CRIMINAL COURT BUILDING POLICE CRIMINAL PROCEDURES &amp; FACILITIES</p>	<p>TABLE PL-1 CONT'D</p>
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INVESTIGATION & ARREST

BOOKING

IDENTIFICATION & CHARGE

TRANSMIT FINGERPRINTS

SUPERVISE DEFENDANT WAITING

PHOTOGRAPH DEFENDANT

ESCORT DEFENDANT TO R.O.R. INTERVIEW

DISCUSS COMPLAINT WITH A.D.A.

TRANSFER CASE TO LIAISON OFFICER

ARRAIGNMENT HEARINGS & TRIAL

ADMINISTRATION

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING POLICE SEQUENCE OF OPERATIONS	FIGURE PL-1
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SECRET

VERIFY AT ARRAIGNMENT HEARING OR RETURN TO DETENTION TRIAL

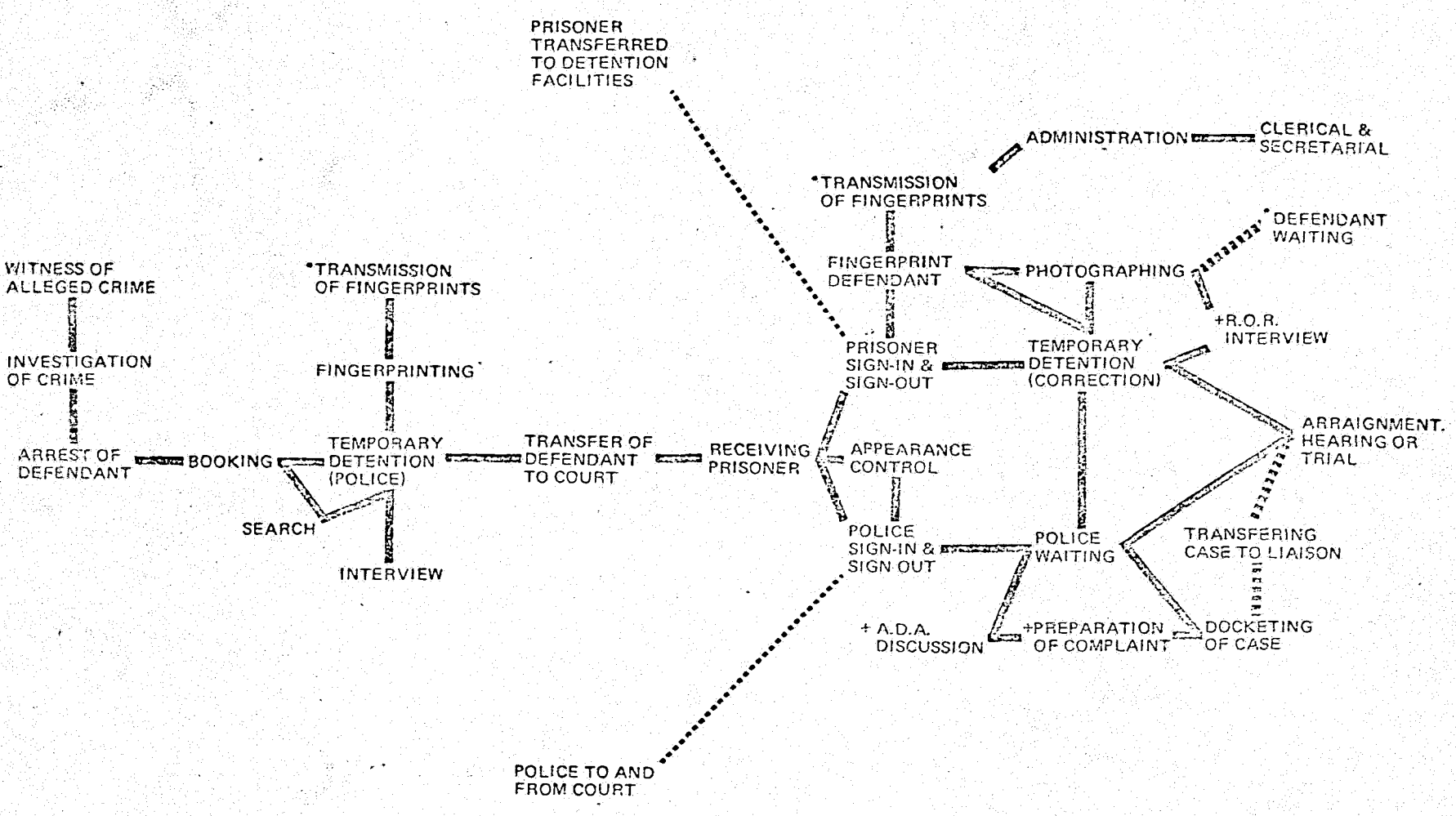
RETURN DEFENDANT TO DETENTION

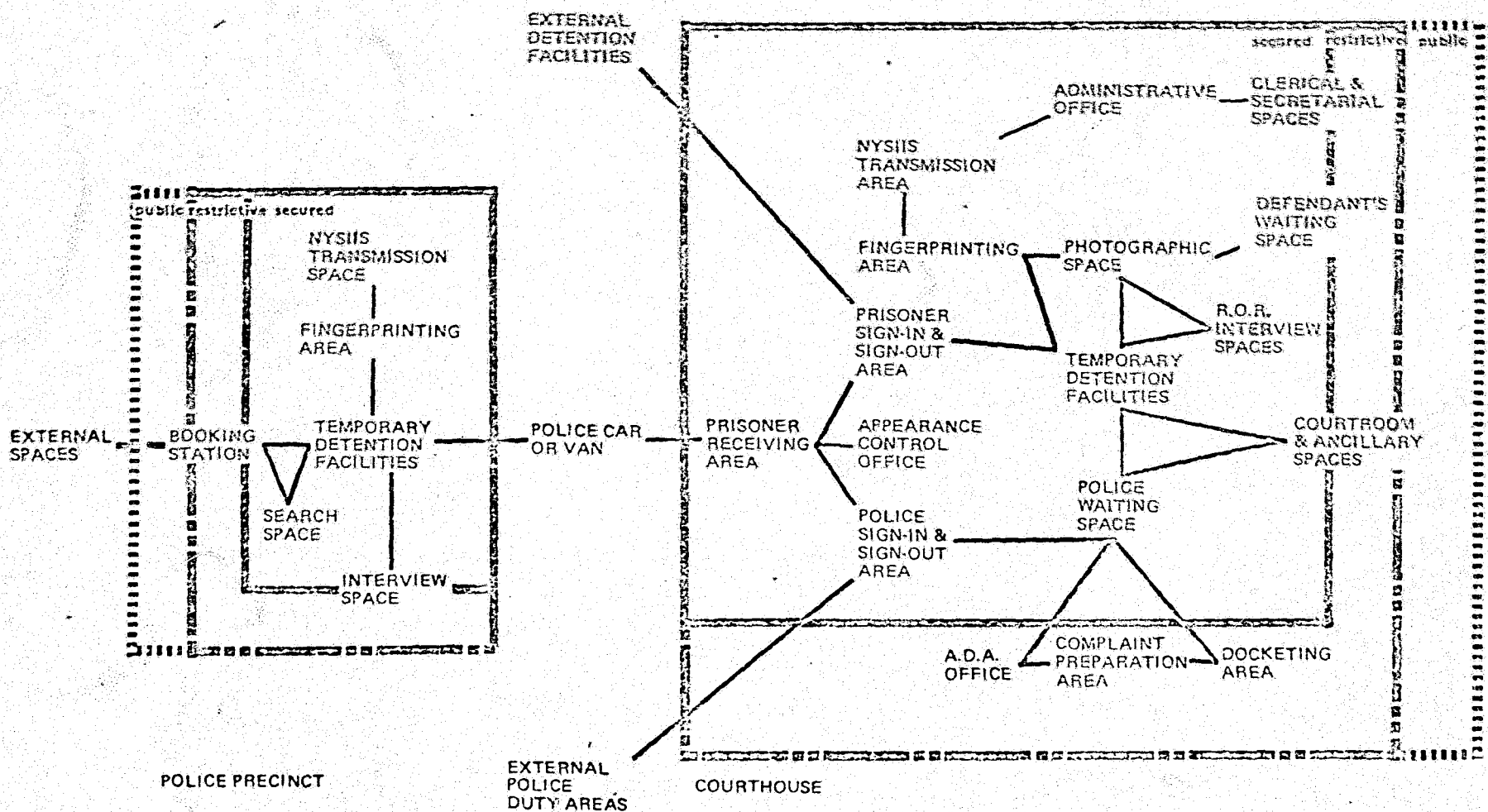
SIGN OUT & RETURN TO DUTY

CONTROL OPERATIONS

PREPARE & MAINTAIN FILES

APPEARANCE CONTROL





<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>POLICE</b> <b>FUNCTIONAL RELATIONSHIPS</b>	<b>FIGURE</b> <b>PL-3</b>
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**CORRECTION: CRIMINAL PROCEDURES AND FACILITIES**

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>SUPERVISION AND DETENTION</b>			
Sign in prisoner	Correction Officer, arresting officer, prisoner	Court Detention Pen Record (Form no. 242)	Prisoner sign-in space
Search prisoner	Correction Officer, arresting officer, prisoner	-	Inspection spaces
Supervise prisoner	Correction Officer, prisoner	-	Temporary detention facilities
Supervise interviews	Correction Officer, Legal Aid attorney, MCEP and Y.C.B. screeners, Probation R.O.R. interviewer, prisoner	Interview forms, reports	Interview spaces
Transfer prisoner to holding facility	Correction Officer, Police Officer, prisoner	Court Detention Pen Record	Holding facility adjoining courtroom
Receive prisoner from Court	Correction Officer, Police Officer, prisoner	Date stamp paper (Form no. 260)	Temporary detention facilities
• Supervise bail raising	Correction Officer, prisoner	Telephone	Defendant bail room
Take custody of prisoner	Correction Officer, Police Officer, prisoner	"Pedigree" of prisoner (Form no. 239A), Register of Prisoners (Form no. 243), property form, I.D. envelope	Temporary detention facilities
Transfer prisoner to detention	Correction Officer, prisoner	"Pedigree", court order, commitment form/transportation vehicles	External spaces
Receive prisoner	Correction officers, prisoner	Register of Prisoners, Accompanying Card (Form no. 236)	Receiving space
Examine prisoner	Physician, prisoner; Correction Officer	Medical forms	Examination space
Detain prisoner	Correction officers, prisoner	-	Detention facilities
Provide care service to prisoner	Supervisory personnel, care personnel, prisoner	Documents, directives/service equipment	Recreation, dining, kitchen, laundry, library spaces
Escort prisoner to interviews and examinations	Correction Officer, prisoner; visitors, specialists, defense attorneys	Transferral forms, escort papers	Interview, examination spaces
Return prisoner to courthouse on recall date	Correction Officer, prisoner	Register of Prisoners, "pedigree", Court Detention Pen Record, commitment paper, Accompanying Card/transportation vehicles	External spaces

<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	• Proposed change	<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>CORRECTION</b> <b>CRIMINAL PROCEDURES &amp; FACILITIES</b>	<b>TABLE</b> <b>CR-1</b>
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**OPERATIONS**

Hold prisoner for hearings or trial

Release prisoner to Court

Receive and transport prisoner to detention and sentence institutions

Supervise visitors' waiting, visiting

**ADMINISTRATION**

Supervise procedures

Prepare and maintain files

Maintain accounting records

**PEOPLE**

Correction Officer, prisoner

Correction Officer, Court Officer, prisoner

Correction Officer, Court Officer, prisoner

Correction officers, prisoner, friends, relatives

Wardens, supervisory personnel, Correction officers

Secretaries, clerks, Correction officers

Accountants, secretaries, clerks; Correction officers

**DOCUMENTS/EQUIPMENT**

Second Warrant paper (Form no. 44a), Date stamp paper

Second Warrant paper, Date stamp paper, Accompanying Card, "pedigree", court order, commitment form

Visitors' sign-in/out book

Administrative reports, directives/ office equipment

Case files/office equipment

Accounting records/accounting equipment

**SPACES**

Holding facility adjoining courtroom

Courtroom and ancillary facilities

Detention, treatment, rehabilitation facilities

Visitors' waiting spaces

Administrative offices

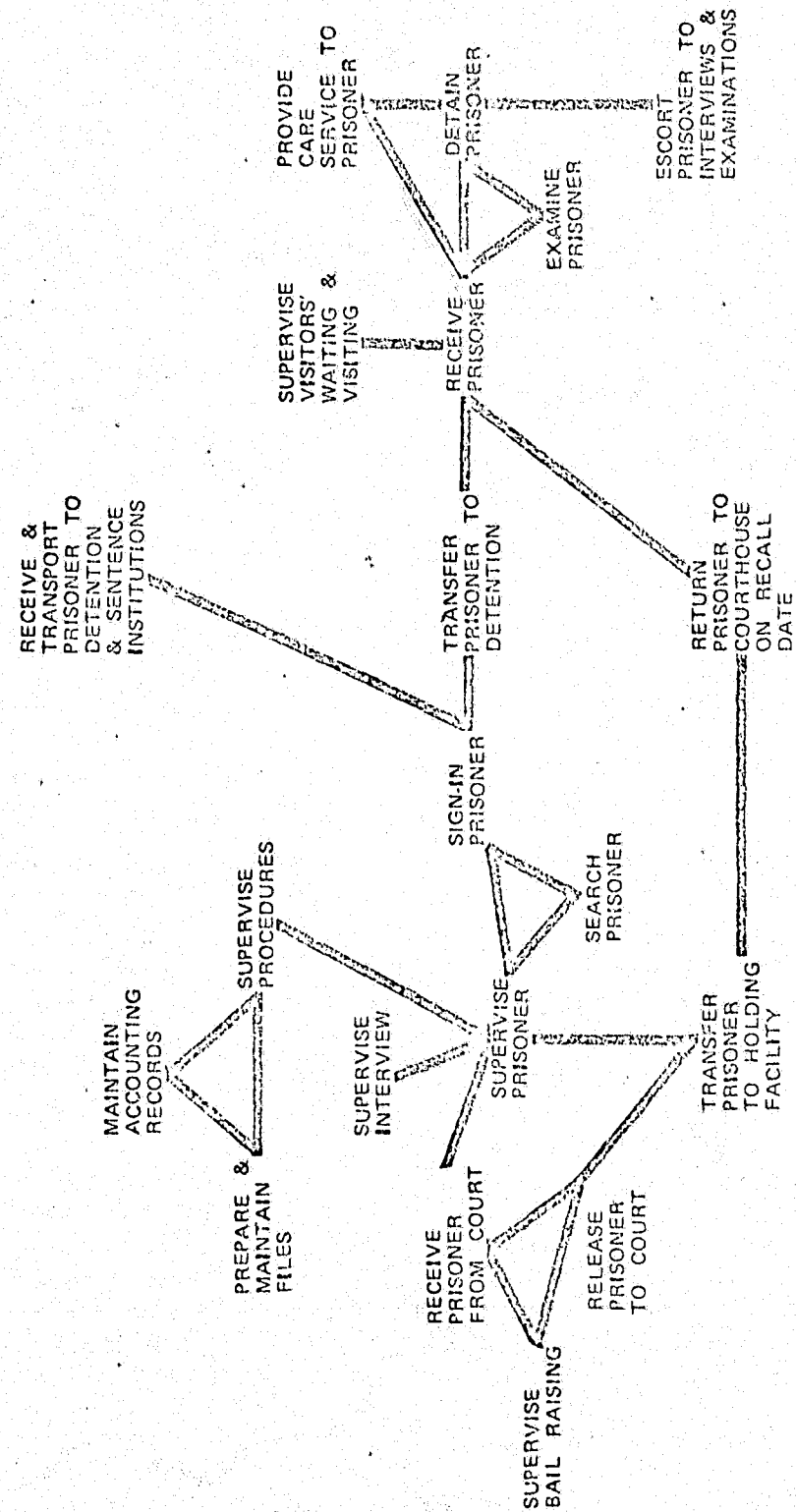
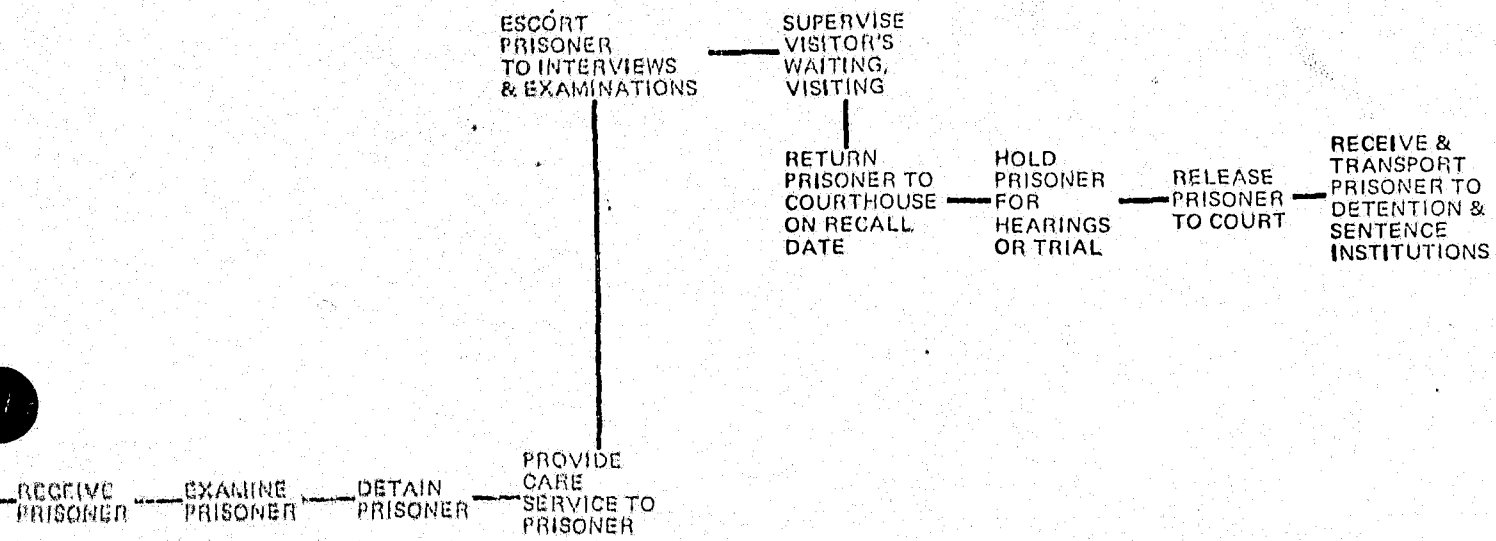
Secretarial, clerical spaces

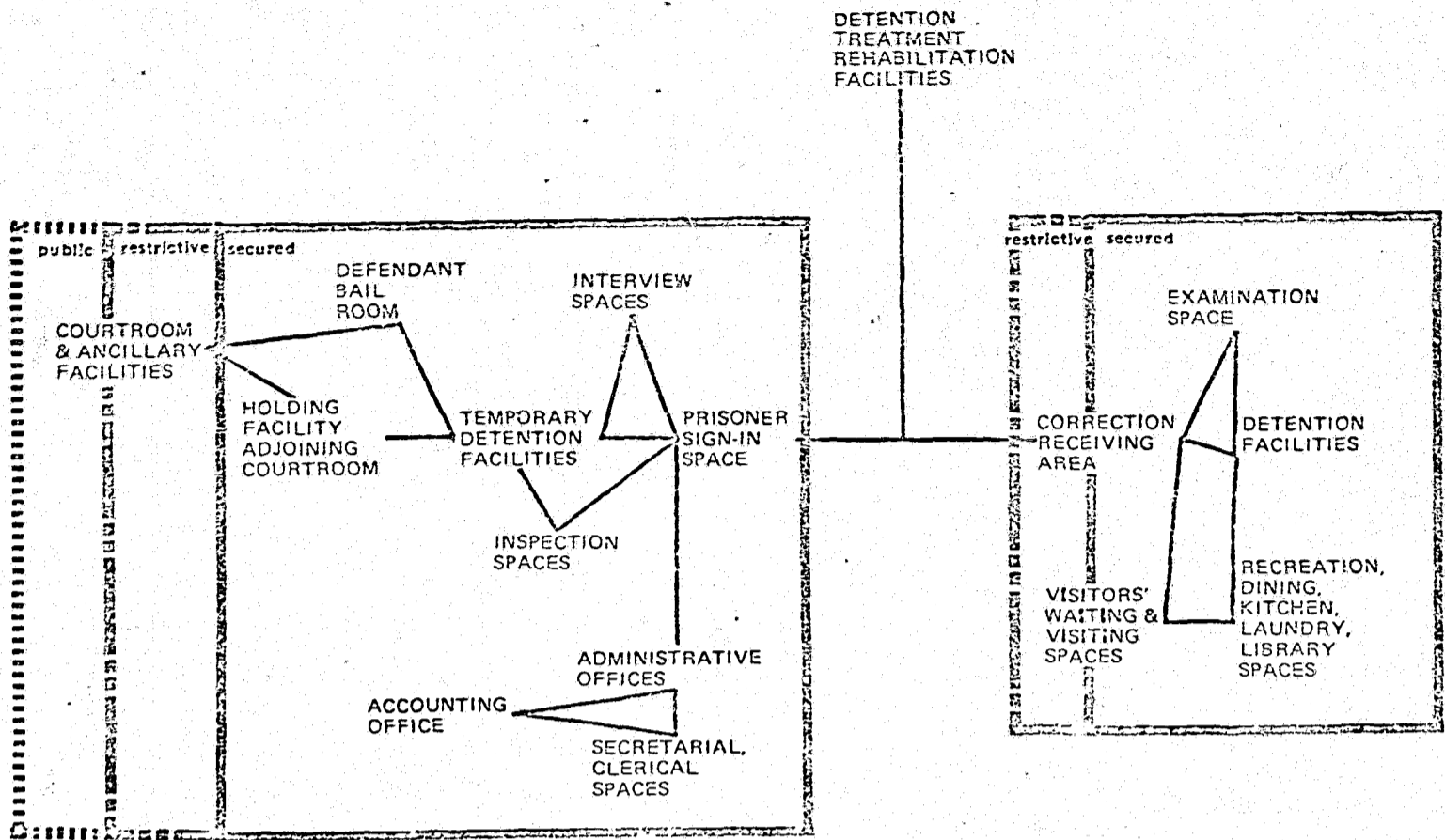
Accounting office

COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
CORRECTION  
CRIMINAL PROCEDURES & FACILITIES

TABLE  
CR-1 CONT'D





COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST., NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING CORRECTION SPATIAL RELATIONSHIPS	FIGURE CR-3
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### DISTRICT ATTORNEY: CRIMINAL PROCEDURES AND FACILITIES

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>INVESTIGATION AND PREPARATION</b>			
Receive complaint	A.D.A., complainant	Complaint form	Complaint Bureau
Assign case to appropriate Bureau	A.D.A.	Assignment form, complaint form	Homicide, Fraud, Rackets, Criminal Court, Supreme Court Bureaus
Investigate case	A.D.A., Investigators, detectives, witnesses, S.P.C.C. Investigator	Work sheets, reports	Staff offices, external spaces
Prepare case	A.D.A.	Warrants, subpoenas, legal documents/ recording equipment	Staff offices, equipment spaces
Present case at Grand Jury hearing	A.D.A., witnesses, defendant, complainant, Grand Jurors,	Recommendations, case file, evidence	Grand Jury hearing room, witness and defendant isolation spaces
Prepare indictment papers	A.D.A.	Indictment forms	A.D.A.'s office
Arrest defendant on warrant	Detectives, defendant	Warrant	External spaces, temporary detention facilities
Discuss case with arresting officer	A.D.A., arresting officer	"Rap sheet", arrest report	A.D.A.'s space in Complaint Room
Interview complainant and civilian witnesses, if any	A.D.A., complainant, witnesses	Work sheets	A.D.A.'s space in Complaint Room
• Discuss case with Legal Aid attorney	A.D.A., Legal Aid attorney	Work sheets	Conference space, staff office, * A.D.A.'s space in Complaint Room
Prepare complaint	A.D.A., arresting officer, complainant, * Legal Aid attorney	Complaint form	A.D.A.'s space in Complaint Room
Type complaint	Typist	Complaint form	Typing space in Complaint Room
Complete data arraignment sheet	A.D.A.	Data arraignment sheet	A.D.A.'s space in Complaint Room
Prepare case	A.D.A., Investigators, witnesses, complainant, arresting officer	Work sheets, legal documents, case file, evidence	Staff office
Discuss case with Supervisor	A.D.A., Supervisor	Work sheets, reports, case file, legal documents, evidence	Supervisor's and staff offices
<b>PROSECUTION</b>			
Present People's case	A.D.A., defendant, jury, judge, Court personnel, defense attorney	Work sheets, reports, case file, legal documents, evidence	Courtroom

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST., NEW YORK, N.Y. 10013	* Proposed change	MANHATTAN CRIMINAL COURT BUILDING DISTRICT ATTORNEY CRIMINAL PROCEDURES & FACILITIES	TABLE DA-1
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**OPERATIONS**

Make recommendations, motions  
 Address Court and Jury  
 Appear at sentencing

**PEOPLE**

A.D.A., defendant, judge, defense attorney, Court personnel  
 A.D.A., judge, jury, defense attorney, Court personnel, defendant, witnesses, complainant  
 A.D.A., judge, jury, defendant, Court personnel, witnesses, defense attorney

**DOCUMENTS/EQUIPMENT**

Briefs, legal documents  
 Work sheets, case file, legal documents, evidence  
 Court orders

**SPACES**

Courtroom  
 Courtroom  
 Courtroom

**APPEAL**

Study appeal motions, briefs  
 Submit briefs, legal documents

A.D.A. (Appeals Bureau)  
 A.D.A. (Appeals Bureau)

Appeal forms, legal documents  
 Briefs, legal documents

Appeals Bureau  
 Appeals Bureau

**ADMINISTRATION**

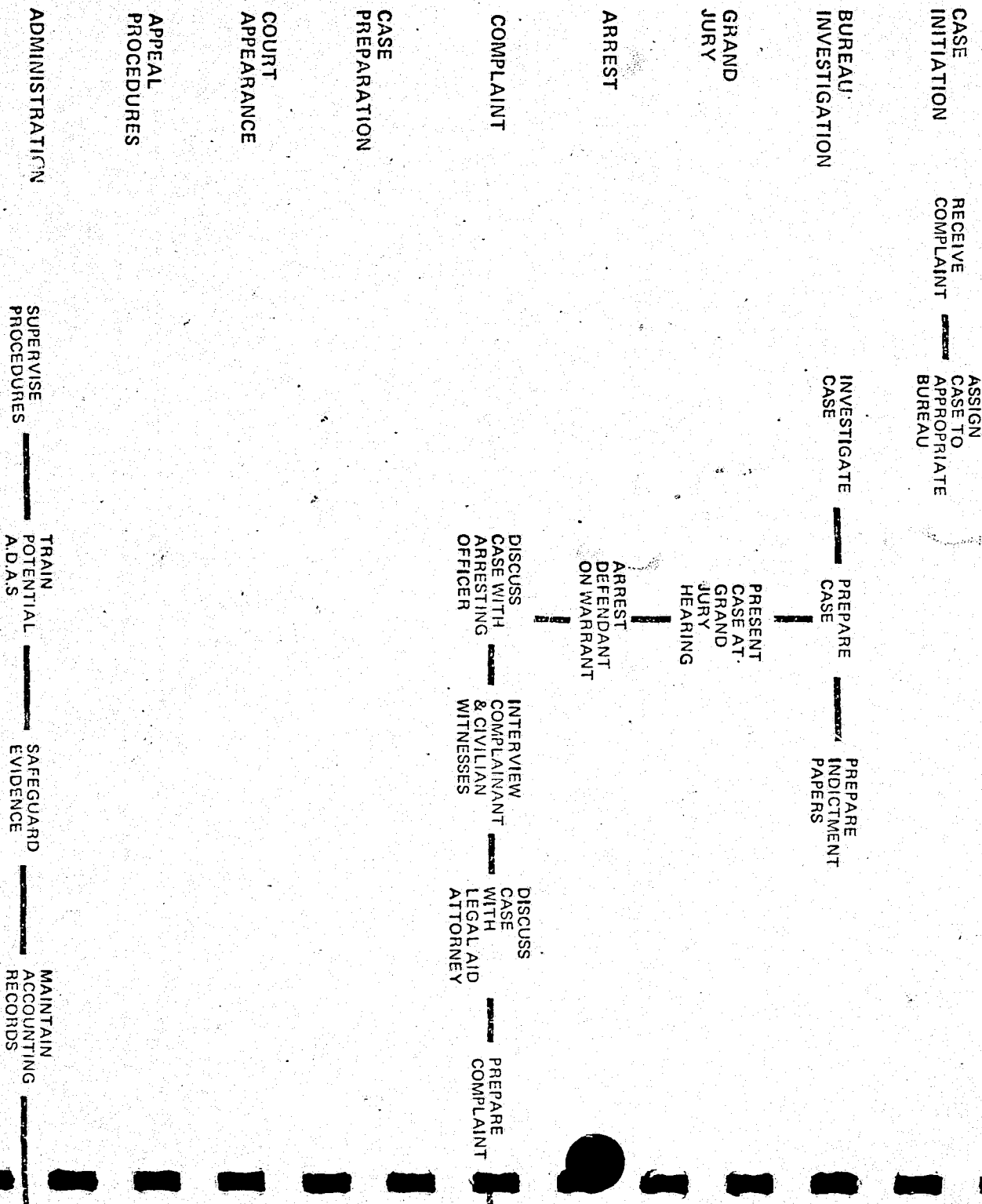
Supervise procedures  
 Train potential A.D.A.s  
 Prepare and maintain files  
 Safeguard evidence  
 Maintain accounting records  
 Maintain research programs

District Attorney, A.D.A.  
 Bureau and trainee A.D.A.s consultants  
 Secretaries, stenographers, typists  
 Supervising security clerk  
 Accountants, secretaries, clerks  
 A.D.A., researchers

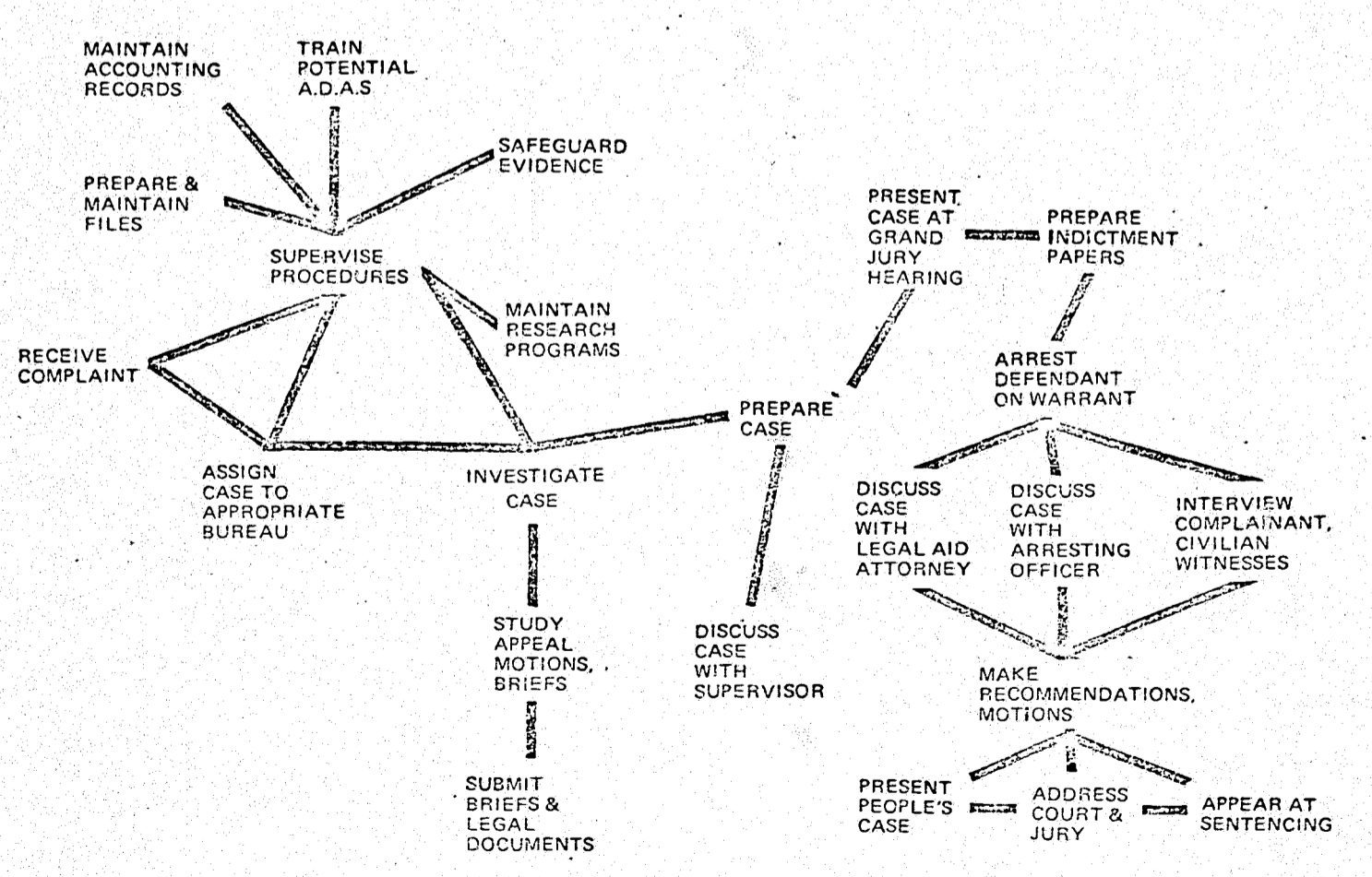
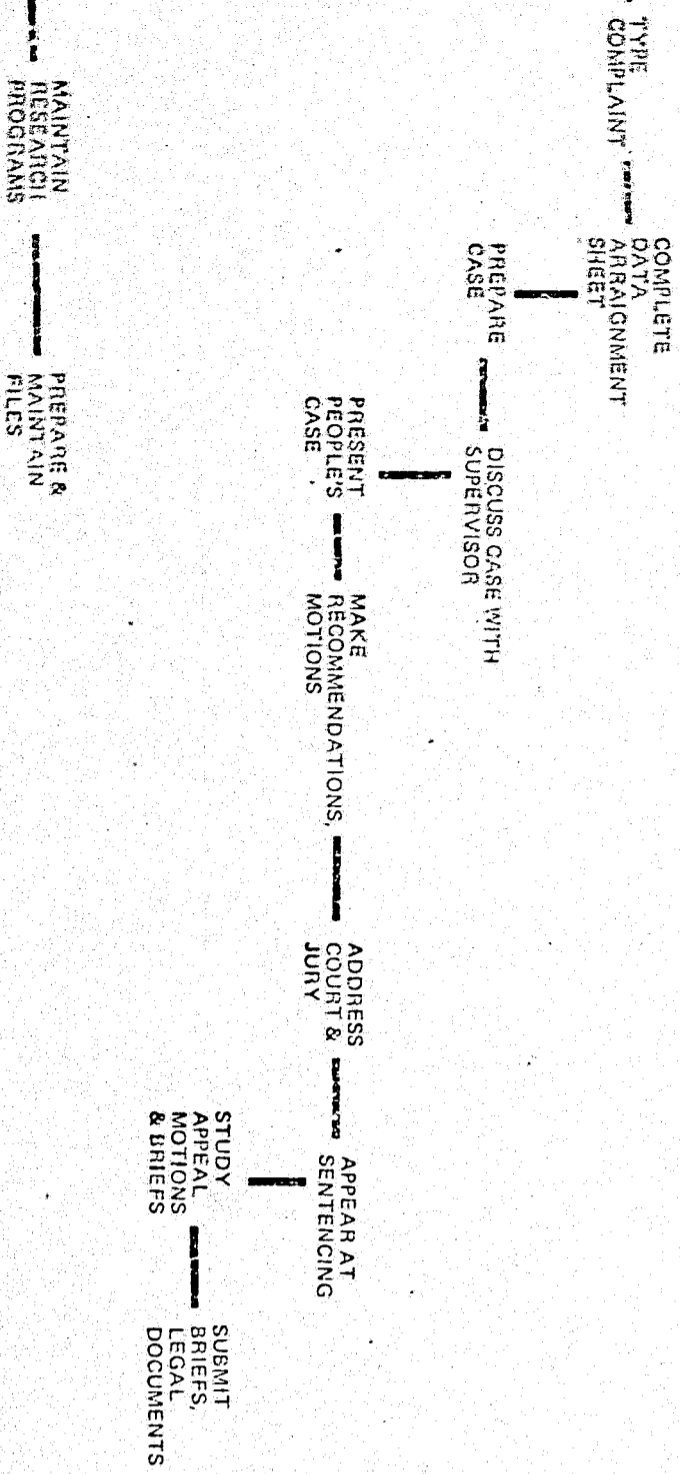
Directives, notices  
 Training manual forms, library materials  
 Files, legal forms/office equipment  
 Evidence  
 Accounting records/accounting equipment  
 Law journals, documents/recording and detection equipment

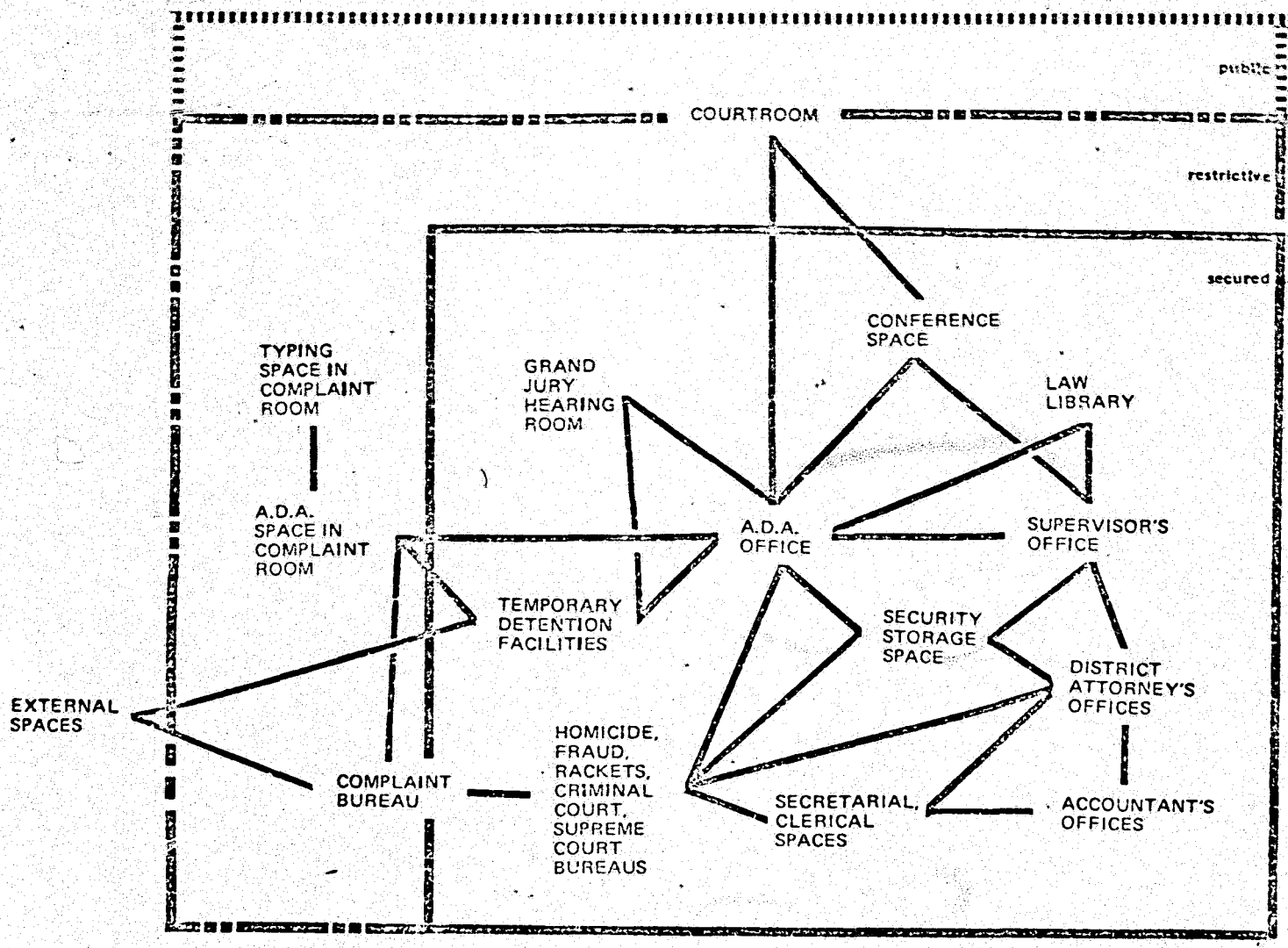
District Attorney's office  
 Staff offices, external spaces  
 Secretarial, clerical spaces  
 Security storage space  
 Accountant's offices  
 Law library, research spaces

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING DISTRICT ATTORNEY CRIMINAL PROCEDURES & FACILITIES	TABLE DA-1 CONT'D
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<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>DISTRICT ATTORNEY</b> <b>SPATIAL RELATIONSHIPS</b>	<b>FIGURE</b> <b>DA-3</b>
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**LEGAL AID SOCIETY: CRIMINAL PROCEDURES AND FACILITIES**

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>INVESTIGATION</b>			
• Screen defendant for eligibility	L.A. attorney, defendant	Legal Aid eligibility form	Interview space adjoining detention facility
Interview defendant and prepare report	L.A. attorney, defendant	Interview form (no.105)	Interview space adjoining detention facility, staff office
• Discuss case with A.D.A.	L.A. attorney, A.D.A.	—	A.D.A. space in Complaint Room
Confer with defendant	L.A. attorney, defendant	Work sheets	Interview space adjoining detention facility
Interview witnesses	L.A. attorney, witnesses, arresting officer	Interview forms	Interview spaces
<b>PREPARATION AND DEFENSE</b>			
Represent defendant at preliminary hearing	L.A. attorney, defendant, A.D.A.; judge, arresting officer; Court personnel	R.O.R. form, interview form (no.105) complaint, case file	Courtroom and ancillary facilities
Inform defendant of legal procedures	L.A. attorney, defendant, relatives	—	Courtroom and ancillary facilities
Record disposition of preliminary hearing	L.A. attorney	Disposition forms	Courtroom, staff office
Compile forms	L.A. clerks	Interview form (no.105), complaint and probation reports (if available)	Clerical space
Retrieve case file	L.A. clerks	Case files, calendar lists	Filing space
Conduct plea negotiation	L.A. attorney, A.D.A.	Defendant's records, investigation form	A.D.A.'s office
Re-interview people involved in case	L.A. attorney, defendant, witnesses, arresting officer	Interview forms	Interview/conference spaces
Prepare case	L.A. attorney	Work sheets, case file	Staff office, law library
Represent defendant at hearings and trial	L.A. attorney; defendant, A.D.A., judge, witnesses, arresting officer, jurors, Court personnel	Case file, court order/recording equipment	Courtroom and ancillary facilities
Confer with defendant and witnesses	L.A. attorney, defendant, witnesses	Work sheets	Staff office, conference space
Confer with judge and A.D.A.	L.A. attorney, A.D.A., judge, Court Reporter	Case files, work sheets/recording equipment	Judge's chamber, conference space

<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	* Proposed change	<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>LEGAL AID SOCIETY</b> <b>CRIMINAL PROCEDURES &amp; FACILITIES</b>	<b>TABLE</b> <b>LA-1</b>
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**OPERATIONS**

Record disposition of case

**APPEAL**

Prepare appeals

Submit briefs and other legal documents for judicial review

**ADMINISTRATION**

Supervise procedures

Research legal matters

Prepare and maintain files

**PEOPLE**

L.A. clerk

L.A. attorney (Appeals Bureau)

L.A. attorney

L.A. administrative attorneys

Legal researchers

Secretaries, clerks

**DOCUMENTS/EQUIPMENT**

Case files, court orders

Appeal forms, legal documents

Briefs, legal documents

Administrative reports/office equipment

Legal documents, journals

Case files

**SPACES**

Clerical spaces

Staff office, Appeals Bureau

Staff office, Appeals Bureau

Administrative offices

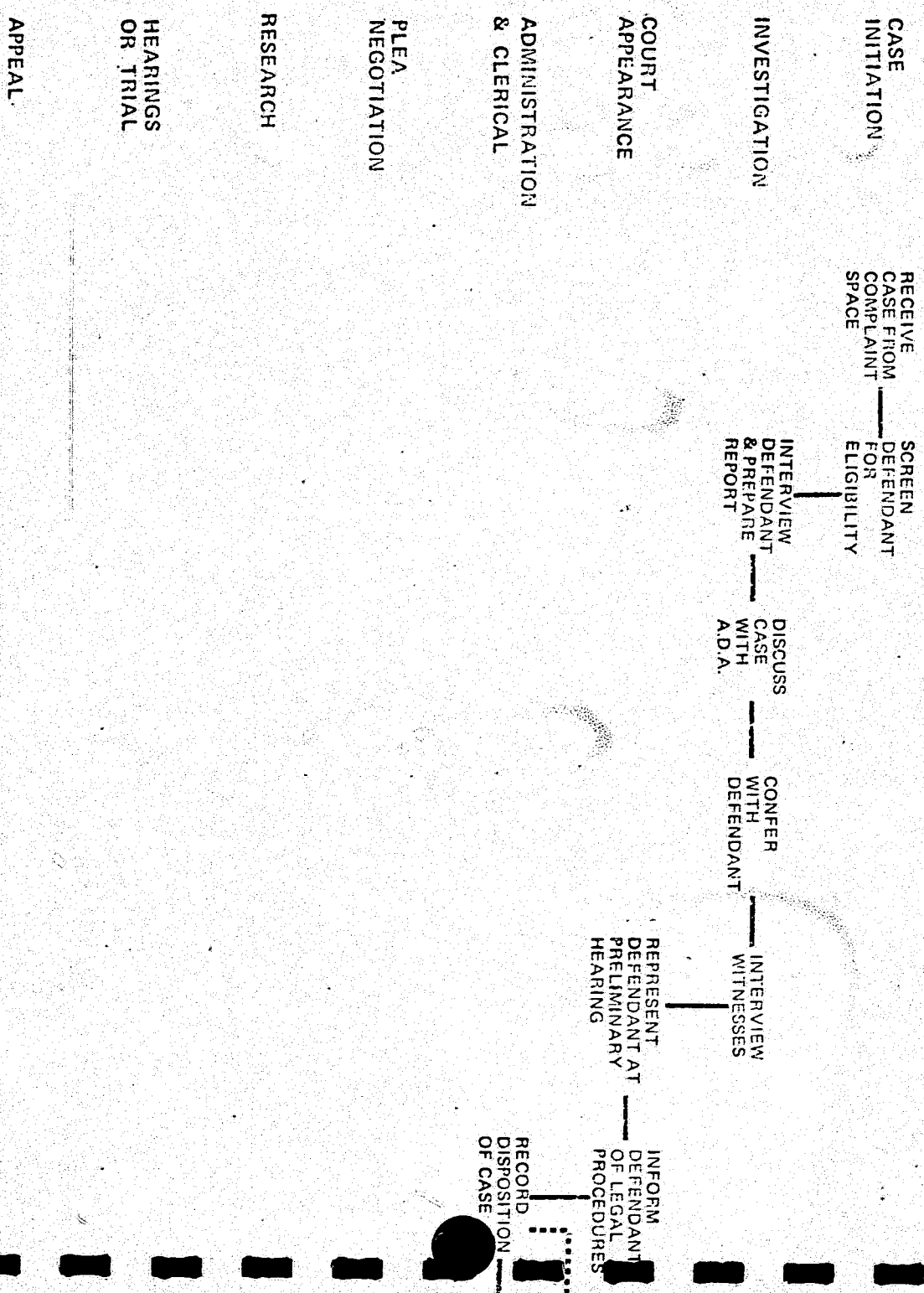
Staff offices, law library

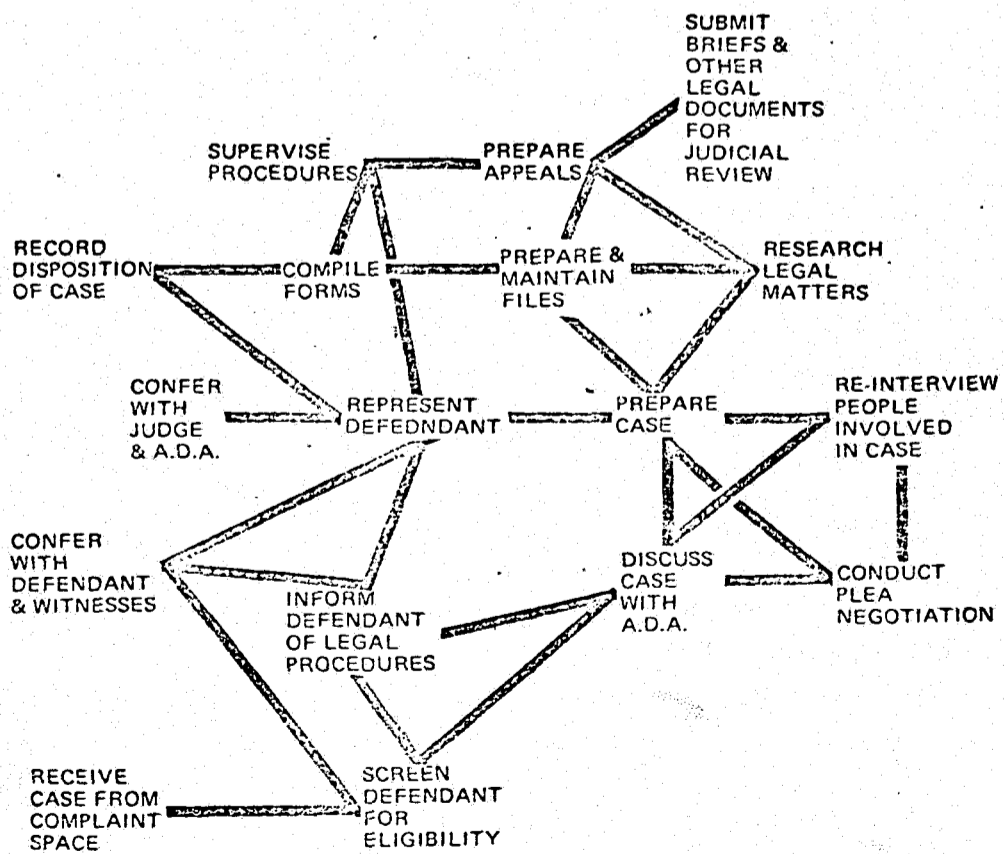
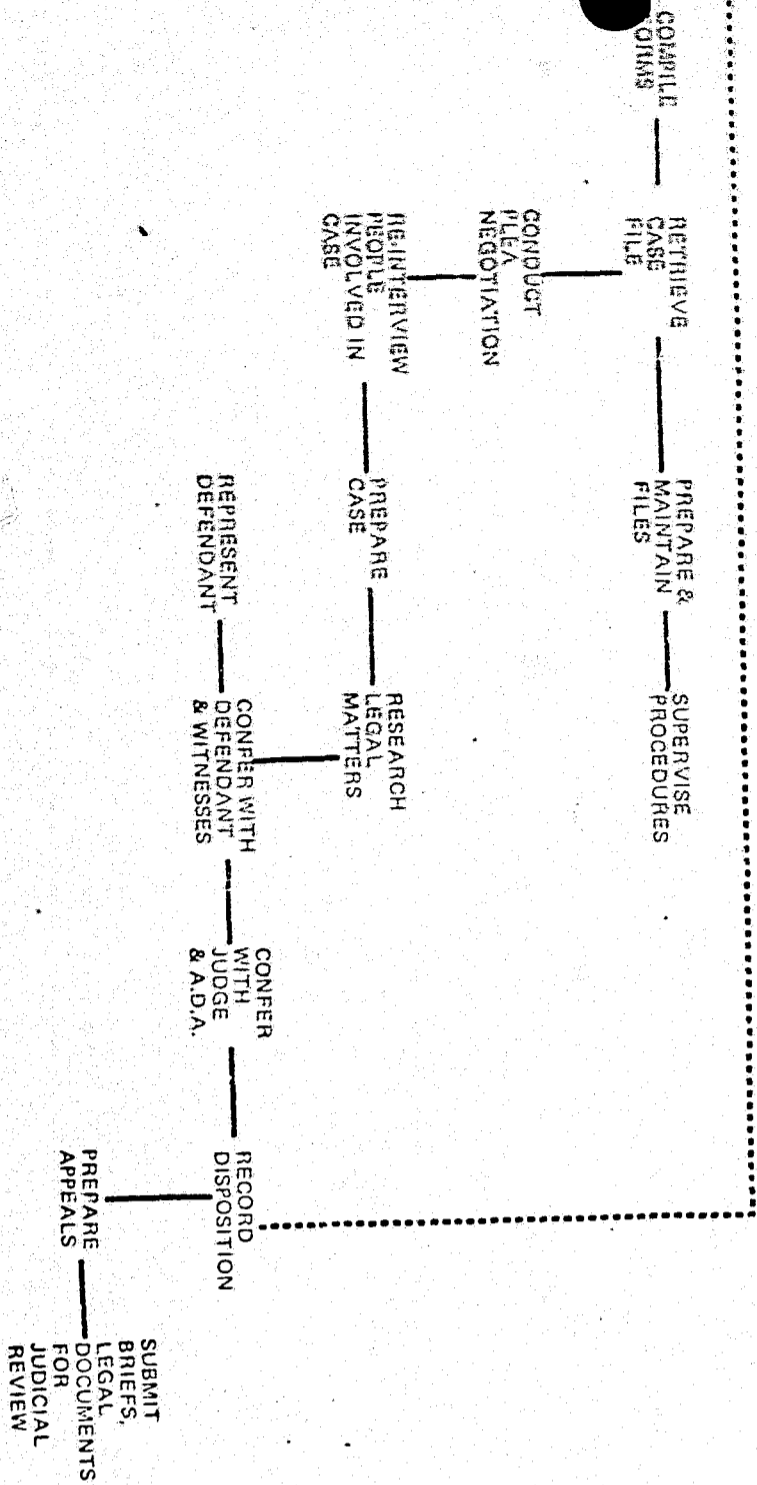
Secretarial, clerical spaces

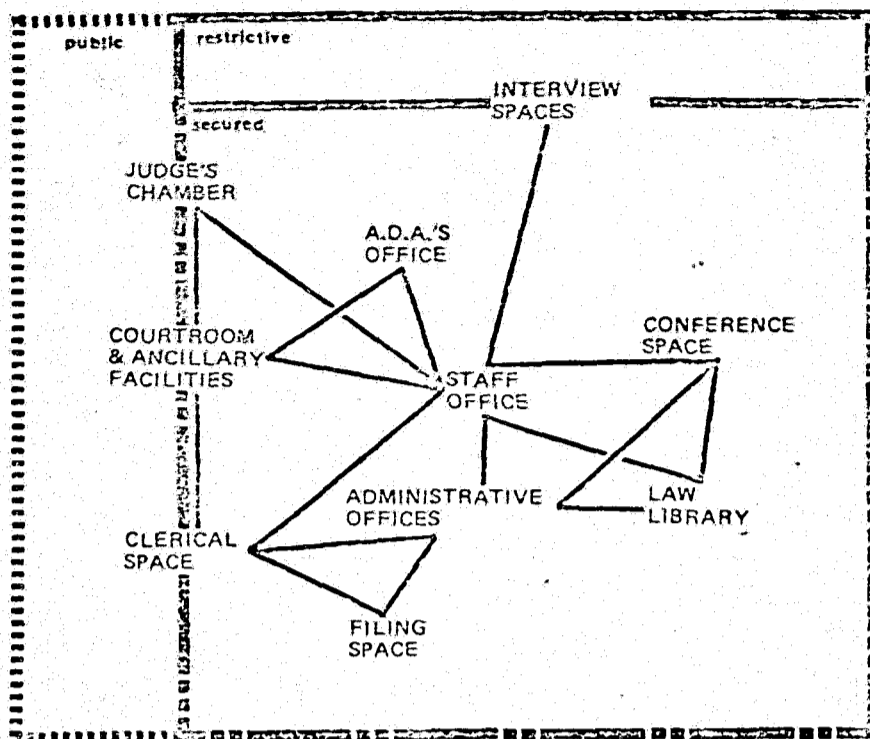
<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>		<p>MANHATTAN CRIMINAL COURT BUILDING LEGAL AID SOCIETY CRIMINAL PROCEDURES &amp; FACILITIES</p>	<p>TABLE LA-1 CONT'D</p>
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING LEGAL AID SOCIETY SPATIAL RELATIONSHIPS	FIGURE LA-3
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**PROBATION (SUPREME COURT): CRIMINAL PROCEDURES AND FACILITIES**

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>INVESTIGATION</b>			
Receive and review case	Probation Officer, defendant, Court Officer	Court order	Intake space
Conduct probation investigation	Probation Officer, defendant	Investigation form, work sheets	Intake space
Initiate case file	Secretary, defendant	Case file, forms, fact sheet/ office equipment	Intake space
Assign case to Probation Officer	Probation Supervisor, Officer, defendant	Assignment forms	Supervisor's office
Interview defendant	Probation Officer, defendant	Interview forms	Staff office
Investigate case	Probation Officer, external agency personnel	Work sheets, reports from other agencies	Staff office, external spaces
Prepare report	Probation Officer	Report	Staff office
Type report	Typist	Report/office equipment	Typing space
Discuss report with Supervisor	Probation Supervisor, Officer	Report	Supervisor's office
Present report to Court	Clerk, judge	Report	Judge's chambers
Distribute report	Clerk, Court personnel, external agency personnel	Report, case file	Clerical space
File case file	Filing clerk	Case file, report/office equipment	Filing space
<b>SUPERVISION</b>			
Receive case in Supervision Department	Secretary	Case file, report	Secretary's office
Interview probationer	Probation Supervisor, probationer; relatives	Interview forms	Supervisor's office
Assign case	Probation Supervisor, Officer, probationer	Assignment forms	Supervisor's office
Obtain data from external agencies	Probation Officer, external agency personnel	Reports	Staff office, external spaces
Formulate programs	Probation Supervisor, Officer, probationer; relatives	Program forms	Staff office

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING PROBATION: SUPREME COURT CRIMINAL PROCEDURES & FACILITIES	TABLE PS-1
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**OPERATIONS**

- Supervise probationer
- Receive indication of probation violation
- Investigate probation violation
- Prepare Probation Violation Report
- Present Probation Violation Report to Court
- Record disposition of case

**PEOPLE**

- Probation Officer, probationer, relatives, employers, external agency personnel
- Probation Officer, external agency personnel
- Probation Officer, probationer, relatives, employer
- Probation Officer
- Probation Officer, probationer, judge, Court personnel
- Clerk

**DOCUMENTS/EQUIPMENT**

- Regular progress reports
- Report of probation violation
- Investigation report
- Probation Violation Report
- Probation Violation Report
- Report, case file/office equipment

**SPACES**

- Staff office, external spaces
- Staff office, external spaces
- Staff offices, external spaces
- Staff office
- Courtroom
- Clerical space

**ADMINISTRATION**

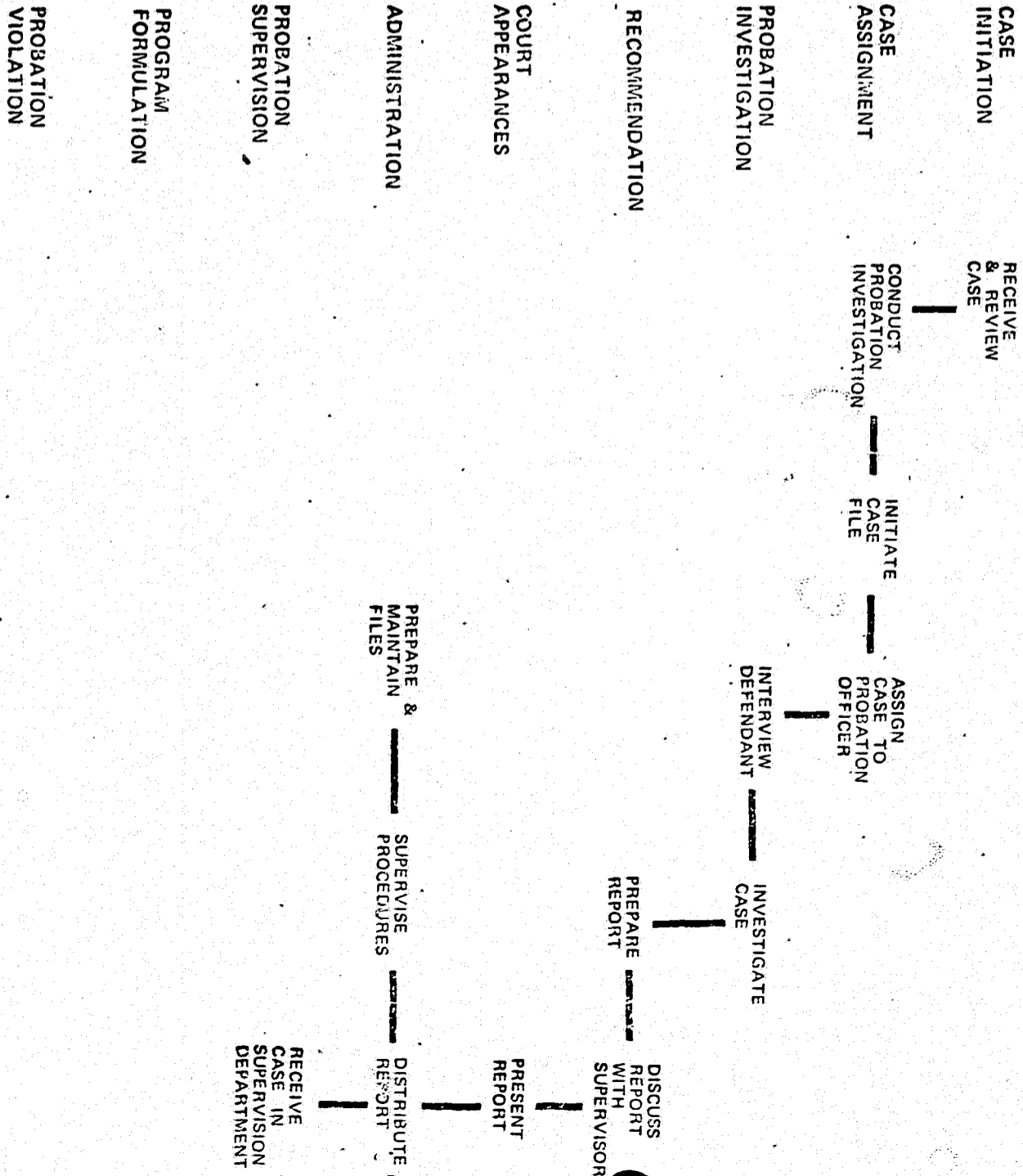
- Supervise procedures
- Prepare and maintain files
- Receive and forward restitution money
- Prepare and maintain statistics and annual reports

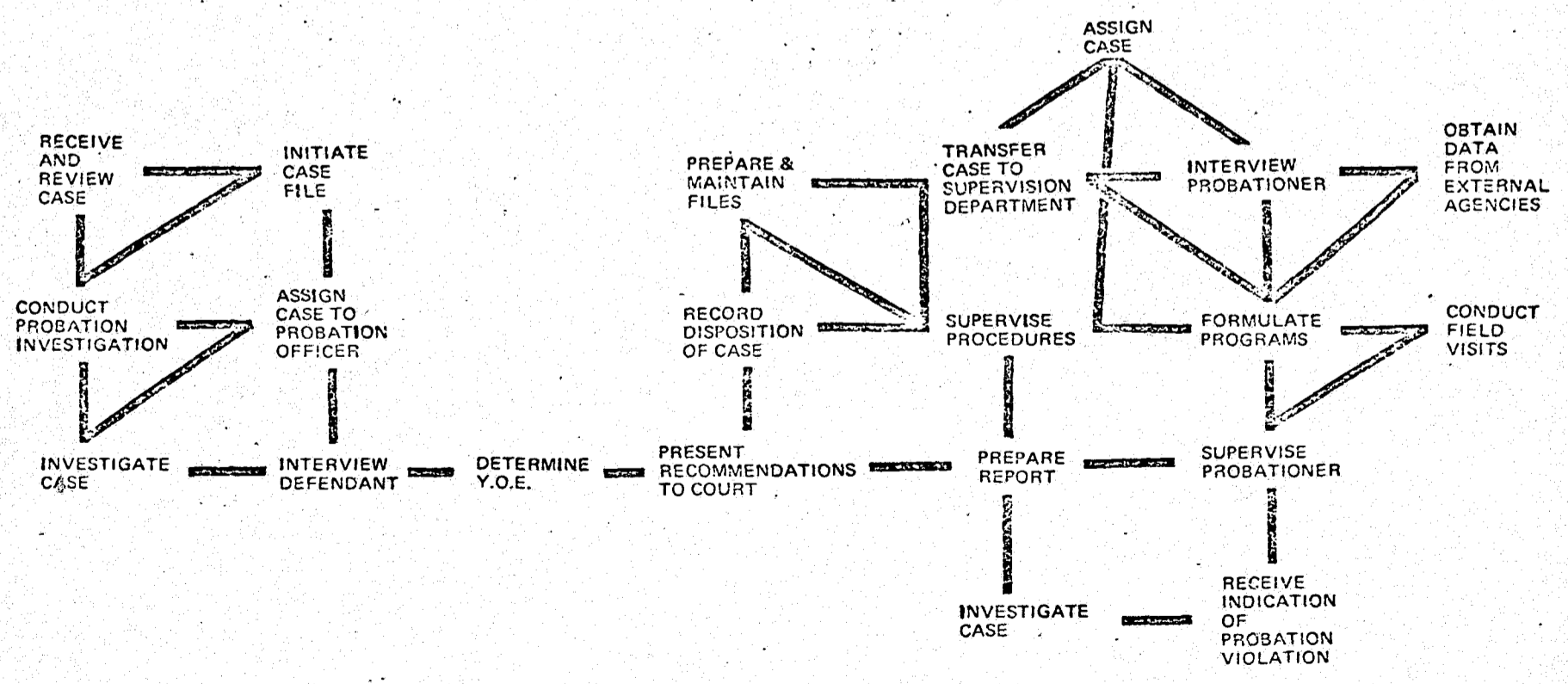
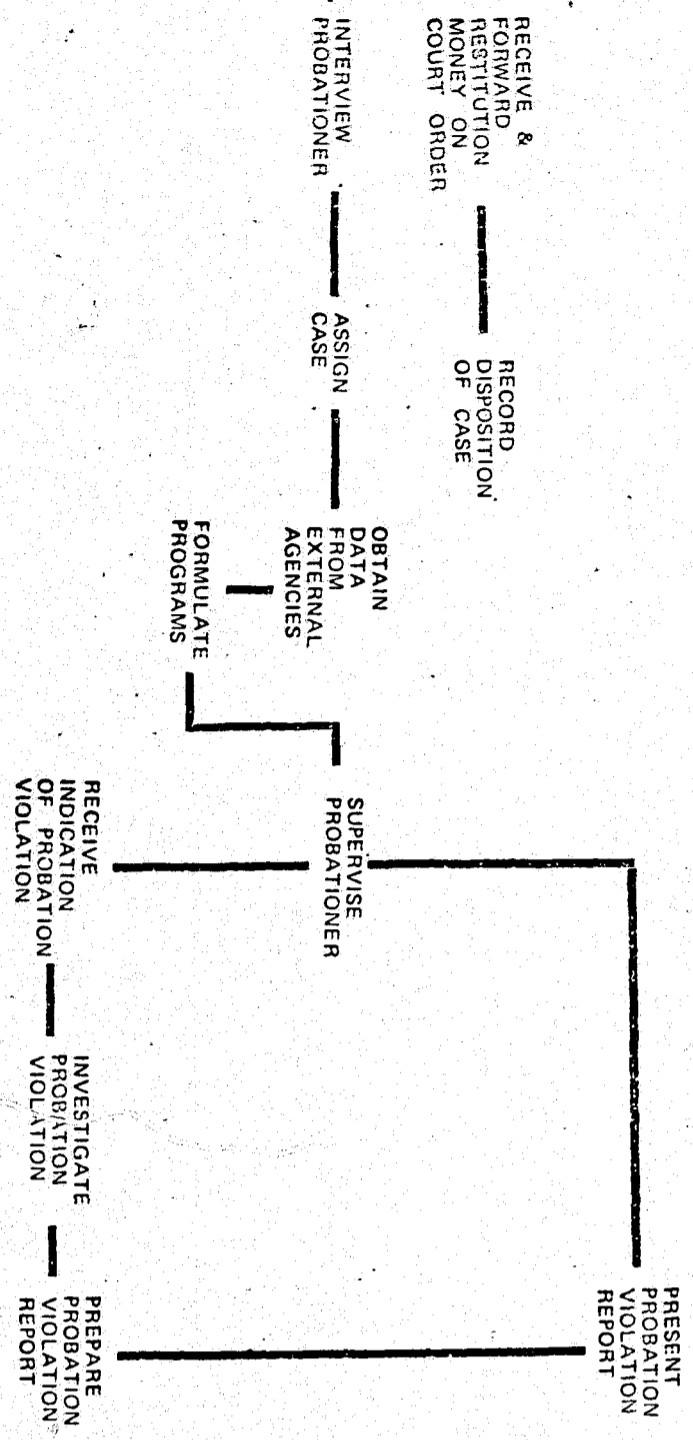
- Supervisory and administrative personnel
- Secretaries, clerks
- Principal Probation Officer, probationer, bookkeeper, beneficiary
- Principal Probation Officer, research analyst

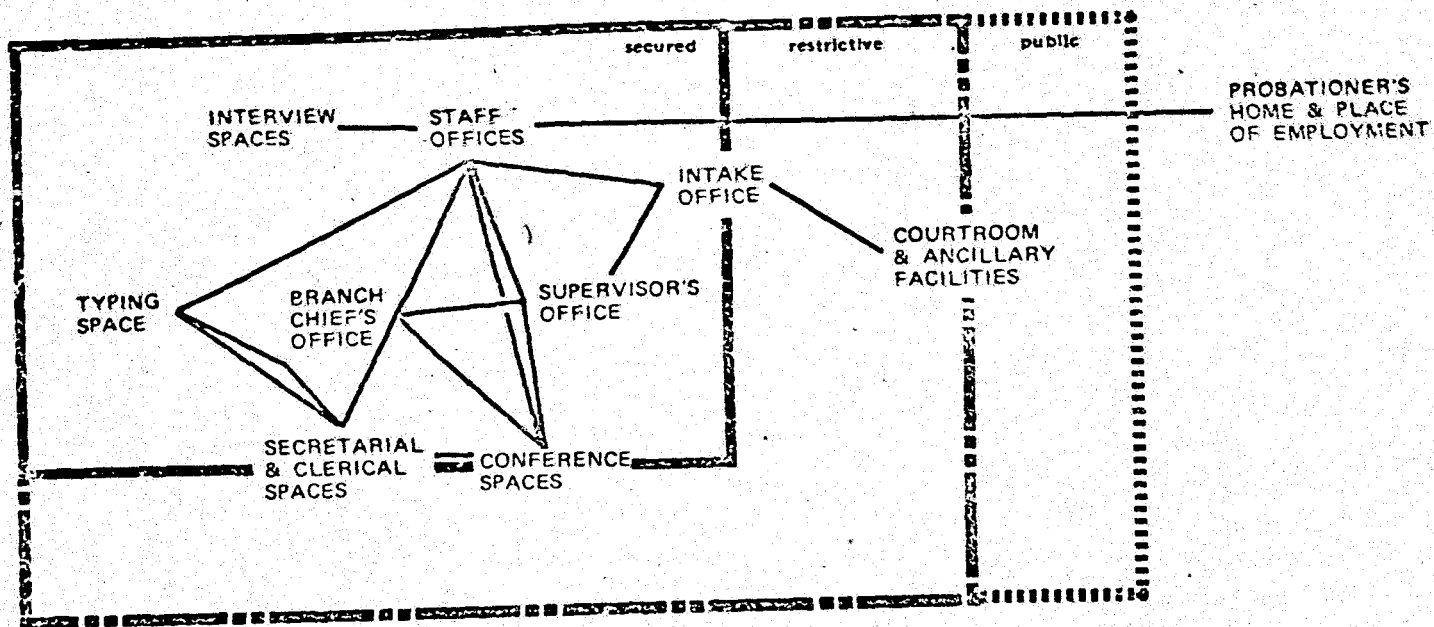
- Reports, directives
- Case files/office equipment
- Ledgers, checks, files/office equipment
- Case files, report forms/office equipment

- Administrator's and Supervisors' offices
- Secretarial, clerical spaces
- Bookkeeper's office
- Research analyst's office

<p><b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013</p>		<p><b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>PROBATION: SUPREME COURT</b> <b>CRIMINAL PROCEDURES &amp; FACILITIES</b></p>	<p>TABLE PS-1 CONT'D</p>
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING PROBATION: SUPREME COURT SPATIAL RELATIONSHIPS	FIGURE PS-3
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### PROBATION (CRIMINAL COURT): CRIMINAL PROCEDURES AND FACILITIES

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>INVESTIGATION</b>			
Receive, screen case for R.O.R. interview	Probation Investigator	"Rep sheet", identification papers	Screening space
Conduct R.O.R. interview	Probation Investigator, defendant	R.O.R. forms	Interview space
Prepare R.O.R. recommendation	Probation investigator	Recommendation, report	Staff office
Discuss R.O.R. recommendation with senior investigator	Senior Probation investigator, Probation investigator	Recommendation, report	Staff office
Present R.O.R. recommendation to Court	Probation investigator	Recommendation	Courtroom
Receive Court directions for Y.O.E.	Court liaison officer, judge, Court personnel	Y.O.E. fact sheet, docket papers/ telephone	Courtroom
Receive defendant and relatives	Secretary, defendant, Court officer, relatives	Court order	Y.O.E. interview office
Initiate case file	Probation Officer, secretary, defendant	Case file, fact sheet, forms/office equipment	Y.O.E. interview office
Assign case to Probation Officer	Probation Supervisor, Officer, defendant	Assignment forms	Supervisor's office
Interview defendant and relatives	Probation Officer, defendant, relatives	Interview forms, work sheets	Staff office
Verify information	Probation Officer, relatives, witnesses, arresting officer	Telephone	Staff office, external spaces
Present Y.O.E. report to Court	Probation Officer, judge, Court personnel, defendant	Y.O.E. report	Courtroom
Receive Court directions for pre-sentence investigation	Clerk	Court order/telephone	Clerical space
Investigate case	Probation investigators, witnesses, relatives, arresting officer, governmental investigators	Work sheets, investigation forms	Staff office, external spaces
Prepare investigation report	Probation Supervisor, Investigator	Report	Staff office
Type investigation report	Typist	Report/office equipment	Typing space

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING PROBATION: CRIMINAL COURT CRIMINAL PROCEDURES & FACILITIES	TABLE PC-1
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**OPERATIONS**

Sign investigation report  
 Present investigation report to Court  
 Record disposition of case  
 File case file

**PEOPLE**

Probation Supervisor, Officer  
 Court liaison officer, defendant;  
 Court personnel, judge  
 Clerks  
 Filing clerk

**DOCUMENTS/EQUIPMENT**

Report  
 Report  
 Report, case file  
 Report, case file/office equipment

**SPACES**

Supervisor's office, conference space  
 Courtroom  
 Clerical space  
 Filing space

**SUPERVISION**

Receive case in Supervision  
 Department  
 Interview probationer  
 Assign case  
 Obtain data from external agencies  
 Formulate programs  
 Supervise probationer  
 Receive indication of probation  
 violation  
 Investigate probation violation  
 Prepare Probation Violation Report  
 Present Probation Violation Report  
 to Court  
 Record disposition of case

Secretary  
 Probation Supervisor, probationer;  
 relatives  
 Probation Supervisor, Officer,  
 probationer  
 Probation Officer, external agency  
 personnel  
 Probation Supervisor, Officer, probationer;  
 relatives  
 Probation Officer, probationer;  
 relatives, employers, external agency  
 personnel  
 Probation Officer, external agency  
 personnel  
 Probation Officer, probationer;  
 relatives, employer  
 Probation Officer  
 Probation Officer, judge, Court personnel,  
 probationer  
 Clerk

Case file, report  
 Interview forms  
 Assignment forms  
 Reports  
 Program forms  
 Regular progress reports  
 Report of probation violation  
 Investigation report  
 Probation Violation Report  
 Probation Violation Report  
 Report, case file/office equipment

Secretary's office  
 Supervisor's office  
 Supervisor's office  
 Staff office, external spaces  
 Staff office  
 Staff office, external spaces  
 Staff office, external spaces  
 Staff office, external spaces  
 Staff office  
 Courtroom  
 Clerical space

**ADMINISTRATION**

Supervise procedures

Supervisory, administrative personnel

Reports, directives

Administrator's and Supervisors'  
 offices

COURTHOUSE REORGANIZATION  
 AND RENOVATION PROGRAM  
 111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
 PROBATION: CRIMINAL COURT  
 CRIMINAL PROCEDURES & FACILITIES

TABLE  
 PC-1 CONT'D

**OPERATIONS**

Prepare and maintain files  
 Supervise restitution payment  
 Prepare and maintain statistics  
 and annual reports

**PEOPLE**

Secretaries, clerks  
 Principal Probation Officer, probationer,  
 beneficiary  
 Principal Probation Officer, research  
 analyst

**DOCUMENTS/EQUIPMENT**

Case files/office equipment  
 Ledgers, files/office equipment  
 Case files, report forms/office  
 equipment

**SPACES**

Secretarial, clerical spaces  
 Staff office  
 Research analyst's office

COURTHOUSE REORGANIZATION  
 AND RENOVATION PROGRAM  
 111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
 PROBATION: CRIMINAL COURT  
 CRIMINAL PROCEDURES & FACILITIES

TABLE  
 PC-1 CONT'D

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CASE INITIATION

INTERVIEW R.O.R.

RECOMMENDATION R.O.R.

CASE ASSIGNMENT Y.O.E.

VERIFICATION OF INFORMATION

INVESTIGATION (PRE-SENTENCE)

ADMINISTRATION

SUPERVISION

PROGRAM FORMULATION

PROBATION VIOLATION

RECEIVE, SCREEN CASE FOR R.O.R. INTERVIEW

CONDUCT R.O.R. INTERVIEW

PREPARE R.O.R. RECOMMENDATION

DISCUSS R.O.R. RECOMMENDATION WITH SENIOR INVESTIGATOR

PRESENT R.O.R. RECOMMENDATION

RECEIVE COURT DIRECTION FOR PRE-SENTENCE INVESTIGATION

RECEIVE DEFENDANT AND RELATIVES

INITIATE CASE FILE

ASSIGN CASE TO PROBATION OFFICER

INTERVIEW DEFENDANT

VERIFY INFORMATION

PRESENT Y.O.E. REPORT

RECEIVE COURT DIRECTIONS FOR Y.O.E.

INVESTIGATE CASE

PREPARE INVESTIGATION REPORT

PREPARE & MAINTAIN STATISTICS & ANNUAL REPORTS

CASE INITIATION

ROR INTERVIEW

ROR RECOMMENDATION

CASE ASSIGNMENT YOE

INFORMATION VERIFICATION

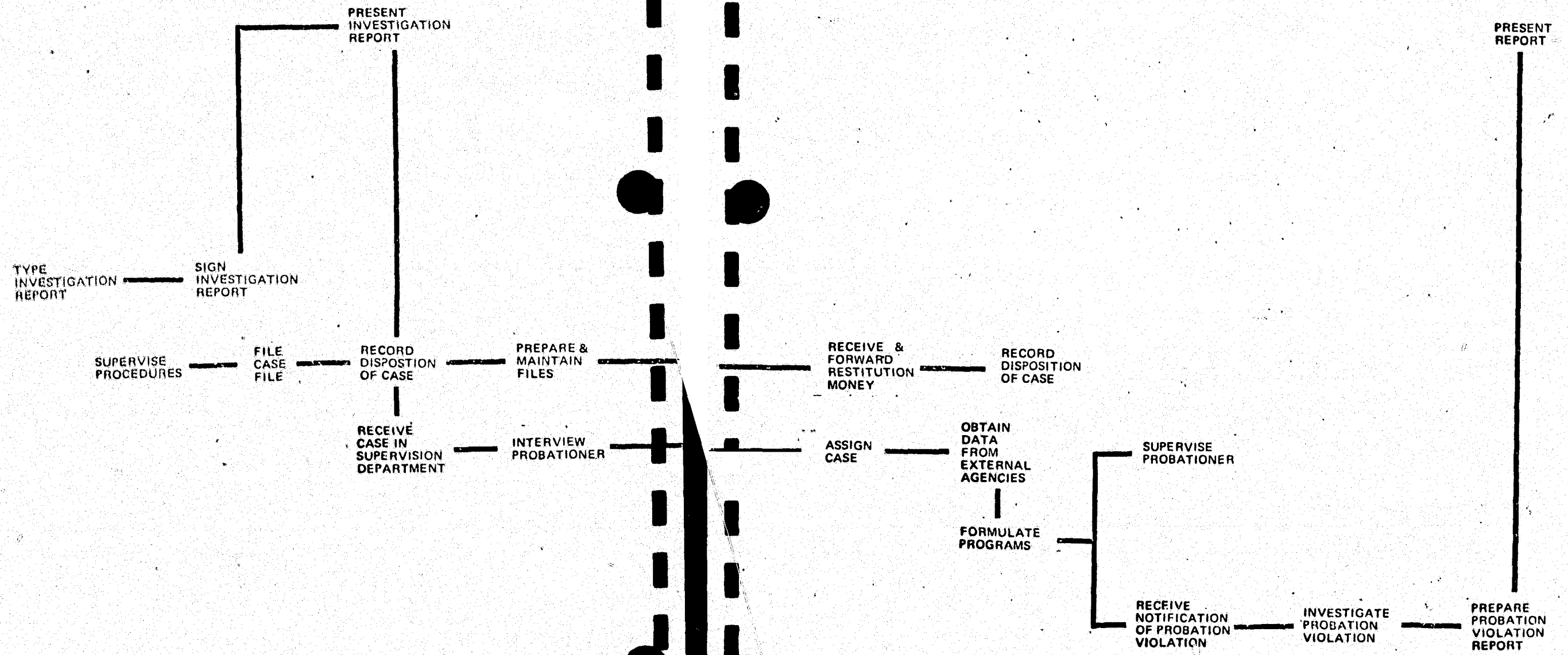
INVESTIGATION (PRE-SENTENCE)

ADMINISTRATION

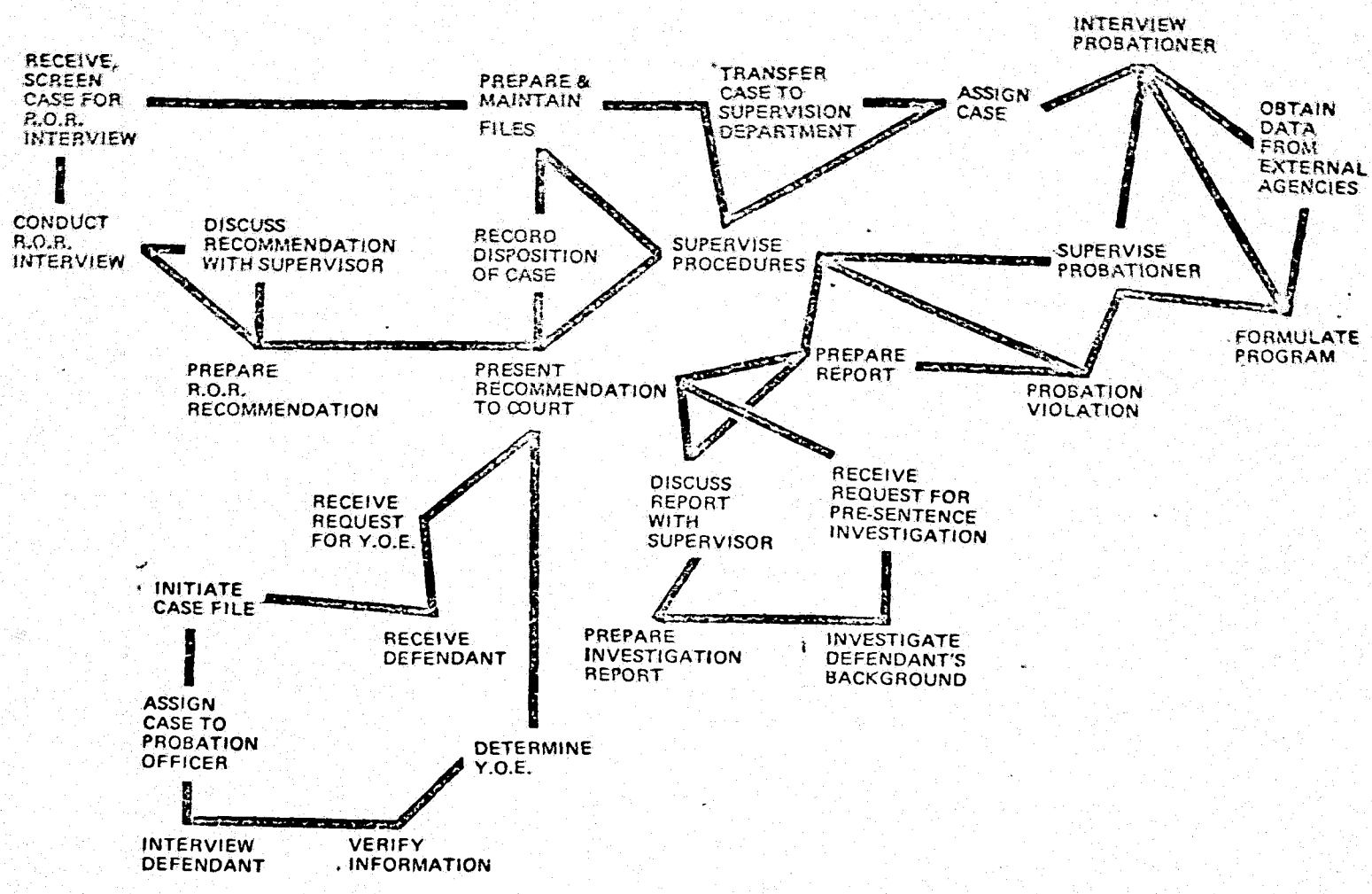
SUPERVISION

PROGRAM FORMULATION

PROBATION VIOLATION

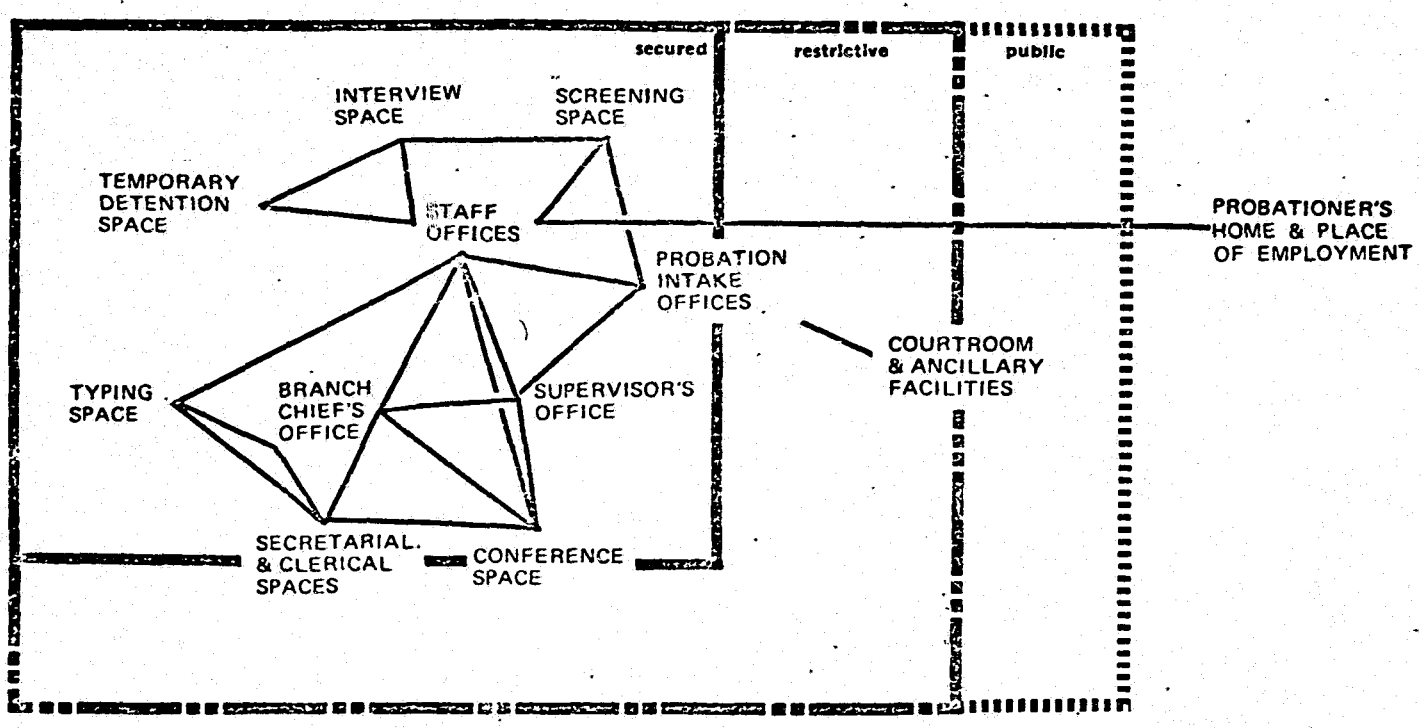


COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING PROBATION: CRIMINAL COURT SEQUENCE OF OPERATIONS	FIGURE PC-1 CONT'D
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING PROBATION: CRIMINAL COURT FUNCTIONAL RELATIONSHIPS	FIGURE PC-2
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING PROBATION: CRIMINAL COURT SPATIAL RELATIONSHIPS	FIGURE PC-3
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**SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN (SPCC): CRIMINAL PROCEDURES AND FACILITIES**

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>INVESTIGATION</b>			
Receive complaint or referral from agencies	SPCC officers, victim, parents, neighbors, Police officers, A.D.A., social/welfare agency personnel, doctors, school authorities	Complaint reports	SPCC receiving office
Screen and interview victim	SPCC investigators, victim, witnesses	Investigation reports, witnesses' accounts, background information	SPCC investigator's offices
Investigate case and collect evidence	SPCC investigators, Police officers, witnesses	Investigation reports, witnesses' accounts, background information	External spaces
Arrest suspect	SPCC officer, suspect	-	External spaces
Interview participants	SPCC officer, victim, parents, witnesses, arresting officer, defendant	Interview reports	Interview spaces
<b>PREPARATION AND DISPOSITION</b>			
Discuss case with A.D.A.	SPCC officer, A.D.A.	"Rap sheet", arrest report	A.D.A. office or conference space
Oversee case through Police and Correction Departments (see Tables)	SPCC officer, Police officers, Correction officers, defendant	Identification forms, "rap sheet", prisoner sign-in book, fingerprint cards, photograph/NYSIS and photographic equipment	Police fingerprint and photographic areas, temporary detention facilities
Discuss case with Legal Aid attorney, Probation Officer	SPCC officer, Probation Officer, Legal Aid attorney	Case files, witnesses' reports	Conference space, Legal Aid and Probation offices
Attend preliminary and felony hearings	SPCC officer, arresting officer, victim, parents, witnesses, Court personnel, judge, A.D.A., Legal Aid attorney	Court order, case files, complaint	Courtroom and ancillary spaces
Re-interview participants	SPCC officer, A.D.A., victim, witnesses, parents	Interview forms	Interview spaces
Assist A.D.A.'s preparation of prosecutor's case	SPCC officer, A.D.A.	Case file, reports, forms	A.D.A. and SPCC spaces
Testify to Grand Jury	SPCC officer, A.D.A., Grand Jurors, Court personnel, defendant, victim, witnesses	Case file, reports, forms, evidence	Grand Jury hearing room, witness and defendant isolation spaces
Assist preparation of plea negotiation	SPCC officer, A.D.A., Legal Aid attorney or defense counsel, defendant	Case file	A.D.A. and Legal Aid Society offices, conference rooms

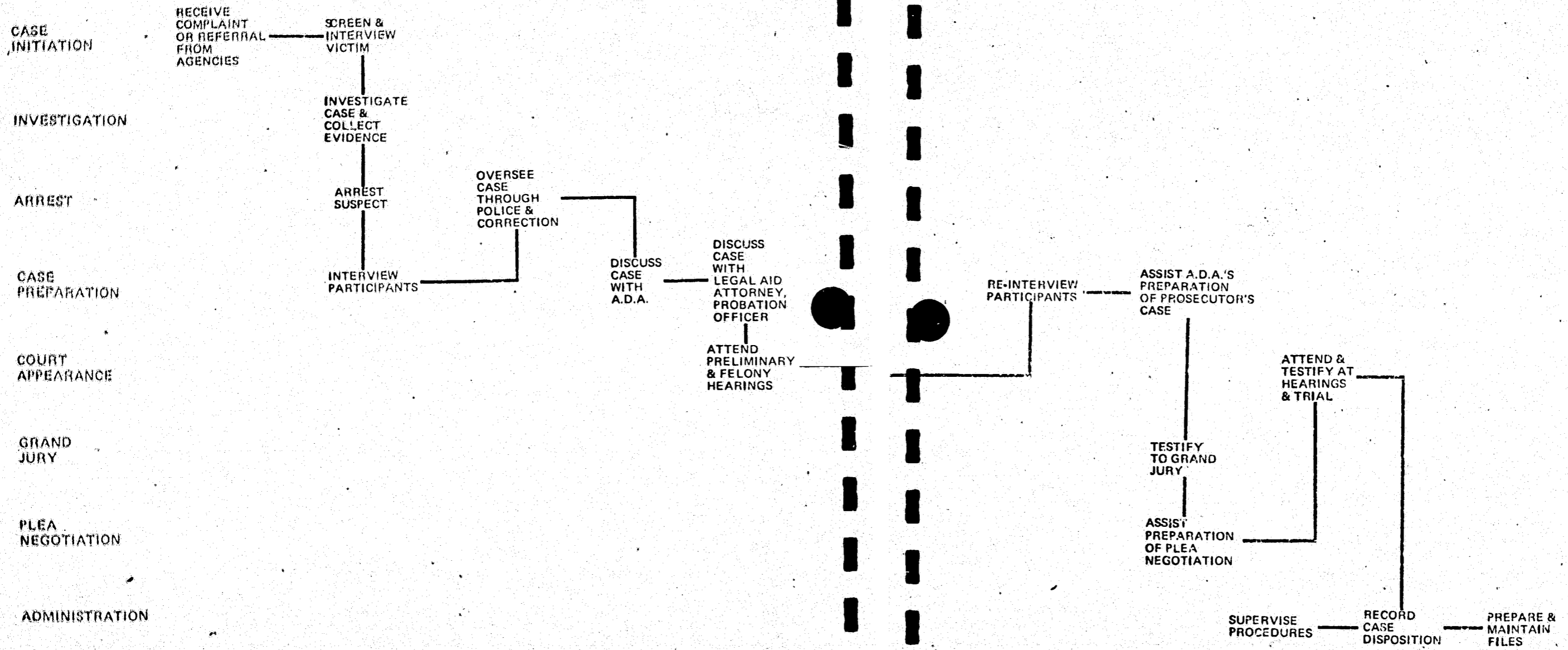
<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013		<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>S.P.C.C.</b> <b>CRIMINAL PROCEDURES &amp; FACILITIES</b>	TABLE SP-1
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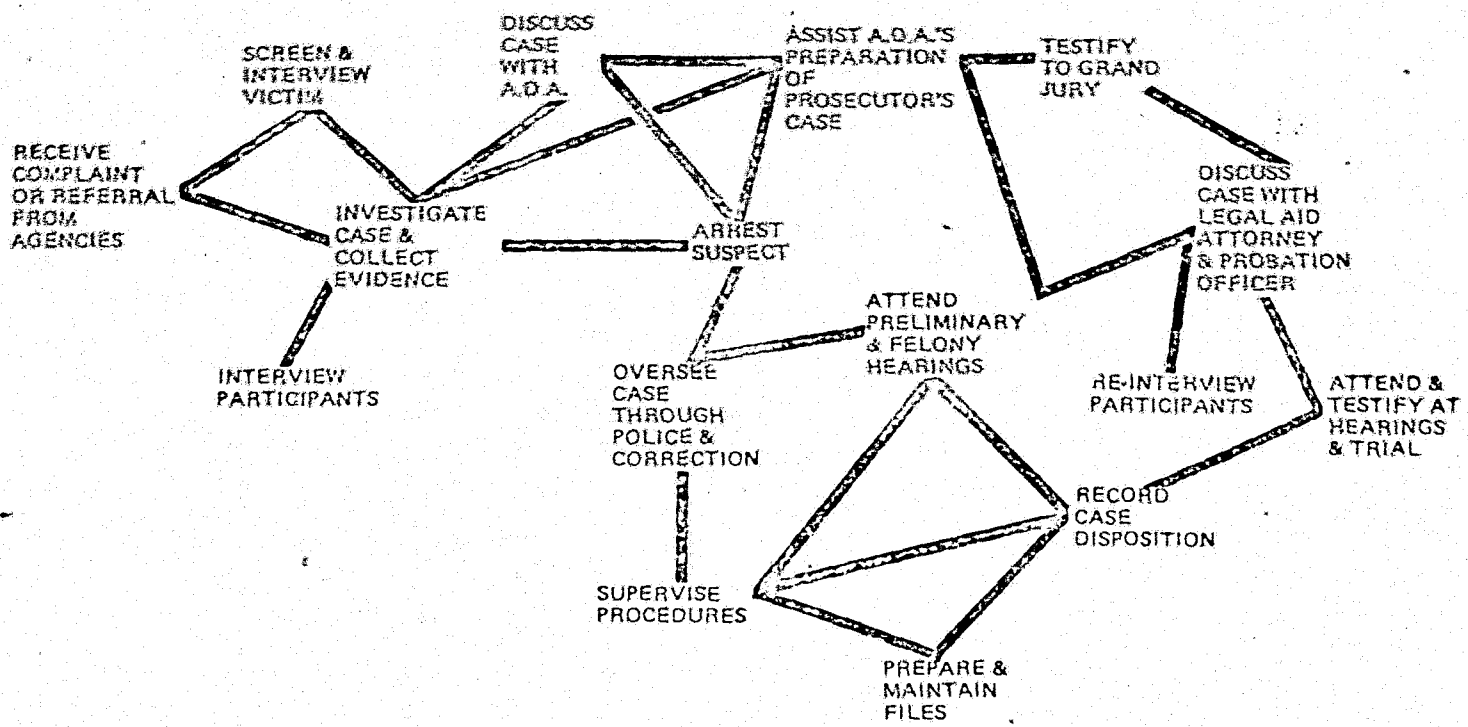
OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
Attend and testify at hearings and trial	SPCC officer, A.D.A., Legal Aid attorney or defense counsel, defendant, witnesses, victim, parents, judge, jury, Court personnel	Court orders, case file, reports, forms, pre-sentence probation report	Courtroom and ancillary spaces
Record case disposition	SPCC clerk	Court orders, case file/office equipment	Clerk's office - Central Office
File case	SPCC filing clerk	Case file/office equipment	Filing space - Central Office
<b>ADMINISTRATION</b>			
Supervise procedures	SPCC Director, Assistant and Borough Directors	Directives, notes/office equipment	Director's office, external offices
Prepare and maintain files	Secretaries, clerks	Files/office equipment	Secretarial, clerical spaces

<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013		<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>S.P.C.C.</b> <b>CRIMINAL PROCEDURES &amp; FACILITIES</b>	TABLE SP-1 CONT'D
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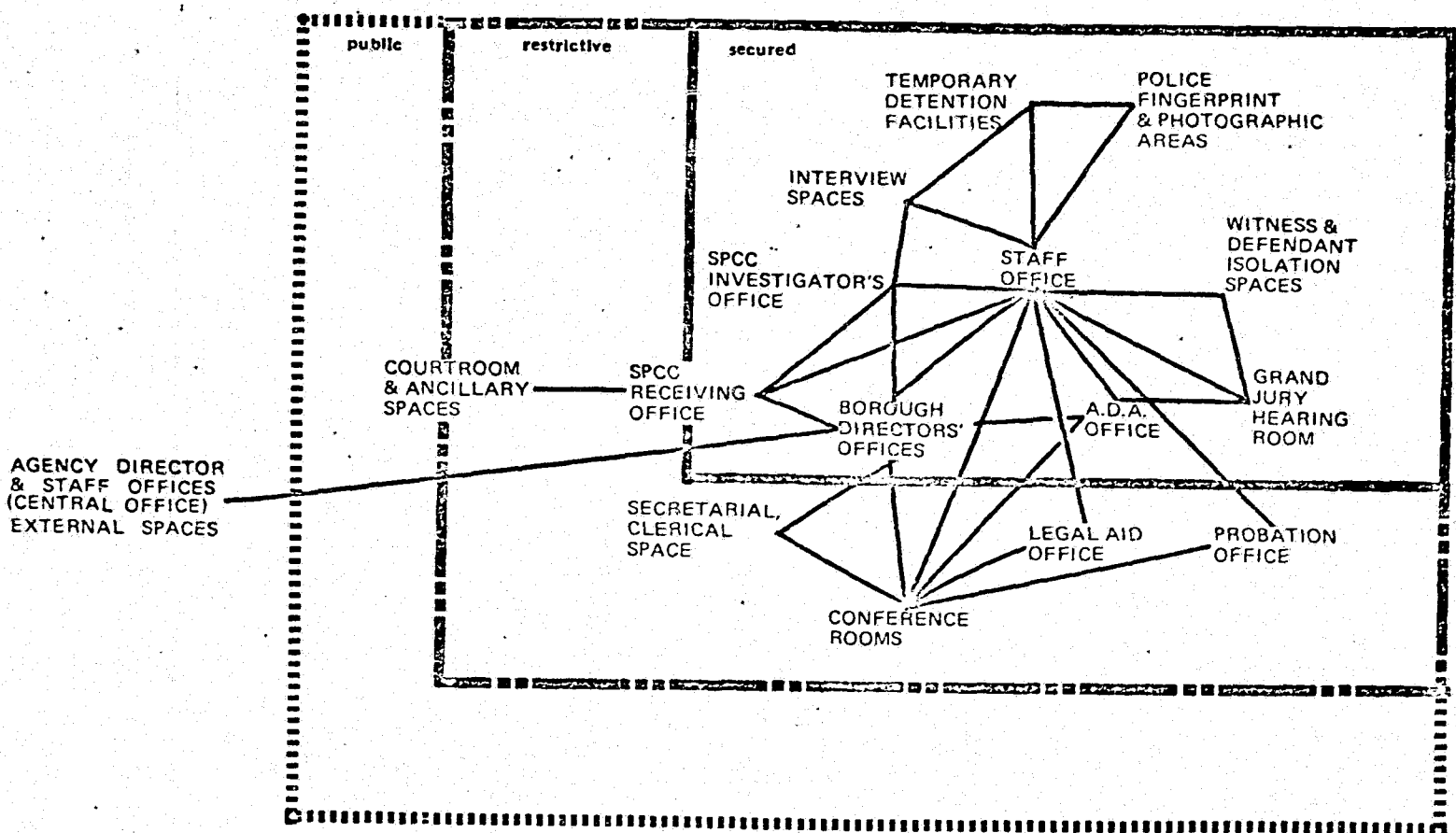


COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING S.P.C.C. SEQUENCE OF OPERATIONS	FIGURE SP-1
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING S.P.C.C. FUNCTIONAL RELATIONSHIPS	FIGURE SP-2
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COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING S.P.C.C. SPATIAL RELATIONSHIPS	FIGURE SP-3
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**PSYCHIATRIC CLINIC: CRIMINAL PROCEDURES AND FACILITIES**

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>COMPETENCY SCREENING</b>			
Receive request for competency screening	Secretary, clerk	Telephone, office equipment	Secretary's office
Locate screening space	Secretary, Court personnel	Telephone	Secretary's office, available screening space
Notify psychiatrist of screening location	Secretary, psychiatrist	Telephone	Secretary's office
Notify Court of screening location	Secretary, Court personnel	Telephone	Secretary's office
Conduct competency screening	Psychiatrist, defendant, Court Officer	Competency data sheet/ psychiatrist's equipment	Screening space
Complete data sheet	Psychiatrist	Competency data sheet	Screening space
Prepare screening reports	Psychiatrist, typist	Psychiatric report/office equipment	Staff office, Typing Room
Discuss case with Director	Psychiatrist, Director	Psychiatric report, recommendations	Staff office
Transmit recommendations to Court	Secretary; Court Officer	Psychiatric report, recommendations	Courtroom
Transmit report to hospital	Secretary, Correction Officer, defendant	Psychiatric letter/Correction van	Secretary's office, external spaces
<b>PSYCHIATRIC INVESTIGATION</b>			
Receive request for investigation	Secretary, Probation Officer	Telephone, office equipment	Secretary's office
Schedule appointments	Secretary	Telephone	Secretary's office
Notify people of appointments	Secretary, psychiatrists, psychologists, social workers, Correction officers	Correction form/telephone, office equipment	Secretary's office
Interview and examine defendant	Psychiatrist, psychologist, social worker, Probation Officer, defendant, relatives	Interview and examination forms/ recording equipment	Interview and examination space, staff offices
Interview and examine prisoner	Psychiatrist, psychologist, Correction Officer, prisoner	Interview and examination forms/ office equipment	Interview and examination area in security space
Receive information from external agencies	Psychiatrist, psychologist, social worker	Reports, forms	Staff offices

<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013		<b>MANHATTAN CRIMINAL COURT BUILDING PSYCHIATRIC CLINIC CRIMINAL PROCEEDURES &amp; FACILITIES</b>	TABLE PY-1
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OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
Prepare individual and summary reports	Psychiatrist, psychologist, social worker, Director	Summary and examination reports	Staff offices, conference room or Director's office
Type psychiatric report	Typist	Psychiatric report/office equipment	Typing Room
Forward reports, recommendations to Probation Department and hospital	Secretary	Reports, recommendations	Secretary's office
<b>ADMINISTRATION</b>			
Supervise procedures	Director, Supervisor	Case files, directives, administrative reports	Director's, Supervisor's offices
Prepare and maintain files	Secretaries, clerks	Files/office equipment	Secretarial, clerical space
Prepare forms for New York State officials	Psychiatrist, social worker, secretary, clerk	Forms/office equipment	Staff office, clerical space
Conduct staff conferences	Psychiatrists, psychologists, social workers, Probation officers, guests	Visual aid, recording equipment	* Conference Room

<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013		<b>MANHATTAN CRIMINAL COURT BUILDING PSYCHIATRIC CLINIC CRIMINAL PROCEEDURES &amp; FACILITIES</b>	TABLE PY-1 CONT'D
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CASE INITIATION (SCREENING)

RECEIVE REQUEST FOR COMPETENCY SCREENING

LOCATE SCREENING SPACE

NOTIFY PSYCHIATRIST OF SCREENING LOCATION

NOTIFY COURT OF SCREENING LOCATION

COMPETENCY SCREENING

CONDUCT COMPETENCY SCREENING

COMPLETE DATA SHEET

PREPARE PSYCHIATRIC REPORT

DISCUSS CASE WITH DIRECTOR

TRANSMIT REPORT TO HOSPITAL

PSYCHIATRIC EVALUATION

COURT APPEARANCES

TRANSMIT RECOMMENDATIONS TO COURT

CASE INITIATION (INVESTIGATION)

RECEIVE REQUEST FOR INVESTIGATION

NOTIFY PEOPLE OF APPOINTMENTS

INVESTIGATION

INTERVIEW AND EXAMINE DEFENDANT

RECEIVE INFORMATION FROM EXTERNAL AGENCIES

REPORTS & RECOMMENDATIONS

PREPARE INDIVIDUAL & SUMMARY REPORTS

FORWARD REPORTS & RECOMMENDATIONS TO PROBATION & HOSPITAL

ADMINISTRATION

TYPE PSYCHIATRIC REPORT

PREPARE FORMS FOR STATE

PREPARE & MAINTAIN FILES

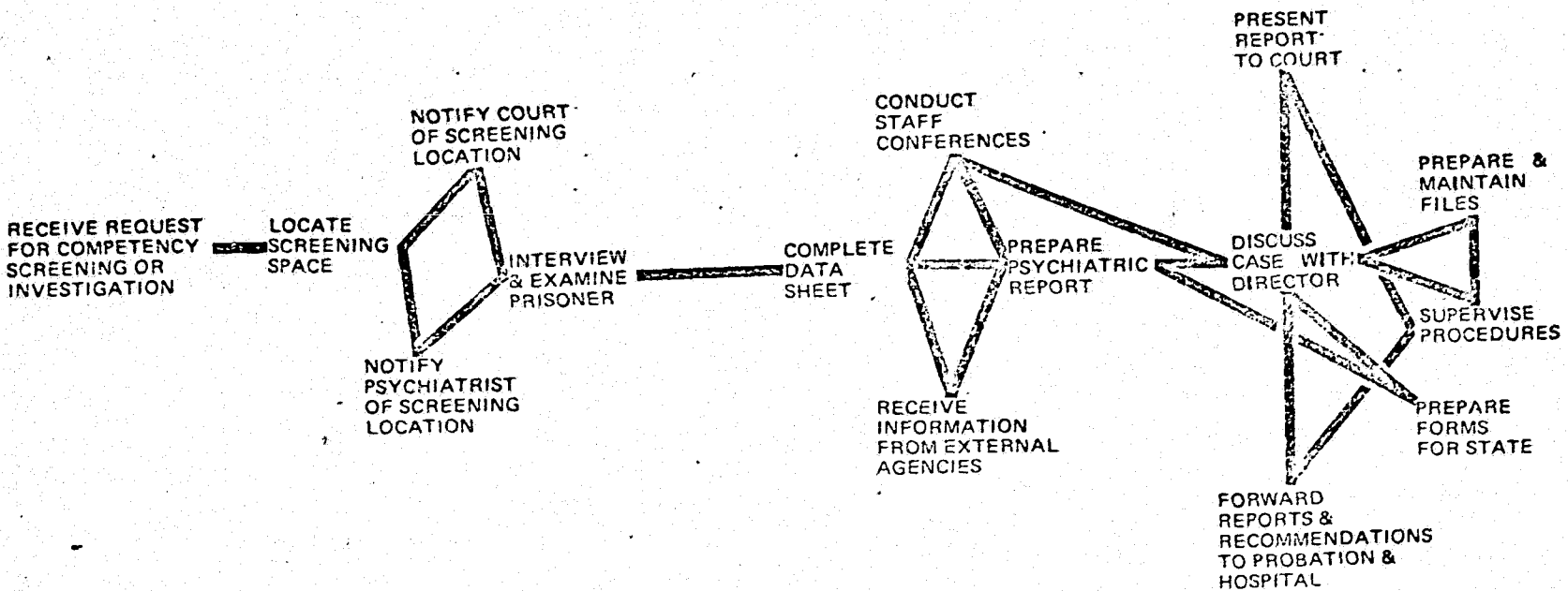
SUPERVISE PROCEDURES

CONDUCT STAFF CONFERENCES

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
PSYCHIATRIC CLINIC  
SEQUENCE OF OPERATIONS

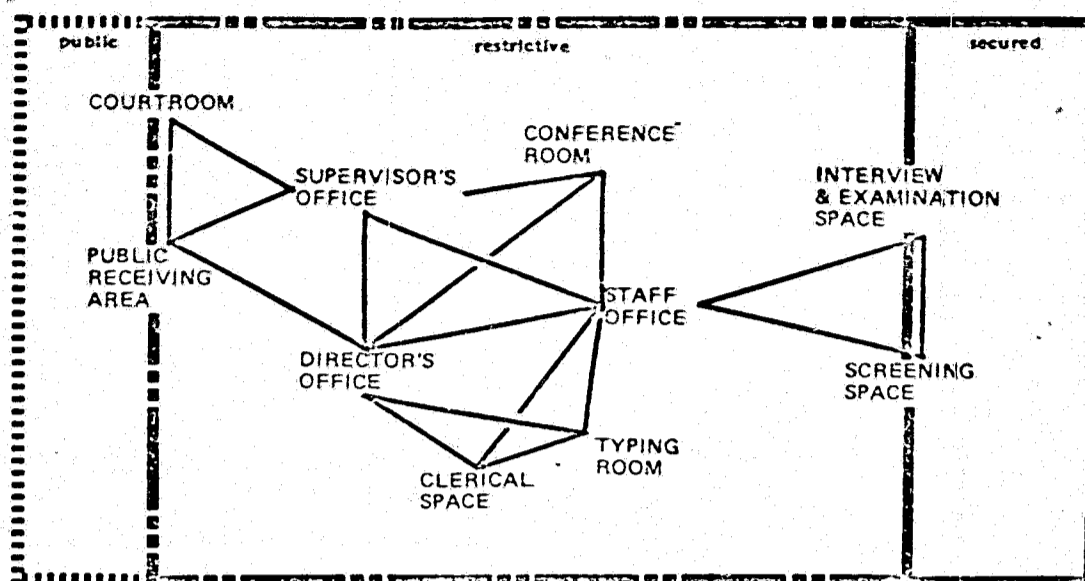
FIGURE  
PY-1



COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
PSYCHIATRIC CLINIC  
FUNCTIONAL RELATIONSHIPS

FIGURE  
PY-2



COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING PSYCHIATRIC CLINIC SPATIAL RELATIONSHIPS	FIGURE PY-3
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### YOUTH COUNSEL BUREAU: CRIMINAL PROCEDURES AND FACILITIES

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>INVESTIGATION</b>			
Receive referrals from A.D.A.	Y.C.B. Intake Social Worker, A.D.A., youth	Referral forms	Y.C.B. receiving space
Receive referrals from Court	Y.C.B. Intake Social Worker, youth; Court Officer	Referral forms	Y.C.B. receiving space
Screen case	Y.C.B. Intake Social Worker, youth, A.D.A.	Work sheets	Screening space
<b>SUPERVISION AND RECOMMENDATION</b>			
Interview youth	Y.C.B. Social Worker, youth	Interview forms	Interview space
Confer with people involved in case	Y.C.B. Social Worker, A.D.A., arresting officer, complainant, victim, witnesses, parents, attorney	Interview forms, work sheets	Interview/conference space or staff office
Make recommendations for youth placement	Y.C.B. Social Worker, A.D.A., judge, youth	Recommendation forms	Courtroom
Counsel for treatment and rehabilitation program	Y.C.B. Social Worker, youth, medical personnel, potential employer, relatives, friends	Work sheets	Staff office, group therapy facilities, external treatment and rehabilitation facilities
Supervise programs	Y.C.B. Social Worker, youth	Progress reports	Staff office, youth's home and place of employment
Assist in job placement	Y.C.B. Social Worker, youth, potential employer	Introduction forms and letters	Staff office, potential employer's office
Refer case to external agencies	Y.C.B. Social Worker, youth, social workers,	Referral forms	Staff office, external agencies' offices
Offer emergency assistance	Y.C.B. Social Worker, private donors, youth	-	Staff office
Prepare Y.C.B. report	Y.C.B. Social Worker	Report document	Staff office
Discuss report with supervisor	Y.C.B. Social Worker, supervisor	Report document	Supervisor's office
Make recommendations to District Attorney	Y.C.B. Social Worker, supervisor, A.D.A.	Report document	Staff office, A.D.A.'s office

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING YOUTH COUNCIL CRIMINAL PROCEDURES & FACILITIES	TABLE YC-1
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OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
Record disposition of case	Clerks	Case file	Clerical space
ADMINISTRATION			
Supervise procedures	Y.C.B. Director, Borough Director, Assistants	Case files, directives, reports/office equipment	Director's office
Prepare and maintain files	Secretaries, clerks	Files/office equipment	Secretarial, clerical space

COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
YOUTH COUNCIL  
CRIMINAL PROCEDURES & FACILITIES

TABLE

YC-1 CONT'D

137

ADMINISTRATION

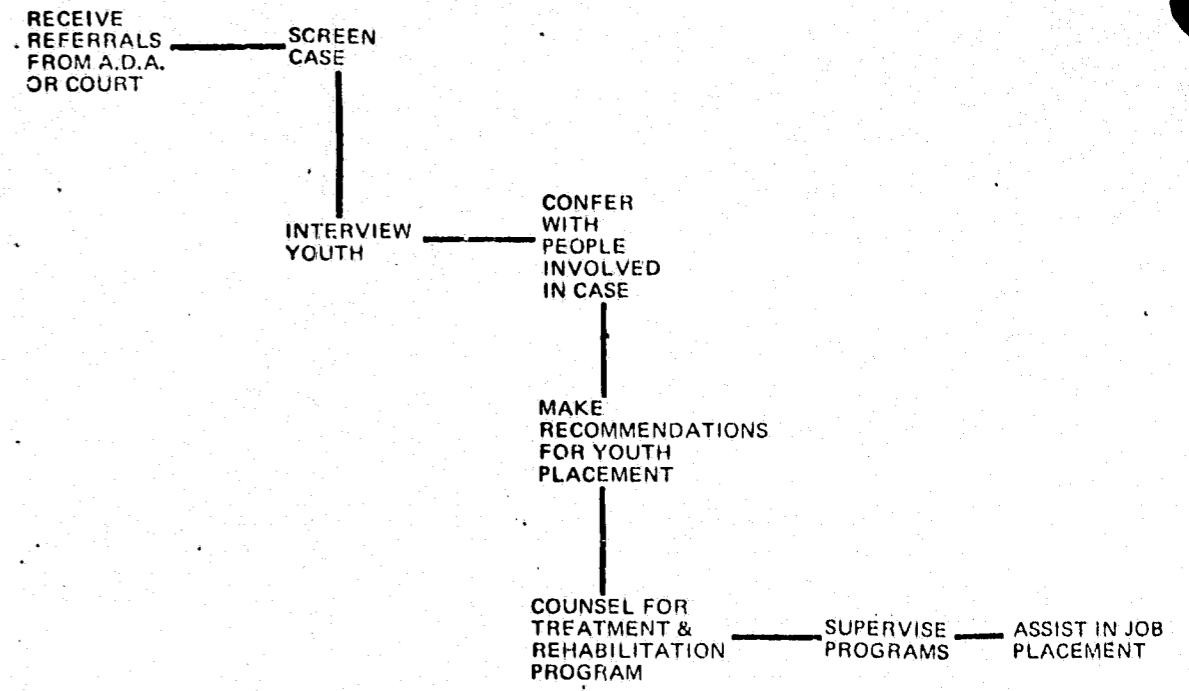
REPORT &  
RECOMMENDATION

COUNSELING &  
SUPERVISION

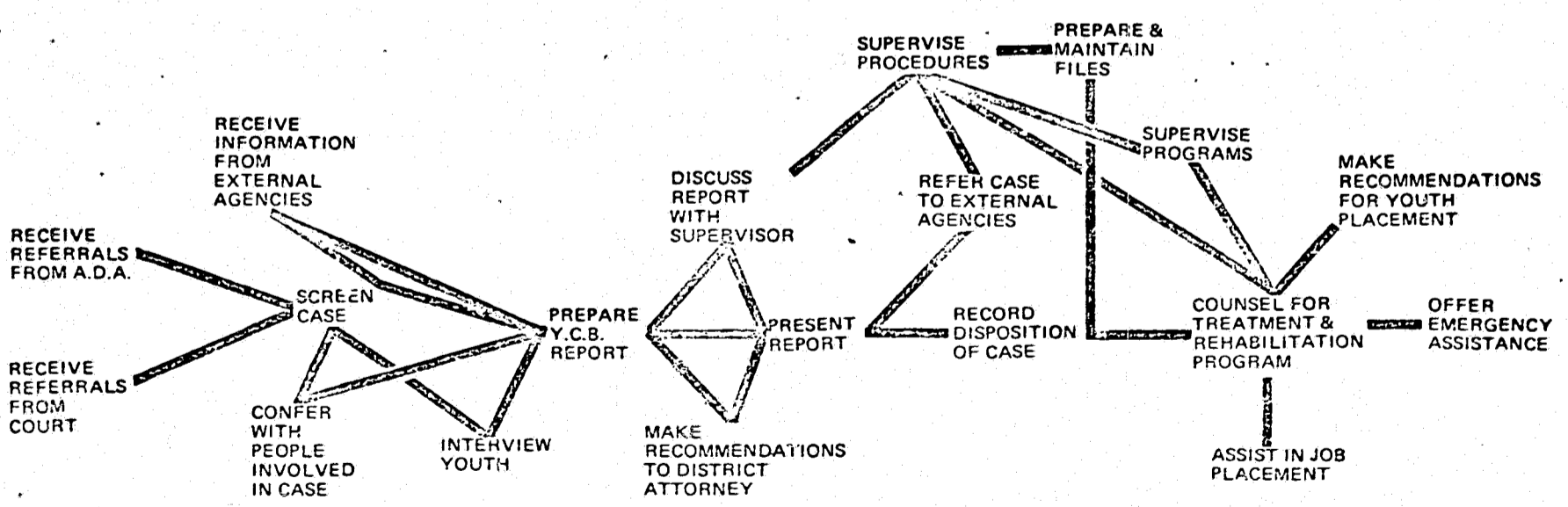
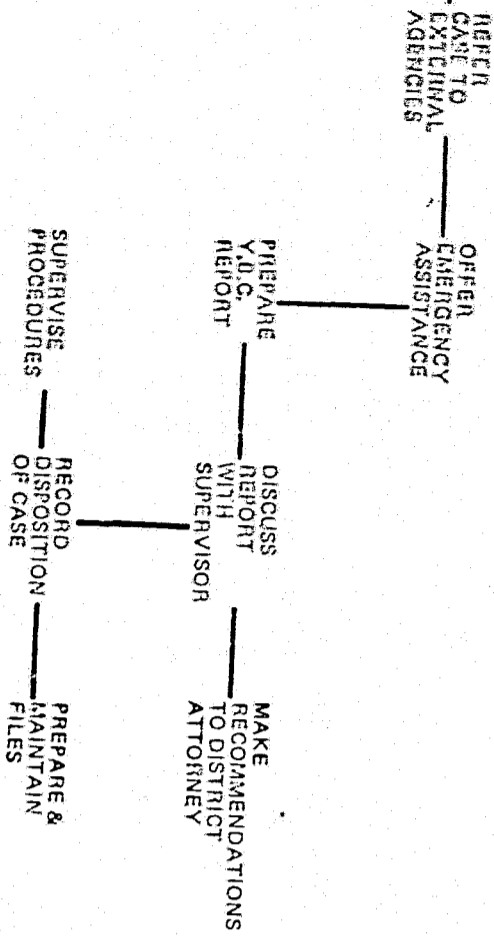
COURT  
APPEARANCE

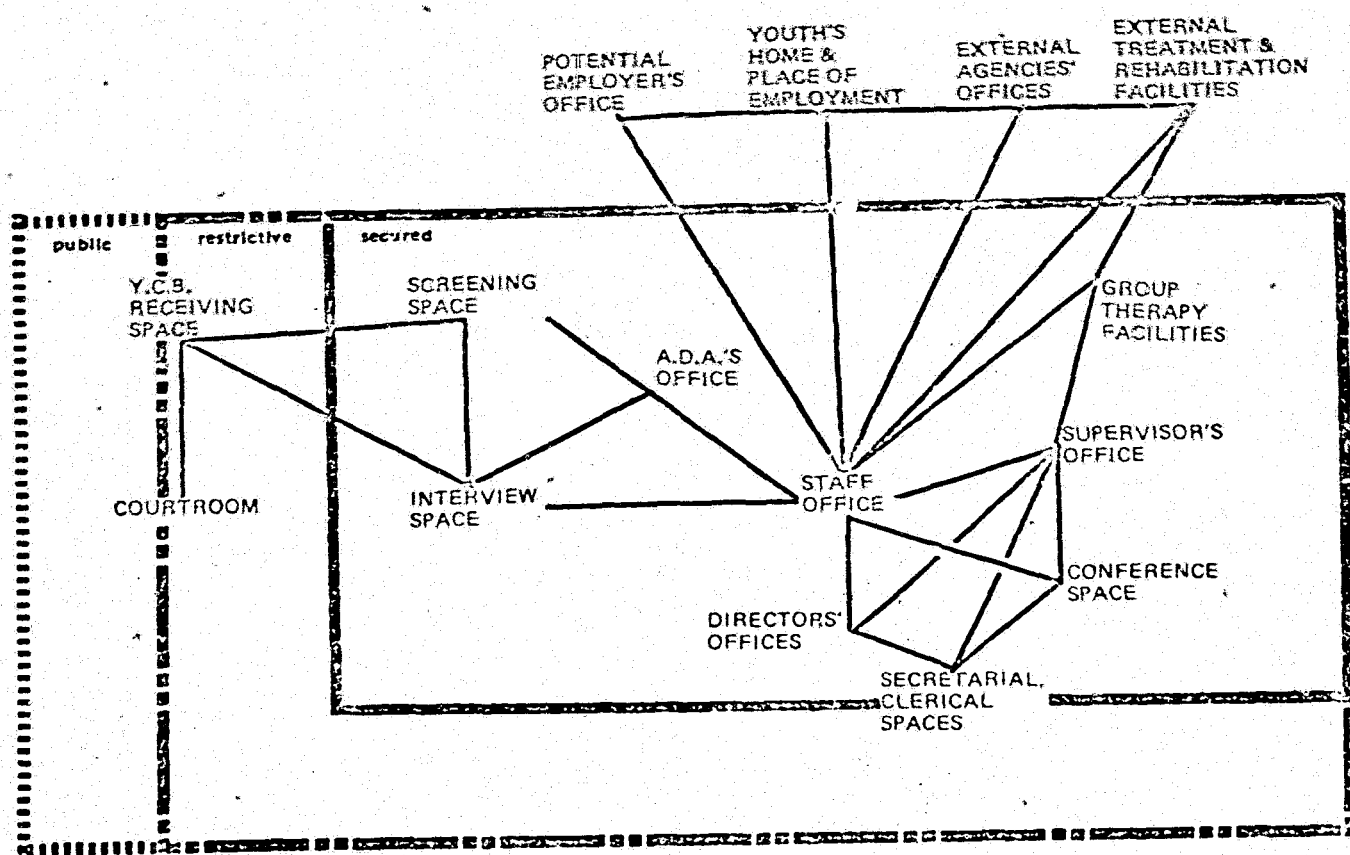
INVESTIGATION

CASE  
INITIATION



138





<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013		<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>YOUTH COUNCIL</b> <b>SPATIAL RELATIONSHIPS</b>	<b>FIGURE</b> <b>YC-3</b>
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### MANHATTAN COURT EMPLOYMENT PROJECT (MCEP): CRIMINAL PROCEDURES AND FACILITIES

OPERATIONS	PEOPLE	DOCUMENTS/EQUIPMENT	SPACES
<b>INVESTIGATION AND REPORT</b>			
Receive case from docket desk	MCEP screener	Complaint form, "rap sheet"	MCEP screener's space
Screen case for eligibility	MCEP screener	Complaint form, screening sheet	MCEP screener's space
Interview eligible defendant	MCEP screener, defendant	Screening sheet	* Interview spaces
Present report to Court	MCEP screener, A.D.A., judge, Court personnel, defendant	Screening sheet, court order	Courtroom
<b>SUPERVISION AND REPORT</b>			
Receive defendant	MCEP screener, receptionist, defendant	Screening sheet, face sheet	MCEP receiving space
Screen defendant	MCEP Administrative Coordinator, defendant	Screening forms	MCEP Administrative Coordinator's office
Interview defendant and explain procedures	MCEP Representative, defendant	Intake interview forms	MCEP Representative's office
Provide emergency assistance	MCEP Representative, Social Services' Representative, Career Developer, defendant	Grant assistance forms	MCEP and Social Services Representatives' offices
Orient defendant	MCEP Representative, defendants	-	MCEP group counseling space
Conduct employment placement	MCEP Representative, Career Developer, defendant	Introduction forms, letters	MCEP Career Developer's office
Supervise group counseling	MCEP Representative, defendants	Counseling progress reports	MCEP group counseling space
Conduct field visits	MCEP Representative, Career Developer, defendant; relatives, employer, friends	Progress reports	Defendant's home, place of employment, external spaces
Discuss case progress	MCEP Representative, Career Developer, supervisor	Progress reports, weekly activity sheets, visual aid charts	Conference spaces or supervisor's office
Prepare report and court letters	MCEP Representative, Career Developer, A.D.A.s, supervisor, supervisor's assistant	Report, court letters	MCEP Representative's and Career Developer's offices, A.D.A.s' offices
Present report to Court	MCEP screener; defendant, judge, Court personnel	Report, court letters	Courtroom

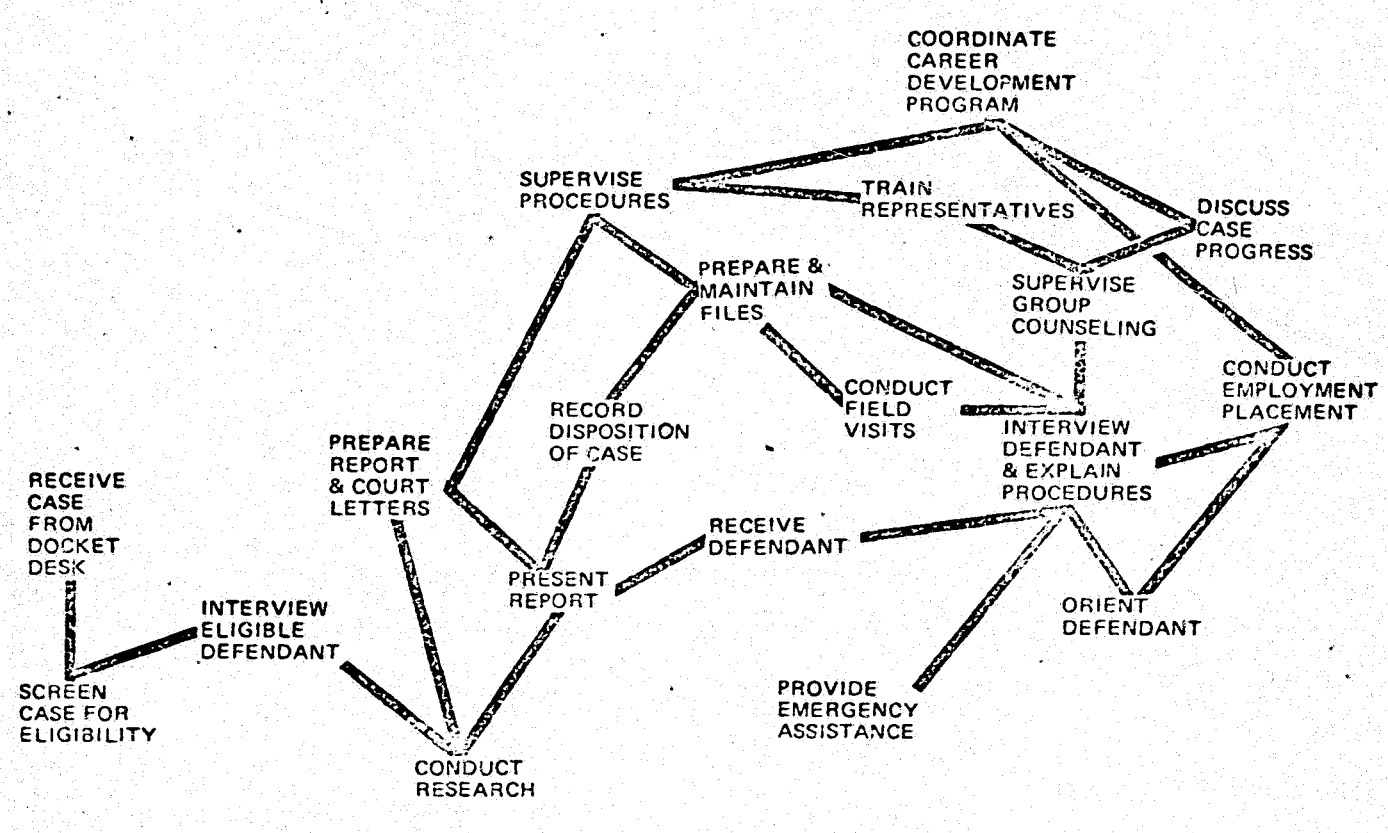
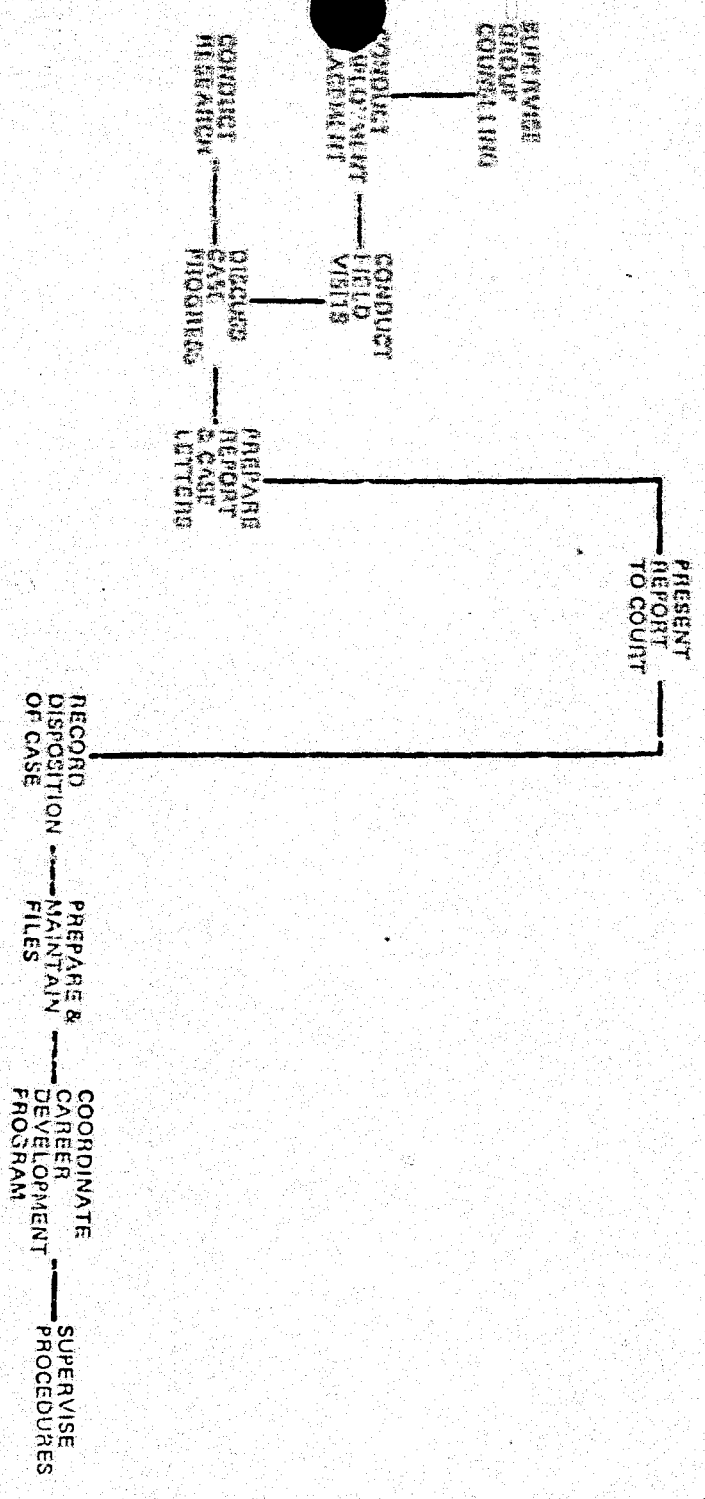
<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	* Proposed change	<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>M.C.E.P.</b> <b>CRIMINAL PROCEDURES &amp; FACILITIES</b>	<b>TABLE</b> <b>MC-1</b>
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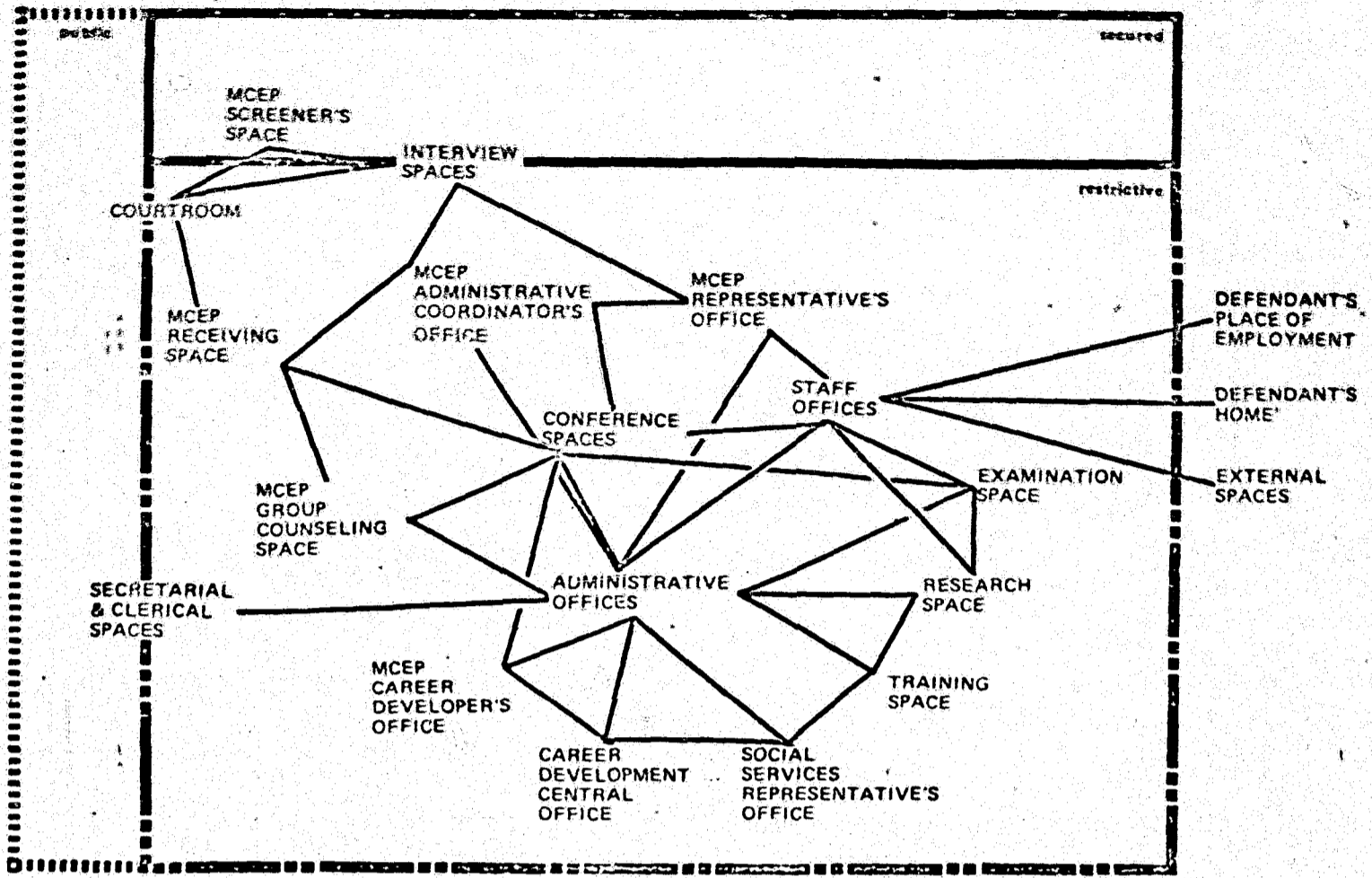
**OPERATIONS***Record disposition of case***ADMINISTRATION***Supervise procedures**Conduct research**Train representatives**Coordinate Career Development Program**Prepare and maintain files***PEOPLE***MCEP assistants**CEP Director and Assistants,  
MCEP Director and Assistants**Researchers, social workers,  
psychologists**MCEP Representatives,  
psychologists, social workers**Career Development Coordinator,  
Control Clerk**Assistants, secretaries***DOCUMENTS/EQUIPMENT***Report, case file**Administrative papers/office  
equipment**Research papers, examination and  
interview forms*

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*Charts, weekly activity sheets**Case files***SPACES***Clerical space**Administrative offices**Research, examination spaces**Training space, staff offices**Career Development Central Office**Clerical spaces*

<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013		<b>MANHATTAN CRIMINAL COURT BUILDING</b> <b>M.C.E.P.</b> <b>CRIMINAL PROCEEDURES &amp; FACILITIES</b>	<b>TABLE</b> <b>MC-1 CONT'D</b>
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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>		<p>MANHATTAN CRIMINAL COURT BUILDING M.C.E.P. SPATIAL RELATIONSHIPS</p>	<p>FIGURE MC-3</p>
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SPACE PLANNING PROCESS



## SPACE PLANNING PROCESS

### Design Criteria and Restraints

#### Basement

As much as possible of the available space in the basement should be used as locker rooms for court officers. Valuable prime office spaces are being used as locker rooms for court officers. Valuable prime office spaces are being used for locker rooms on the fifth, twelfth and fourteenth floors. All locker rooms should be relocated in the basement to provide additional space for court-related functions on the upper floors. A brief survey of the existing locker rooms indicated that they are very poorly utilized.

The records presently occupying space in the Central Supply Store in the basement should be microfilmed to conserve space required by the expansion of the Central Supply Store.

General supply, equipment and furniture storage space should be more completely utilized to provide additional usable space in the basement for other functions, such as locker rooms.

#### Ground Floor

The most important operations to be located on the ground floor would be the arraignment process and operations relating to the functioning of the case assignment office and the Information Communications System (ICS) for the entire building. By assigning the arraignment courtrooms, Police Department, Correction Department, Complaint and Docketing spaces and the General Clerk's office to the ground floor, wasted movement of a large volume of police officers, defendants and the public is minimized. Also, when night court and weekend court are in operation, the three courtrooms on this floor (with the possibility of a fourth courtroom) can be utilized and the entire building above the ground floor can be closed to the public. The only public entrance to the building at night and during the weekend would

be from Baxter Street.

The space occupied by the press in the central wing should be moved to an upper floor. The entire wing should be used for MAP and ICS operations.

Interviews, examinations and screening spaces should be provided in close proximity to the courtrooms for the Probation ROR interview, psychiatric investigation, legal aid interview, Youth Counsel Bureau, and Manhattan Court Employment Project screening. Departmental offices related to the arraignment process should also be accommodated.

Greater flexibility should be provided for the use of prisoner holding facilities. The feeder pens adjoining the north courtrooms should be linked with the holding facility in the police area so that sudden increases in the number of prisoners to be arraigned can be accommodated.

Prisoners should be brought directly to the Police Department from the prisoner entrance on Baxter Street, instead of the present excursion through the basement. This could be accomplished by simply breaking through a wall adjoining the main entrance and constructing a security entrance.

The Legal Aid Society, presently occupying space on the ground floor, should be moved to a central location on the fifth floor, in close proximity to the District Attorney's office.

#### Second Floor

As much space as possible on the second floor should be assigned to courtrooms and ancillary spaces, so that the large volume of public movement can be confined to the lower floors. The vacated space in the southwest wing should be converted to courtrooms and ancillary spaces as soon as possible. These courtrooms should be used for handling bail cases, as no prisoner holding facilities are available. Future renovation should provide for greater flexibility in the trans-

fer of prisoners through a security corridor to such courtrooms.

After the removal of the identification and microfilming unit from the southeast wing, the available space should also be converted into courtroom and courtroom-related spaces.

The police sign-in area at the north end is completely inadequate. More adequate police sign-in and sign-out facilities should be provided on the ground floor as part of the police expansion program.

The two large rooms (numbers 39 and 43) on the east side should be converted to judges chambers or additional courtrooms made accessible on the same floor by breaking two walls and constructing two entrances.

The public access corridor should be extended into the entrance lobby space to provide more adequate public waiting spaces useful to the MAP operation. This will also ease the congestion along the corridor.

#### Third Floor

With the relocation of the Administrative offices to 346 Broadway in September 1971, the vacated space should be converted to judges' chambers. At least twenty judges' chambers could be accommodated in the two south wings and in the two large spaces on the east side of the building.

The present computer room will remain unchanged in the next two years. After the relocation of the computer room, the vacated space will also be assigned to the judges.

The Correction Department is presently occupying the north and central wings of this floor. From these wings prisoners are taken to the feeder pens on the second and fourth floors. The State Office Building at 80 Centre Street becomes a court building, and if some offices presently housed in 100 Centre Street are moved into it so that the Criminal Court Building becomes more flexible, the judges' chambers could be moved to an upper floor and the entire third floor could be assigned to the Correction Department. This would enable

the Correction Department to move prisoners to new feeder pens adjoining the proposed courtrooms on the second and fourth floors.

The future addition of a mezzanine floor to each of the four large courtrooms over the public seating area will add a maximum of four courtrooms or eight smaller hearing rooms on the third floor level. The public access to these courtrooms or hearing rooms will be from the second floor and the public space on the third floor will be isolated from the security area of the Correction Department. Prisoners can be brought directly into the courtrooms from the detention facilities.

#### Fourth Floor

The present complaint and docket room in the southwest wing should be moved to the ground floor as part of the plan to consolidate spaces related to the arraignment process. The vacated space could be converted to courtrooms and ancillary spaces that would handle bail cases until means of transferring prisoners to the courtrooms could be found, or until the entire third floor becomes the space of the Correction Department.

The judges' chambers on the southeast wing should remain as chambers until prisoners can be brought up to the feeder pens behind the proposed courtrooms. Room number eleven could be converted into a courtroom immediately for bail cases, but the entrance to the courtroom should be accessible from the public corridor rather than from the private corridor for judges.

The spaces fronting the elevatorlobbies, room numbers 16, 32, 33, 34 and 35 are presently used as judges' chambers. When the south wings on the third floor become judges' chambers, these spaces should be converted to interview, examination and conference spaces for Legal Aid and the assistant district attorneys, private attorneys, probation officers, defendants and psychiatrists, psychologists and social workers.

### Fifth Floor

A major part of the Criminal Court Probation Department (Investigation Branch) will be moved to 346 Broadway in September 1971. The Psychiatric Clinic, presently occupying the northeast wing, should be moved to an upper floor in the Supreme Court where the space shortage is less critical. The court officers' locker rooms, occupying the entire central east wing, should be moved to the basement where all locker rooms should be centralized. These locker rooms are being used very sporadically, and prime space on this floor should be used much more effectively.

The vacated spaces in the north and central east wings should be assigned to the Legal Aid Society, with the central west wing continuing to be occupied by the remaining unit and liaison offices of the Probation Department. It is anticipated that the location of the Legal Aid Society and the Probation Department, in close proximity to the District Attorney, will be advantageous to the operations of the Criminal Court in the disposition of cases.

The south wings presently accommodate two large courtrooms and several chambers, including the offices of the Administrative Judge of the Criminal Court. It is anticipated that the judges occupying these chambers will move to the third floor when the chambers on that floor become available. The vacated spaces can then be assigned to ancillary court activities, to the Probation Department (and allocate the central west wing to the Legal Aid Society) and possibly to the Psychiatric Clinic.

The addition of a mezzanine floor to each of the four large courtrooms will provide adequate space to accommodate the future expansion of the Legal Aid Society.

### Sixth - Eighth Floors

With the exception of the recently renovated judges' chambers and the Vera Institute of Justice's Appearance Control Project on

the sixth floor, the District Attorney's office occupies all available spaces on the sixth, seventh and eighth floors. After the relocation of the judges to the third floor in September 1971, and the planned relocation of the Appearance Control Project to the ground floor with the Police Department, the vacated space should be assigned to the District Attorney's office.

The various bureaus of the District Attorney's office have not been planned efficiently. The Complaint Bureau, the Investigation Bureau, the Criminal Court Bureau and the Homicide Bureau should be located on the sixth floor in close proximity to the Criminal Court floors (first to the fifth) and to the Legal Aid Society on the fifth floor. Fraud, Rackets, and Supreme Court Bureaus should be located on the seventh floor. The clerk's office and the mail and record storage spaces could also be accommodated on that floor. The executive office, accountants' office, the Appeals Bureau, the library and the identification unit should be located on the eighth floor. The Indictment Bureau and the Grand Jury functions could then be relocated on the ninth floor.

As only one bank of the public elevator stops on the seventh floor, the remaining seven elevator lobbies from the sixth to the ninth floor can be used as offices or meeting rooms for the District Attorneys' office. It is recommended, however, that such renovation work be designed and implemented in a way that future re-use of these spaces as elevator lobbies would not involve excessive expenditures.

The anteroom to each pair of assistant district attorneys' offices is grossly under-utilized. In most cases, these anterooms are left unused. Consideration should be given to their conversion into usable spaces for assistant district attorneys. There are also several rooms that have not been assigned, as well as several record storage (with records dating back to the early 1800's) and locker rooms that should be converted to offices. A separate study of the space in the District Attorney's office is being carried out by the program staff.

### Ninth Floor

The northwest wing (approximately 6,000 sq. ft. of prime office space) is presently used for dead record storage, with indictment records dating back to 1774. A study was recently conducted to determine the feasibility of microfilming these records. It was found that all the records could be microfilmed and stored in two drawers of a microfilm file. The space gained would then be allocated to grand jury operations. It has been estimated that two grand jury rooms with ancillary spaces could be accommodated. This would enable all grand jury spaces to be located centrally on the ninth floor in close proximity to the District Attorney's office. The grand jury facilities in the northeast wing of the sixteenth floor could then be converted to a third courtroom.

The central west wing (over 5,000 sq. ft. of prime office space) is also being used by the Supreme Court Probation Department for dead record storage. It has also been established that all the records stored in that space can be microfilmed and stored in the drawer of a microfilm file. The space gained would be allocated either to the District Attorney's office or to the Probation Department for their expansion needs.

With the relocation of the Youth Council Bureau to 346 Broadway in September 1971, the vacated space should be assigned to the District Attorney's office.

### Tenth Floor

The two north wings are presently occupied by the Supreme Court Clerk's office. With approximately 50 percent of the space devoted to record storage, the usable space is adequate only for present needs. While filing cabinets are necessary to keep current files, much of the records and indices can be microfilmed and stored in one drawer of a microfilm file. The space gained should be allocated to the clerk's office for future expansion.

The remaining four wings on this floor house the Supreme Court Probation Department. Some office expansion can be accommodated on the ninth floor in record storage space.

### Eleventh Floor

The ancillary spaces adjoining the six large courtrooms on this floor are not efficiently used. Each courtroom has an adjoining jury deliberation room, a robing room, a witness isolation room and an alternate jurors' isolation room, but these rooms are very infrequently used. The alternate juror's isolation room should be divided into two rooms, with the second room used as the witness isolation room. The large witness isolation room can then be used more effectively for other courtroom-related functions.

The entire floor should be utilized for courtrooms and related ancillary facilities.

### Twelfth Floor

The entire floor belongs to the Correction Department. Prisoners are brought from the adjoining Manhattan Men's House of Detention through the Bridge of Sigh on this floor, and are transferred to the feeder pens located behind, or adjacent to, the courtrooms on the eleventh and thirteenth floors.

As public elevators do not stop on this floor, the elevator lobbies can be used as offices or detention facilities more effectively.

The future addition of a mezzanine floor to each of the six large courtrooms over the public seating area will add a maximum of six courtrooms or twelve hearing rooms on the twelfth floor level. The public access to these courtrooms or hearing rooms will be from the eleventh floor, and the public space on the twelfth floor would be isolated from the security area of the Correction Department. Prisoners can be brought directly into the courtrooms from the detention facilities.

### Thirteenth Floor

The relocation of the Manhattan Court Employment Project of the Vera Institute of Criminal Justice to 346 Broadway will allow the vacated space at the south end of the thirteenth floor to be converted into additional ancillary facilities adjoining large courtrooms.

The entire floor should be utilized for courtrooms and related ancillary facilities.

### Fourteenth Floor

The relocation of the Manhattan Court Employment Project of the Vera Institute of Criminal Justice to 346 Broadway, and the relocation of the Legal Aid Society to the fifth floor, will provide vacated space in the two south wings to accommodate the entire psychiatric clinic. The future addition of a mezzanine floor to each of the two large courtrooms will provide adequate space for future expansion, if necessary.

The building and maintenance section of the Correction Department is unrelated to the Criminal Justice function and should be moved out of the Criminal Court Building. The vacated space should be converted into prisoner holding facilities and other correction functions, from which prisoners could be transferred to feeder pens adjoining courtrooms on the fifteenth floor.

The court officers' locker rooms, occupying the entire central west wing, should be moved to the basement, where all locker rooms should be centralized. These locker rooms are being used very sporadically, and prime space on this floor should be used much more effectively as offices of court-related functions.

### Fifteenth Floor

The north wings are occupied by the executive offices of the Correction Department. The jury assembly functions occupy the

central-west wing, with the prospect of expansion on the floor below. The three remaining wings house three large courtrooms with ancillary facilities. A plan is being considered that will bring prisoners to the Correction Department on the twelfth floor by using one of the two judges' elevators and by converting part of the air-conditioning equipment room into a prisoner holding facility. This facility can then be used to hold prisoners for trials in the two courtrooms in the two south wings. A more flexible alternative solution would be to construct a prison access stair from the twelfth floor behind the courtrooms to the sixteenth floor. The construction of a stair from the Correction Department in the central-east wing on the fourteenth floor will also make it possible to bring prisoners to the central-east courtroom on the fifteenth floor.

### Sixteenth Floor

Plans are already being implemented to install two courtrooms with prisoner holding facilities at the north end of this floor. Prisoners will be brought by the prison elevator from the Correction Department on the twelfth floor.

When additional grand jury facilities have been provided on the ninth floor, the grand jury facilities at the northeast wing of this floor can then be converted into a third courtroom with prisoners brought in from the holding facilities being constructed for the two new adjoining courtrooms and ancillary facilities.

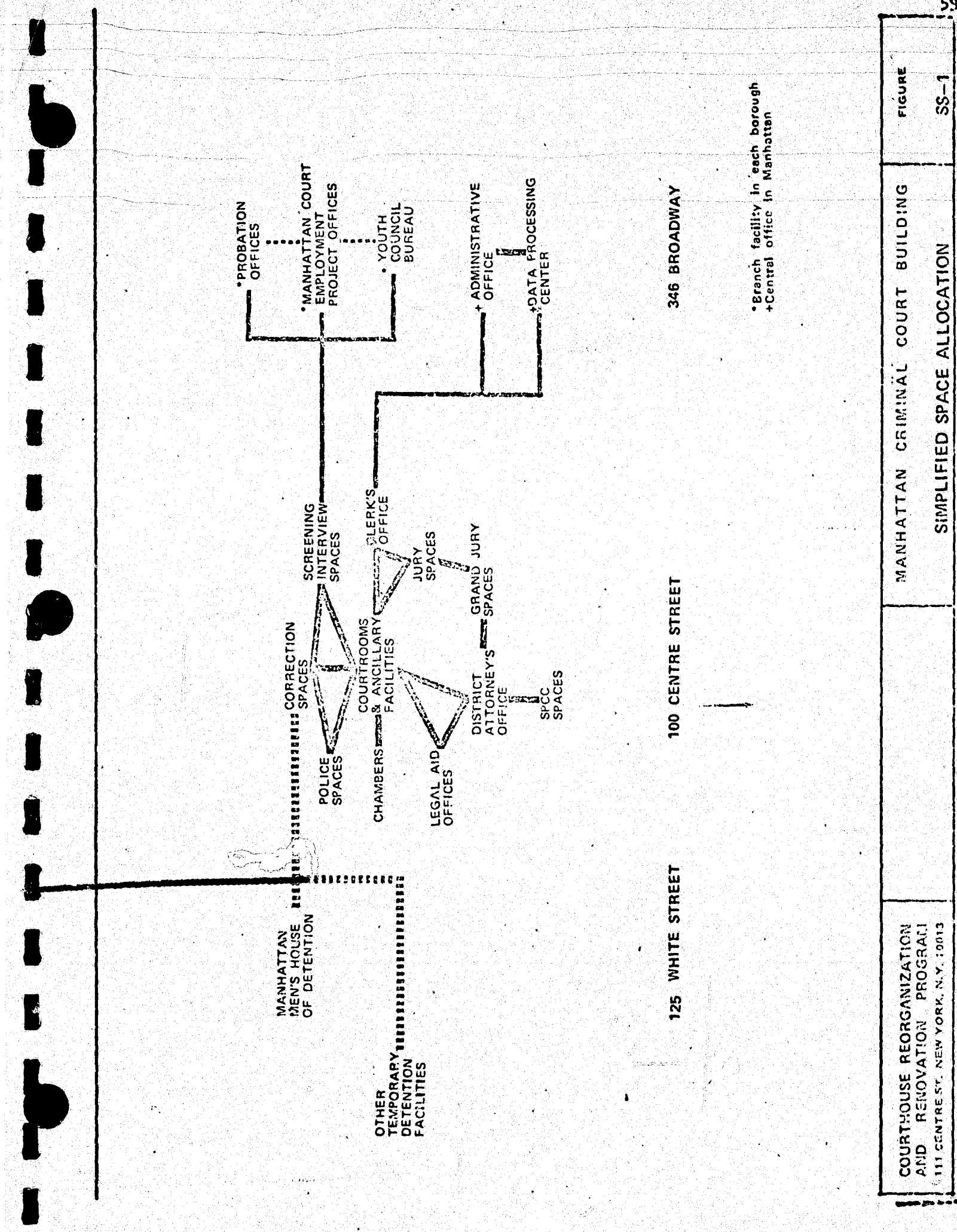
The central-west wing is occupied by the appellate term of the Supreme Court. The spaces are mainly offices of attorneys and clerks. The liaison office of the civil term of the Supreme Court adjoins the appellate term. The future addition of a mezzanine floor over the courtrooms in the central-east wing will provide an additional courtroom that could be used for appellate cases from the Criminal Court. The adjoining spaces can then be used for courtroom-related space as well as for future expansion. A prisoner holding facility

is being used at present behind the courtroom to detain prisoners awaiting trial in the courtroom on the fifteenth floor. Prisoners can easily be transferred from this facility to the proposed courtroom on the sixteenth floor.

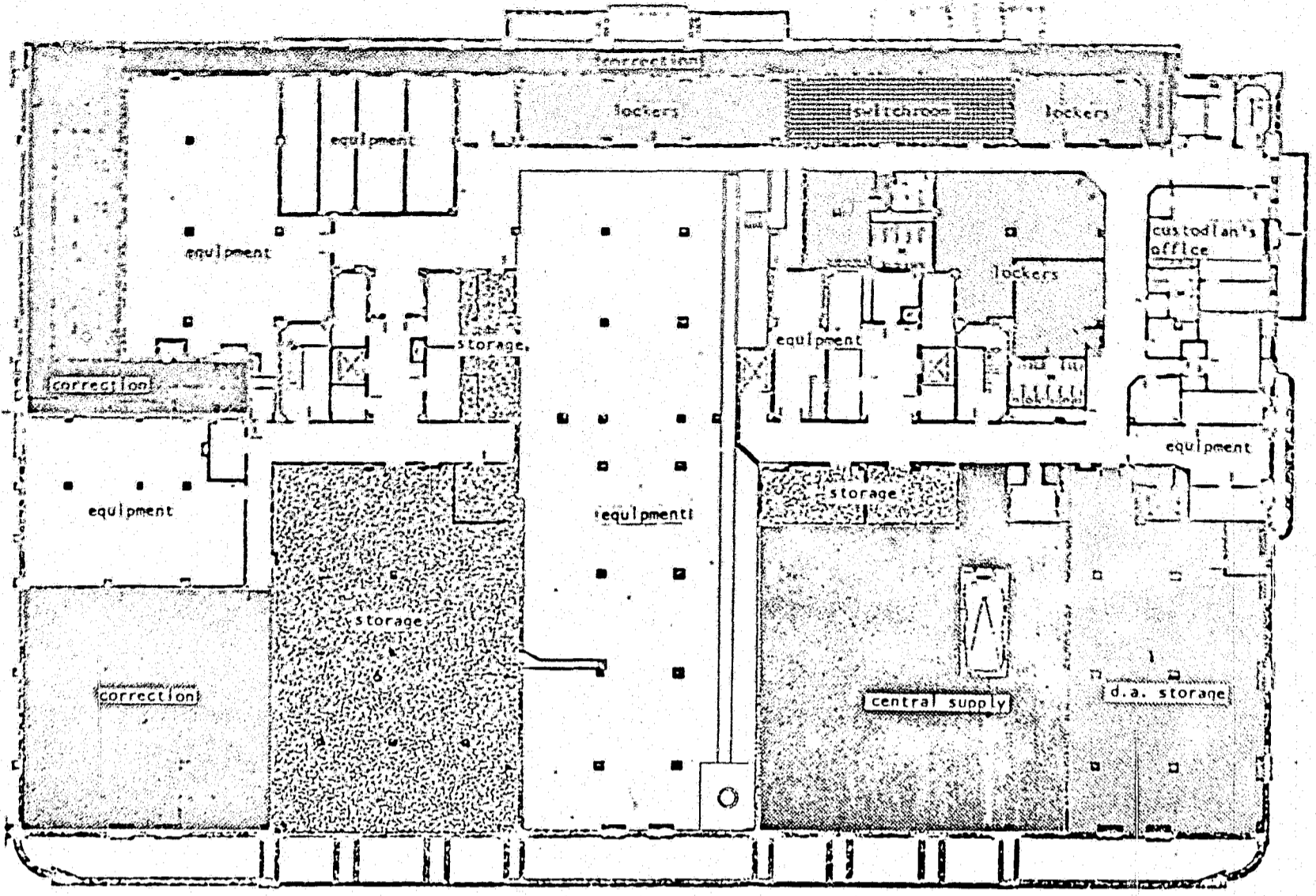
The future addition of a mezzanine floor over each of the two courtrooms in the south wings will provide two additional courtrooms with either a central prisoner holding facility near the judges' elevators, as is being planned for the fifteenth floor, or with a facility at the rear of each courtroom. Should these courtrooms not be required, the additional space can be assigned to special units of the Legal Aid Society, District Attorney's office or the Probation Department.

Seventeenth Floor

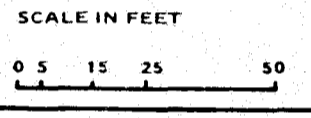
The spaces on this floor will remain as judges' chambers and law library.



\* Branch facility in each borough  
+ Central office in Manhattan



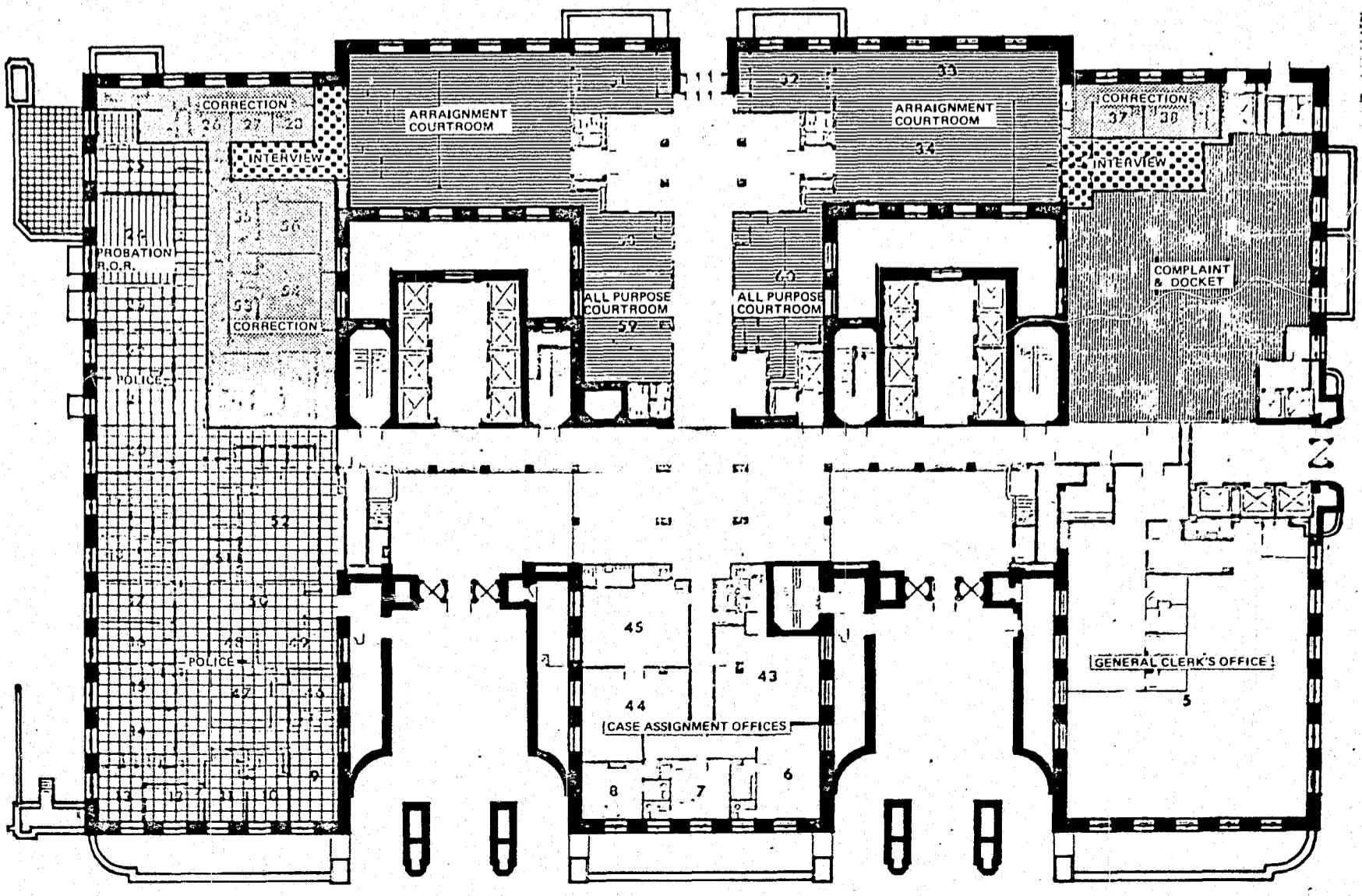
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013



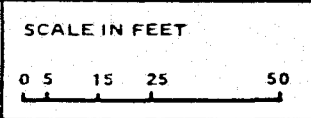
MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA-1  
FLOOR B

160

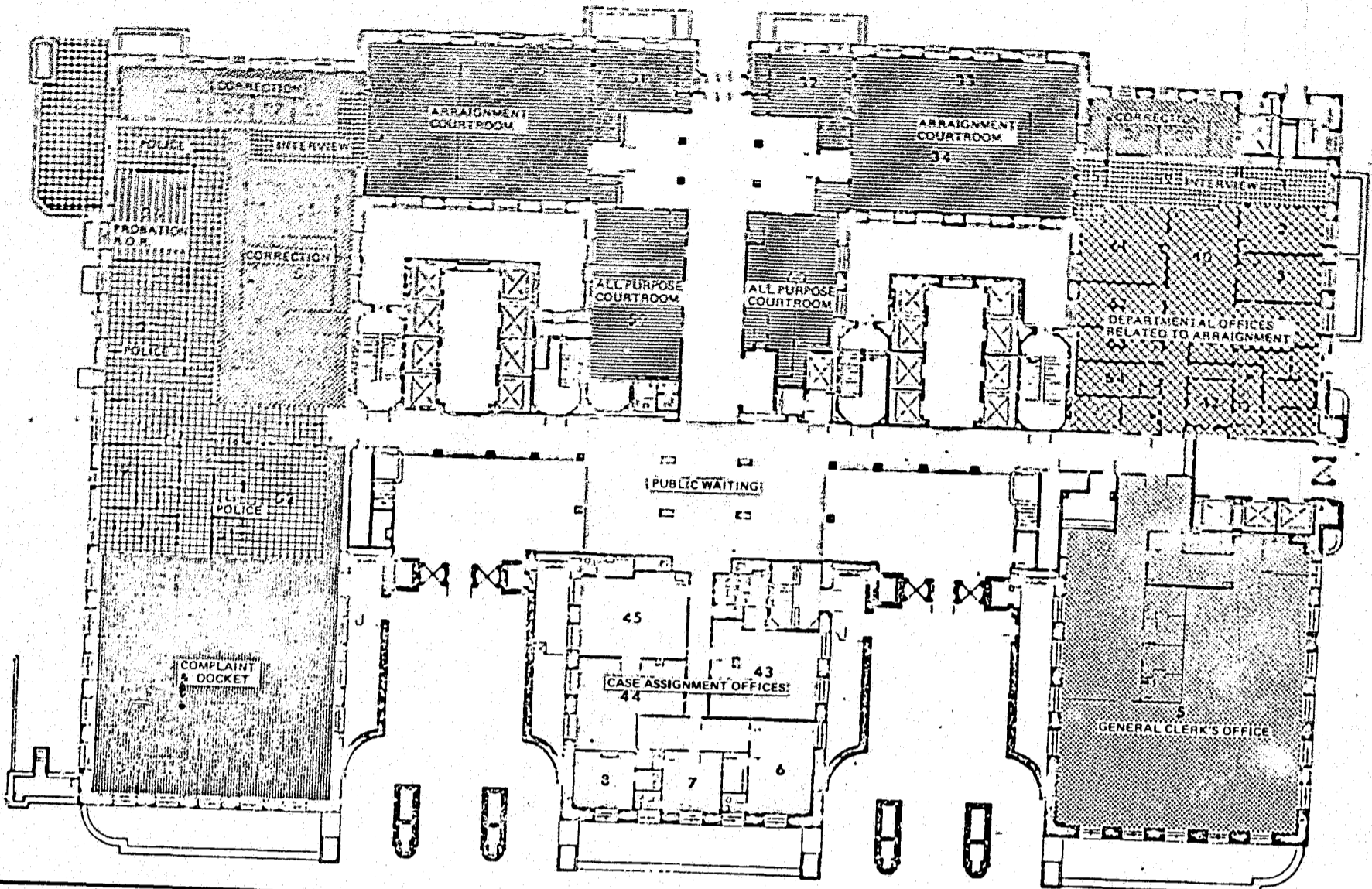


COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA-2  
FLOOR 1



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

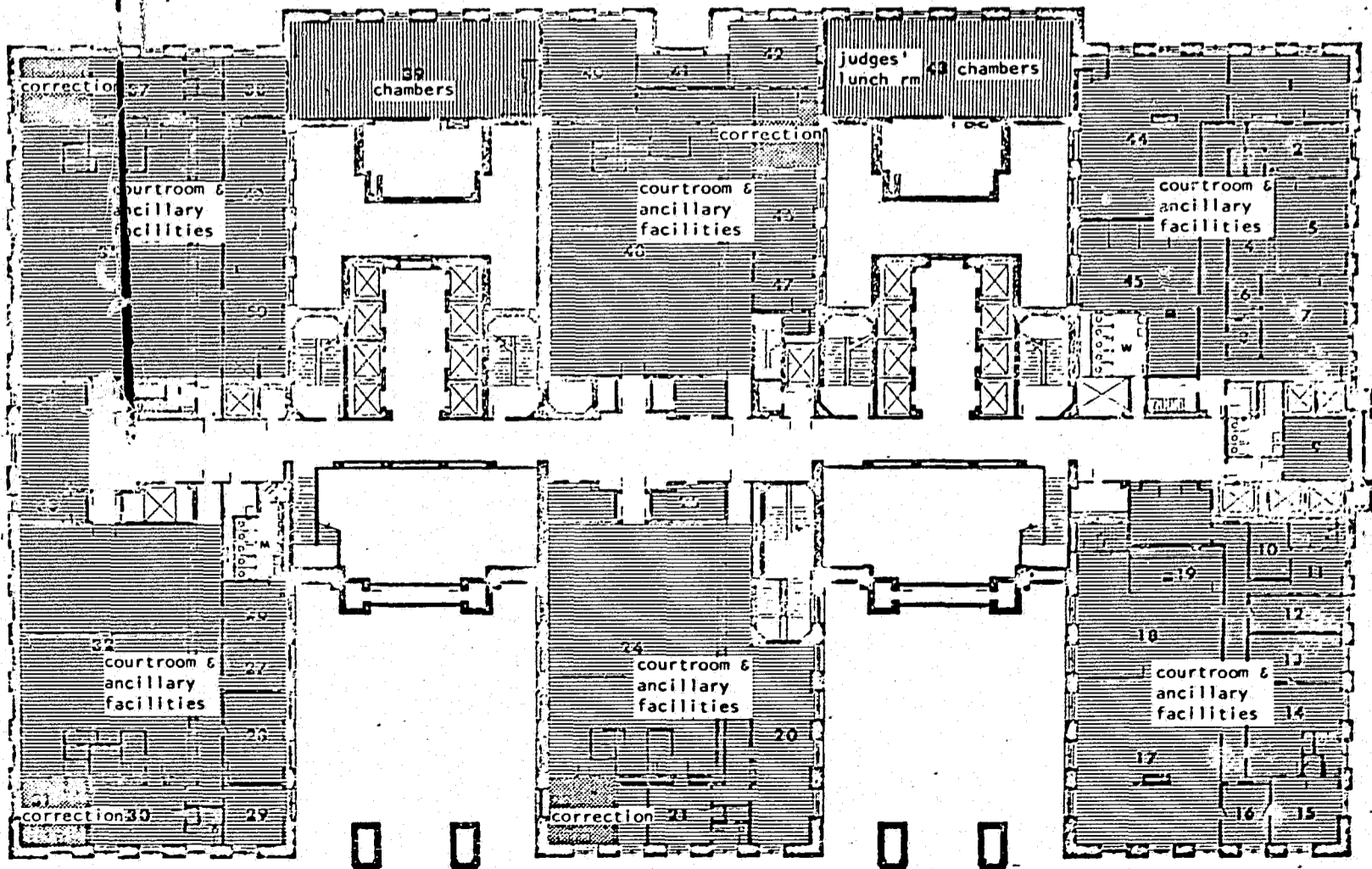
DWG. NO.

FLOOR

BA-2A

1

163



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH



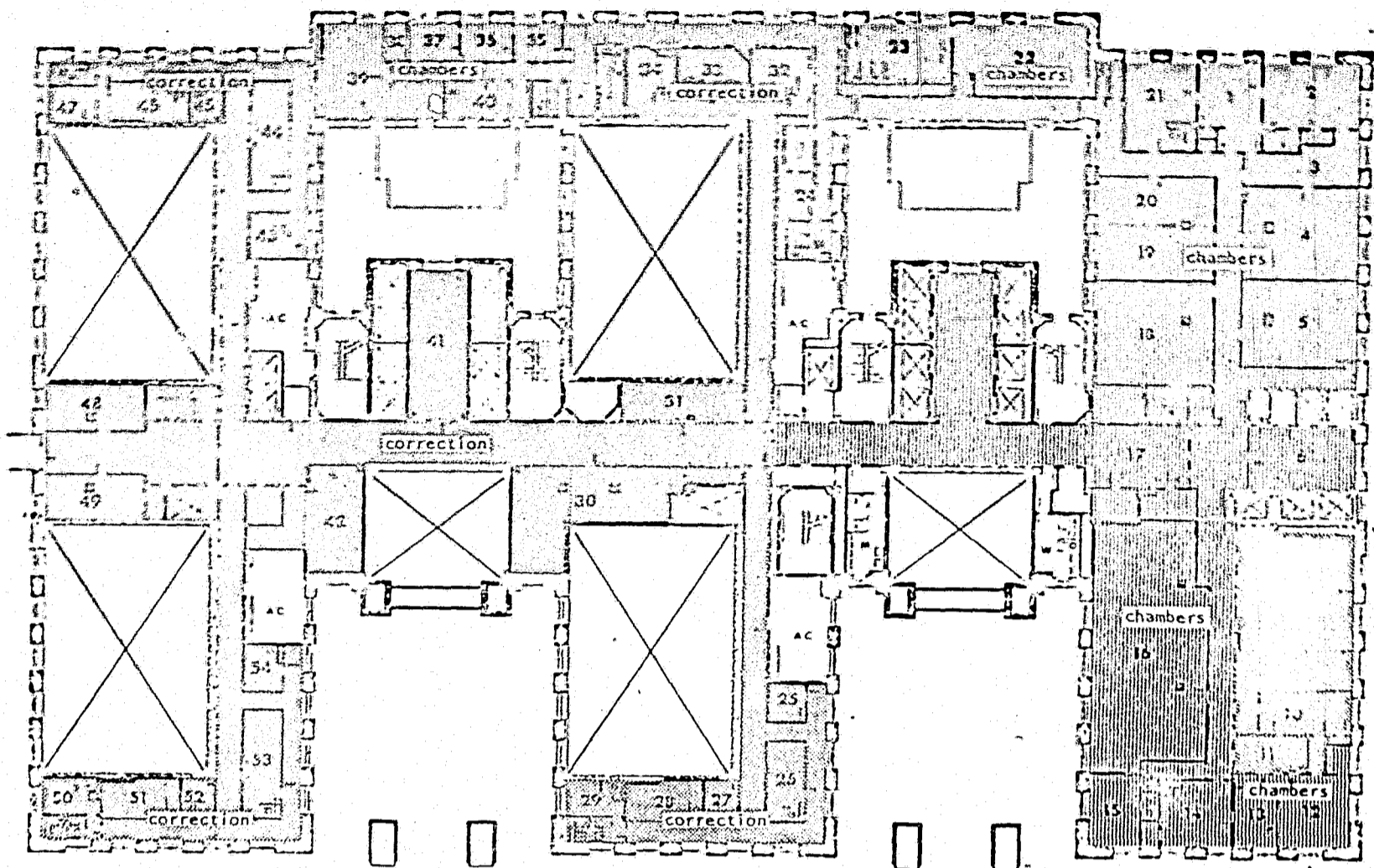
MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO.  
BA-3

FLOOR  
2

163





COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

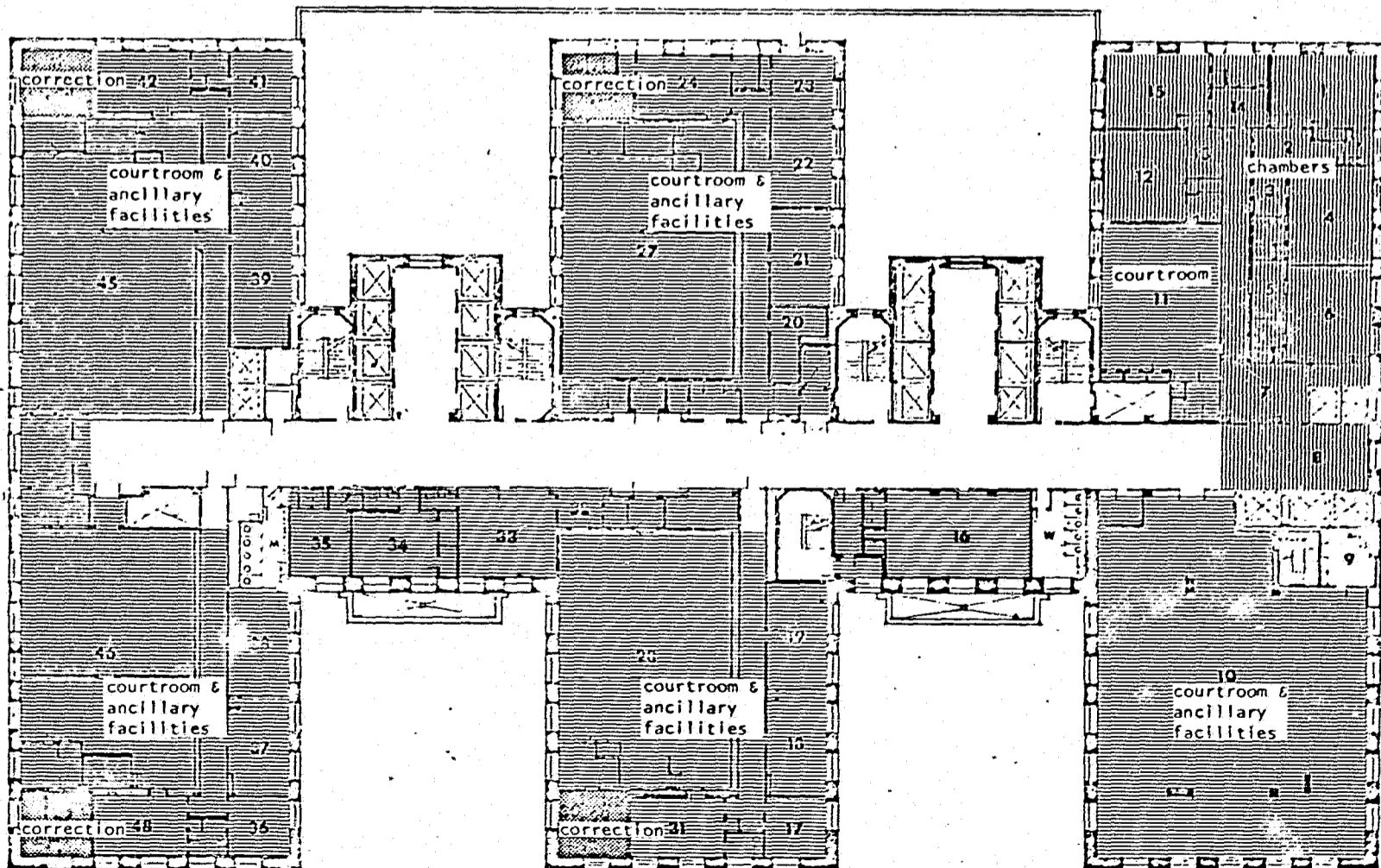
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BA-4

FLOOR

3

191



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

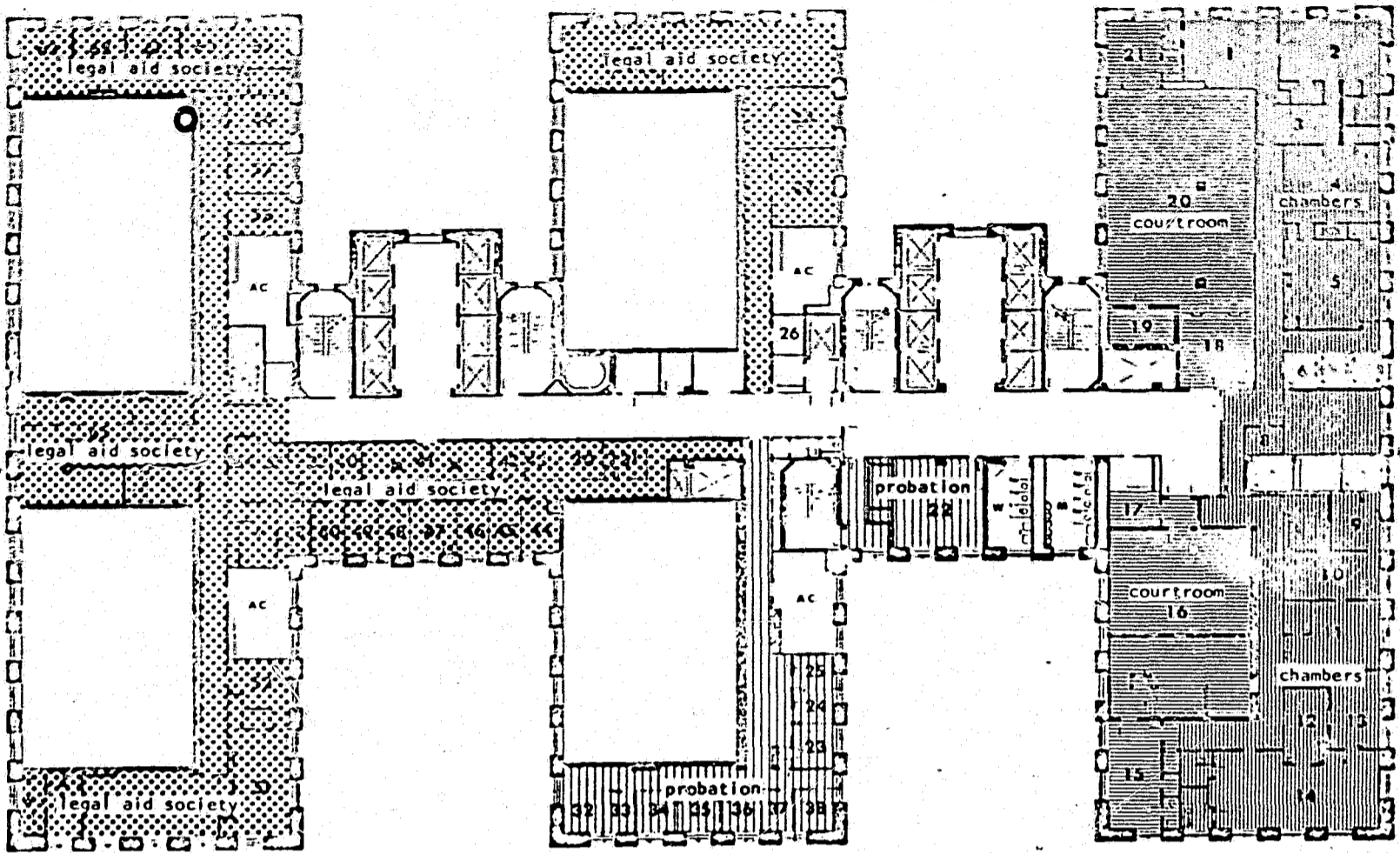
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BA-5

FLOOR

4

191



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50

NORTH  


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

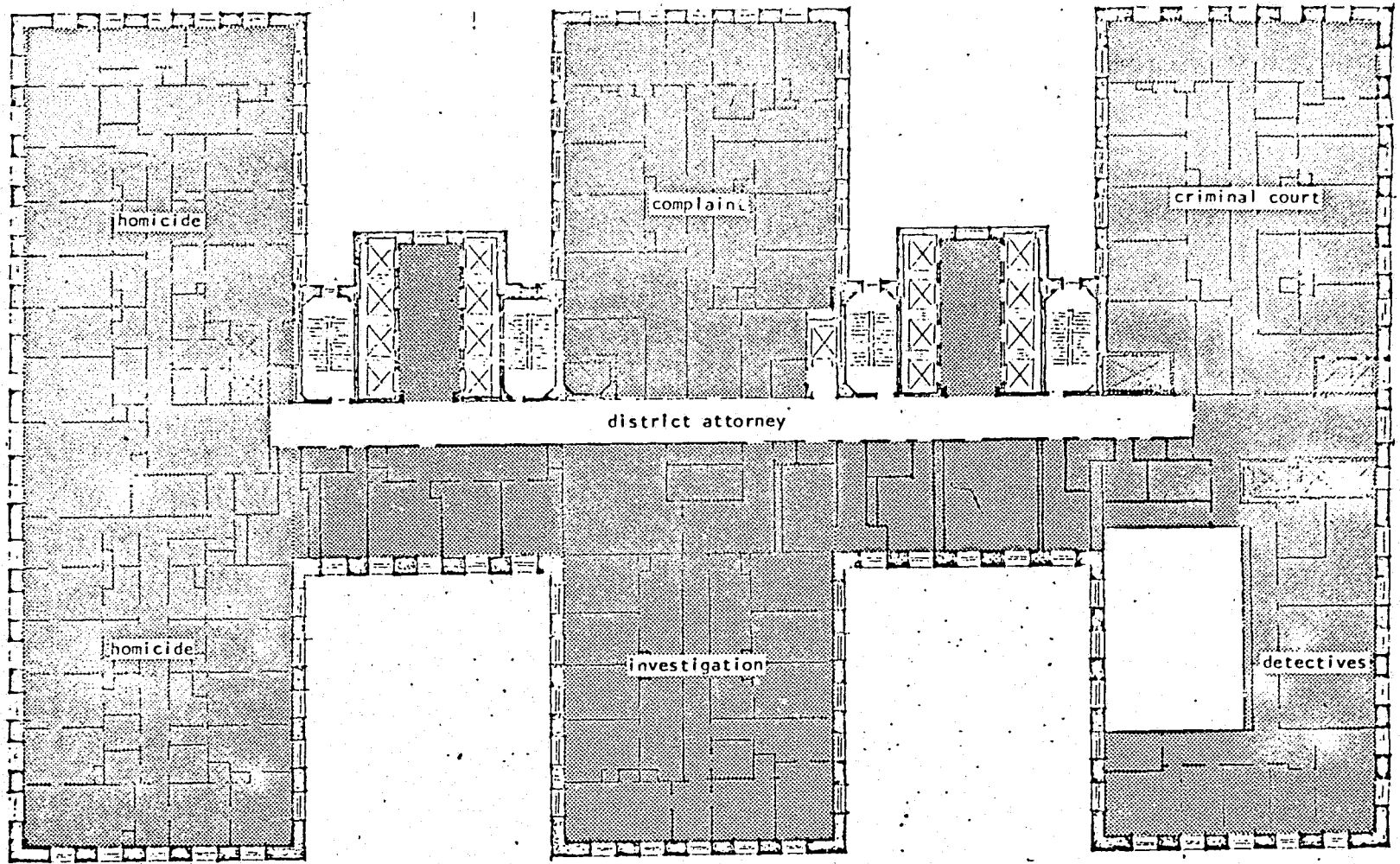
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BA-6

FLOOR  
5

165

**CONTINUED**

**2 OF 3**



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH

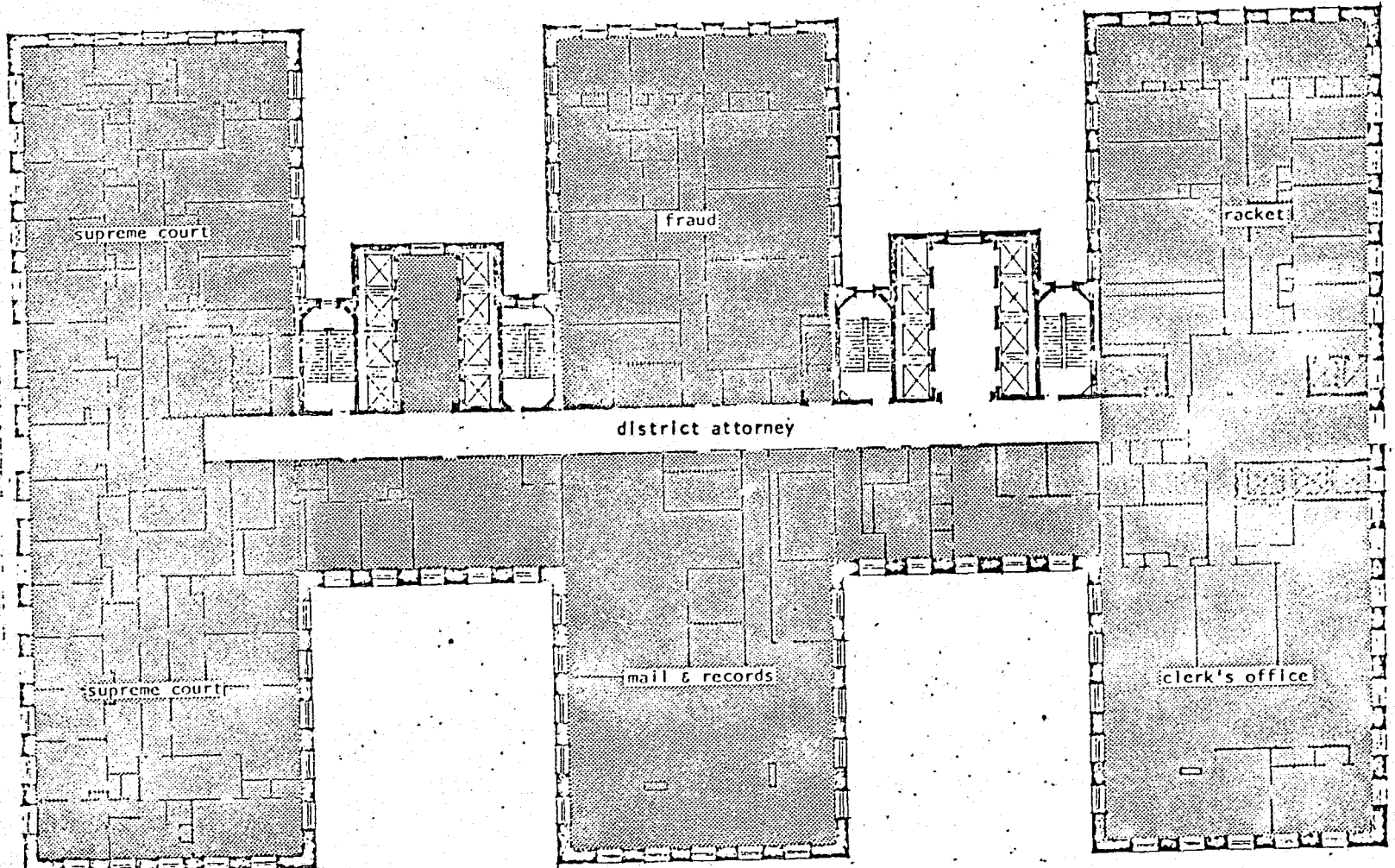


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO.  
BA-7

FLOOR  
6

167



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH

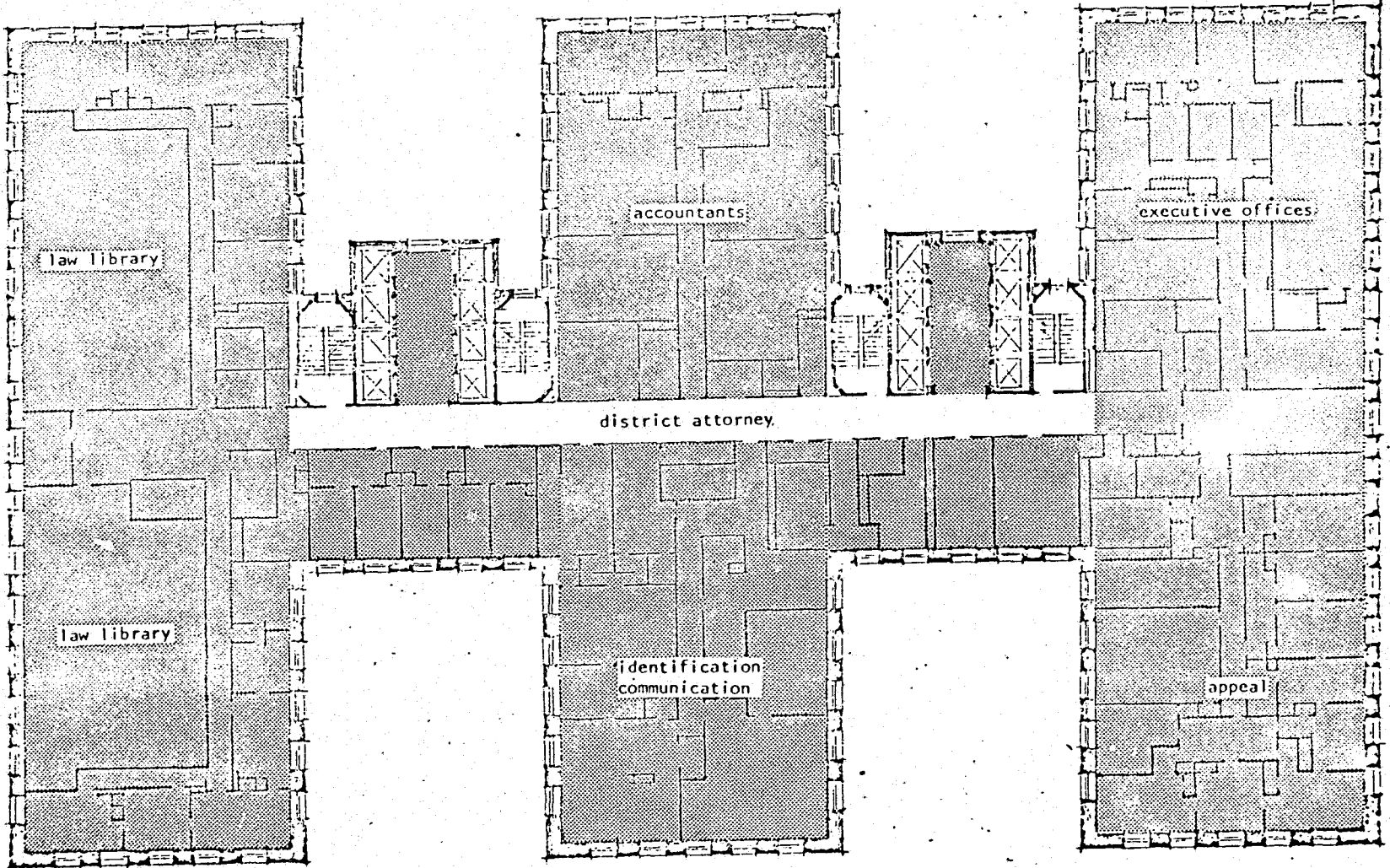


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

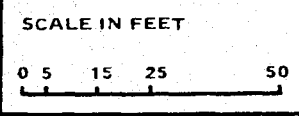
DWG. NO.  
BA-8

FLOOR  
7

168



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

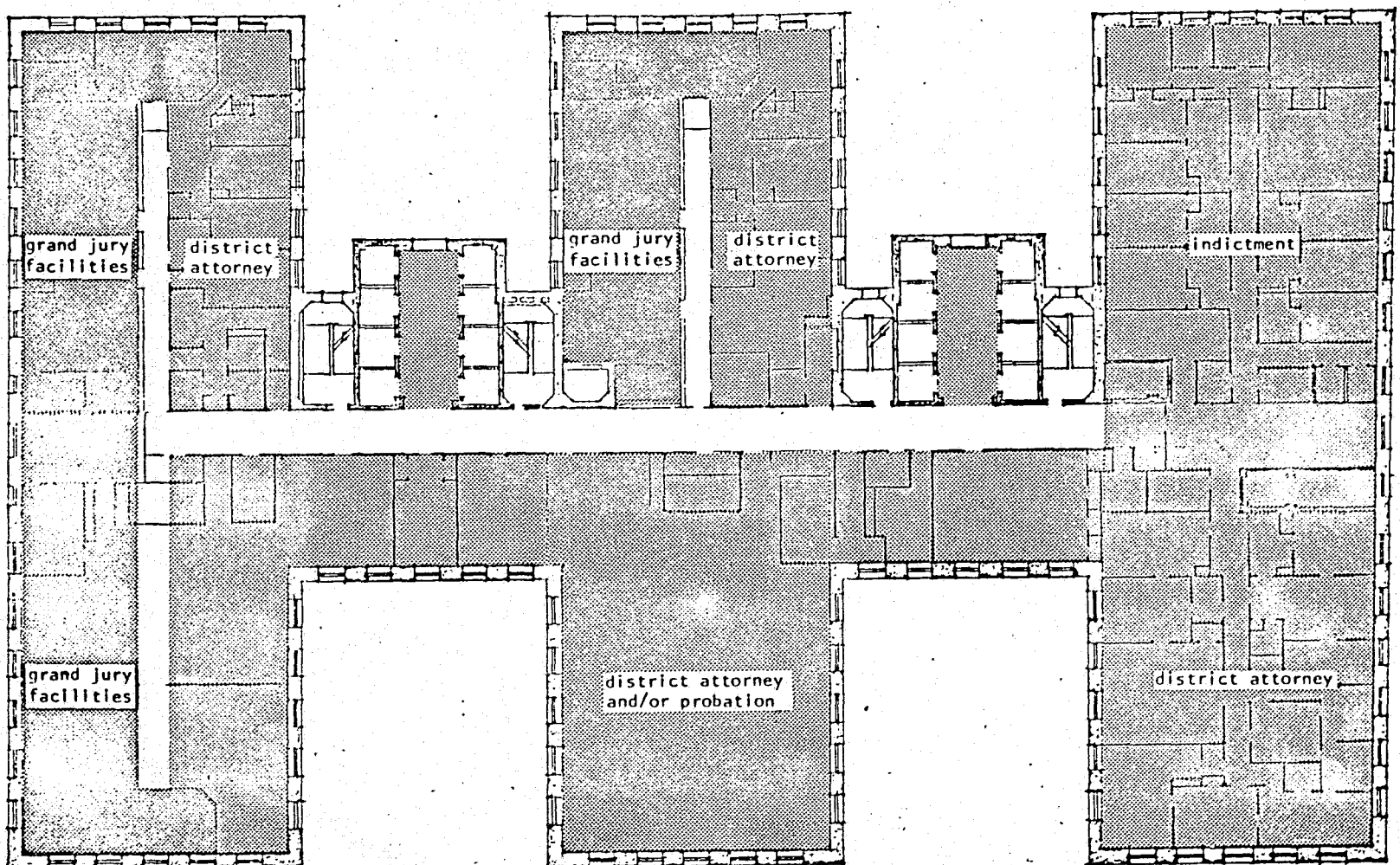


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

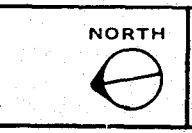
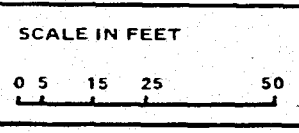
DWG. NO.  
BA-9

FLOOR  
8

169



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

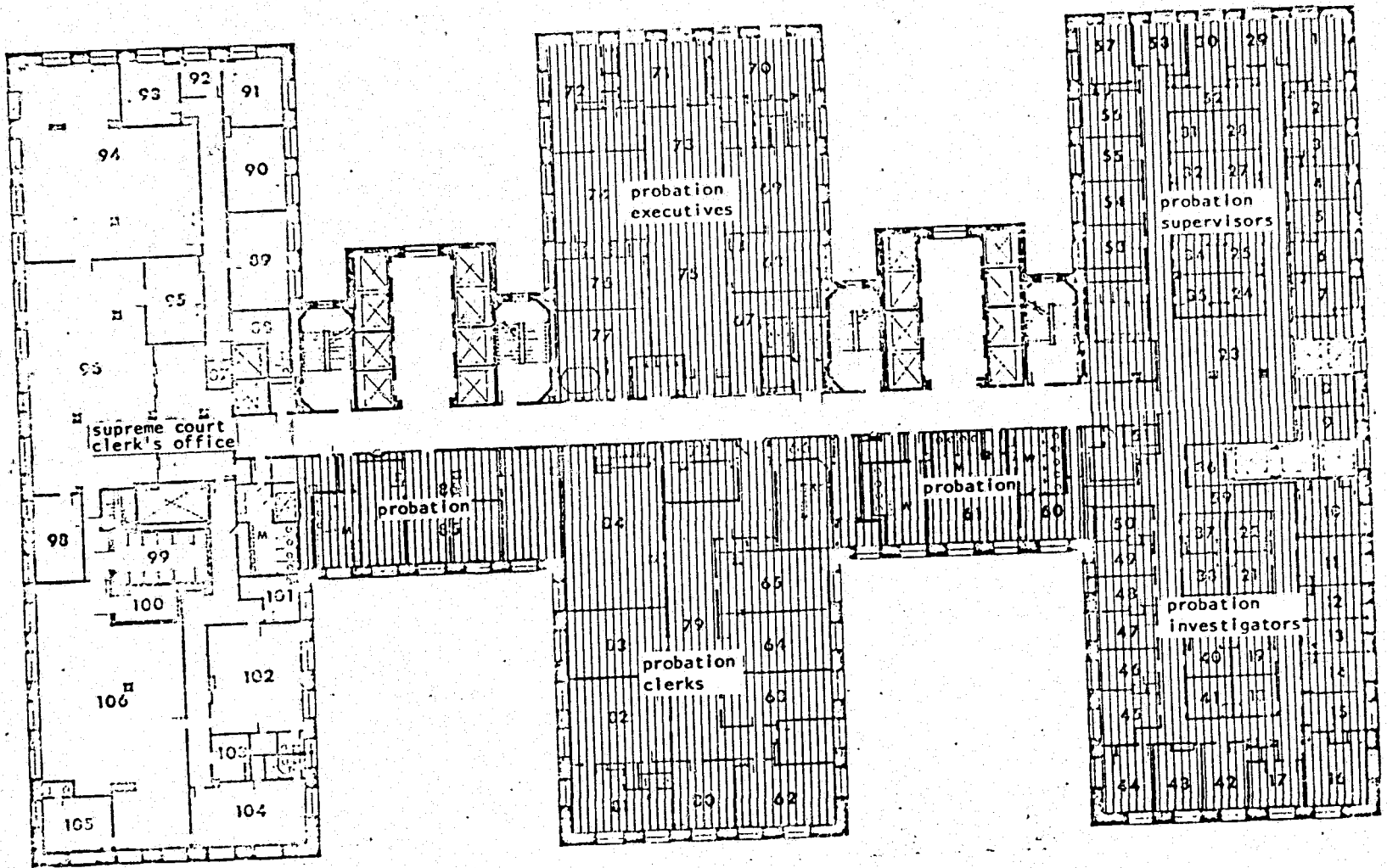


MANHATTAN CRIMINAL COURT BUILDING  
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PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO.  
BA10

FLOOR  
9

170



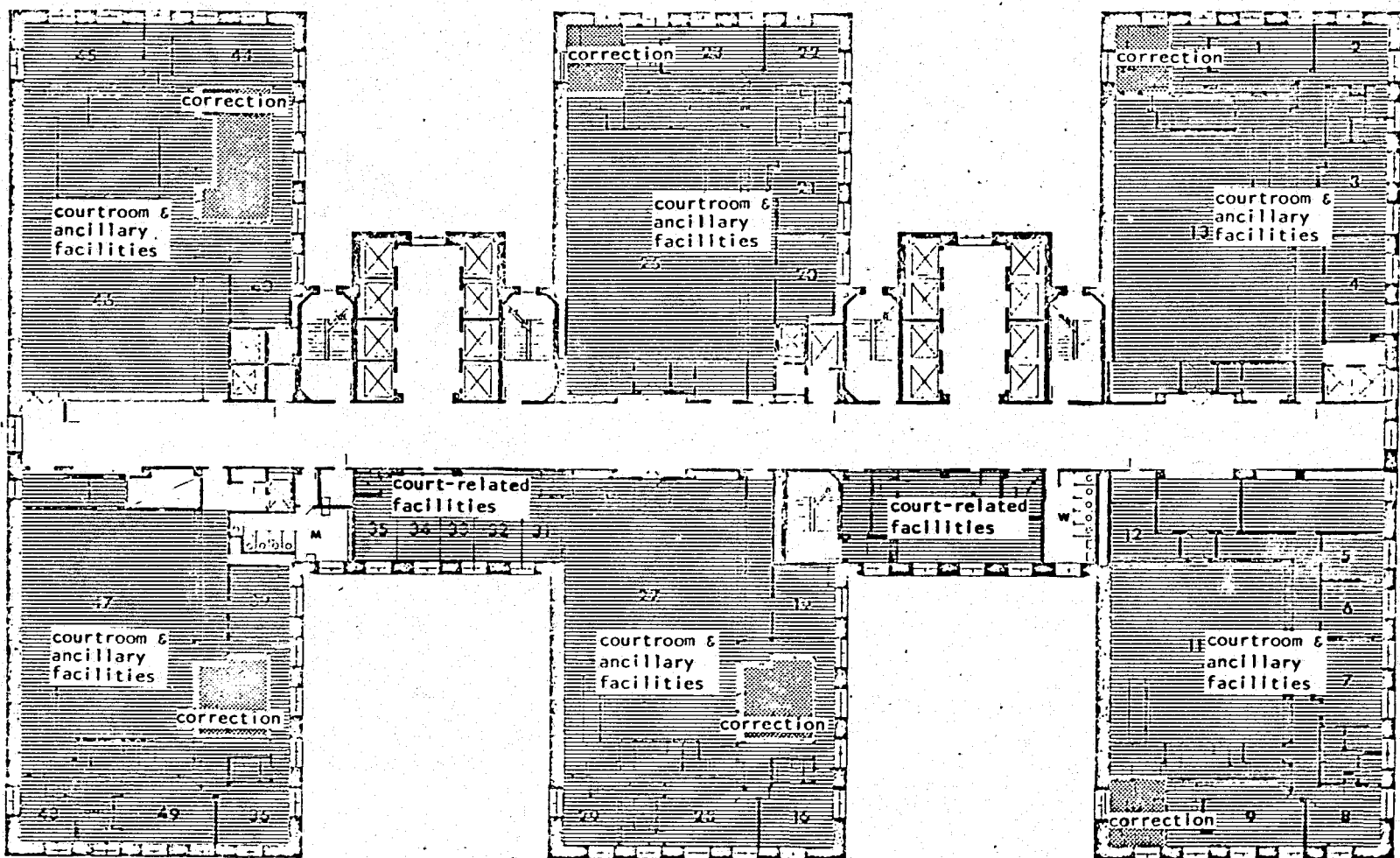
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA11 FLOOR 10



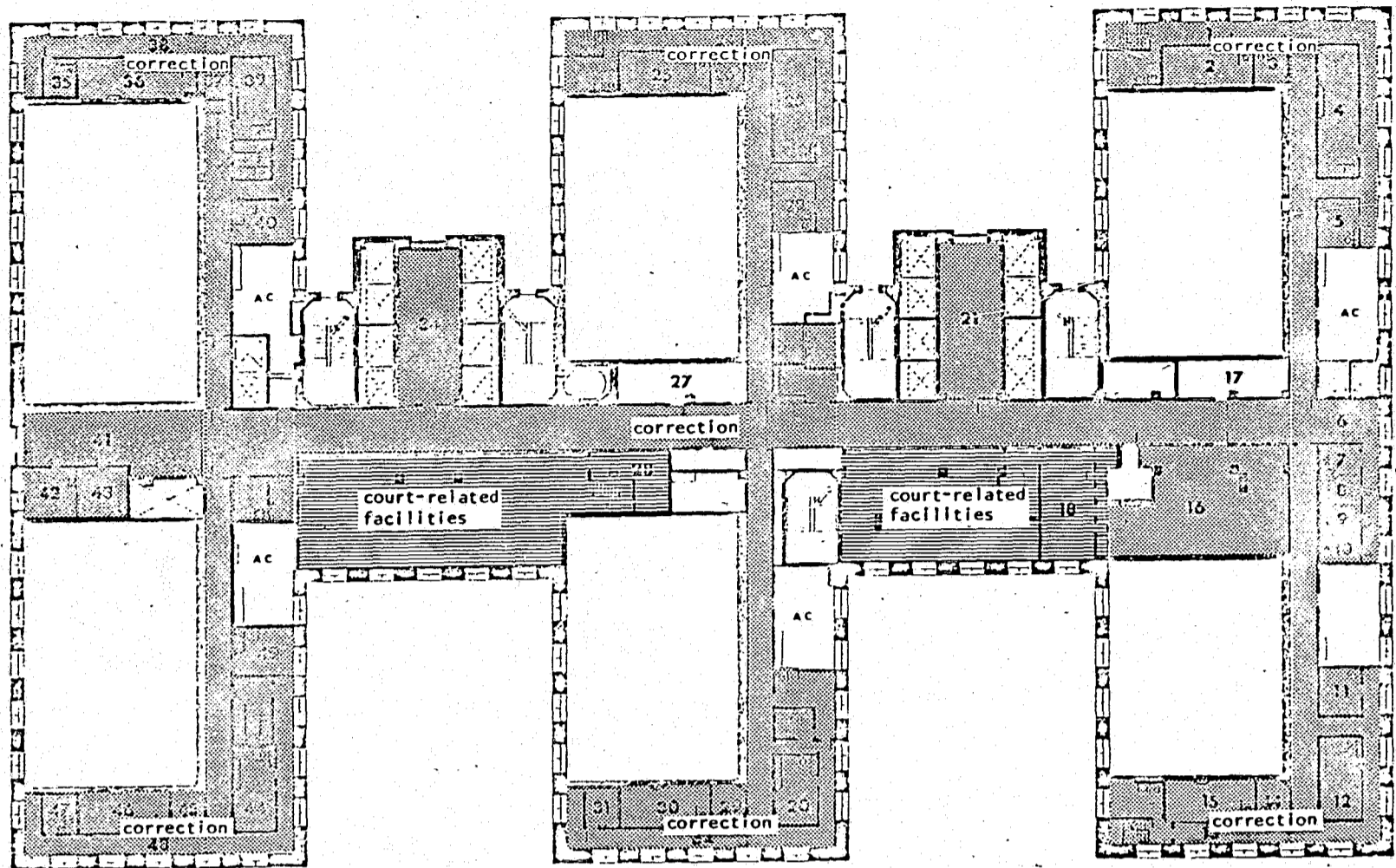
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA12 FLOOR 11



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

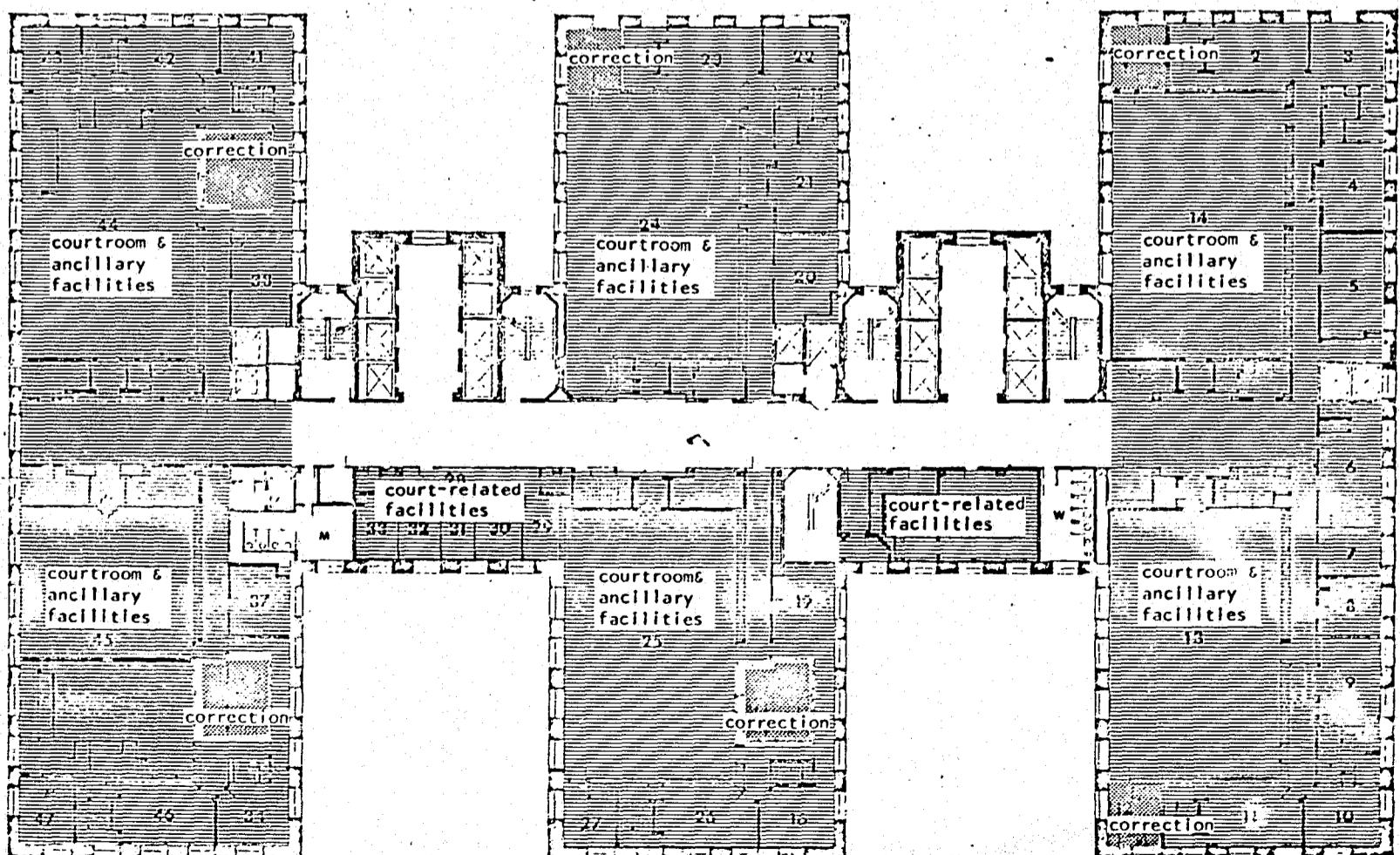
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NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA13 FLOOR 12



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

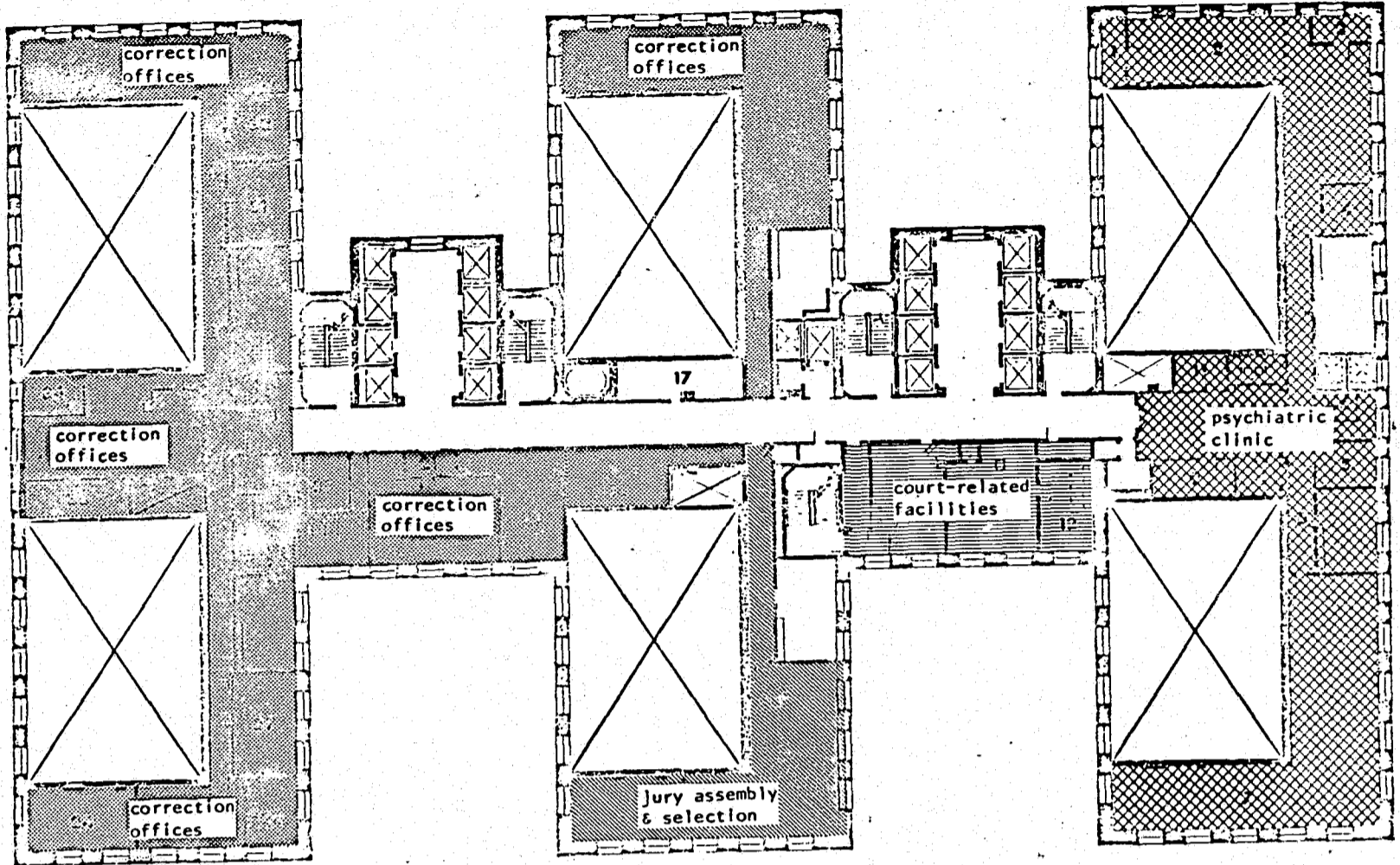
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NORTH



MANHATTAN CRIMINAL COURT BUILDING  
130 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA14 FLOOR 13



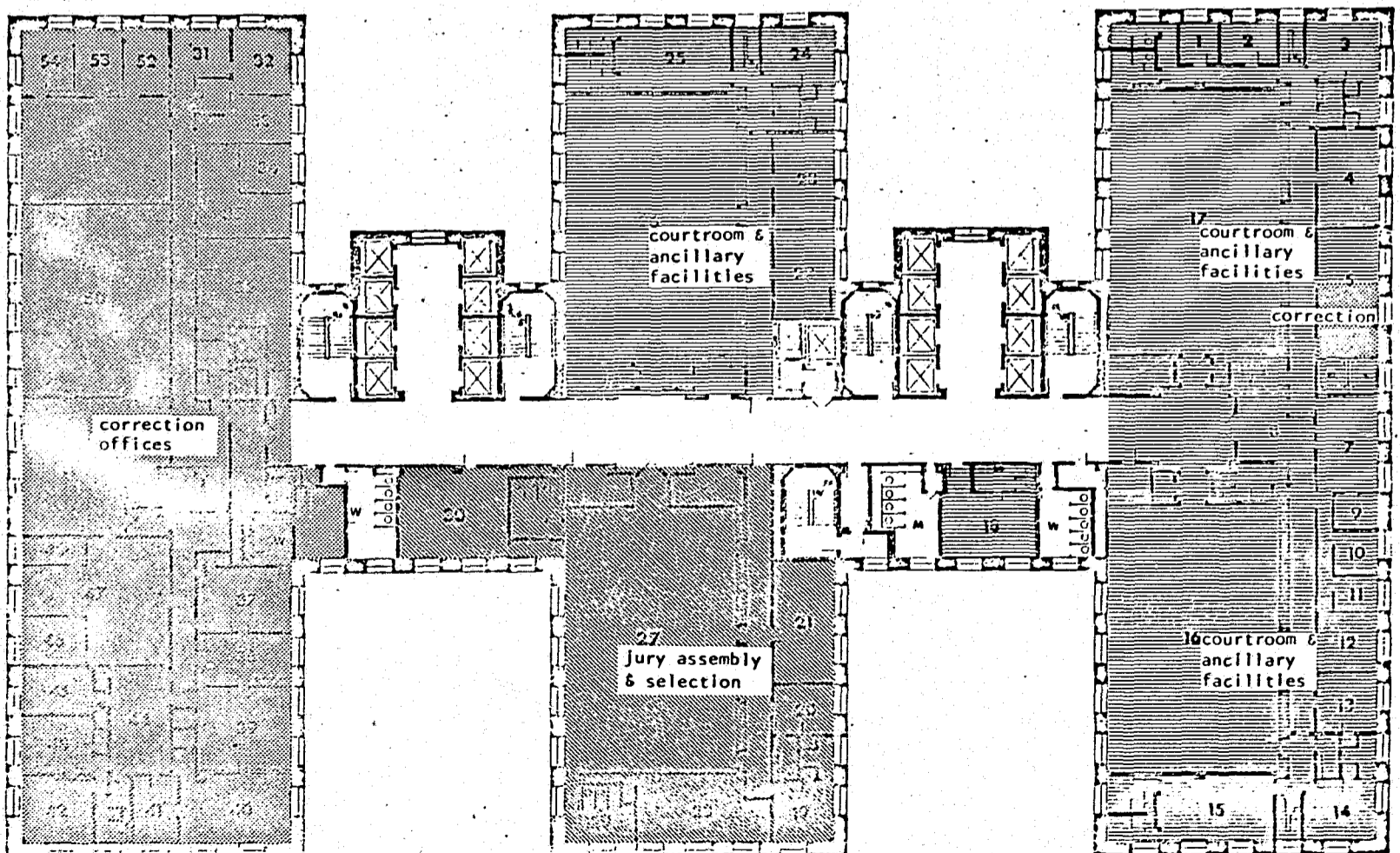
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA15 FLOOR 14



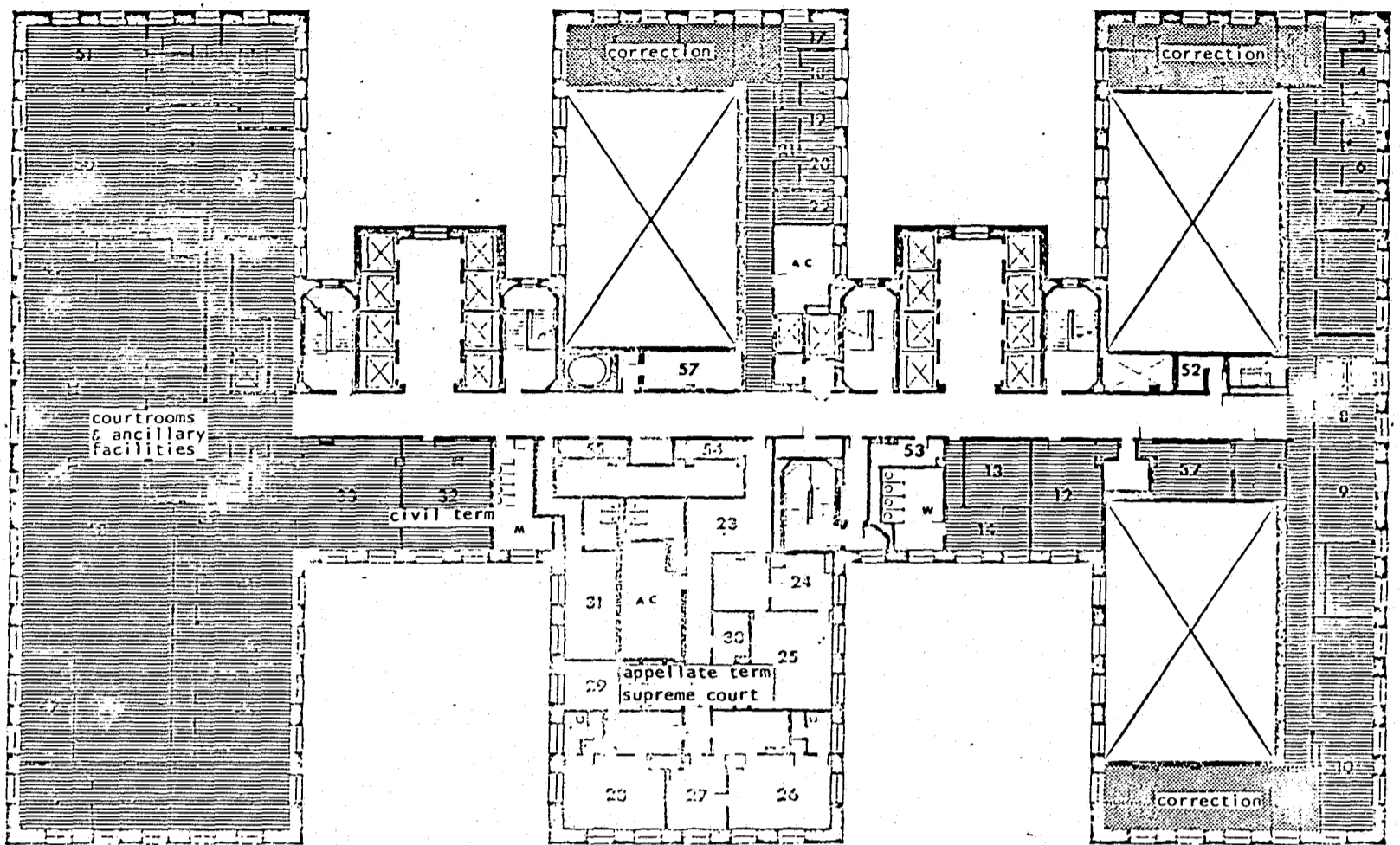
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. BA16 FLOOR 15



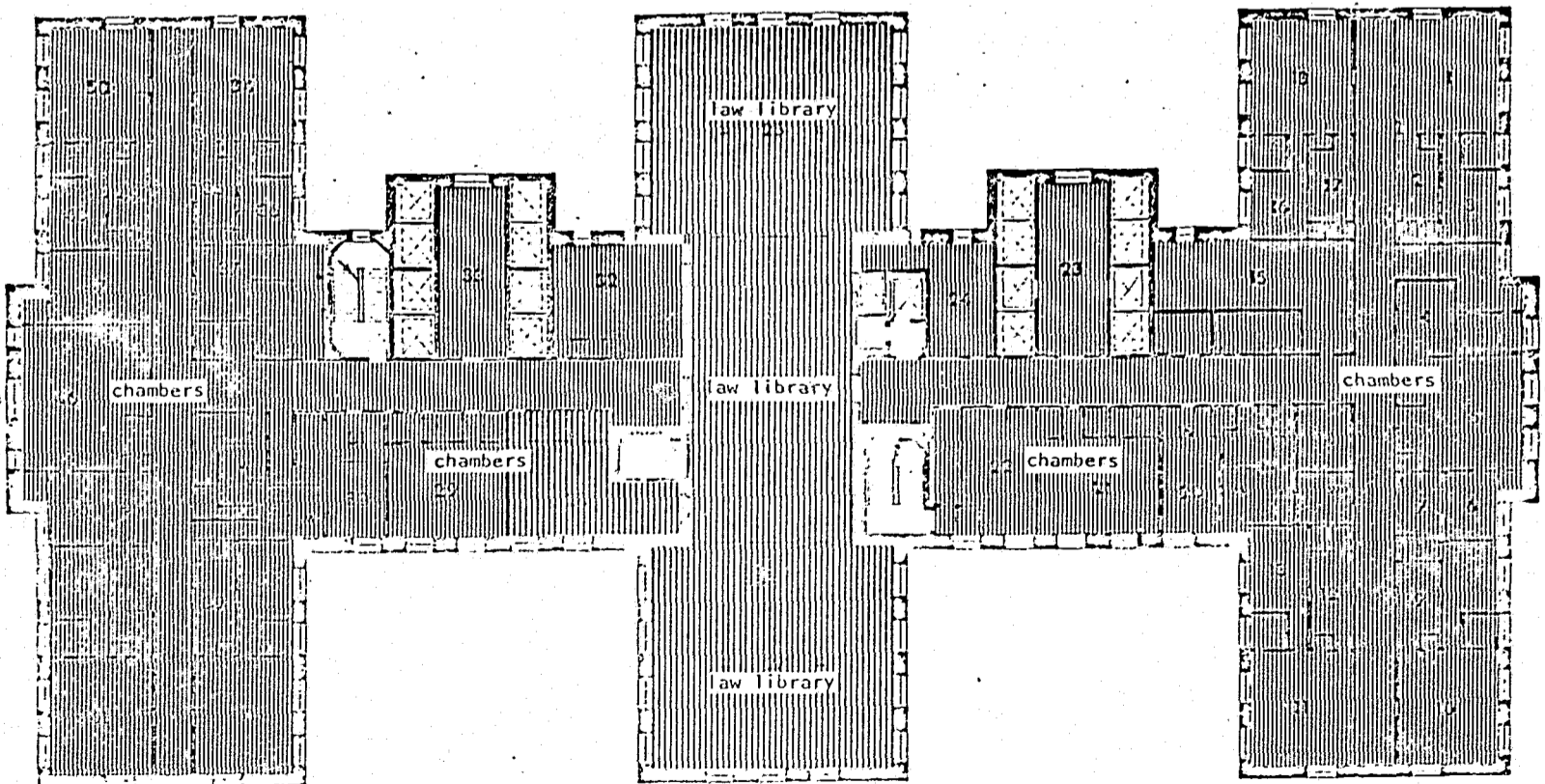
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. FLOOR  
BA17 16



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 1

DWG. NO. FLOOR  
BA18 17



DIAGRAMMATIC SECTION: PROPOSED SPACE UTILIZATION

FLOOR	NORTH WINGS	NORTH CENTRAL AREA	CENTRAL WINGS	SOUTH CENTRAL AREA	SOUTH WINGS
17 E	CHAMBERS & ANCILLARY FACILITIES		LAW LIBRARY	CHAMBERS & ANCILLARY FACILITIES	
17 W	CHAMBERS & ANCILLARY FACILITIES		LAW LIBRARY	CHAMBERS & ANCILLARY FACILITIES	
16 E	COURTROOMS & ANCILLARY FACILITIES	SUPREME COURT CIVIL TERM	COURTROOM & COURT-RELATED FACILITIES	COURTROOMS & COURT-RELATED FACILITIES	
16 W	COURTROOMS & ANCILLARY FACILITIES		SUPREME COURT APPELLATE TERM	COURTROOMS & COURT-RELATED FACILITIES	
15 E	CORRECTION	CENTRAL JURY ASSEMBLY & SELECTION	COURTROOM & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES	
15 W	CORRECTION		CENTRAL JURY ASSEMBLY & SELECTION	COURTROOMS & ANCILLARY FACILITIES	
14 E	CORRECTION	CORRECTION	CORRECTION	COURT-RELATED FACILITIES	PSYCHIATRIC CLINIC
14 W	CORRECTION		CENTRAL JURY ASSEMBLY & SELECTION		PSYCHIATRIC CLINIC
13 E	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES	
13 W	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES	
12 E	CORRECTION	COURT-RELATED FACILITIES	CORRECTION	COURT-RELATED FACILITIES	CORRECTION
12 W	CORRECTION		CORRECTION		CORRECTION
11 E	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES	
11 W	COURTROOMS & ANCILLARY FACILITIES			COURTROOMS & ANCILLARY FACILITIES	

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING DIAGRAMMATIC SECTION: PROPOSED SPACE UTILIZATION	TABLE DS-2
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FLOOR	NORTH WINGS	NORTH CENTRAL AREA	CENTRAL WINGS	SOUTH CENTRAL AREA	SOUTH WINGS
10 E	SUPREME COURT CLERK'S OFFICE	SUPREME COURT PROBATION	SUPREME COURT PROBATION	SUPREME COURT PROBATION	
10 W	SUPREME COURT CLERK'S OFFICE		SUPREME COURT PROBATION	SUPREME COURT PROBATION	
9 E	GRAND JURY & DISTRICT ATTORNEY	DISTRICT ATTORNEY	GRAND JURY & DISTRICT ATTORNEY	DISTRICT ATTORNEY	D.A. INDICTMENT BUREAU
9 W	GRAND JURY & DISTRICT ATTORNEY		SUPREME COURT PROBATION		D.A. INDICTMENT BUREAU
8 E	D.A. APPEALS & LAW LIBRARY	D.A. APPEALS BUREAU	D.A. ACCOUNTANTS	D.A. APPEALS BUREAU	D.A. EXECUTIVE OFFICES
8 W	D.A. APPEALS & LAW LIBRARY		D.A. TELEPHONES, STENOS, ENGINEER & PHOTO LAB		D.A. APPEALS BUREAU
7 E	D.A. SUPREME COURT BUREAU		D.A. FRAUD BUREAU	DISTRICT ATTORNEY	D.A. RACKETS BUREAU
7 W	D.A. SUPREME COURT BUREAU		D.A. MAIL ROOM, FILES, VAULT		D.A. CLERK'S OFFICE
6 E	D.A. HOMICIDE BUREAU		D.A. COMPLAINT BUREAU	D.A. DETECTIVES	D.A. CRIMINAL COURT BUREAU
6 W	D.A. HOMICIDE BUREAU		D.A. INVESTIGATION BUREAU		D.A. DETECTIVES
5 E	LEGAL AID SOCIETY		LEGAL AID SOCIETY	CRIMINAL COURT PROBATION	COURTROOMS, ANCILLARY FACILITIES & CHAMBERS
5 W	LEGAL AID SOCIETY		CRIMINAL COURT PROBATION		

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013		MANHATTAN CRIMINAL COURT BUILDING DIAGRAMMATIC SECTION: PROPOSED SPACE UTILIZATION	TABLE DS-2 CONT'D
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FLOOR	NORTH WINGS	NORTH CENTRAL AREA	CENTRAL WINGS	SOUTH CENTRAL AREA	SOUTH WINGS
4 E	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES	CHAMBERS, COURTROOMS & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES
4 W	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES	CHAMBERS, COURTROOMS & ANCILLARY FACILITIES	COURTROOMS & ANCILLARY FACILITIES
3 E	CORRECTION	CHAMBERS OR CORRECTION	CORRECTION	CHAMBERS OR CORRECTION	CHAMBERS OR CORRECTION
3 W	CORRECTION		CORRECTION	CHAMBERS OR CORRECTION	CHAMBERS OR CORRECTION
2 E	COURTROOMS & ANCILLARY FACILITIES	CHAMBERS	COURTROOMS & ANCILLARY FACILITIES	JUDGES' LUNCHROOM & CHAMBERS	COURTROOMS & ANCILLARY FACILITIES
2 W	COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES		COURTROOMS & ANCILLARY FACILITIES
1 E	CORRECTION, INTERVIEW & POLICE	COURTROOM	COURTROOMS & ANCILLARY FACILITIES	COURTROOM	CORRECTION, INTERVIEW, COMPLAINT, DOCKET & GENERAL CLERK'S OFFICE
1 W	CORRECTION, INTERVIEW & POLICE		M.A.P. & I.C.S. OPERATIONS		
(East) B	CORRECTION, BUILDING EQUIPMENT, CORRECTION STORAGE	BUILDING EQUIPMENT STORAGE	LOCKERS & BUILDING EQUIPMENT	LOCKERS, SWITCHROOM, CENTRAL STORE	CUSTODIAN'S OFFICE, BUILDING EQUIPMENT, D.A. RECORD STORAGE
(West) B					

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	MANHATTAN CRIMINAL COURT BUILDING DIAGRAMMATIC SECTION: PROPOSED SPACE UTILIZATION	TABLE DS-2 CONT'D
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Alternative Uses of the 100 and 80 Centre Street Buildings

If 80 Centre Street could be used as a courthouse in 1974 when the occupants of that building will move to the World Trade Center, 100 Centre Street could then accommodate either the entire criminal court function, or share its mixture of criminal and supreme court criminal cases with 80 Centre Street. With the first alternative, 100 Centre Street would become the Criminal Court Building while 80 Centre Street would be the Supreme Court Criminal Division Building. With the second alternative, 100 Centre Street would remain part criminal court (floors one through five) and part Supreme Court Criminal Division (floors ten through seventeen). 80 Centre Street would also be divided in a similar manner.

The advantage of the second alternative is that if the 100 Centre Street Building could be used for prisoner cases and the 80 Centre Street Building for bail and summons cases, there would be no necessity to bridge the two buildings for the transfer of prisoners from the Manhattan Men's House of Detention. The disadvantage would be the problem in communication and administration without a bridge for staff access between the two buildings. As a result, there may be duplication of functions and spaces.

The first alternative has the advantage of locating each court in a separate building which facilitates communication and administration. However, prisoners would have to be brought quite a distance across connecting bridges to the 80 Centre Street Building. Even with the necessity of constructing a connecting bridge between the two buildings, the second alternative seems to be more feasible. It would be easier and require less correction manpower to move court personnel between the two buildings than it would to escort prisoners through 100 Centre Street to the 80 Centre Street Building. Furthermore, prisoner holding facilities adjoining courtrooms would have to be erected in the latter building, which could be avoided if the second alternative was adopted.

First Alternative: Proposed Block Use Plans - Scheme Two

The following set of plans shows the changes in spatial utilization on floors three, four, five, ten, fourteen and sixteen of the 100 Centre Street Building if the building becomes a criminal court building, after the Supreme Court Criminal Division has moved into 80 Centre Street.

#### Third Floor

The entire third floor will belong to the Department of Corrections so that movement of prisoners to holding facilities at the rear of all courtrooms can be facilitated. A bridge will be constructed over Leonard Street at this level between the two buildings for the transfer of prisoners to 80 Centre Street. The judges' chambers on this floor will be moved either to the fifth floor, or to the tenth floor where nearly an entire floor has been assigned as private spaces for the criminal court judges. The existing judges' chambers on the seventeenth floor will remain as such.

#### Fourth Floor

The entire fourth floor has been assigned to courtrooms and ancillary facilities including conference rooms, jury deliberation rooms, witness isolation rooms, robing rooms, and interview rooms, etc. The judge's chambers on this floor will also be moved to the tenth floor where nearly an entire floor has been assigned as private spaces for the criminal court judges. The existing judges' chambers on the seventeenth floor will remain as such.

#### Fifth Floor

With the exception of the two existing courtrooms and their ancillary facilities on this floor, the maintaining space has been assigned either to the Legal Aid Society and the Office of Probation or to the judges. Since the space has already been assigned to the Legal Aid Society as phase two of the implementation program, it will be more economical to keep the Society on this floor and to

assign the tenth floor to the judges. However, if the space requirements of the Legal Aid Society prove to be much greater than judges' chambers, the uses of the two floors can be reversed.

#### Tenth Floor

With the relocation of the Supreme Court Criminal Division Clerks' office and office of Probation to 80 Centre Street, the entire tenth floor becomes available for judges' chambers or for the Legal Aid Society. By consolidating the judges' chambers on two floors of the building, better shared facilities can be designed which are not feasible under the present fragmented space utilization. However, if the second alternative is adopted, both the Clerk's office and the Office of Probation would remain in the 100 Centre Street Building.

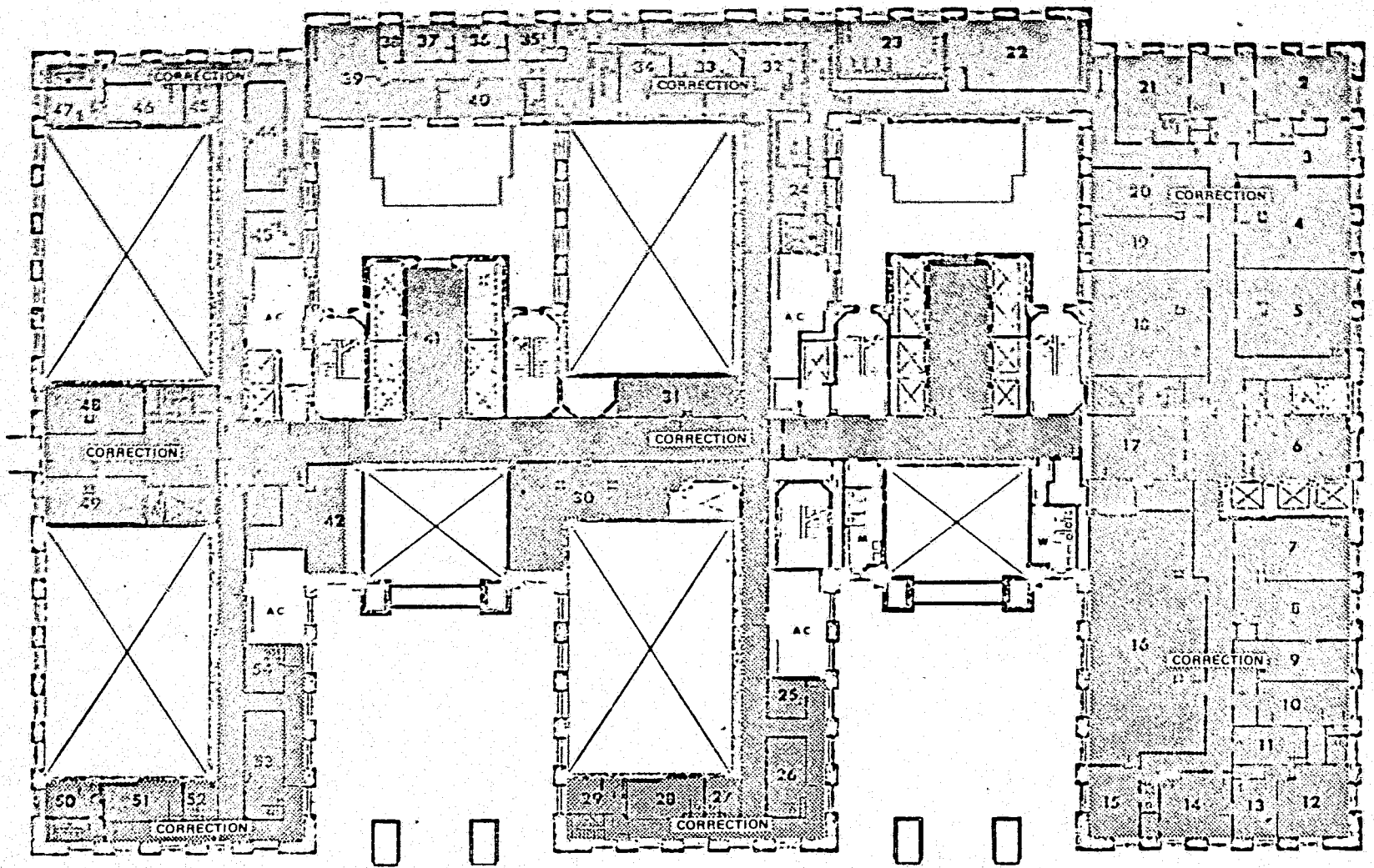
#### Fourteenth Floor

The space on this floor would be shared by the Department of Correction and the Criminal Court Office of Probation, which would be moved from the fifth floor.

#### Sixteenth Floor

The major part of the sixteenth floor will be occupied by courtrooms and ancillary facilities, with prisoner holding facilities and prisoner access stairs constructed behind each of the large courtrooms from the twelfth to the sixteenth floors. The central-west wing directly above the present jury assembly facilities on the fifteenth floor will be used for the expansion of the jury assembly facilities. It is anticipated that such expansion is required, even at the time this report is being prepared, to accommodate the sudden increase in the number of petit jurors as a result of the recent passage of a law permitting jury trials for misdemeanor cases.

A set of block-use plans for the 80 Centre Street Building shows preliminary block use concepts for accommodating the Criminal Divis-



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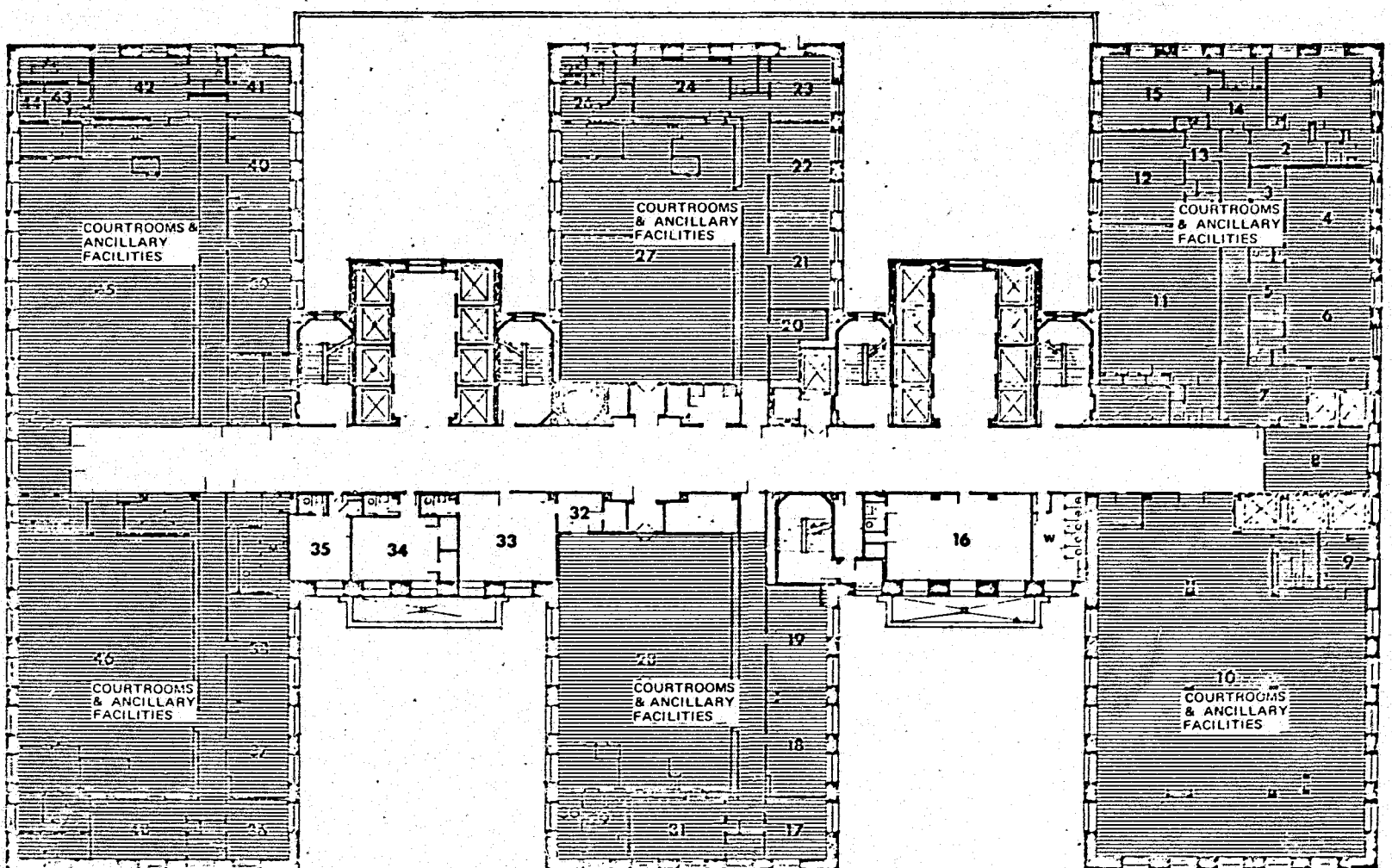
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 2

DWG. NO.	FLOOR
BB-1	3

185



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

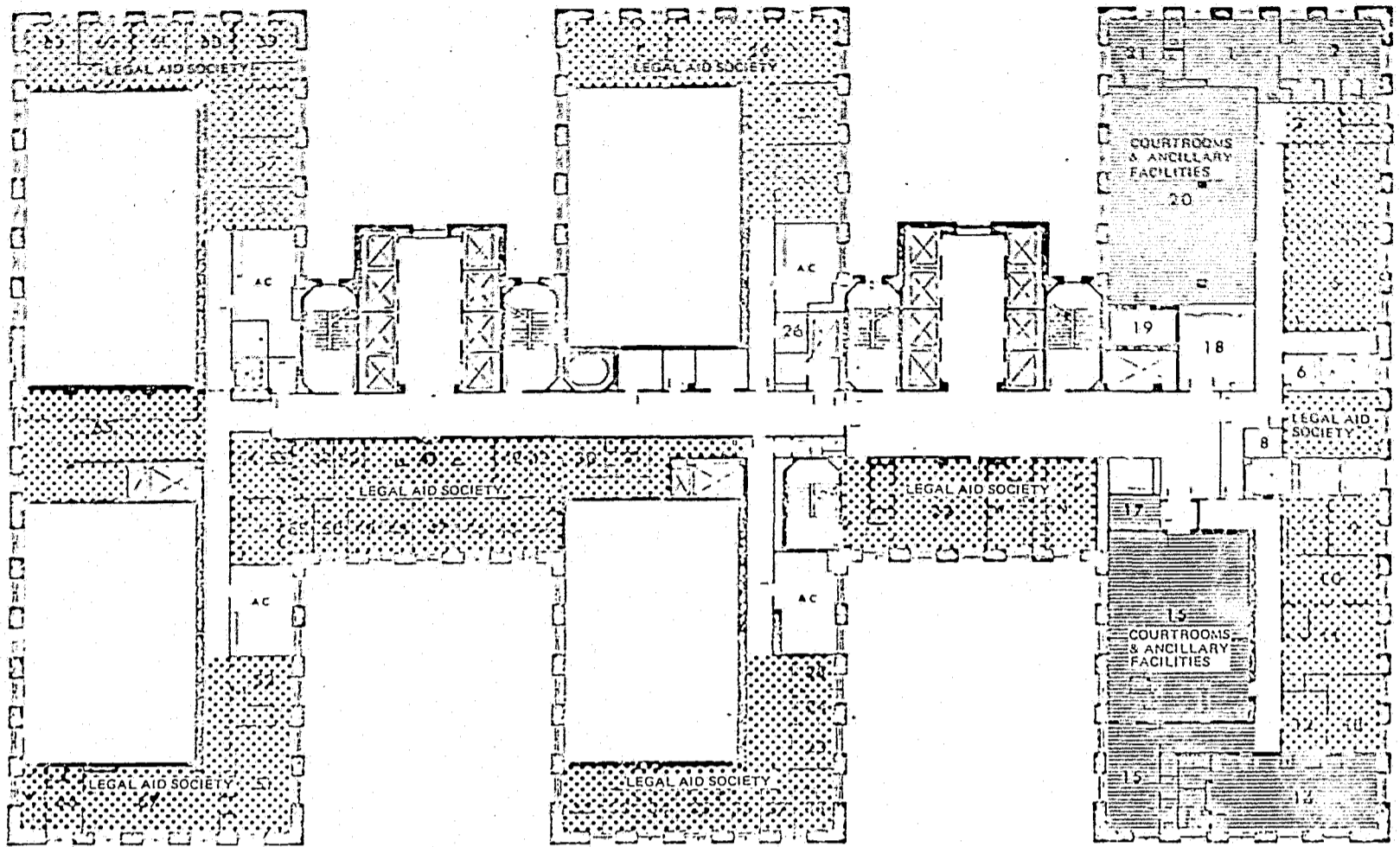
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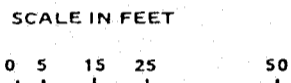
MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 2

DWG. NO.	FLOOR
BB-2	4

186

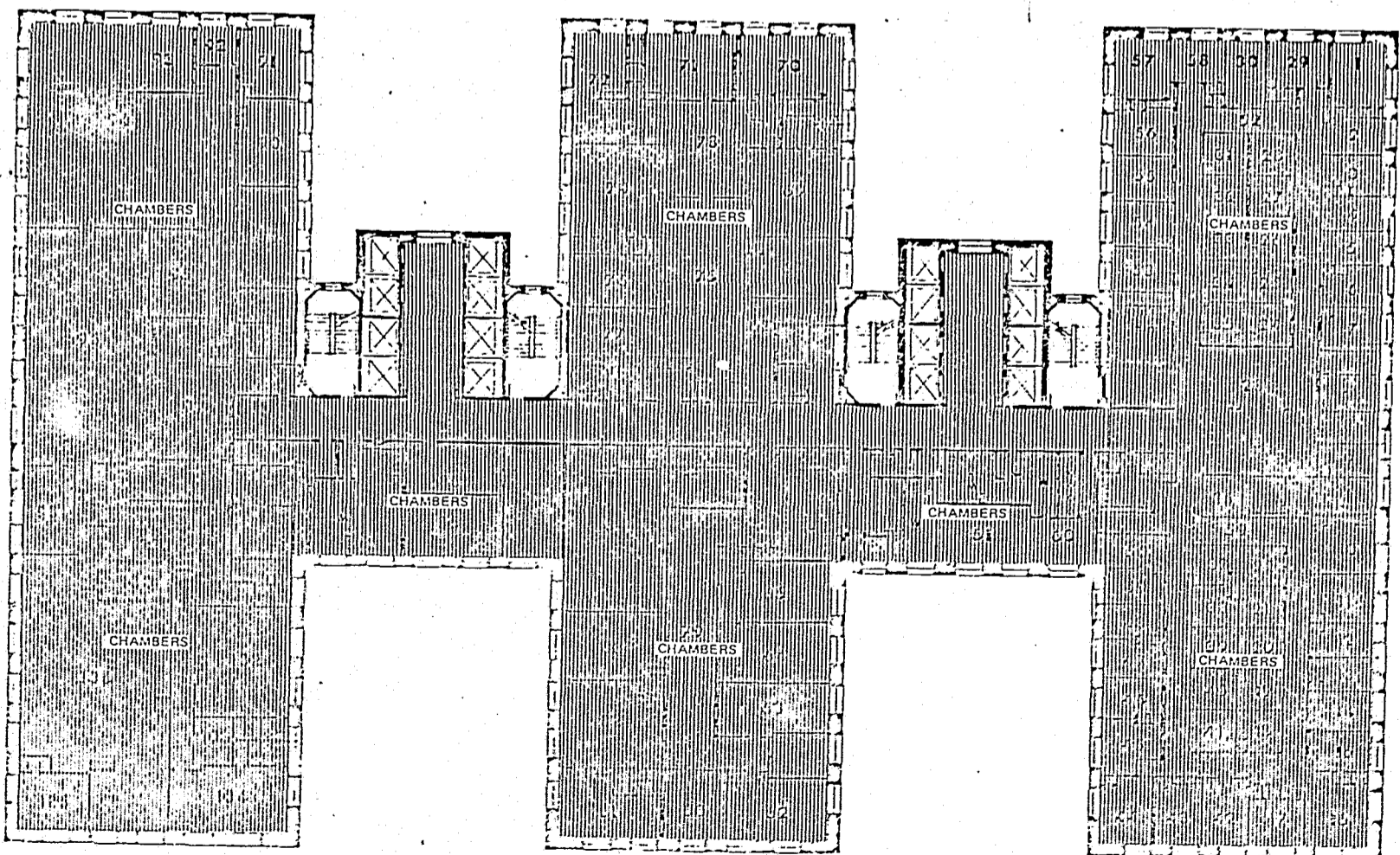


COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

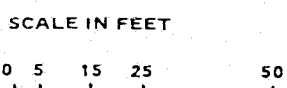


MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 2

DWG. NO. BB-3 FLOOR 5

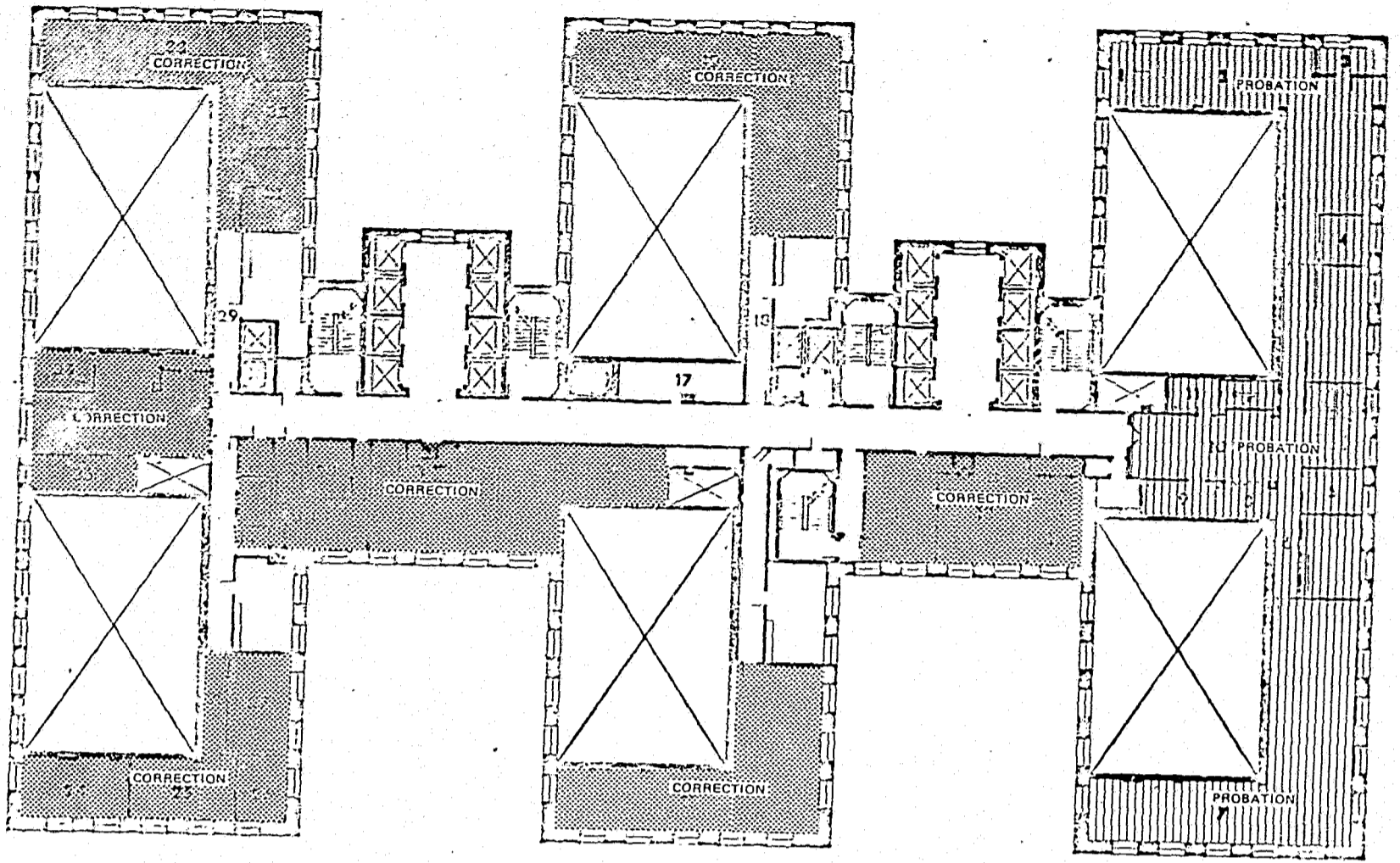



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

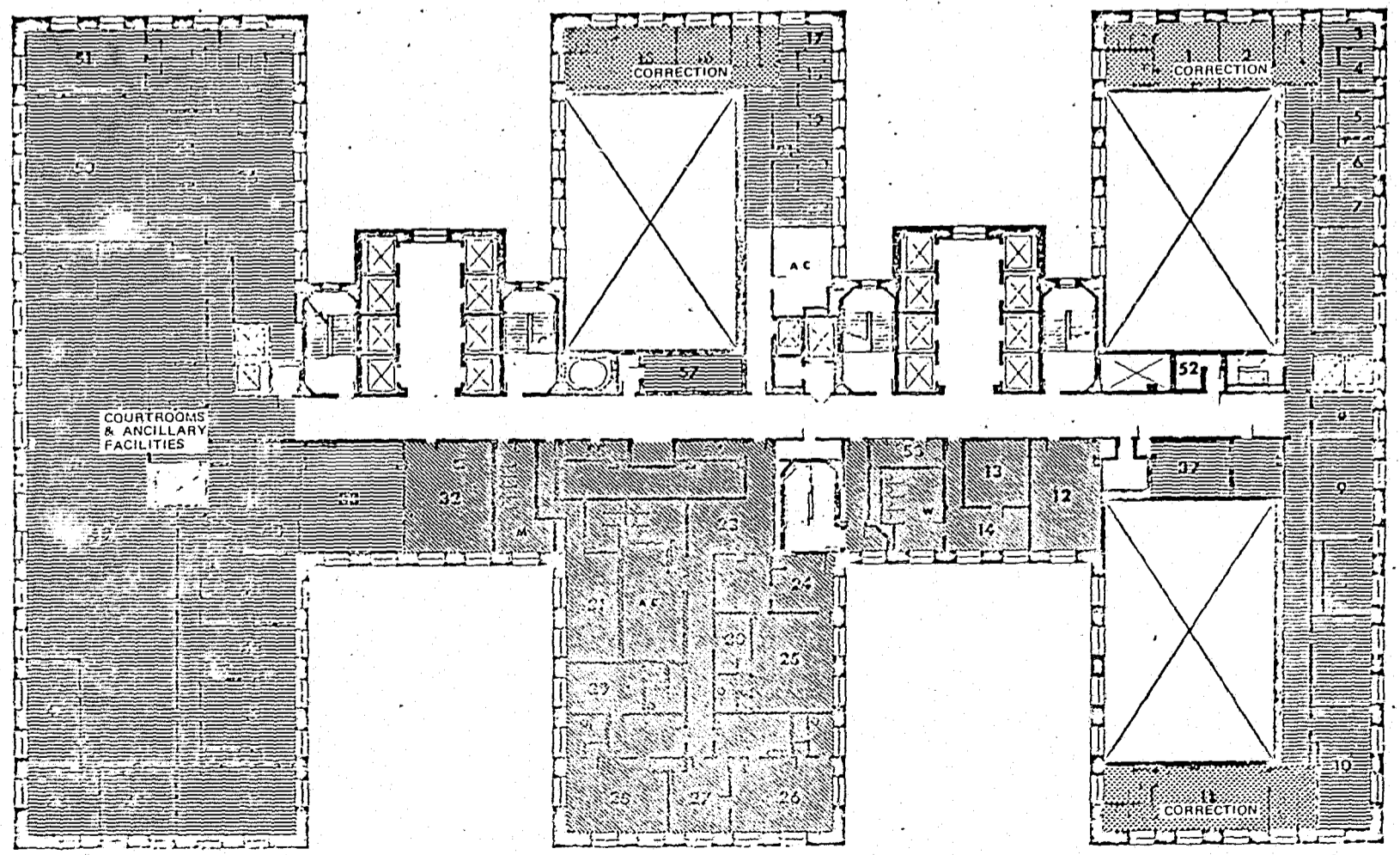



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 2

DWG. NO. BB-4 FLOOR 10



<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	<b>SCALE IN FEET</b> 0 5 15 25 50	<b>NORTH</b> 	<b>MANHATTAN CRIMINAL COURT BUILDING</b> 100 CENTRE ST. NEW YORK, N.Y. 10013 <b>PROPOSED BLOCK USE PLANS SCHEME 2</b>	DWG. NO.	FLOOR
				BB-5	14



<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	<b>SCALE IN FEET</b> 0 5 15 25 50	<b>NORTH</b> 	<b>MANHATTAN CRIMINAL COURT BUILDING</b> 100 CENTRE ST. NEW YORK, N.Y. 10013 <b>PROPOSED BLOCK USE PLANS SCHEME 2</b>	DWG. NO.	FLOOR
				BB-6	16

ion of the Supreme Court. Major clerical and public functions including the clerk's office, the jury facilities and the Office of Probation are accommodated on the lower floors close to the entrance level. The Department of Correction and departmental and interview spaces of the Legal Aid Society, the District Attorney's Office and the Psychiatric Clinic are located on the third floor. Courtrooms and ancillary facilities are located from the fourth to the seventh floor. Detailed analysis and space plans will be presented in the next progress report.

Second Alternative : Proposed Block Use Plans - Scheme Three .

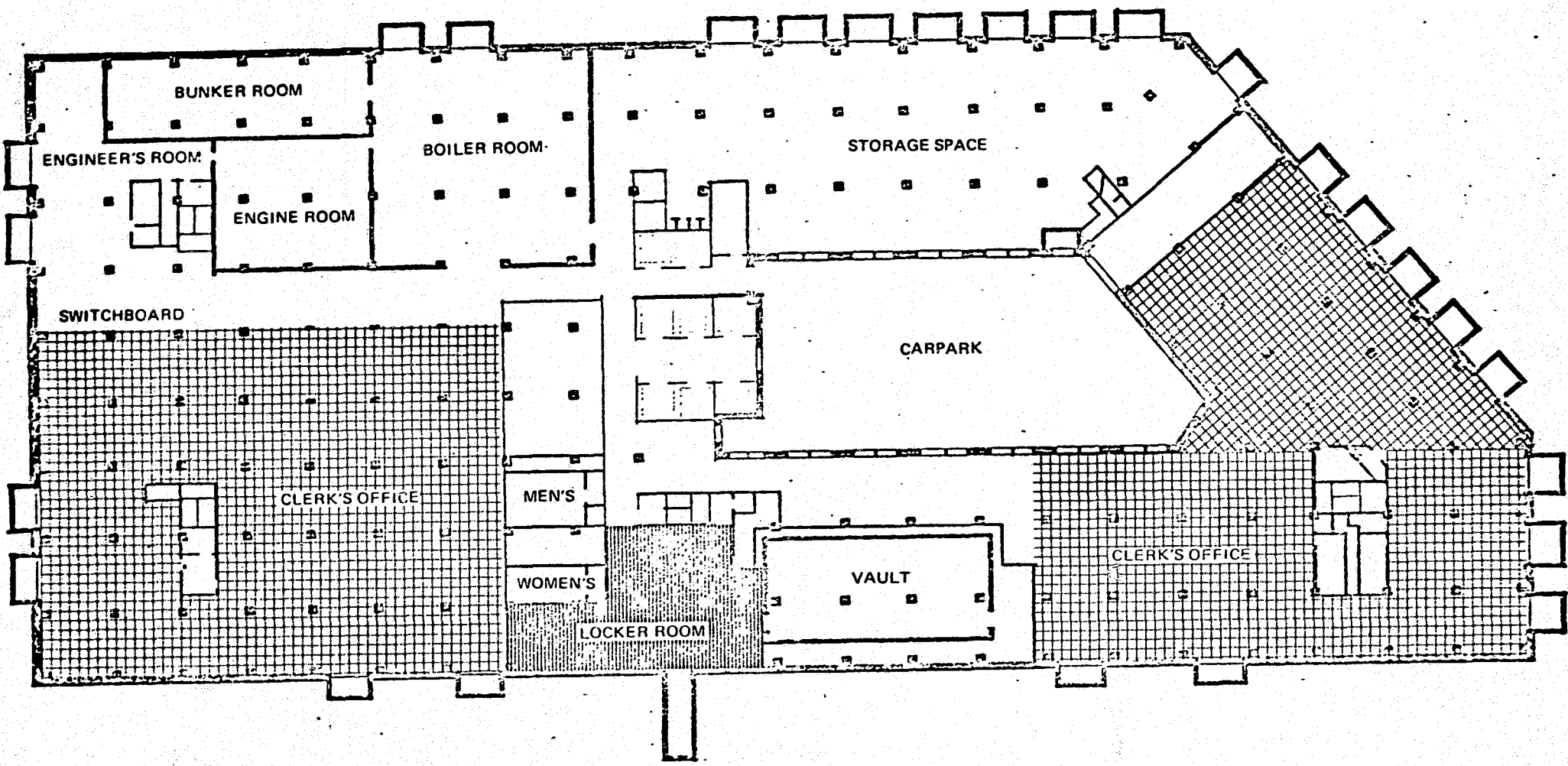
The preliminary block-use plans for the 80 Centre Street Building developed for the first alternative are adaptable to the requirements of the second alternative. The public and clerical functions of both the Criminal Court and the Criminal Division of the Supreme Court would be located on the ground, second, and basement floors. The transfer of prisoners from the Manhattan House of Detention and the Department of Correction spaces would remain on the third floor. Interview spaces for both courts would also be accommodated on this floor. The fourth to the seventh floors would house at least thirty courtrooms which would be assigned to both courts according to their requirements. Judges' chambers and related facilities such as judges' library and dining room would be located on the eighth floor. A portion of the ninth floor is occupied by the building equipment and the ceiling height is somewhat lower than the other floors. This floor would be used for staff offices of court-related departments and for lockers and storage spaces. There are windows on the walls surrounding the two internal courtyards, but no windows on the external walls. As some of the building equipment is located on this floor, there are some exposed insulated ducts and pipes crossing the corridor, leaving a clear height at those points of approximately six feet.


The State Office Building was designed economically as an office

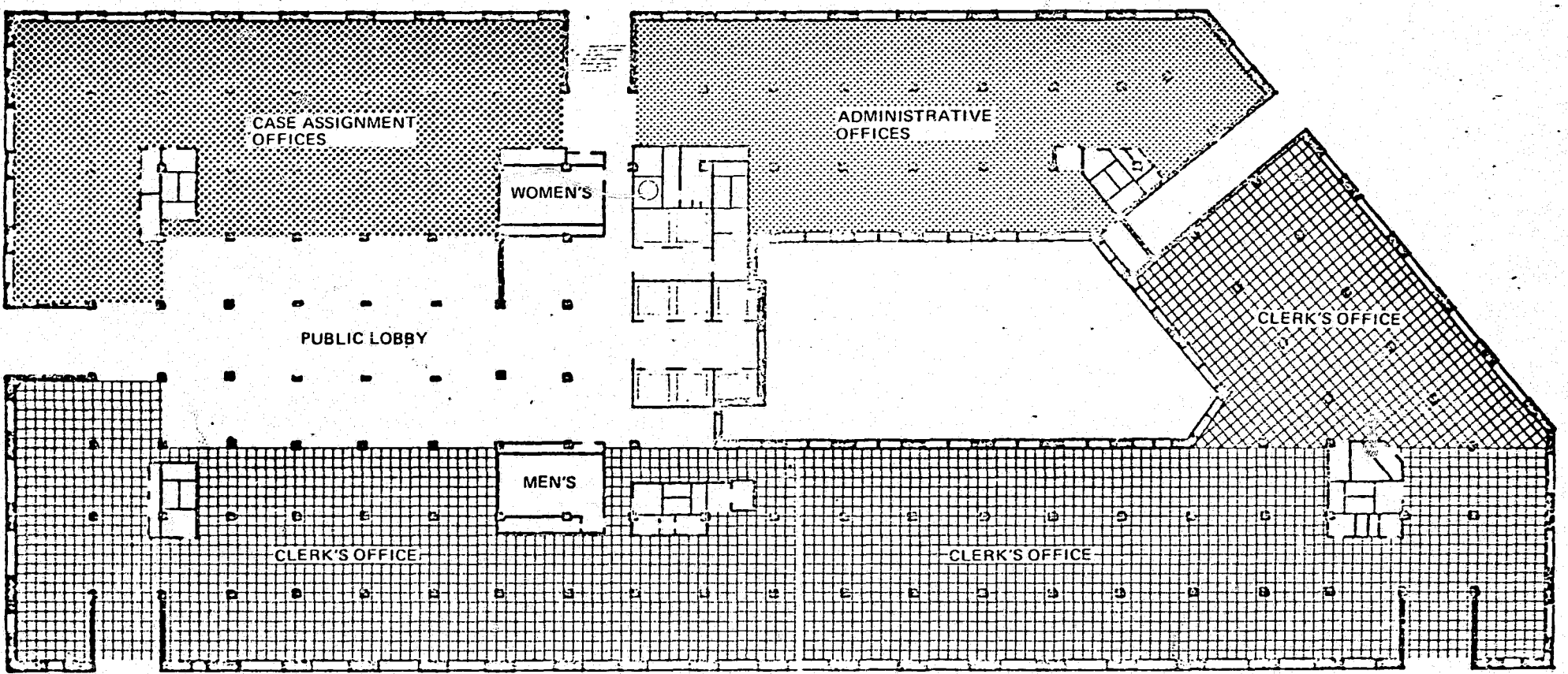
building, with structural columns spaced at approximately 18 ft. and 20 ft. centers in both directions. While the internal spaces created are adequate for office operations, the major determining factor as to whether the building could be used for court functions is the suitability of the closely columned internal spaces for courtrooms. The finished ceiling height of the ground floor is approximately 14 ft. and that of the upper floors about 11 to 12 ft. which is adequate for medium size courtrooms. In analysing the use of such spaces for courtrooms and hearing rooms, the use of two structural bays in each direction (a total of four structural bays) would be inappropriate because a central column in the center of the room would become a dominant visual obstruction. However, by using the same area but by locating the major court functions within the width of a structural bay plus half a structural bay on each side of the central bay, the two columns in the courtroom would be much less conspicuous and the judicial function would be more dominant than the structural obstructions.


Another possible use of the space would be to locate the bench and the primary court personnel in the central structural bay with the jury and the public occupying opposite bays. The public could also be split into two bays, one at right angles to the other. In the latter case, the courtroom begins to resemble an intimate theatre in the round, with the spectators surrounding the stage or arena on three sides.

Some of these concepts are illustrated by the following plan.

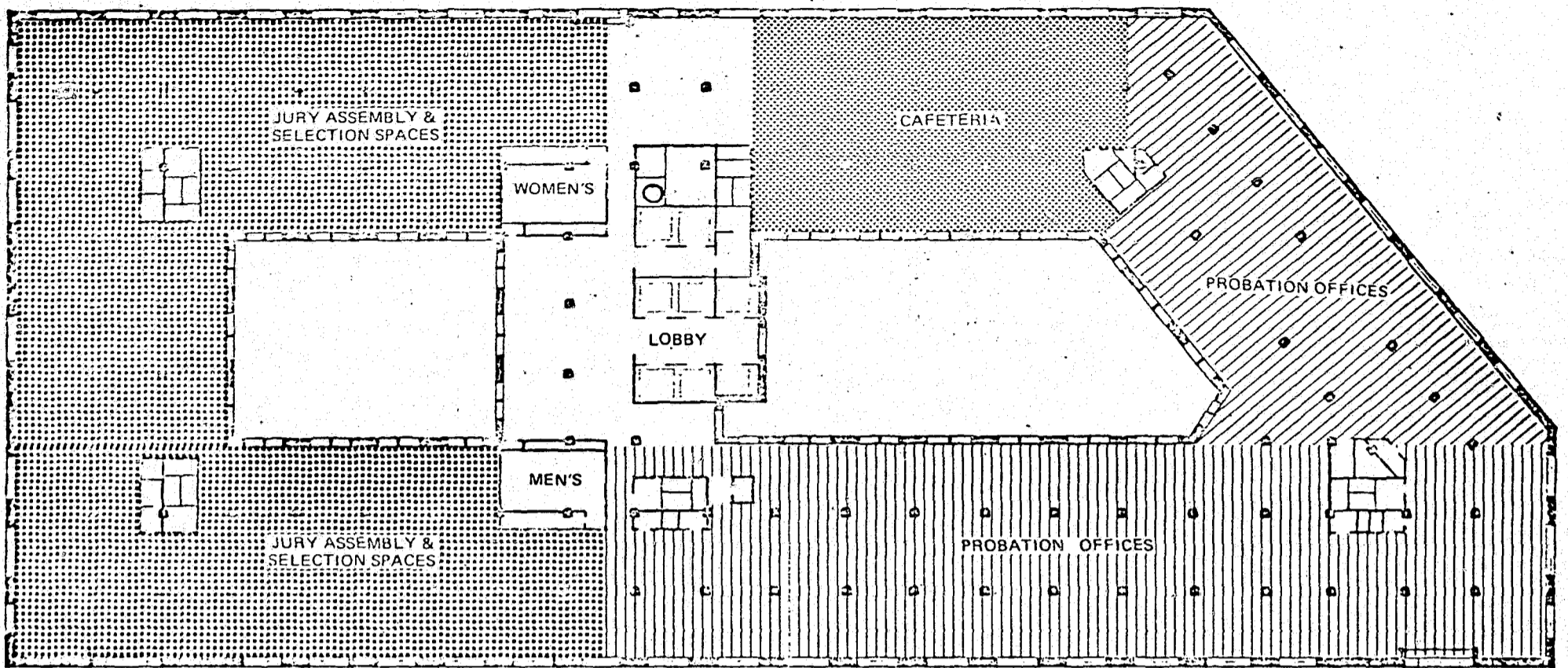



<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	<b>SCALE IN FEET</b> 0 5 15 25 50	<b>NORTH</b> 	<b>NEW YORK STATE OFFICE BUILDING</b> 80 CENTRE ST. NEW YORK, N.Y. 10013 <b>PROPOSED BLOCK USE PLANS SCHEME 3</b>	<b>DWG. NO.</b> BC-1	<b>FLOOR</b> B
	193				



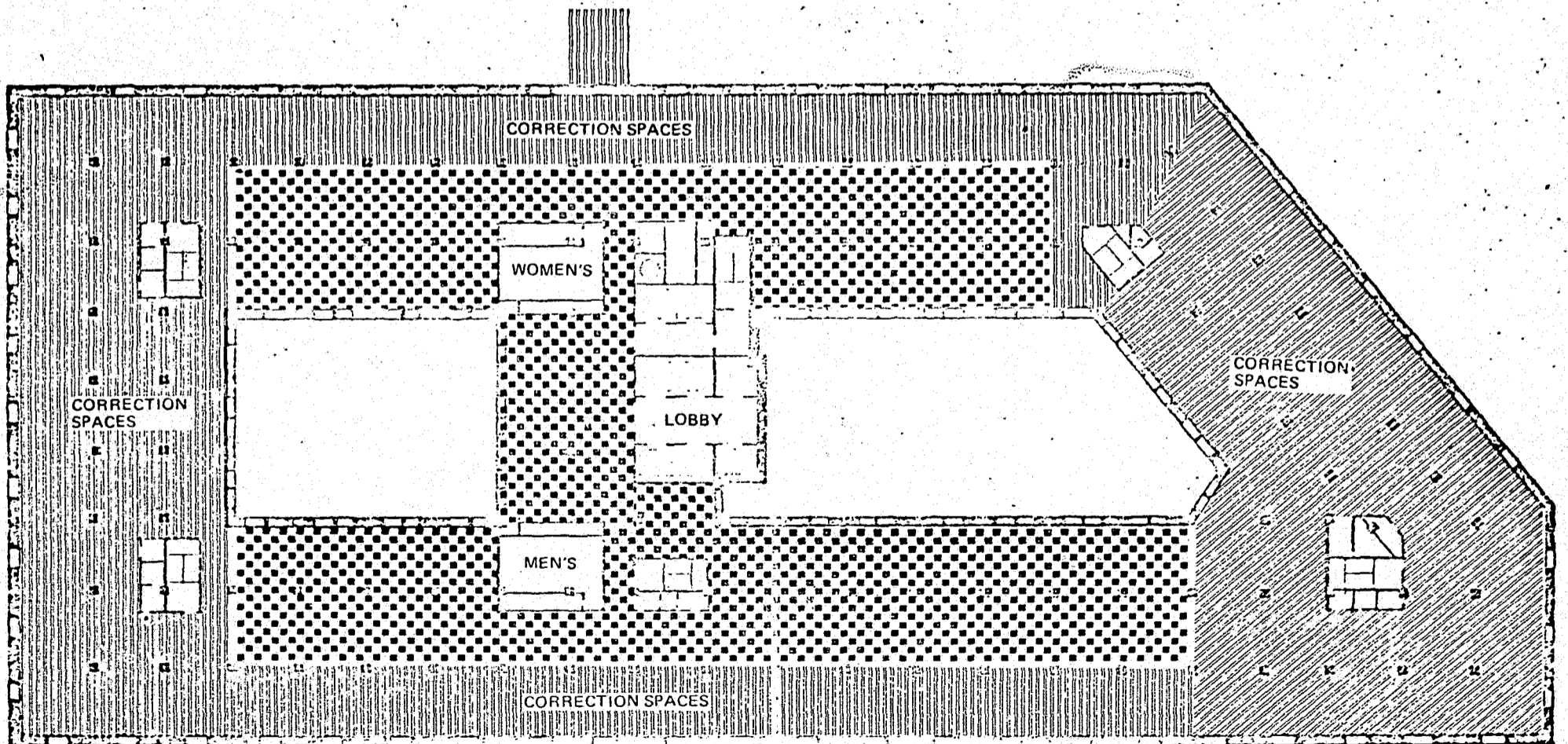
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	194				






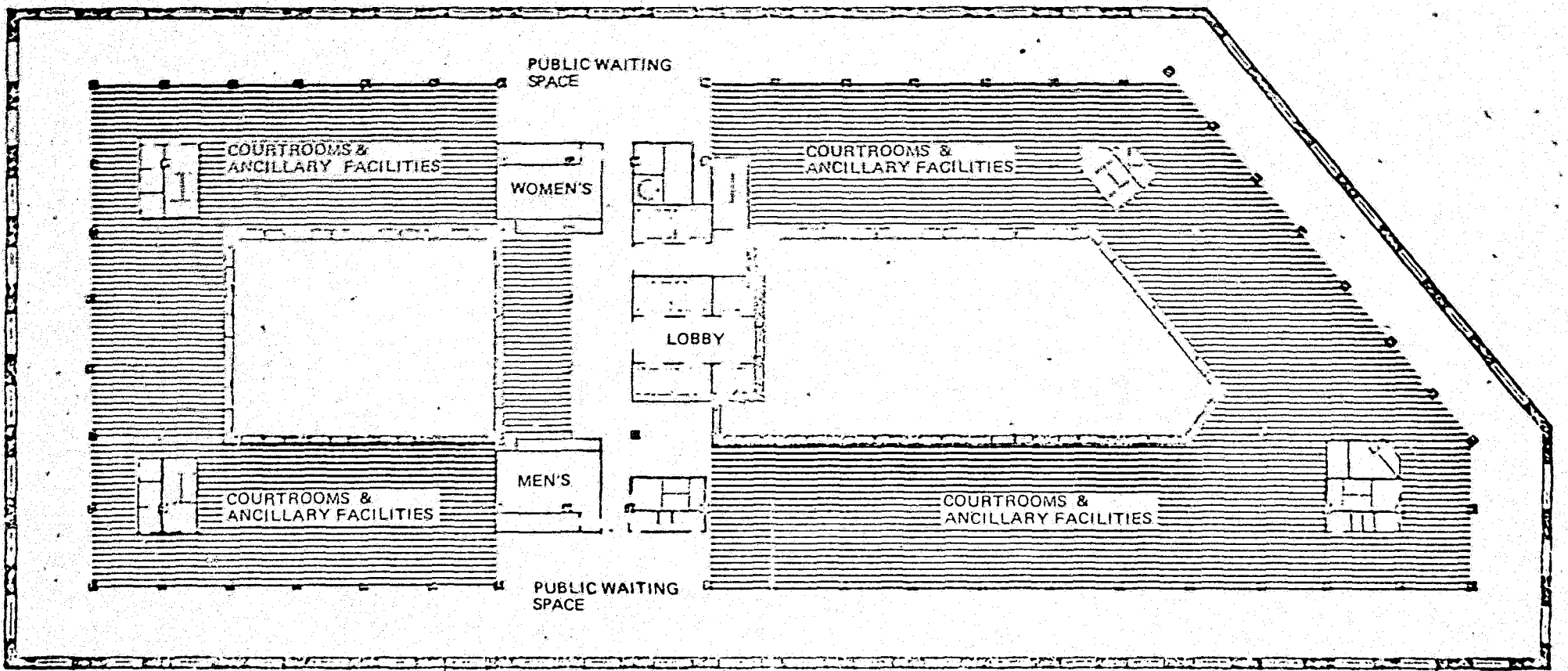
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				BC-3	2


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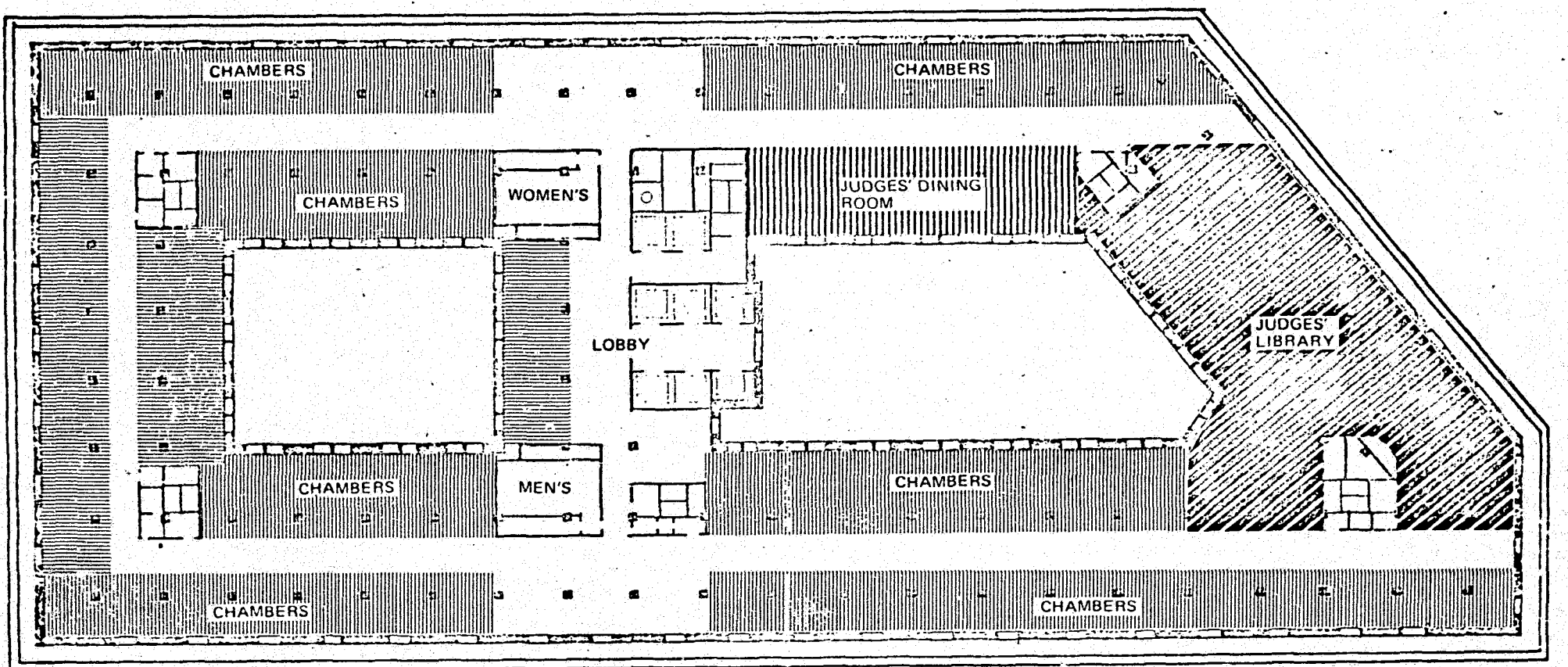
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				BC-4	3


196



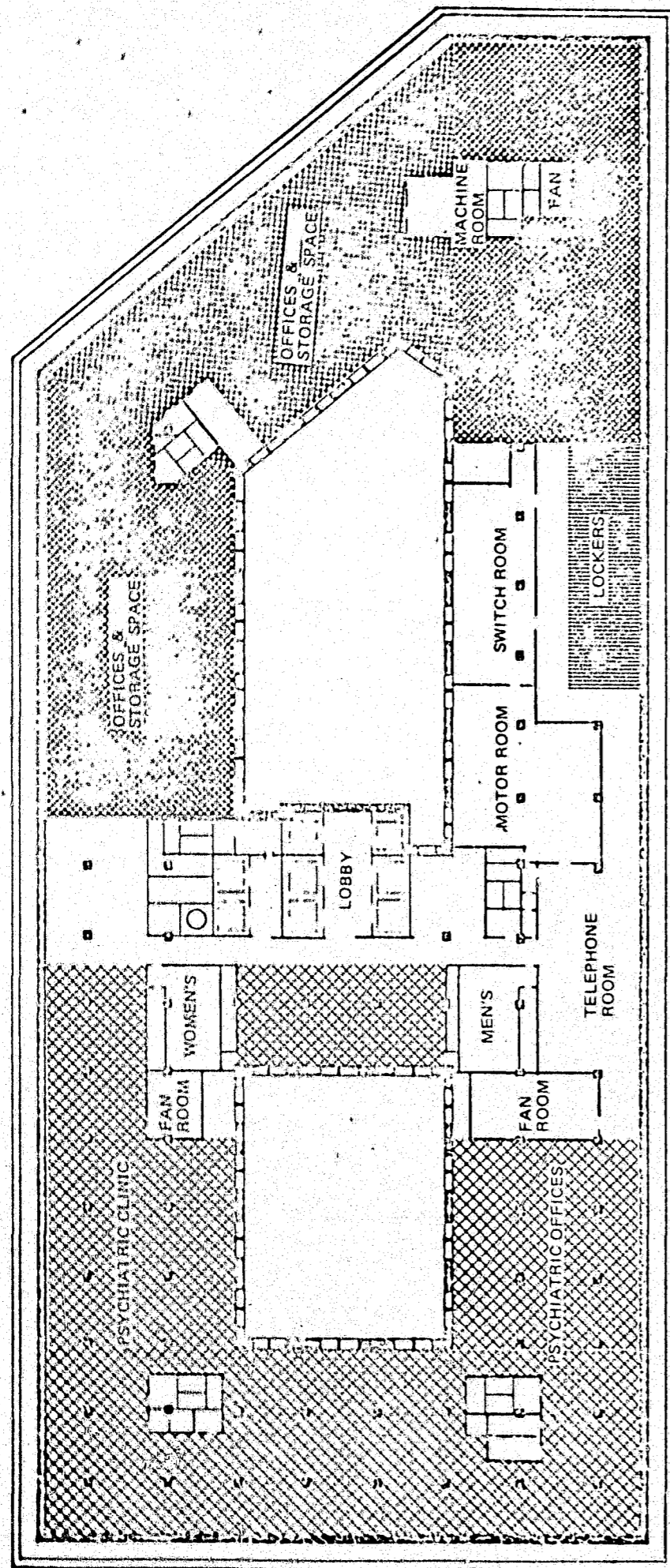
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				BC-5	4,5,6,7

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<b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013	<b>SCALE IN FEET</b> 0 5 15 25 50	<b>NORTH</b> 	<b>NEW YORK STATE OFFICE BUILDING</b> 80 CENTRE ST. NEW YORK, N.Y. 10013 <b>PROPOSED BLOCK USE PLANS SCHEME 3</b>	<b>DWG. NO.</b>	<b>FLOOR</b>
				BC-6	8

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COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50

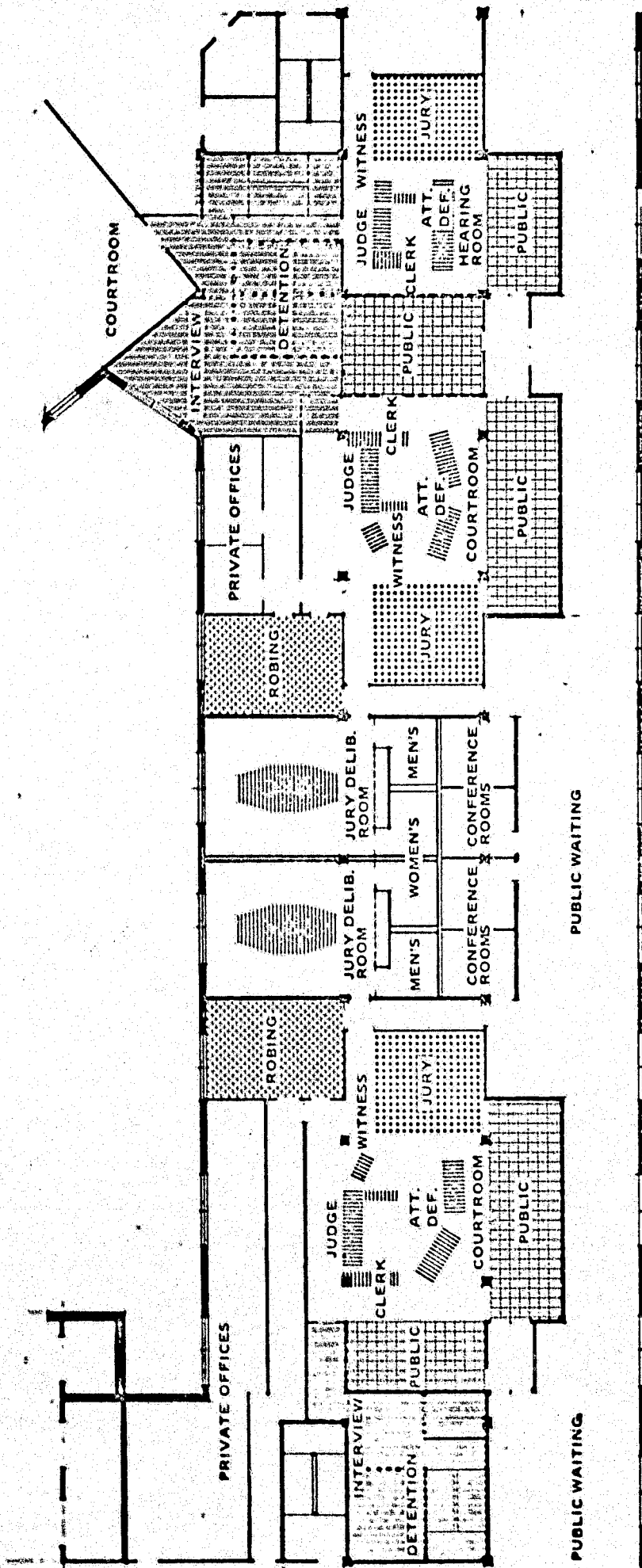



NEW YORK STATE OFFICE BUILDING  
80 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED BLOCK USE PLANS SCHEME 3

DWG. NO. BC-7  
FLOOR 9

AREA ANALYSIS: STATE OFFICE BUILDING, 80 CENTRE STREET

FLOOR :	GROSS AREA (SQ. FT.)	INTERIOR COURT AREA (SQ.FT.)	NET FUNCTIONAL AREA (SQ. FT.)	FUNCTIONAL GROSS (PER CENT)
BASEMENT	58,855	5,020	36,568	62.1
1	58,855	5,570	42,277	71.8
2	55,455	8,970	42,998	77.5
3	55,455	8,970	39,163	70.6
4	55,455	8,970	36,486	65.8
5	55,455	8,970	36,623	66.0
6	55,455	8,970	36,263	65.4
7	55,455	8,970	38,732	69.8
8	49,180	8,970	34,151	69.4
9	49,180	8,970	27,501	55.9
TOTALS	548,800	82,350	370,762	67.6



<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>	<p>SCALE IN FEET 0 5 10 25</p> <p>NORTH</p> 	<p>DWG. NO. SC-1</p> <p>NEW YORK STATE OFFICE BUILDING 80 CENTRE ST. NEW YORK, N.Y. 10013 PROPOSED COURTROOM &amp; ANCILLARY SPACES</p>
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Proposed Additional Floor Space - Scheme Four

The building area analysis shows that the total allowable gross building area that can be added to the Criminal Court and Manhattan Men's House of Detention Building is 153,077 sq. ft. Since the new detention facility is planned for the adjoining site north of White Street, and expansion of the Manhattan Men's House of Detention on the existing site is not necessary, the entire area allowance can be absorbed within the Criminal Court Building.

Two methods for increasing the floor space of the Criminal Building are feasible to improve its planning flexibility: erection of an additional floor on the upper level of the two-storied courtrooms; and spanning of additional floor space over the two front and two rear courtyards.

There are 23 large courtrooms that are approximately 60 ft. x 40 ft. x 25 ft. high in dimensions. If the height of each courtroom is halved so that the area is doubled, the maximum increase in net area for the 23 courtrooms would be 54,625 sq. ft. However, the dimensions of each courtroom would become 60 ft. x 40 ft. x 11 ft. making the height too low for the area. To differentiate the functional and aesthetic requirements of the judicial and the public or spectators' area, the judicial area should retain the high ceiling, with a mezzanine level built over the public area and enclosed balconies along the periphery of the judicial area. These balconies would facilitate the secured transfer of prisoners from holding facilities at the rear of the courtroom to the new courtrooms or hearing rooms above the public area. The total gross area for such additions to the 23 courtrooms is estimated at approximately 40,000 sq. ft.

All 23 of the courtrooms can be renovated in this manner. The additional space provided by the mezzanine floors can be utilized flexibly to accommodate judicial or departmental expansion. For example, the mezzanine floors close to the entrance level of the building and on the courtroom and correction floors should be allocated

to courtrooms and court-related facilities. This enables large volumes of public movement to be restricted to the lower floors, separates public accessible spaces such as courtrooms from private and secured spaces, and facilitates the flexible transferring of prisoners to the courtrooms via secured access routes.

The second method of increasing floor space is the construction of spaces which bridge over the front and rear courtyards outside the existing structure. One of the major defects of the building is the brutal coldness of the two main entrances on Centre Street. This impersonal effect is caused by the unfriendly character of the materials, and the starkness of the plans with an open tunneled effect due to the lack of proper architectural definition and identity. To create a better environment to greet the thousands of people arriving at the Criminal Court Building each day, a narrow bridge spans across the two front courts, linking the three front wings and the two pairs of free-standing columns into a unifying whole, and bringing the scale of the entrance down to the level and scale of the human being.

On the third floor above the narrow bridge at each entrance is planned a much wider floor space unit (50 ft. x 55 ft. approximately) with cantilevers on the side of the bridge. The front of the floor protrudes about ten feet beyond the existing building to provide the necessary definition or emphasis for the building. The rear of the floor cantilevers approximately 20 feet beyond the bridge into the courtyard, thus combining with the bridge to produce a visual enclosure to the courtyard below which should be landscaped in a more informal manner.

From the fourth to the sixteenth floors, the building is made much more flexible by the addition of four floor units to the four courts, each linked to the existing structure by means of a bridge on each floor. The rear units are conveniently connected to the two elevator lobbies which provides direct public or staff access to the new units. The front units, if necessary, can also be connect-

ed to the existing structure in a similar manner so that, with some modifications, each floor becomes much more flexible in accommodating the different types of movement patterns. The courtyards are only partially covered by these new units, leaving adequate open spaces for ventilation, light and fresh air supply to the air-conditioning equipment rooms on each floor. The bridging of these units to the existing building structure will also create an interesting visual effect from the courtyard at the ground level. While it is possible and feasible to erect these units on each floor, the courtyards at several floors may remain open spaces to create more interesting facades and to provide more light and air to the spaces surrounding the courtyards. A detailed study of this area will be conducted in phase two.

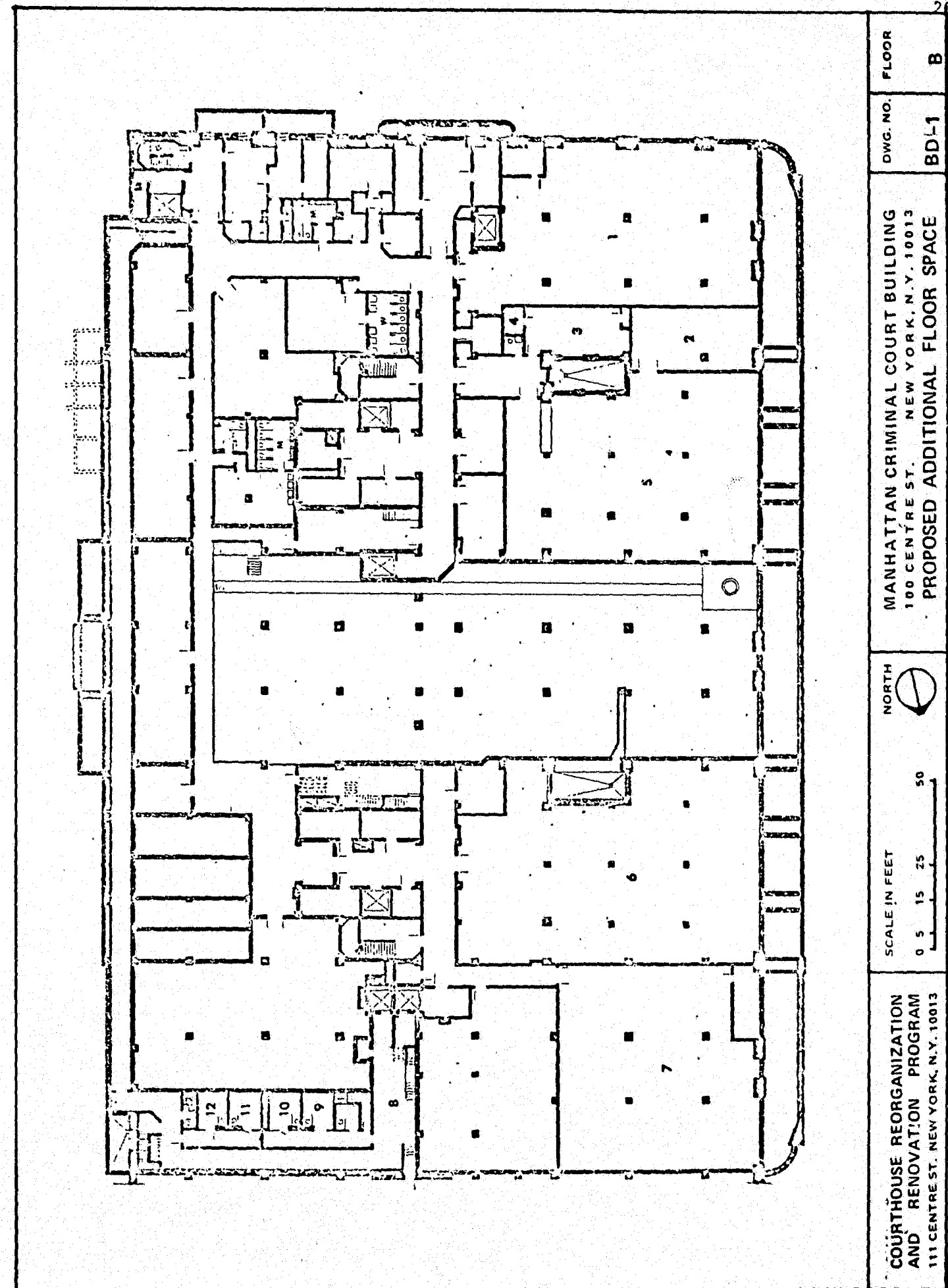
These additional floor units can be used to accommodate any court-related functions, but modifications and renovations will be necessary to integrate these units with the existing and predicted space utilization of the existing building. The units located on courtroom and correction floors should be assigned to the erection of courtrooms and court-related facilities. Floors six to nine belong to the District Attorney's Office, and the additional floor units on these floors should be allocated to the District Attorney's Office to accommodate its planned expansion. Similarly, the units on the tenth floor should be used to accommodate the expansion needs of the Supreme Court Probation Department.

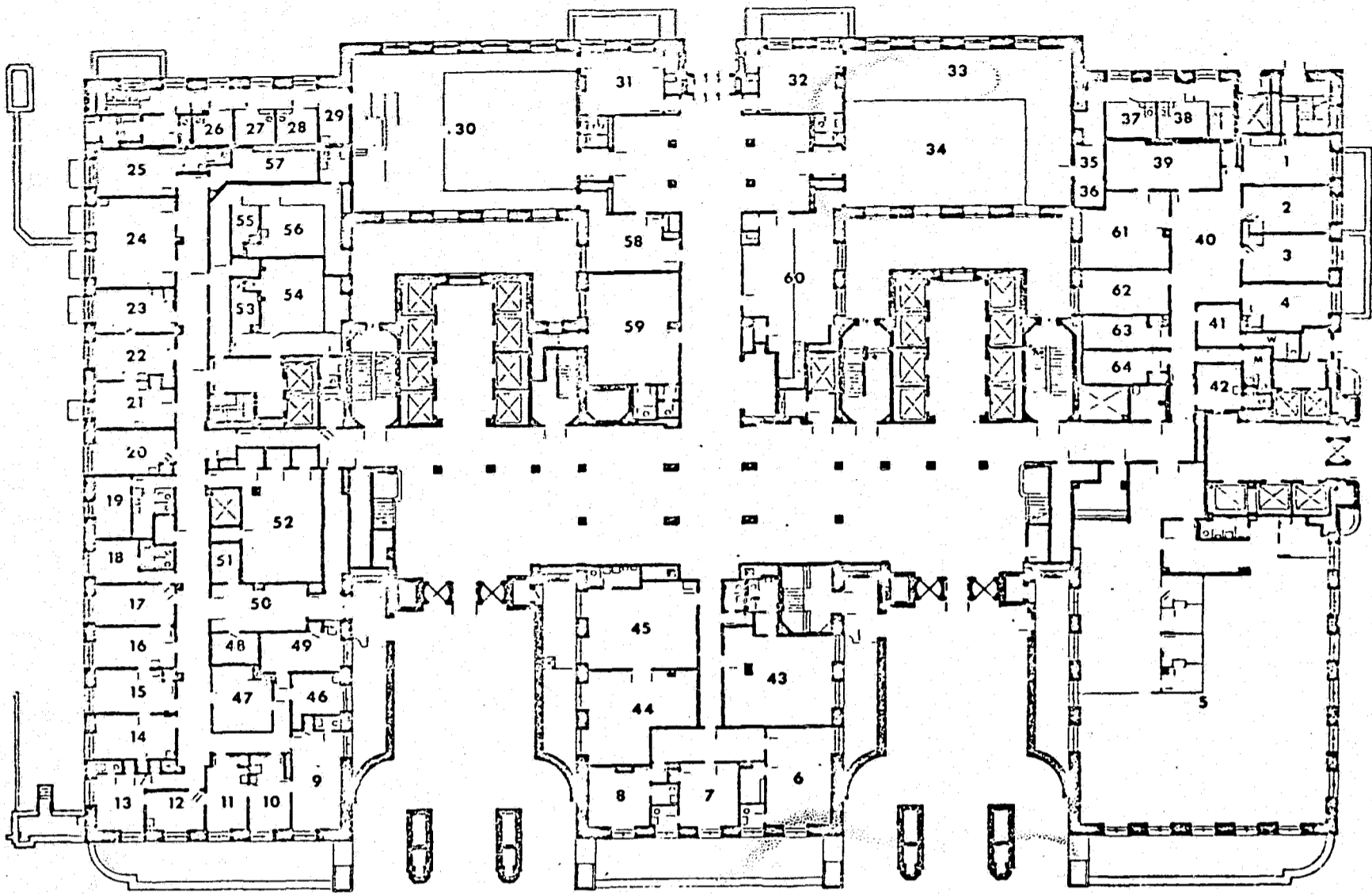
The total gross floor area of the additional floor units between the first and the sixteenth floors has been estimated at 105,040 sq. ft.

The two main entrance lobbies are three floors in height. With the introduction of the MAP and the ICS to the assignment of cases, and with the increase in the number of courtrooms on the second floor, the existing public access corridor will become extremely congested. One of the proposals discussed is the extension of the public corridor over a portion of each of the two entrance lobbies on the second

floor level, thus creating two very usable public waiting spaces to help alleviate the congestion problem on that floor.

The combined total floor space for this scheme has been estimated at 145,910 sq. ft. which is within the maximum allowable 153,077 sq. ft. This maximum allowable space can be reached easily by increasing slightly the depth of the upper floor space units.





COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
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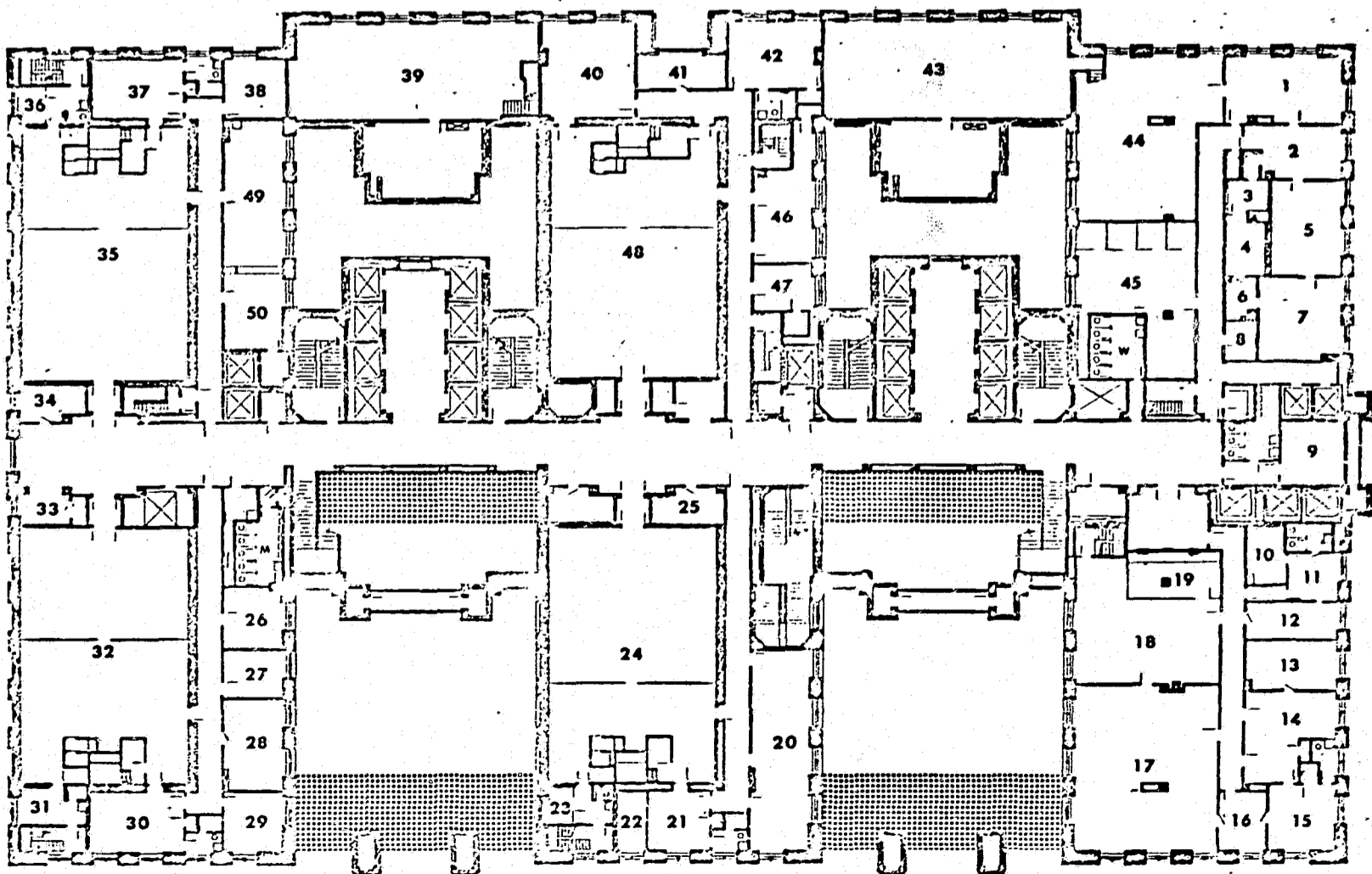
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD-2	1

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COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

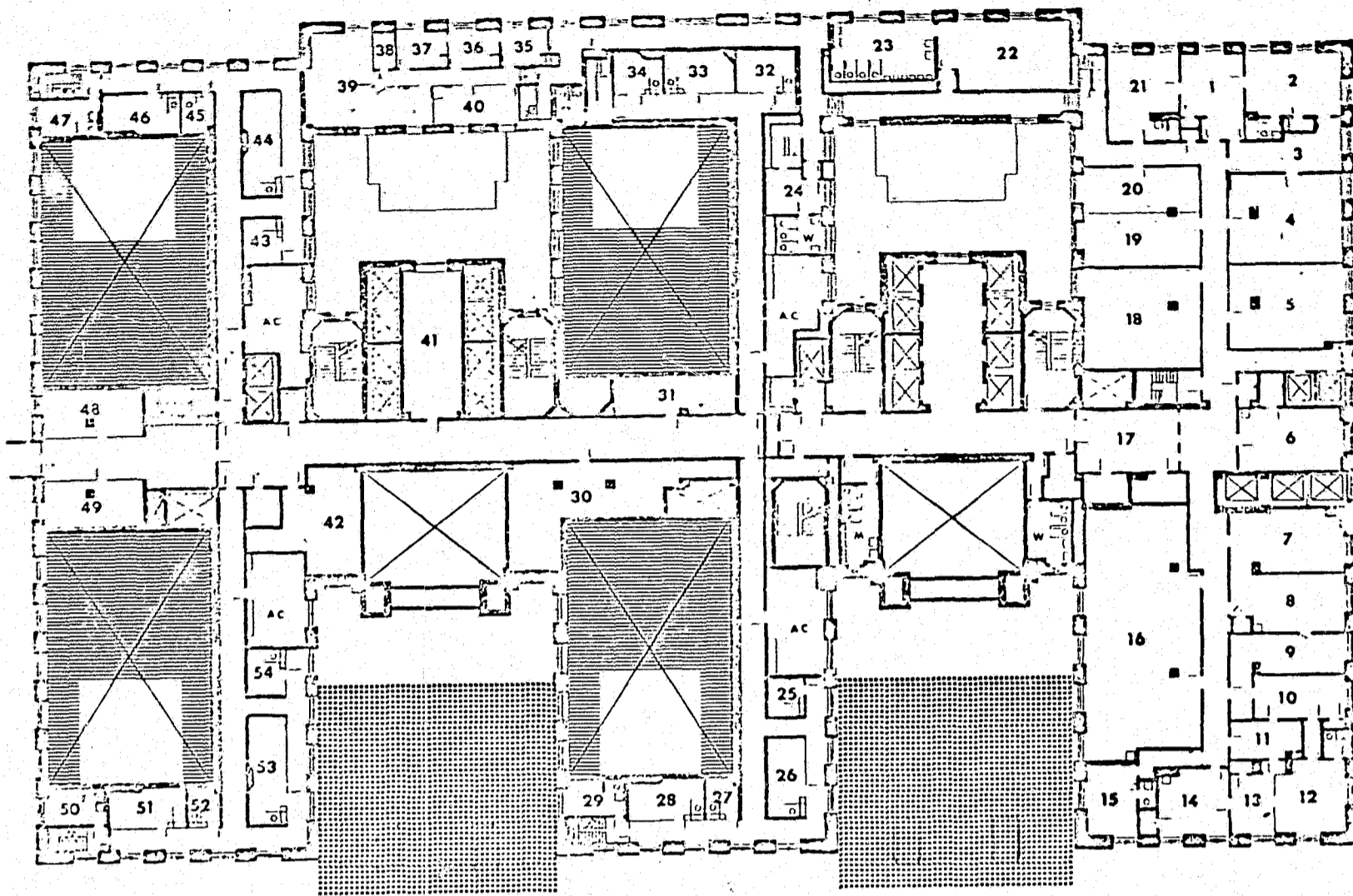
SCALE IN FEET  
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD-3	2

208



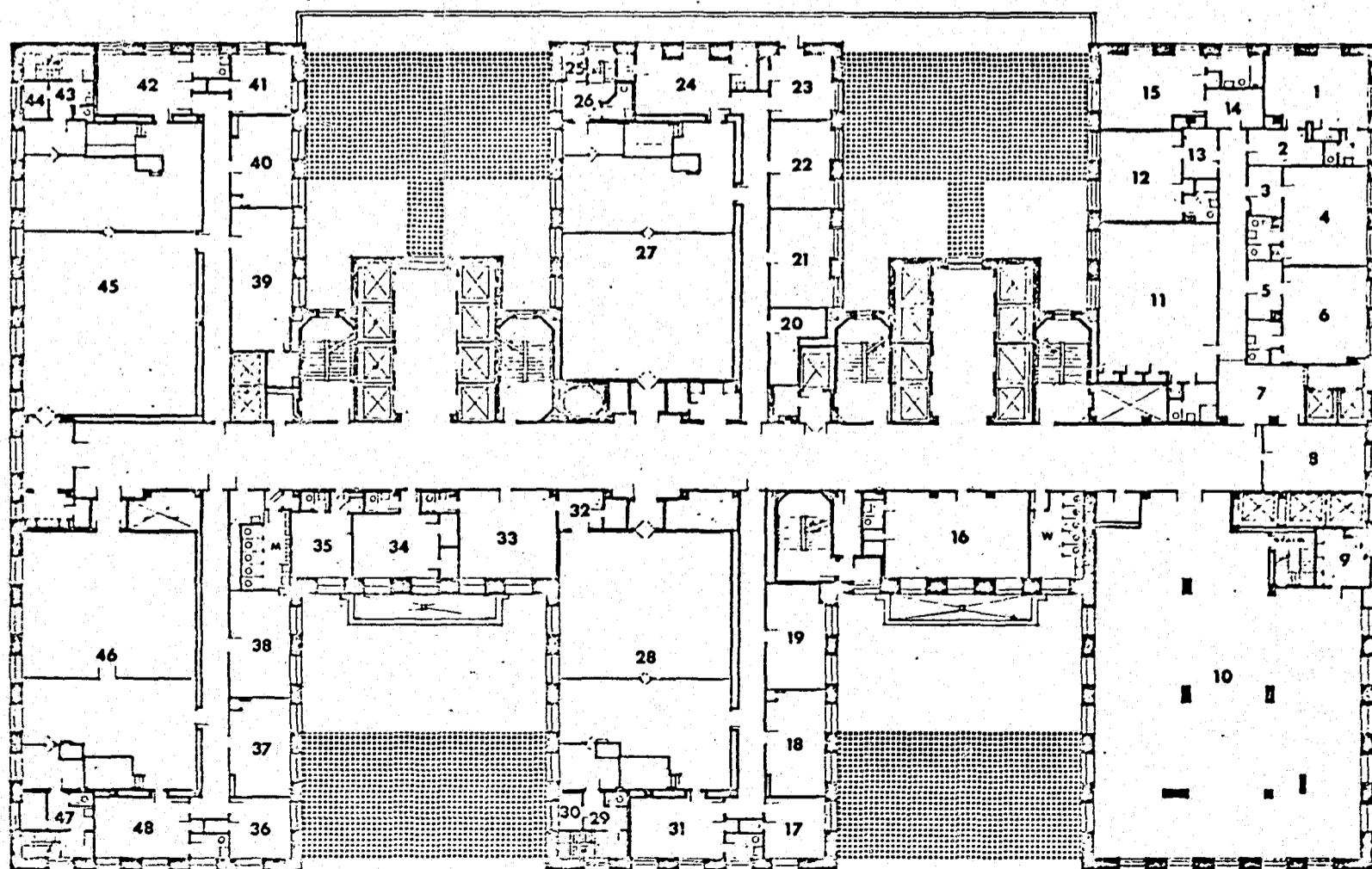
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD-4	3



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

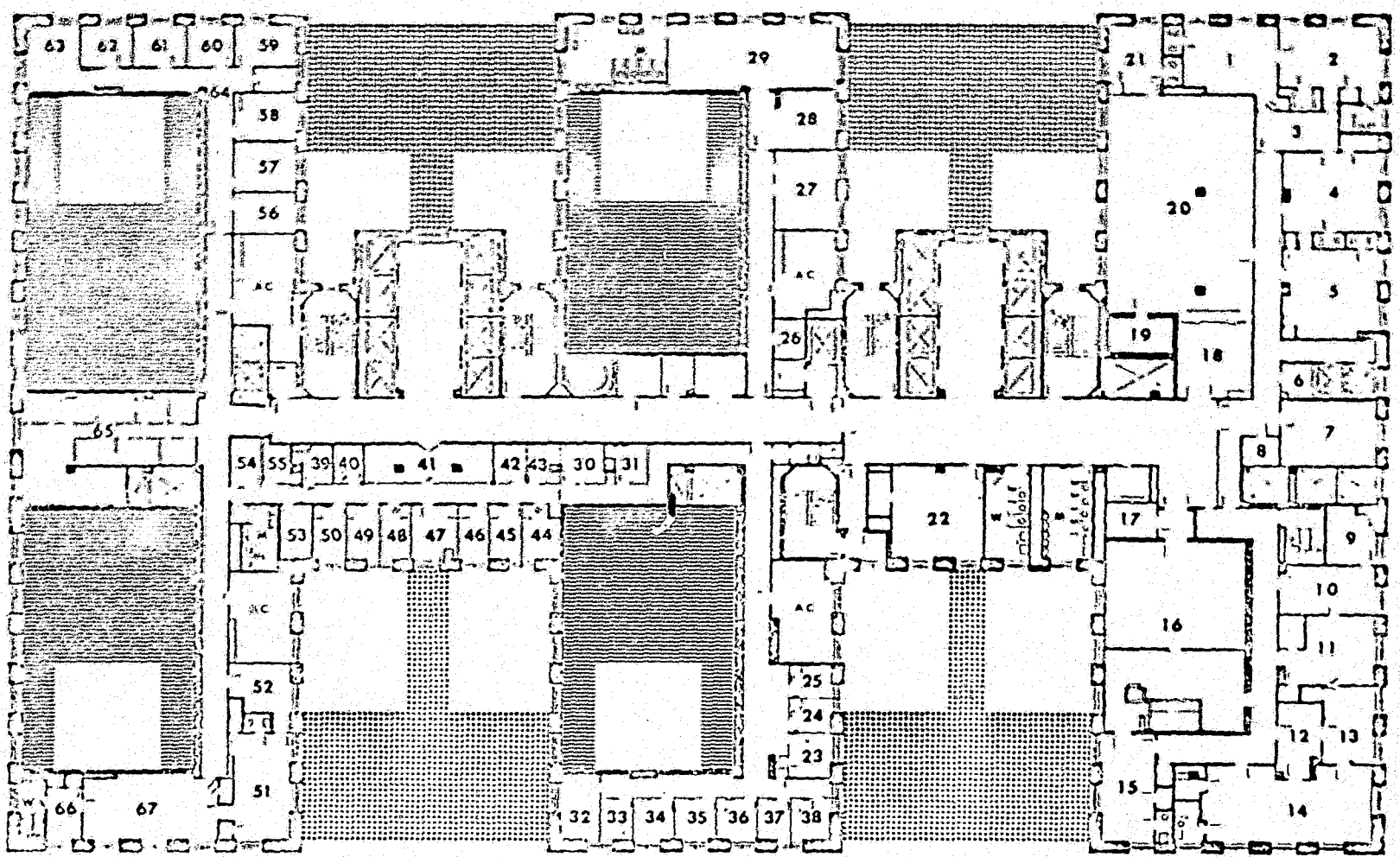
SCALE IN FEET  
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD5	4





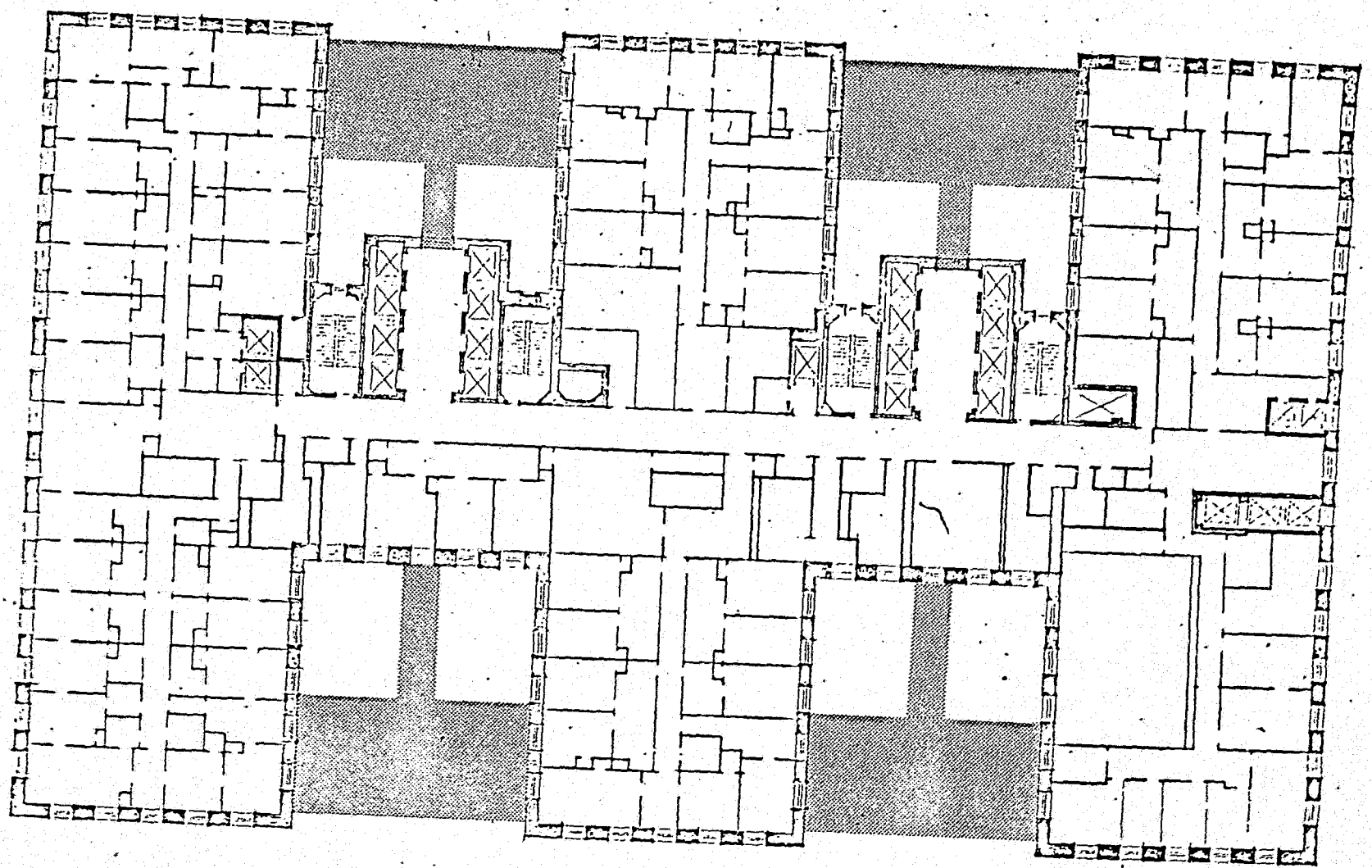
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AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
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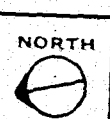
MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD-6	5



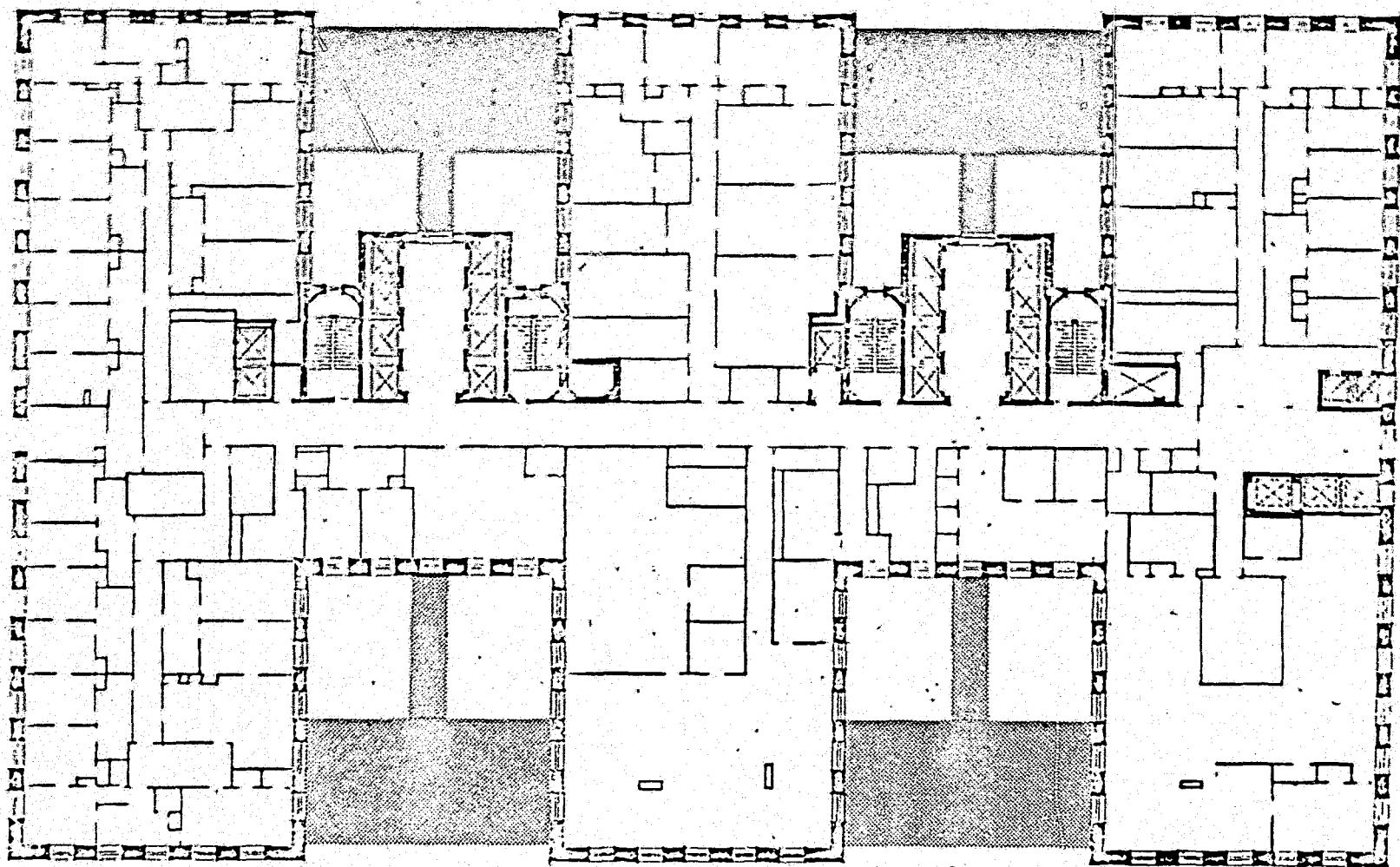
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD-7	6



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

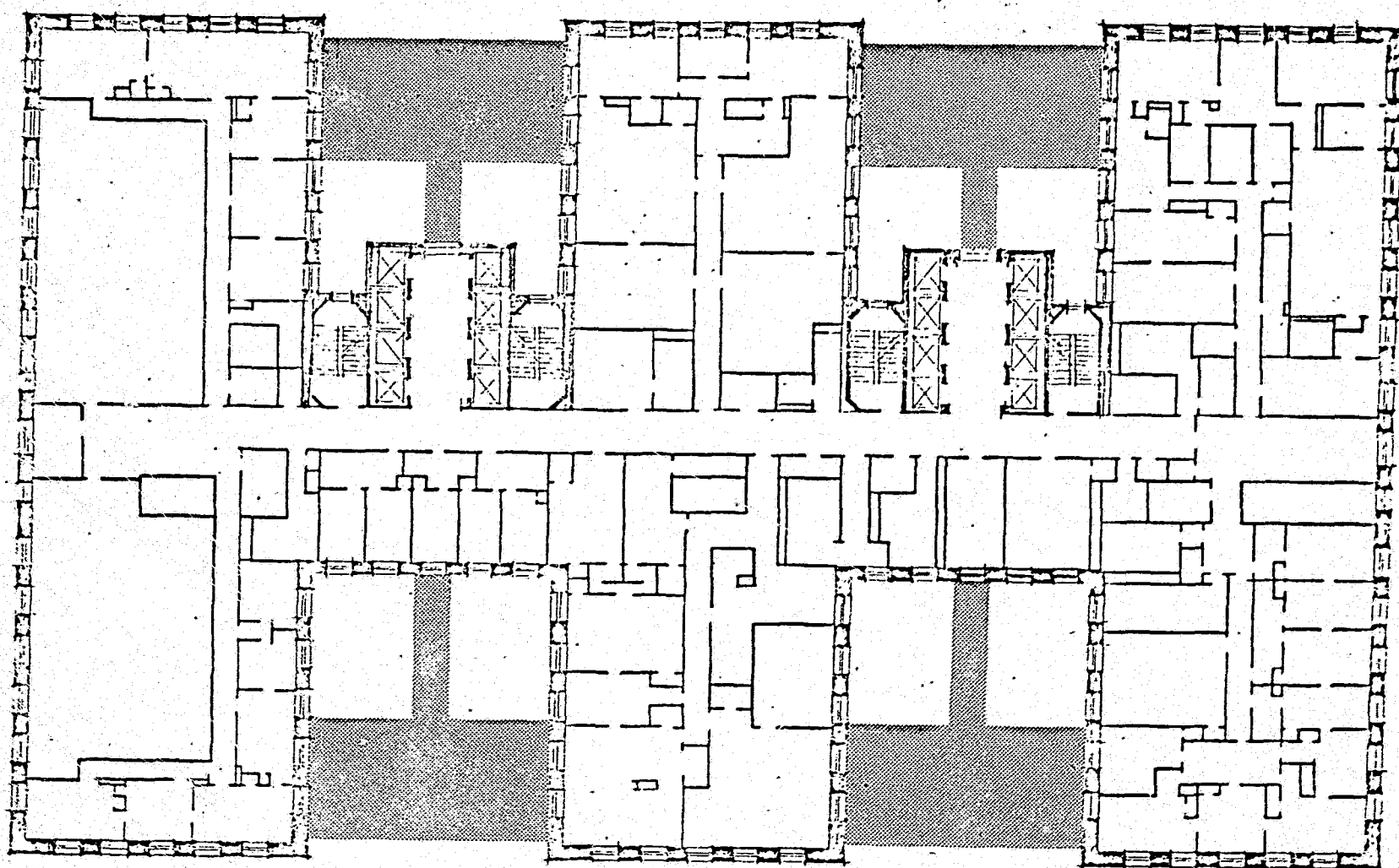
DWG. NO.

BD-8

FLOOR

7

3



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

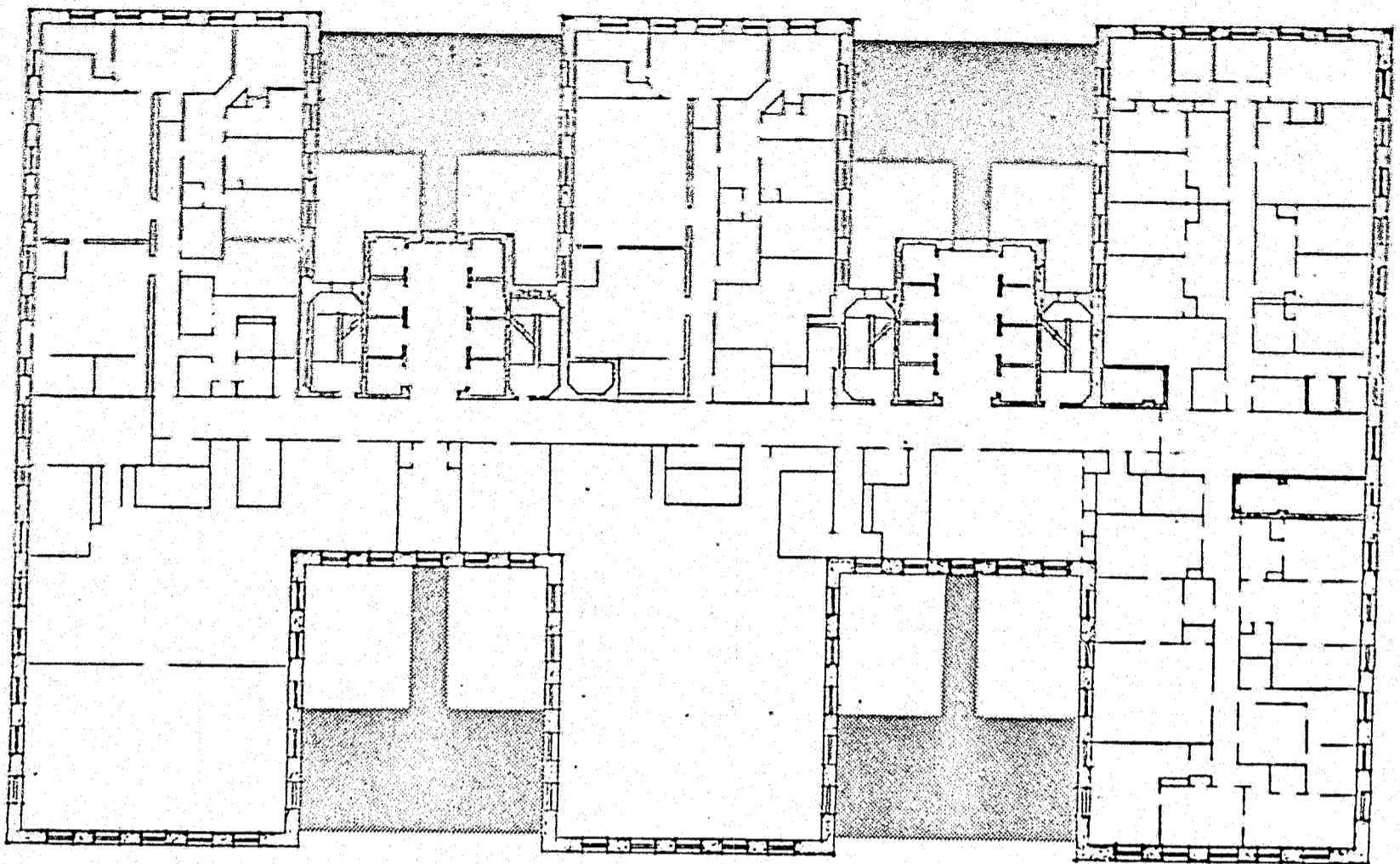
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BD-9

FLOOR

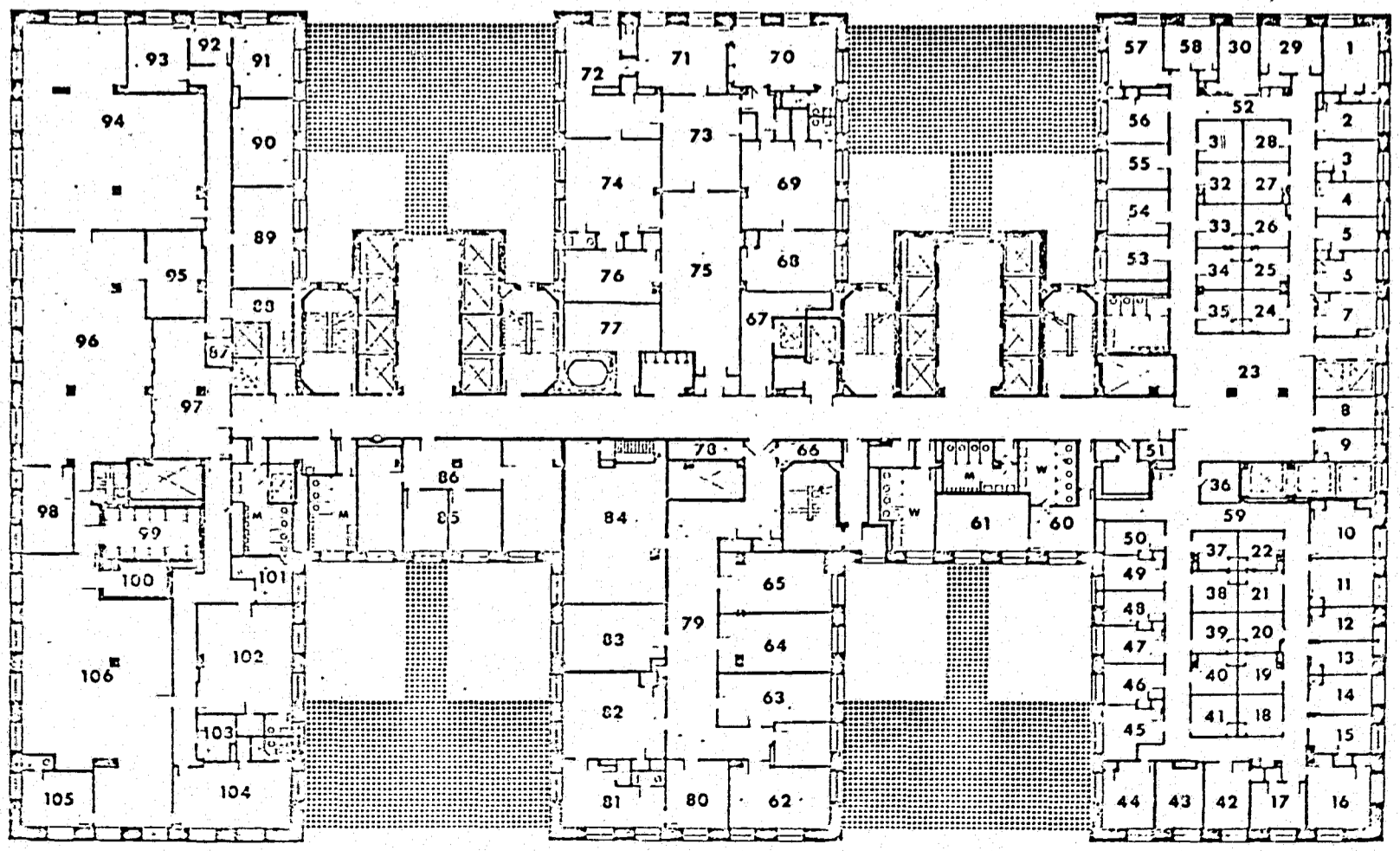
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4



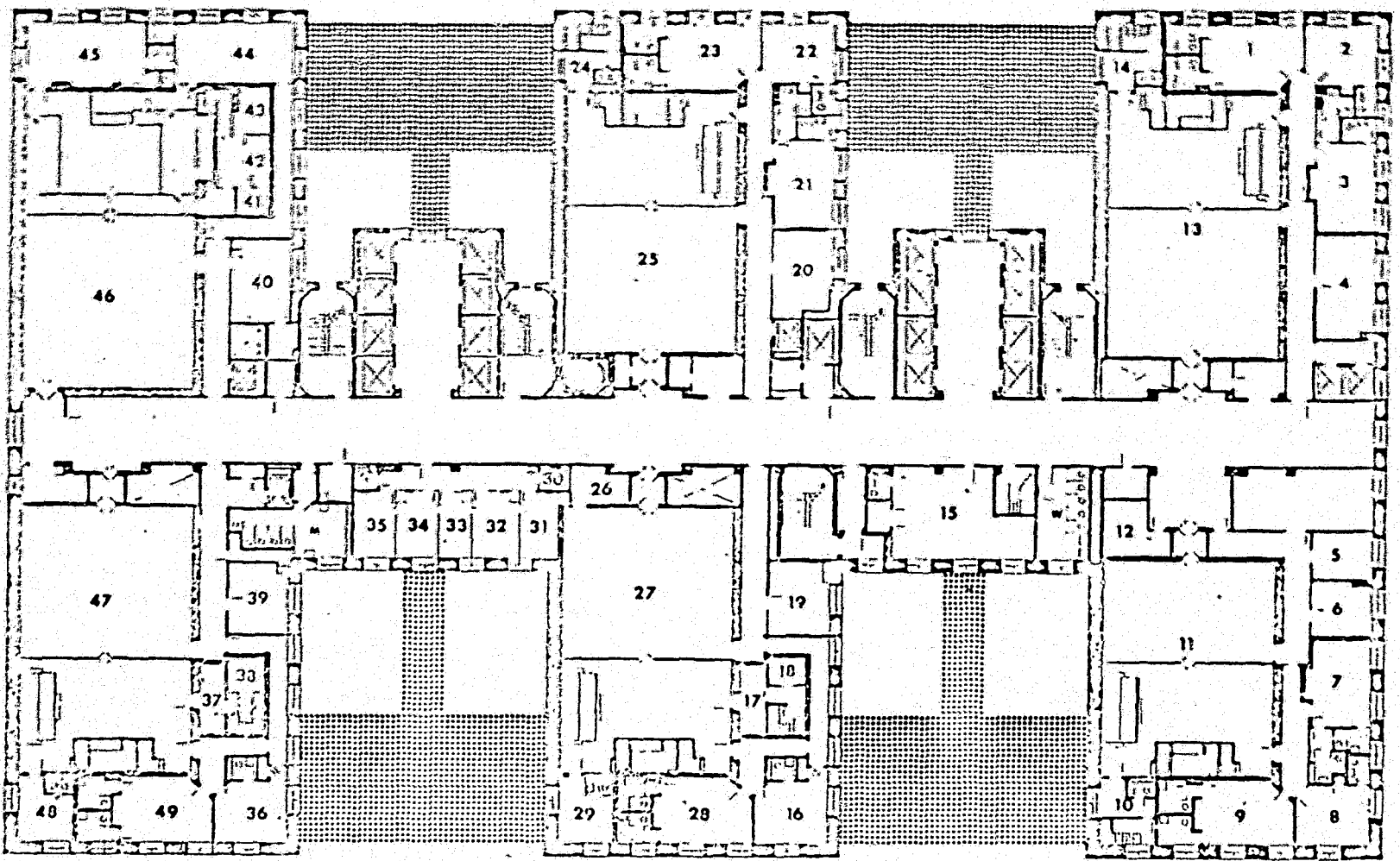
<p><b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013</p>	<p>SCALE IN FEET 0 5 15 25 50</p>	<p>NORTH</p> 	<p><b>MANHATTAN CRIMINAL COURT BUILDING</b> 100 CENTRE ST. NEW YORK, N.Y. 10013 PROPOSED ADDITIONAL FLOOR SPACE</p>	<p>DWG. NO. BD10</p>	<p>FLOOR 9</p>
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<p><b>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM</b> 111 CENTRE ST. NEW YORK, N.Y. 10013</p>	<p>SCALE IN FEET 0 5 15 25 50</p>	<p>NORTH</p> 	<p><b>MANHATTAN CRIMINAL COURT BUILDING</b> 100 CENTRE ST. NEW YORK, N.Y. 10013 PROPOSED ADDITIONAL FLOOR SPACE</p>	<p>DWG. NO. BD11</p>	<p>FLOOR 10</p>
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16



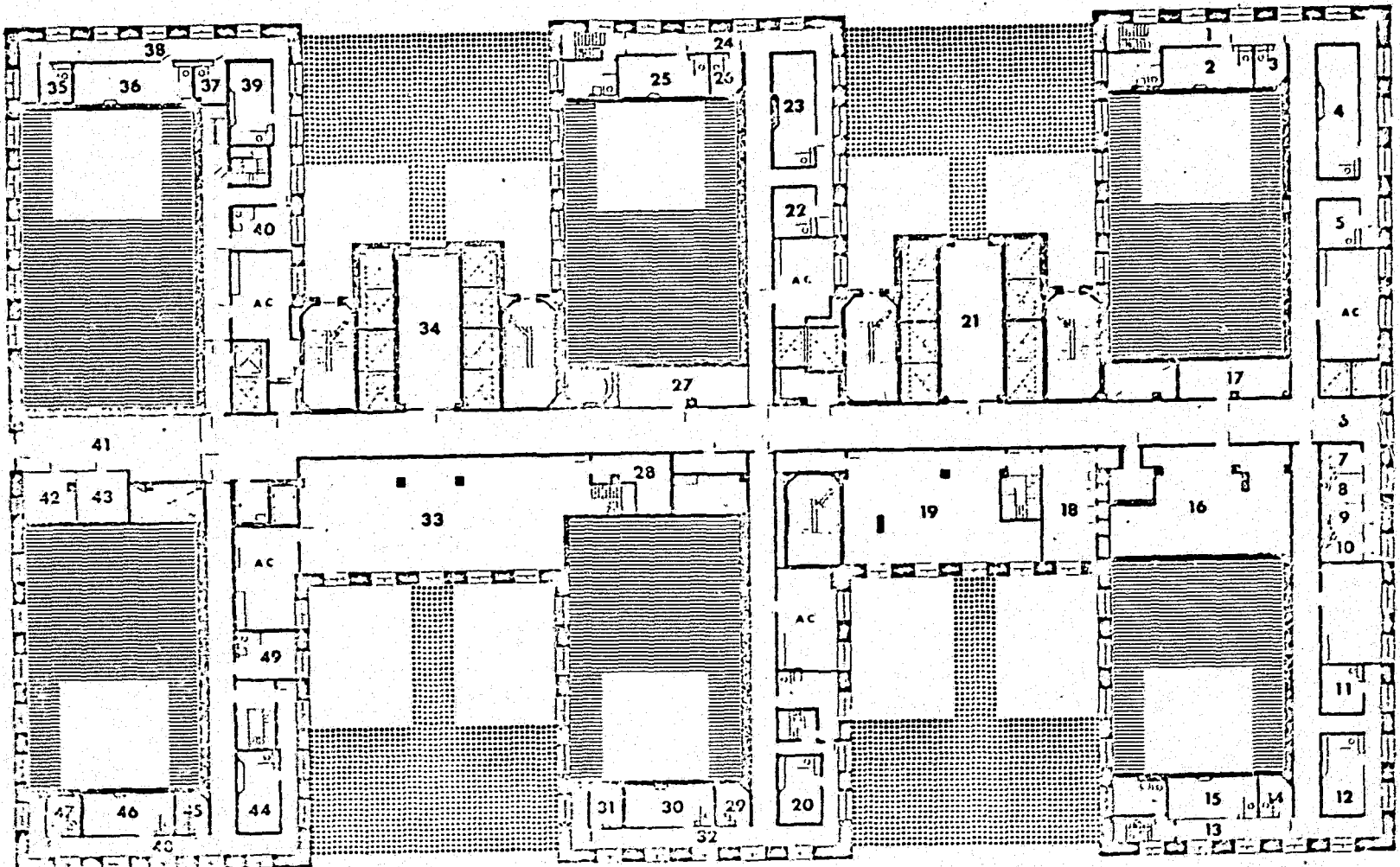
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD12	11



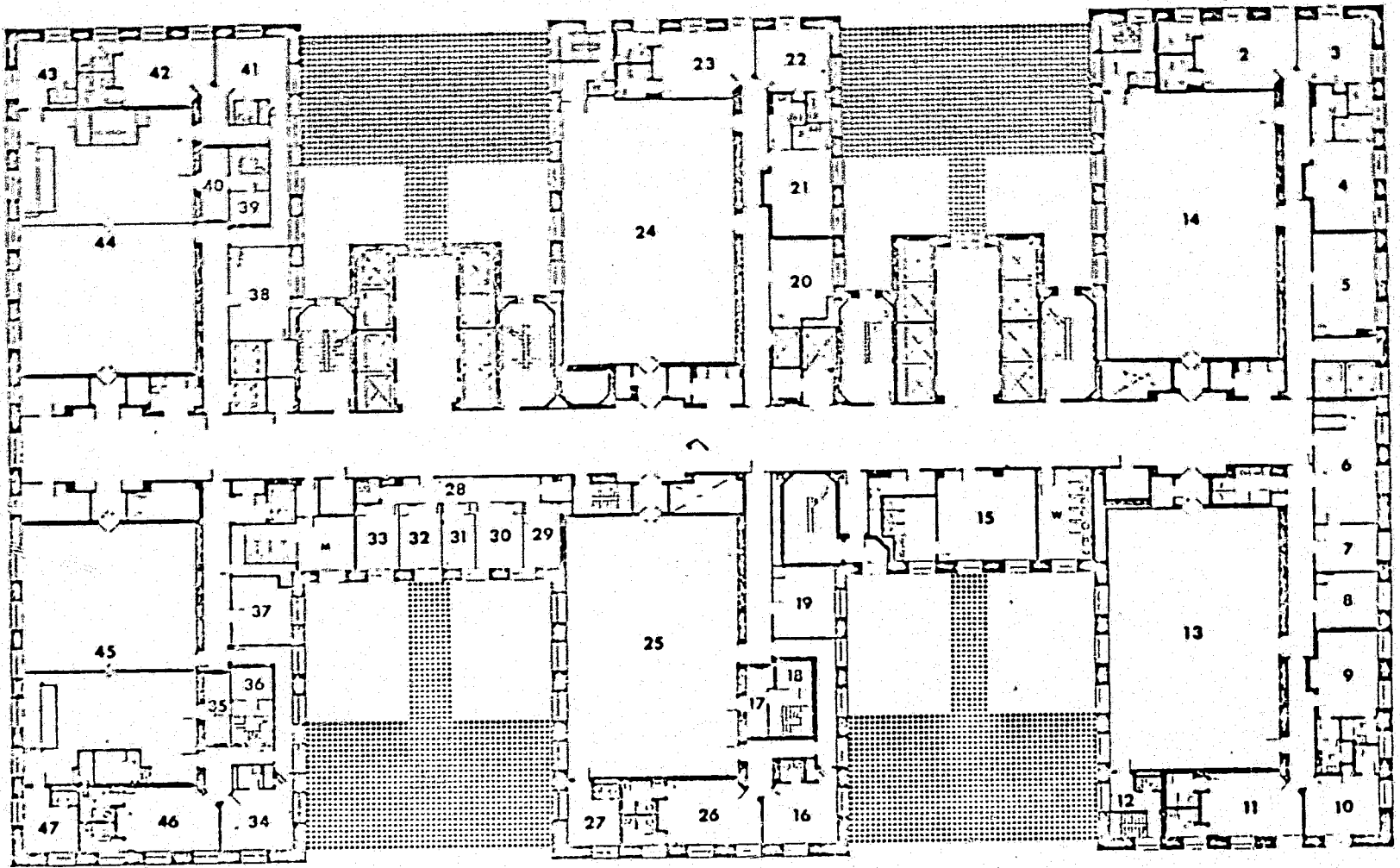
COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET  
0 5 15 25 50



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD13	12



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

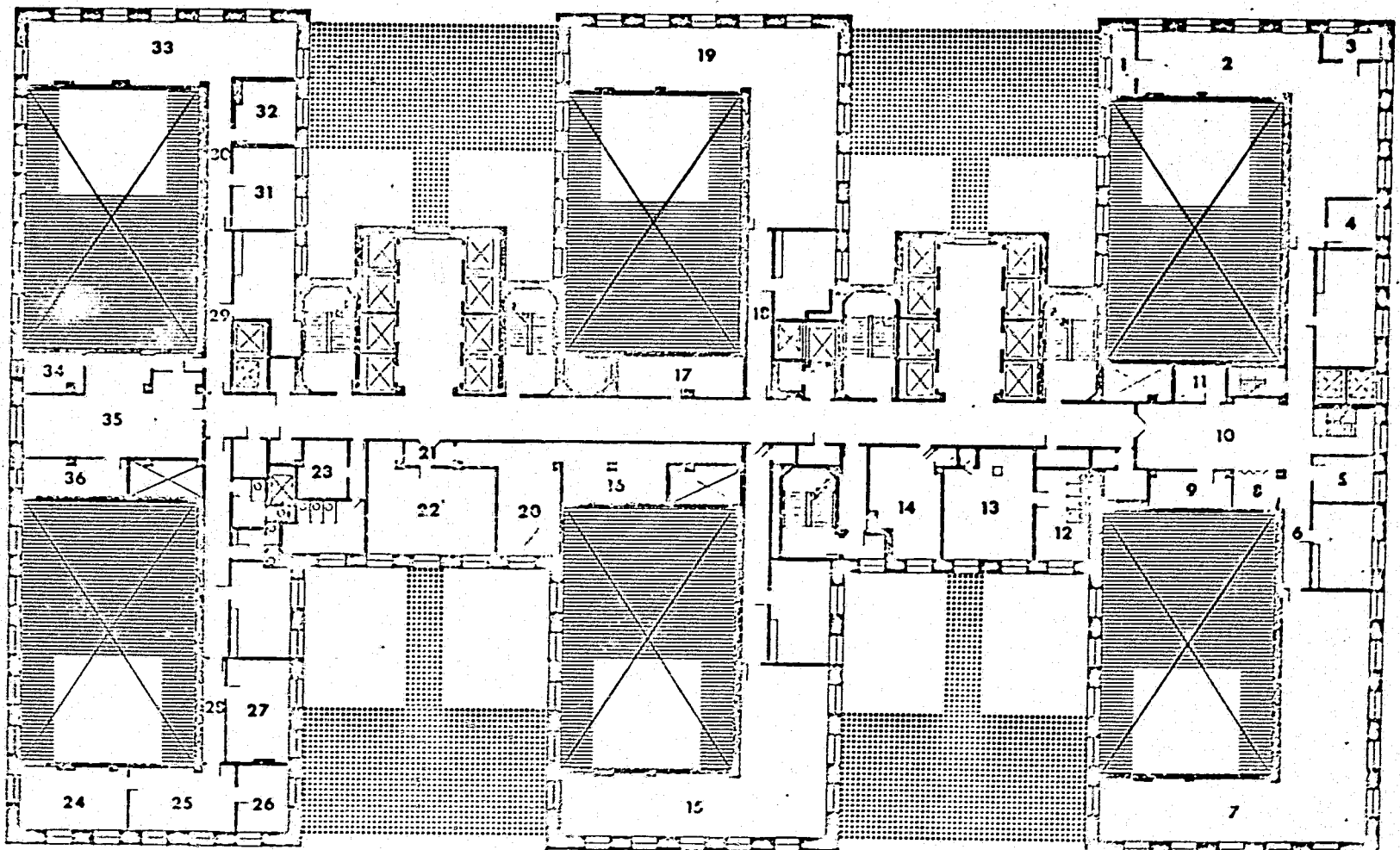
SCALE IN FEET  
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD14	13

19



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

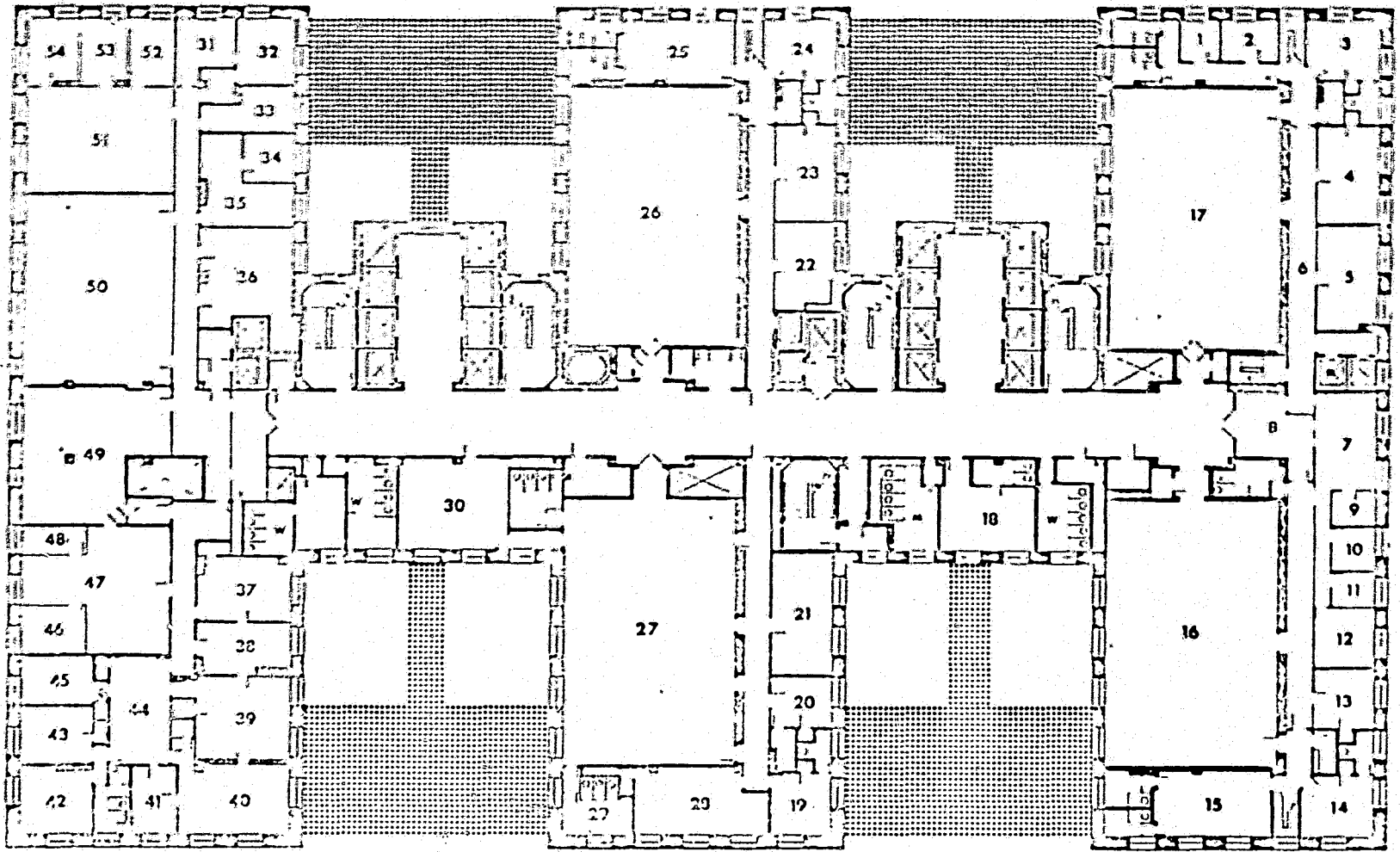
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD15	14

20



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

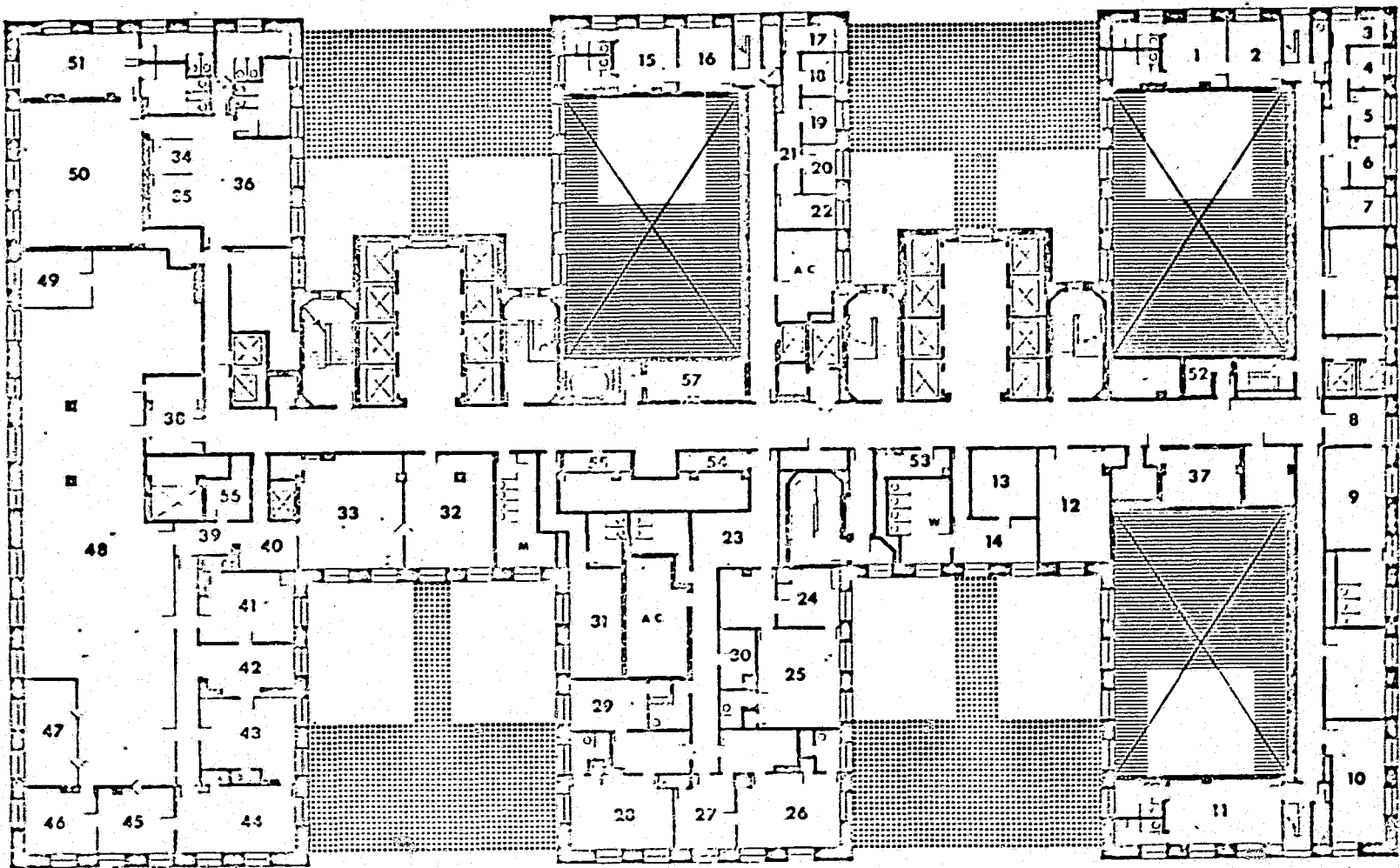
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD16	15

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COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

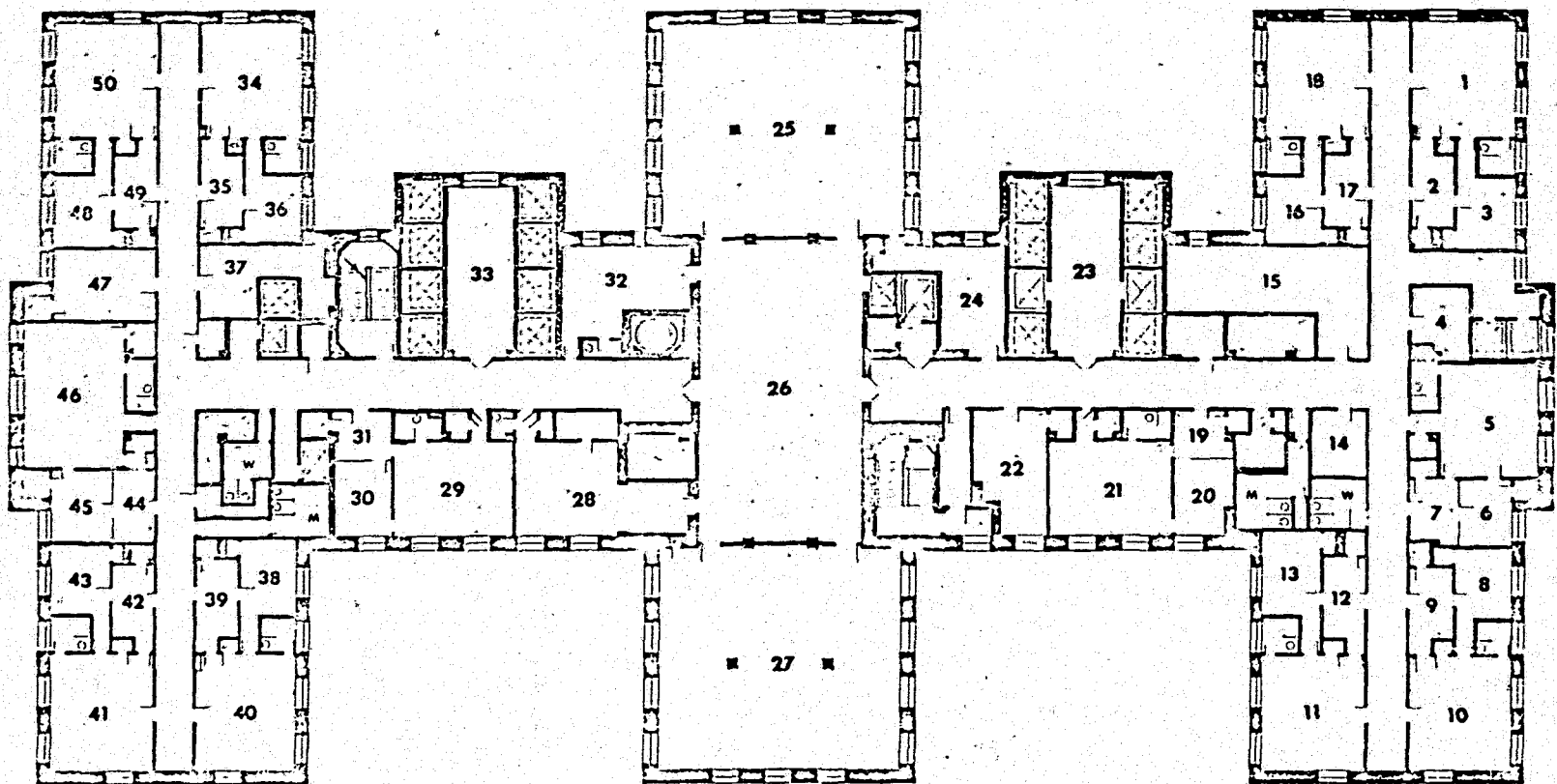
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MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.	FLOOR
BD17	16

222



COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

SCALE IN FEET

0 5 15 25 50

NORTH



MANHATTAN CRIMINAL COURT BUILDING  
100 CENTRE ST. NEW YORK, N.Y. 10013  
PROPOSED ADDITIONAL FLOOR SPACE

DWG. NO.

BD18

FLOOR

17

183

**BUILDING AREA INCREASE SCHEDULE**

FLOOR	AREA OF INTERNAL CONSTRUCTION (sq.ft.)	AREA OF EXTERNAL CONSTRUCTION (sq.ft.)	SUB-TOTAL AREA (sq.ft.)
8	-	-	-
1	-	-	-
2	1,200	1,860	3,060
3	6,920	5,500	12,420
4	-	6,960	6,960
5	6,920	7,560	14,480
6	-	7,560	7,560
7	-	7,560	7,560
8	-	7,560	7,560
9	-	7,560	7,560
10	-	7,560	7,560
11	-	7,560	7,560
12	10,260	7,560	17,820
13	-	7,560	7,560
14	10,380	7,560	17,940
15	-	7,560	7,560
16	5,190	7,560	12,750
17	-	-	-
<b>TOTALS</b>	<b>40,870</b>	<b>105,040</b>	<b>145,910</b>
<b>TOTAL ALLOWABLE GROSS BUILDING AREA THAT CAN BE ADDED TO THE EXISTING BUILDING</b>			<b>153,077</b>

COURTHOUSE REORGANIZATION  
AND RENOVATION PROGRAM  
111 CENTRE ST. NEW YORK, N.Y. 10013

MANHATTAN CRIMINAL COURT BUILDING  
BUILDING AREA INCREASE SCHEDULE

TABLE  
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#### IMPLEMENTATION PROCESS RECOMMENDATIONS

The proposed scheme for the reorganization and renovation of the Criminal Court Building can be implemented in four distinct phases:

##### Phase One

Relocation of five departments from the Criminal Court Building to 346 Broadway. The Manhattan Court Employment Project, Youth Counsel Bureau and the Criminal Court Probation Investigation Department have low priorities in the relative significance of their relationship to other departments in the Criminal Court Building. Therefore, these three departments can be relocated to a nearby building without significantly affecting the efficient operation of the criminal justice system. The Administrative Office and the Data Processing Center have city-wide jurisdiction (covering all five boroughs of New York City) and no particular reason for occupying space in the Criminal Court Building. It is anticipated that the administrative offices of the courts under the jurisdiction of the First Appellate Division will eventually be housed within the new Appellate Building presently planned to adjoin the First Appellate Division Courthouse at Madison Avenue and 25th Street. The relocation of the Administrative Office of the Criminal Court and the Data Processing Center to 346 Broadway would therefore be on a temporary basis. The renovation of 346 Broadway is scheduled for completion in September 1971 and each of the five departments will move into the assigned space as soon as it is completed.

During the planning, documentation and implementation of 346 Broadway in Phase One, two other important renovation procedures should also be completed:

1. The full utilization of the Criminal Court Building by renovating all existing vacant spaces in the building into courtrooms, chambers, and other court-related facilities. In particular, the vacant spaces on the second floor planned for courtrooms, ancillary

IMPLEMENTATION PROCESS



facilities and chambers should be renovated as soon as possible.

2. The microfilming of old records that are occupying over 30,000 sq. ft. of usable floor space in the building. In particular, the old records dating back to 1774 stored in the two large wings on the ninth floor with over 10,000 sq. ft. of prime space should be microfilmed as soon as possible so that the space could be utilized more effectively by the District Attorney, Grand Jury and Probation Departments. The spaces gained as a result of microfilming have already been assigned tentatively as shown in the block use plans, and renovation of these spaces should be placed on high priority.

#### Phase Two

Renovation of space vacated by the relocation of departments to 346 Broadway after September 1971. Including the presently vacant spaces, there are approximately 50,000 sq. ft. of floor space that require varying degrees of renovation. The 7,895 sq. ft. of space on the sixteenth floor is being renovated into two courtrooms and ancillary facilities. It is estimated that the renovation of phase two can be completed before the end of 1972.

#### Phase Three

The construction of mezzanine floors on the upper levels of 23 large courtrooms. With 20 of the 23 courtrooms having similar dimensions (60 ft. x 40 ft. x 25 ft. high), it is possible to use the same set of structural framework for all the 20 courtrooms, and a modified set for the remaining three courtrooms. In order to minimize disruption to the court operations during construction, it is important to construct one or two mezzanines at one time. The Parts in the courtrooms to be renovated next would be moved to the completed mezzanines so that the operation of all Parts could be conducted without interruption. This system of construction is time consuming and high in labor cost, but there are some savings in structural frameworks. The most important determinant, however, is that

the operations of the Criminal Court should not be interrupted or inconvenienced, and this system of construction will provide the least amount of interruption and inconvenience. A detailed cost benefit and cost comparison study will be made. It is the recommendation of the program team that the construction work be experimented on for one or two of the courtrooms during 1971-2 so that better assessment can be made of cost and structural feasibility.

If the completion of phases one and two provide adequate space to accommodate the predicted expansion of the Criminal Court and of the Criminal Division of the Supreme Court until 1974 when the State Office Building at 80 Centre Street becomes available as a court building, the construction of additional spaces in the four front and rear courtyards may not be necessary. In that case, the expenditure involved would be for the renovation of 80 Centre Street. The program team has solved the planning problems of courtrooms with columns regularly spaced at approximately 18 ft. from center to center of columns, and the State Office Building will be converted into courtrooms and court-related facilities without the necessity of bridging over the internal courtyards which would be excessively costly. It may be necessary to erect two or three additional floors above the existing building, but this determination will not be made until after more detailed structural and space utilization investigations have been completed.

#### Phase Four

On recommendations on future personnel requirements from the manpower planners, the detailed spatial requirements will be established and the proposed scheme to add floor units in the four courtyards may be modified within the maximum allowable space for the site as stipulated by the New York City Zoning and Building Codes. It is anticipated, however, that the additional 145,910 sq. ft. provided in the proposed scheme (approximately 20 percent increase over the existing gross building area) will adequately accommodate any pre-

dicted expansion of the Criminal Court for the 20 years beyond the completion of construction which is estimated to be around 1975-6.

Even if 80 Centre Street becomes a court building in 1974, and the new construction outlined above in phase four proves not to be necessary, it remains important to have the new construction over the two main Centre Street entrances on the second, third and possibly the fourth floor implemented. The present entrances are not well defined and each entrance is a vertical shaft 17 floors in height. The unfortunate use of material and poor maintenance have contributed to the gloomy and impersonal atmosphere of these entrances. By erecting two or three upper floors over part of the existing courtyards, and by protruding an upper floor, the entrances are better defined, more closely related to the human scale, and providing a warmer and more protective atmosphere through the part enclosure and landscaping devices.

**END**