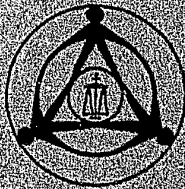


A STATEMENT ON FACILITY NEEDS
for the proposed
CONCORDIA PARISH COURTHOUSE
Vidalia, Louisiana



THE AMERICAN UNIVERSITY

Criminal Courts Technical Assistance Project
Institute for Studies in Justice and Social Behavior
The American University Law School
Washington, D.C.

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A STATEMENT ON FACILITY NEEDS

for the proposed

CONCORDIA PARISH COURTHOUSE

Vidalia, Louisiana (LA) —

June, 1973

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NCJRS

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ACQUISITIONS

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Organizations undertaking such projects under Federal Government sponsorship are encouraged to express their own judgement freely. Therefore, points of view or opinions stated in this report do not necessarily represent the official position of the Department of Justice. The contractor is solely responsible for the factual accuracy of all material presented in this publication.

TABLE OF CONTENTS

Introduction	1
Summary of Recommended Facility Needs	3
Existing Concordia Parish Courthouse	4
Seventh Judicial District Court	4
Overview	4
Facility Needs and Design Criteria	5
Courtroom and Ancillary Facilities	5
Judges' Chambers and Related Facilities	8
District Court Clerk's Office	9
Overview	9
Facility Needs and Design Guidelines	11
Sheriff's Department	12
Overview	12
Facility Needs and Design Guidelines	14
Jail Facility	14
District Attorney's Office	15
Overview	15
Facility Needs and Design Guidelines	15
Public Defense Counsel's Office	16
Probation and Parole Office	16
Juvenile Probation Office	16
Facility Needs of Other Agencies	17
Police Jury	17
Assessor's Office	19
Registrar of Voter's Office	19
Coroner's Office	20
Auditors' Office	20

Miscellaneous Facility Needs	20
Staff Cafeteria/Lunch Room	20
Staff Toilets	21
Public Toilets	21
Parking Needs	21
Staff Parking	21
Public Parking	21
Additional Design Considerations	22
Security	22
Public Information	22
Drinking Water Fountains	22
First-Aid	22
Design for the Handicapped	23
Future Expansion	23
Functional and Spatial Relationships Analysis	23
Recommended Program of Facility Needs	23
Facility and Space Needs	27
Photographic Survey of Existing Facilities	35

LIST OF FIGURES

Figure 1	District Court Clerk's Office: Organization Chart	10
Figure 2	Sheriff's Department: Organization Chart	13
Figure 3	Police Jury: Organization Chart	18
Figure 4	Functional Relationships Diagram	24
Figure 5	Spatial Relationships Diagram	25

LIST OF TABLES

Table 1	Summary of Recommended Facility Needs	3
Table 2	Facility and Space Needs	27

INTRODUCTION

At the request of the Criminal Courts Technical Assistance Project, The American University, Washington, D.C., Space Management Consultants, Inc. agreed to conduct a brief study of facility needs for the proposed Concordia Parish Courthouse in Vidalia, Louisiana, under the Law Enforcement Assistance Administration Contract Number: J-LEAA-043-72.

The major task assigned to the consultants was to provide technical assistance to the Seventh Judicial District Court at Vidalia, Louisiana, in developing a program of facility needs for the proposed new courthouse. Decisions on the departments to be housed in the new building were already made prior to the consultants' involvement in the project.

A two-day visit to Vidalia, Louisiana, was arranged for the last week of April, 1973 to delineate the scope of the study and to compile essential data and information by meeting with and interviewing court and other agency personnel. Concordia Parish has recently acquired a 21.4-acre site for a new parish courthouse and has appointed the firm of Barron, Heinberg and Brocato of Alexandria, Louisiana, as Project Architects. Discussions were held with Mr. Joseph M. Brocato who represented the architectural firm during the consultants' site visit, and it was determined that the most useful purpose of this study would be to establish the facilities needs for the new courthouse to guide the architects through the design process. The facility needs contained in this report should not be interpreted as a firm facility program. The scope of work and time allocated to this study preclude the development of a detailed facility program. The project architects should use this report as a guide towards developing a detailed facility program, and aim at providing facilities that would satisfy functional and spatial relationships, within economic constraints, through the design process.

During the two-day site visit, key staff members of the court and other agencies to be housed in the new courthouse were interviewed to determine facility needs and functional and space relationships. Existing facilities were inspected and additional data were gathered on caseload population and possible future legislative and administrative changes. All court and agency personnel interviewed were extremely cooperative, and the coordination and

guidance of Mr. Clyde R. Webber, Jr., Clerk of the Seventh Judicial District, were indispensable.

The following personnel in court and other agencies were interviewed during the two-day visit:

Hon. Richard P. Boyd, Jr.	District Judge of the Seventh Judicial District of Louisiana
Mr. Clyde R. Webber, Jr.	Clerk of the Seventh Judicial District, Concordia Parish
Mr. William C. Falkenheimer	District Attorney, Seventh Judicial District
Mr. Fred L. Schiele	Sheriff, Concordia Parish
Mr. Rodney Crouch	President, Police Jury, Concordia Parish
Mr. Patrick Sledge	Secretary/Treasurer, Police Jury, Concordia Parish
Mr. Claude Clark	Right-of-Way Agent, Police Jury, Concordia Parish
Mr. J.P. House	Registrar of Voters, Concordia Parish
Mr. W.A. Beard	Assessor, Concordia Parish
Mr. Joseph M. Brocato	Barron, Heinberg & Brocato Architects and Engineers, Alexandria, Louisiana

The consultants are specially thankful to Sheriff Schiele for arranging transportation in inclement weather and almost disaster flooding conditions in Concordia Parish at the time of the site visit.

Participating in this project for Space Management Consultants, Inc. were Dr. Michael Wong and Mr. Prakash Yerawadekar. Ms. Gloria N. Gifford contributed towards the production of this report.

TABLE 1
SUMMARY OF RECOMMENDED FACILITY NEEDS

FACILITY	EXISTING PERSONNEL	PROJECTED PERSONNEL	NET AREA REQUIRED (SQ. FT.)	ESTIMATED* GROSS AREA (SQ. FT.)
DISTRICT COURT NEEDS				
COURTROOM AND ANCILLARY FACILITIES	—	—	3,250	
JUDGE'S CHAMBERS & RELATED FACILITIES	2	4	1,000	
DISTRICT COURT CLERK'S OFFICE	6	12	5,600	
SHERIFF'S DEPARTMENT	16	27	4,040	
JAIL FACILITY (CAPACITY 42)	1	1	2,280	
DISTRICT ATTORNEY'S OFFICE	3	7	1,370	
PUBLIC DEFENSE COUNSEL'S OFFICE	—	2	400	
PROBATION AND PAROLE OFFICE	1PT	2	300	
JUVENILE PROBATION OFFICE	1PT	3	450	
SUB-TOTAL	27+2PT	58	18,690	28,035
OTHER AGENCY NEEDS				
POLICE JURY FACILITIES	5	8	2,950	
ASSESSOR'S OFFICE	3+1PT	4	850	
REGISTRAR OF VOTERS' OFFICE	2	2	400	
CORONER'S OFFICE	—	2	270	
ROOM FOR AUDITORS	—	—	200	
SUB-TOTAL	10+1PT	16	4,670	7,005
MISCELLANEOUS NEEDS				
STAFF CAFETERIA	—	—	400	
STAFF TOILETS	—	—	400	
PUBLIC TOILETS	—	—	600	
SUB-TOTAL	—	—	1,400	2,100
TOTAL	37+3PT	74	24,760	37,140
PARKING NEEDS				
COVERED AND RESERVED STAFF PARKING FOR		10 CARS		
RESERVED OPEN STAFF PARKING FOR		2 MINI-BUSES		
OPEN PUBLIC PARKING FOR		50 CARS		
		100 CARS		

* GROSS AREA WILL DEPEND UPON CIRCULATION AND MECHANICAL SPACES PROVIDED IN ARCHITECT'S DESIGN OF THE FACILITY.

EXISTING CONCORDIA PARISH COURTHOUSE

Completed in 1940, the present Parish Courthouse accommodates the Seventh Judicial District Court, Clerk's Office, Sheriff's Office and the Parish Jail, District Attorney's Office, Police Jury, Assessor, Registrar of Voters and the U.S. Department of Agriculture agencies working in the Parish.

This courthouse has severe water leakage problems¹ and the Jail facility on the fourth floor has been declared substandard and unsuitable for use by the Department of Correction. The single courtroom on the second floor lacks essential ancillary facilities, office spaces are crowded and record storage spaces are inadequate. Fragmentation of space use and inadequacy of available court and court-related space present functional problems and adversely affect operational efficiency.

Need for additional space for the Police Jury, Assessor's Office, Registrar of Voters and other state and federal agencies now housed in the courthouse is also growing. This overall anticipated space expansion and the physical condition of the existing courthouse fully justify the decision to build a new courthouse. When the new courthouse is completed and occupied, the existing courthouse could be repaired and used by other governmental agencies for offices and records storage.

The proposed Parish Courthouse should be designed according to established functional and spatial relationships and to projected personnel and space needs.

SEVENTH JUDICIAL DISTRICT COURT

Overview

The District Court has jurisdiction over all civil, probate, criminal, juvenile, family and traffic cases. The District Court in each parish processes cases originating within the parish, with the exception of misdemeanor, traffic

1. During the site visit, the consultants walked on water-logged carpet in several offices with water visible above the carpet.

and minor civil cases originating in cities and towns with city courts of limited jurisdiction.

There are no city and parish courts in Concordia Parish. Consequently, the District Court in Vidalia deals with all the cases originating in the parish. The Seventh Judicial District includes Concordia and Catahoula Parishes with one elected district court judge who sits three days each week in Vidalia and two days in Harrisonburg, Catahoula Parish.

The population of Concordia Parish doubled during the twenty year period between 1950 and 1970, from 14,398 in 1950 to 28,029 in 1970. Although a similar rate of population increase is not expected in the next twenty years, geographical location of Vidalia on the crossing of the Mississippi River and its characteristic dormitory town relationship to the city of Natchez and its surrounding region, with potential for tourism and sporting activities, indicate strong growth potential.

While court caseload data show a steady increase in criminal case filings, indicating an increase in overall workload, increase in the proportion of guilty pleas in criminal cases negates consequent increase in courtroom utilization.

Population and caseload data does not, in itself, provide a conclusive trend for projecting future personnel and space needs, but anticipated increase in workload in the future may necessitate creating another judgeship in the Seventh Judicial District. The following facility and space needs are based on the assumption that one jury courtroom and one hearing room to hear juvenile, family and other less formal matters would satisfy the needs for the foreseeable future.

Facility Needs and Design Guidelines

Courtroom and Ancillary Facilities

• Courtroom with provision for jury trials.

The courtroom should have a jury box to seat 14 jurors, public seating capacity of 100, judge's bench, witness box, court reporter's station, court-clerk's station, bailiff's station and ample space in the judicial area

to accommodate multiple defendants, their attorneys, prosecutors and equipment occasionally required by attorneys in lengthy trials. An area of 1,600 square feet is recommended for the courtroom.

The design should include an exhibit board and slide projection facility. To provide uninterrupted vision for all participants in the courtroom, all structural elements that would interfere with visual relationships, such as columns, should be excluded from the courtroom. Other elements such as air-conditioning and ventilating ducts and light fixtures should be designed to compliment and improve architectural design of the courtroom without obstructing important sightlines. If an unconventional layout of the courtroom is contemplated, orthographic study of sightlines is recommended.

Acoustical and communication systems should be based on considerations given to internal and external noise levels, necessity of a public address system, security alarm-intercom, telephone or push-button system, and the eventual installation of a complete audio-visual system in the future. It is essential that the electrical installation has adequate capacity to handle such projected needs should new systems be required at a later date.

Consideration should be given to design of movable courtroom furniture such as the judge's bench, witness stand and jury box so that they could be installed easily in another large room to hold court (e.g. the hearing room or the Police Jury meeting room), if necessary, with maximum flexibility. In using multi-purpose rooms as part-time courtroom or hearing room, movable modular courtroom furniture could be stored in storage space when not in use, but could be installed quickly when needed. Greater flexibility and lower cost could also be achieved. For example, a 12-man jury box could be reduced to a 6-man jury box by merely removing several base units without requiring costly renovation work.

Seating in the public area should be row seating which could be fixed to the floor or removed when required. Fixed seating would minimize furniture noise, especially when there is considerable flow of people in and out of the courtroom.

Prisoner Holding Room.

This room should be planned to adjoin the courtroom with capacity to hold a minimum of 10 prisoners at a time while waiting to appear in court.

It should have secured and direct access to and from the courtroom on the side opposite the jury box.

* Secured Interview Space.

This space should adjoin the prisoner holding room, with prisoner access on the secured detention side separated from attorneys' and authorized visitors' access on the public side. A bench and partition should be designed so that prisoners and visitors and attorneys could speak to, and preferably see, each other, but could not pass articles between them. Two such interview booths would be adequate.

* Jury Deliberation Room.

This room should be directly and conveniently accessible from the jury box side of the courtroom. If planned adjacent to the courtroom, provision should be made for a sound lock between the two spaces to insure that the jury deliberation room is soundproof. This sound lock could also serve as an entrance lobby to the jury deliberation room, with closet space for coats, hats and umbrellas, and access to jurors' toilets. Separate mens' and womens' toilets are essential, and the womens' toilets should have an adjacent rest area with a couch. A buzzer system between the jury deliberation room and the bailiff's station is necessary.

If planned away from the courtroom, the circulation of jurors between the courtroom and the jury deliberation room should be private and should not mix with public circulation.

The jury deliberation room should be large enough to accommodate 18 to 20 persons so that it could also be used for grand jury sessions.

* Attorney Conference Room.

A small room to accommodate six persons should be planned near the courtroom but accessible from the public foyer for the attorneys to confer with their clients in private. If this room adjoins the courtroom, direct access between the two rooms should be provided to enable the attorney to meet with his client during trial proceedings, if necessary.

* Witness Room.

A small room to hold witnesses prior to their appearance in the court-

room should be planned adjacent to the courtroom, preferably accessible from a private corridor. If necessary, the witness room could be used as a second conference room.

• Public Foyer.

A public waiting area outside the courtroom to accommodate about 40 persons should be planned together with public toilets, drinking water fountain, bulletin board for calendars, court notices and court directory, seating for about 10 persons and a concession. This space should be so planned that, if necessary, a security station could be established here to limit access to the courtroom. For example, security precautions during sensitive or public-interest trials. This space could also be used for voting during elections.

• Attorneys' Lounge.

This should be accessible from the public foyer or corridor. In addition to lounge chairs, provision should be made for desks and telephones to aid attorneys in preparing for cases.

• Hearing Room.

This room could be designed for several uses, including a hearing room in juvenile and family matters, a courtroom in non-jury civil matters, a grand jury hearing room, and the Police Jury meeting room.

Furniture layout should be arranged to accommodate all these uses. Movable furniture for maximum flexibility should be considered.

• Judge's Chamber and Related Facilities.

A judge's chamber, a working law library to be used jointly as a private conference room when required, a secretary's office to accommodate one secretary, filing cabinets and waiting space for visitors, a court reporter's room and a minute clerk's room should be planned on the bench side of the courtroom, with restrictive access to the general public. The judge should have a direct, private access from chamber to the courtroom and the hearing room. This entire area should be capable of being made secured without increasing security personnel.

The judge's chamber, the library/conference room and the secretary's office are closely related to each other, with the secretary's office controlling access to the other spaces.

DISTRICT COURT CLERK'S OFFICE

Overview

Under the Louisiana constitution, the Office of the Clerk of Court fulfills dual functions. The Clerk, an elected official, is both Clerk of the District Court for his parish and ex-officio Recorder of deeds, mortgages and other instruments.

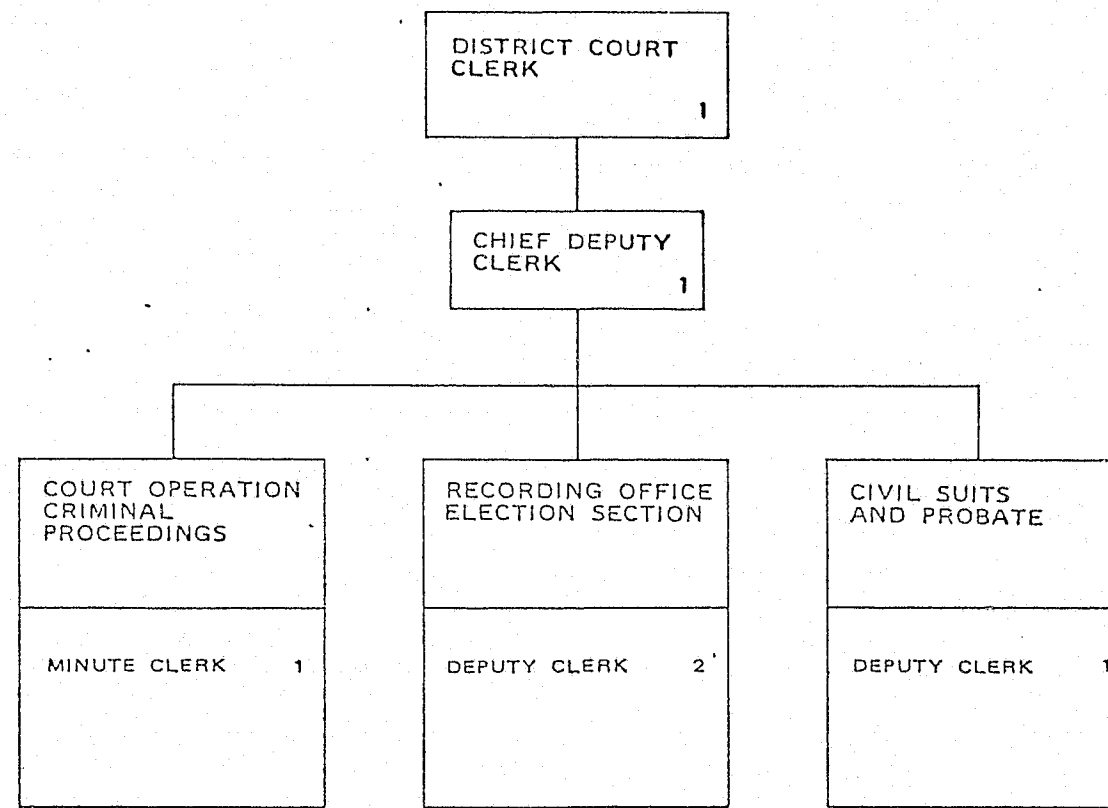
The Clerk's Office files, indexes and keeps all court records. In addition to keeping court records in civil, criminal, probate, adoption, family, juvenile and traffic matters and filing deeds, mortgages, liens, business, marriage, notarial and all other original instruments, the Clerk's Office issues passports, has custody of voting machines and conducts elections in the parish.

The following available data show that filing alone increased five times, between 1940 and 1972.

	1940	1972
Civil suits	90	546
Marriage licenses	96	378
Chattels and mortgages	2,126	9,102
Criminal cases	346	2,567
Total cases	<u>2,658</u>	<u>12,593</u>

Criminal case filings for 1972 include an estimated 85% traffic cases. Other criminal cases are estimated to have increased at least three times the volume in 1940. A similar rate of increase in court case filings is expected for the foreseeable future.

Figure 1 shows the organization of the Clerk's Office. Present personnel include 6 full-time and 2 part-time employees. Two more full-time employees are needed immediately. Within the next three years 2 more full-time personnel are expected and within the next ten years there would be a need for 16 full-time personnel to handle similar functions. Of the 16 employees, 4 would be required for the court operation, 3 for



PRESENT TOTAL PERSONNEL ; 6 FULL-TIME + 2 PART-TIME;
WITHIN NEXT THREE YEARS : 8 FULL-TIME + 2 PART-TIME;
WITHIN NEXT TEN YEARS : 16 FULL-TIME PERSONNEL.

FIGURE 1
DISTRICT COURT CLERK'S OFFICE : ORGANIZATION CHART

civil filings, 5 for recording and elections and 4 for administrative, bookkeeping, statistical and secretarial functions.

Recently, microfilming has been authorized by the legislature as a means of recording certain records as a security measure against their damage or destruction by fire, flooding or other calamity. These records are presently being microfilmed and it is estimated that one camera, two readers and one printer will be adequate to meet projected needs of the Clerk's Office.

In the future there may be changes in the constitution to allow destruction of certain records after a stipulated period subsequent to microfilming. Until then, there will be a growing need for records storage space.

Facility Needs and Design Guidelines

At present, the Clerk's Office occupies approximately 3,000 square feet of net usable space in the courthouse, and old records are stored in a temporary outhouse structure at the back of the building. A circulation lobby behind the courtroom on the second floor is also occupied by clerical staff.

In the new building, the Clerk's Office should have contiguous space for administrative, secretarial, clerical, record-keeping, microfilming and workroom functions. Three or four multi-purpose booths, each with a table and chairs for conferences, interviews and absentee voting should also be provided in the Clerk's Office in close proximity to public spaces.

The executive office of the Clerk should have, in addition to his work space, a conference space for six within his office. The location of the Clerk's Office should allow easy supervision over all clerical and public areas and functions. An adjoining space should be planned for his secretary, with adequate space for visitor waiting.

A large area for public review of index and docket books, with a space for installation of two microfilm readers and a printer, should be easily supervised from counters and desks provided for bookkeeping, recording and clerical staff. Behind the counter space would be ample work-surface, file cabinets, supply cabinets, shelving and reproduction equipment.

Fireproof vaults for original records storage should be accessible only

from private clerical area to avoid unauthorized public access to these records.

A work room with work tables, a sink and supply and general storage shelving should adjoin private clerical area.

The Clerk's Office should have easy access from the public lobby and building entrance, and should have well-designed bulletin boards adequate for display of court notices, calendars and other court activities. The overall planning should consider the use of the large spaces in the Clerk's Office and in adjoining public areas for counting votes and announcing results during elections. For security reasons, the number of entrances into and exits from the Clerk's Office should be kept to a minimum.

SHERIFF'S DEPARTMENT

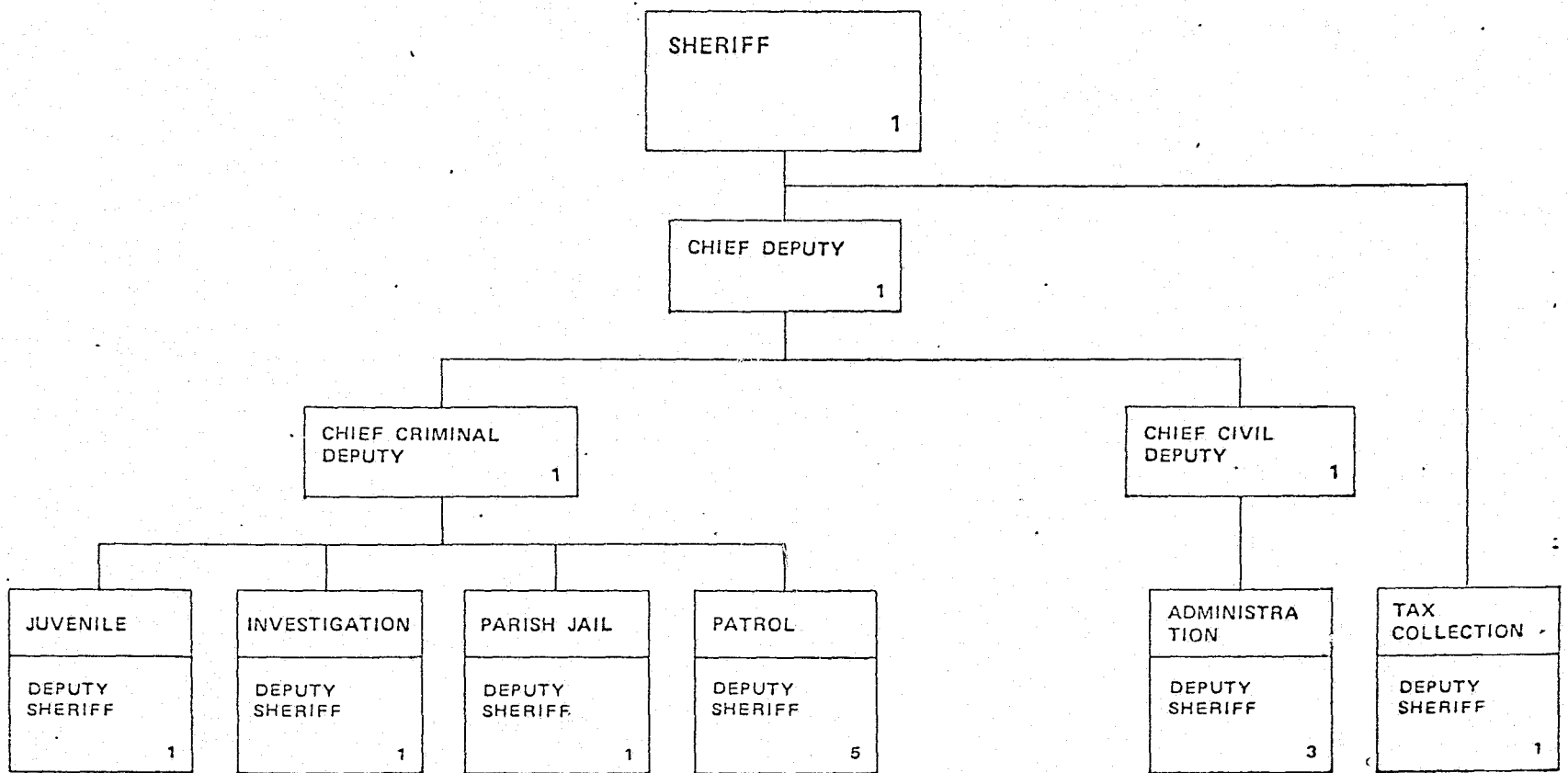
Overview

The Sheriff, an elected official of the parish, performs two basic functions:

1. law enforcement in the parish in conjunction with city police in the parish.
2. collection of taxes for the parish.

Figure 2 shows the organization of the Sheriff's Office, with a present staff of 16 full-time personnel. The law enforcement function of the Sheriff's Department is divided into four operational units, juvenile, investigation, patrol and parish jail. The civil function includes the administration and tax collection units. Three more deputies and one file clerk are expected to be recruited in the immediate future. One deputy would be assigned to the tax-collection department, the second would work with the District Attorney on criminal cases and the third would be assigned to the judge for courtroom duties.

According to recommended national standard of 1.1 deputy for 1,000 population, the Sheriff's Department should have 25 full-time permanent deputies on his staff. The Sheriff aims at meeting these standards as soon as possible.



TOTAL PRESENT PERSONNEL 16.

FIGURE 2
SHERIFF'S DEPARTMENT : ORGANIZATION CHART

Facility Needs and Design Guidelines

The Sheriff's facility should be planned to suit two diverse functions. The tax collection function is an eight-hour day operation involving the public and therefore, should have easy public access. This function should be separated from but in close proximity to the law enforcement function so that both functions could be supervised and directed easily by the executive office of the Sheriff. Prisoner circulation should be isolated from the tax-collection department. Spaces assigned to the civil function should be locked up after normal working hours. Such spaces should be separated from law enforcement spaces which operate 24 hours each day.

The law enforcement function should have a separate entrance from the civil function, with adequate parking facilities for deputies and police officers and a convenient direct access to the jail and prisoner holding facility near the courtroom.

Interrogation and interview rooms should be sound-proof, with provision for potential use of audio-visual equipment. The communication centre with teletype and radio equipment require a separate soundproof room in close proximity to related functions. Sequence of booking, finger-printing, photographing, interrogation, investigation and report-writing, and the functional relationships between each other should be reflected in the building plan. Support facilities, including rest rooms with lockers, and snack and coffee facility should also be adequately provided. Arsenal storage should be planned for maximum security, with secure lock and convenient supervision.

Jail Facility

The jail should cater for the diverse needs of adult and juvenile male and female detainees. If 2-man cells are adopted, there should be 6 maximum security cells, 8 minimum security cells for adult males, 1 maximum and 2 minimum security cells for females, and 1 maximum and 3 minimum security cells for juveniles, providing a total capacity for 42 prisoners. For juvenile detainees, consideration should be given to dormitory-type spaces instead of cells.

A large receiving room to accommodate ten prisoners should be provided. An office for the deputy sheriff on duty should adjoin the visitors' interview area. If possible, an enclosed and secured area should also be provided for prisoners to exercise. Prisoners could be detained in the jail for up to 90 days. Food and laundry services should be contracted to commercial firms. Circulation of prisoners between detention facilities and courtroom should be secured and separated from circulation of judges, court staff and public.

DISTRICT ATTORNEY'S OFFICE

Overview

The District Attorney's Office prepares and prosecutes all criminal cases handled by the District Court. At present, the office is staffed by the District Attorney, one court-worker handling child support cases and one secretary. In the foreseeable future, an additional Assistant District Attorney, one investigator and two clerk/secretaries is expected to deal with the increasing criminal caseload in the parish.

Facility Needs and Design Guidelines

The District Attorney should have a private office with conference space to accommodate six people. The Assistant District Attorney and the investigator should have private offices. Secretaries and the clerical staff of 3 should be accommodated in a common room with file cabinets and waiting space for six visitors. A small records and general storage room with reproduction equipment should adjoin the secretaries' and clerical room. In addition, a shared multi-purpose conference room to accommodate up to 18 persons should be provided.

Grand jury proceedings are conducted twice a year, each session sitting for two to three days. These sessions could be held in the conference room, the jury deliberation room, or the Police Jury meeting room, and would not need a separate facility.

The District Attorney's staff could use the judge's library, if necessary, and should not require a separate library.

PUBLIC DEFENSE COUNSEL'S OFFICE

One private office with conference space for the counsel and one secretary's office with storage and file cabinets and waiting space for visitors should be provided in the new building. Planning consideration should be given to the possible expansion for a second attorney in the distant future.

PROBATION AND PAROLE OFFICE

At present one part-time probation and parole works officer works in the Parish Courthouse. In the future one full-time probation officer and one full-time secretary may be required to handle the growing workload.

The probation officer should have a private office with conference space for interviewing clients and space for file cabinets for confidential records storage. An outer office should be planned for the secretary, supply and file cabinets and waiting space for visiting clients.

JUVENILE PROBATION OFFICE

At present two part-time juvenile probation officers work in the courthouse. In the future, one full-time male probation officer, one full-time female probation officer and one secretary may be housed in the new courthouse.

The probation officers should have private offices with conference space and confidential records storage space. The secretary should have an outer office with records storage space and waiting space for visitors.

All private offices used for probation interviews should be of sound-proofed construction.

FACILITY NEEDS OF OTHER AGENCIES

Police Jury

Overview

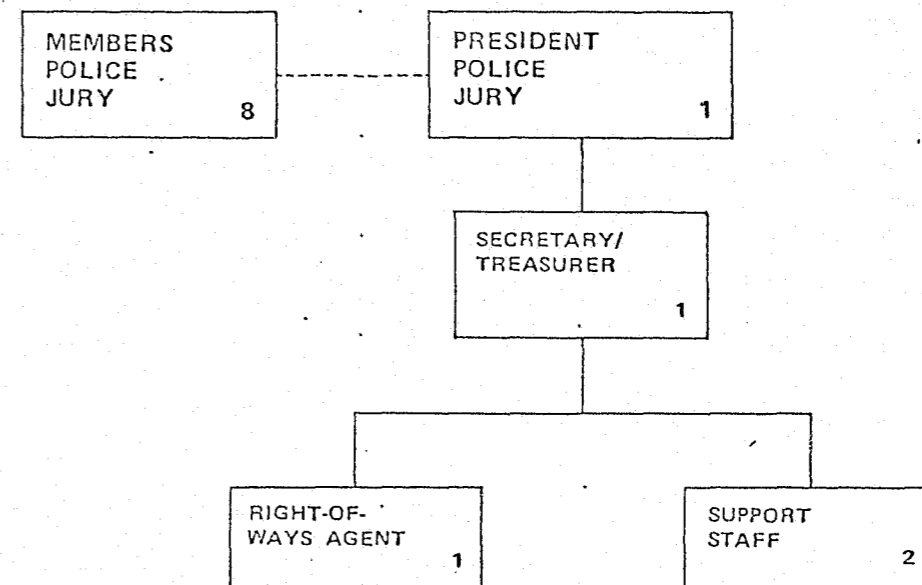
Police Jury is an elected representative body dealing with day-to-day management of parish affairs for which they are constitutionally responsible. The number of members on the Police Jury depends on population as distributed in different wards of the parish. At present, the Police Jury in Concordia Parish consists of nine members. This number is expected to increase to a maximum of twelve in the future due to population growth and possible redistricting. One member of the Police Jury is elected President. He is responsible for daily executive duties of the parish and is supported by a secretary/treasurer, two clerk/secretaries and a right-of-way agent who is an engineer. In the future, one more engineer and two additional support staff will be required. The Police Jury meets about thirty times a year and all meetings are open to the public.

Existing personnel and organization of the Police Jury is presented in Figure 3.

Facility Needs and Design Guidelines

Police Jury Meeting Room

This room should be large enough to seat 12 members of the Police Jury, preferably in a horseshoe layout. This bench should have drawers with locks and two-drawer filing cabinets underneath the work-surface for the members to store their papers. The members could use their respective seats whenever they need to work and during meetings. Additional lockers for members could be provided in the conference room. A public seating capacity for sixty normally would be adequate. There should be a secretary/treasurer's station and provision to use audio-visual equipment in the meeting room to record proceedings of Police Jury meetings.



TOTAL PRESENT STAFF : 5.

FIGURE 3
POLICE JURY : ORGANIZATION CHART

Office Spaces.

The president of the Police Jury should have a private office with an adjoining conference room to accommodate fourteen persons and lockers for Police Jury members.

The secretary/treasurer should have a private office. The front office for secretarial and support staff should accommodate four desks and chairs, public counter, space for records storage and supply cabinets and reproduction equipment. There should be waiting space for six visitors in the front office.

A separate drawing office with two drafting boards, two desks, work-surfaces, plan files, and supply storage should be provided for the right-of-way agent and his staff.

Assessor's Office

The Assessor's Office keeps records of real estate parcels and ownership in the parish, assesses taxes and sends out tax notices to all the owners. At present, the staff consists of the Assessor, two full-time, one part-time clerks. In the future, three full-time clerks may be needed.

The Assessor should have a private office, with the support staff housed in an outer common office large enough to accommodate three desks, two large work tables, plan files and storage shelves for ownership records and old tax rolls. Space should be provided for an addressograph machine. A small general supply storage room is needed. A public counter and waiting space for six visitors should also be provided.

Registrar of Voters' Office

The Registrar keeps records of voters in the parish. The present staff includes the Registrar and his secretary. This staff is not expected to increase in the future. Computerization in the future may decrease the need for storage space.

The space needs include an office with desks for two, card-index storage cabinets, register files, a public counter and waiting space for six persons.

The office should adjoin and have direct access to the public lobby which could be used to set up large tables to handle large numbers of voters during voters' registration and elections.

This office should also be located near the Clerk's Office, Sheriff's tax collection division and the Assessor's Office.

Coroner's Office

The Coroner's Office needs a private office for the Coroner, and an outer office for his secretary and records storage.

Room for Auditors.

An unassigned multi-purpose room is required for use by auditors who spend a great deal of time in the building working with different agencies housed in the existing courthouse. In the new building, one of the multi-purpose rooms could be used for this purpose when necessary.

MISCELLANEOUS FACILITY NEEDS

Staff Lunch Room

An eating facility to accommodate 24 persons should be provided in the new courthouse. This room could be used as a staff lunch and coffee room. Cooking facilities for making light meals and coffee should be installed. This facility should serve the entire staff in the building, thus eliminating the need for duplicating such a facility in every department.

Staff-Toilets

Male and female staff toilet facilities should be provided in convenient private locations on each floor of the building.

Public Toilets

Public toilets for men and women should be planned in convenient public locations. For security reasons, public toilets should not adjoin courtrooms or other major court or related spaces, but should be grouped with attorneys' conference room and other public spaces.

Staff Parking

Separate covered and reserved parking should be planned for judges and heads of departments, the Sheriff's transportation and patrol staff and prisoners loading and unloading. Parking for ten cars and two mini-buses would be adequate.

Open on-site staff parking should be planned for about fifty cars.

Public Parking

Open on-site visitors and public parking should be provided for about 100 cars. There should be adequate space for accommodating the car-parking needs on the 21.4-acre site.

ADDITIONAL DESIGN CONSIDERATIONS

Security

Prisoner and staff and public circulation patterns in the new courthouse

should be completely separated.

- Prisoner and staff and public should have separate entrances to the building. However, the number of entrances should be kept to a minimum so that effective security measures can be instituted quickly when needed with minimum increase in security manpower.
- Architectural planning and design should consider how the minimum, moderate and maximum security needs could be effectively met with the minimum of manpower when such needs arise. Electrical installation should be designed to provide additional capacity to handle future needs, such as audio-visual and special air-conditioning and ventilation systems.

Public Information

- Proper consideration should be given to location and design of directional signs on the site and in the building, directories, bulletin boards, room names and room numbers. Prior to the completion of the new buildings, the public should be informed of the new location of the Parish Courthouse by means of pamphlets or other means so that transition of operation from the existing to the new courthouse could be free from unnecessary disruptions.

Drinking Water Fountains

- These should be located in strategic positions throughout the building, in public corridors (incorporated with planned plumbing stacks) and in the jury deliberation room.

First-Aid

- The Sheriff's or Clerk's Office should have a first-aid cabinet and everyone in the courthouse should be informed of its location. The building directory also should record where first-aid could be obtained in case of emergency.

Future Expansion

Future expansion of courtroom and ancillary facilities, the jail and departmental offices should be given major consideration in site planning and during the design of the building. Decisions on whether to build a structural shell over expansion space, leaving it to be completed at a later date when needed, or to plan for future additions as new wings to the building, should be made early in the planning process.

FUNCTIONAL AND SPATIAL RELATIONSHIPS

Based on weighted volume and significance of physical movement and communication, and significance of relationships regardless of movement, Figure 4 has been constructed to show the functional relationships between different departments and agencies to be housed in the proposed new building. The shorter and thicker the line between functions, the stronger and more important the relationship. Functions with stronger relationships should be planned in closer proximity to each other.

Figure 5 is constructed to show public, restrictive or private, and secured spaces based on characteristics of operations performed in different departments. A facility with both public and restrictive spaces indicates that either public access and waiting area are essential, access beyond which would need authorization and supervision, or that a function could be performed both in public and restrictive spaces. For example, attorneys' conference rooms which are accessible to the public, the judges' conference rooms which are essentially private. Secured spaces should not have public access. Squares of equal size representing different departments or agencies indicate that size of space is excluded from consideration in this diagram.

RECOMMENDED PROGRAM OF FACILITY NEEDS

Based on the information and data collected through personal on-site interviews and on the consultants' previous experience in court facility projects,

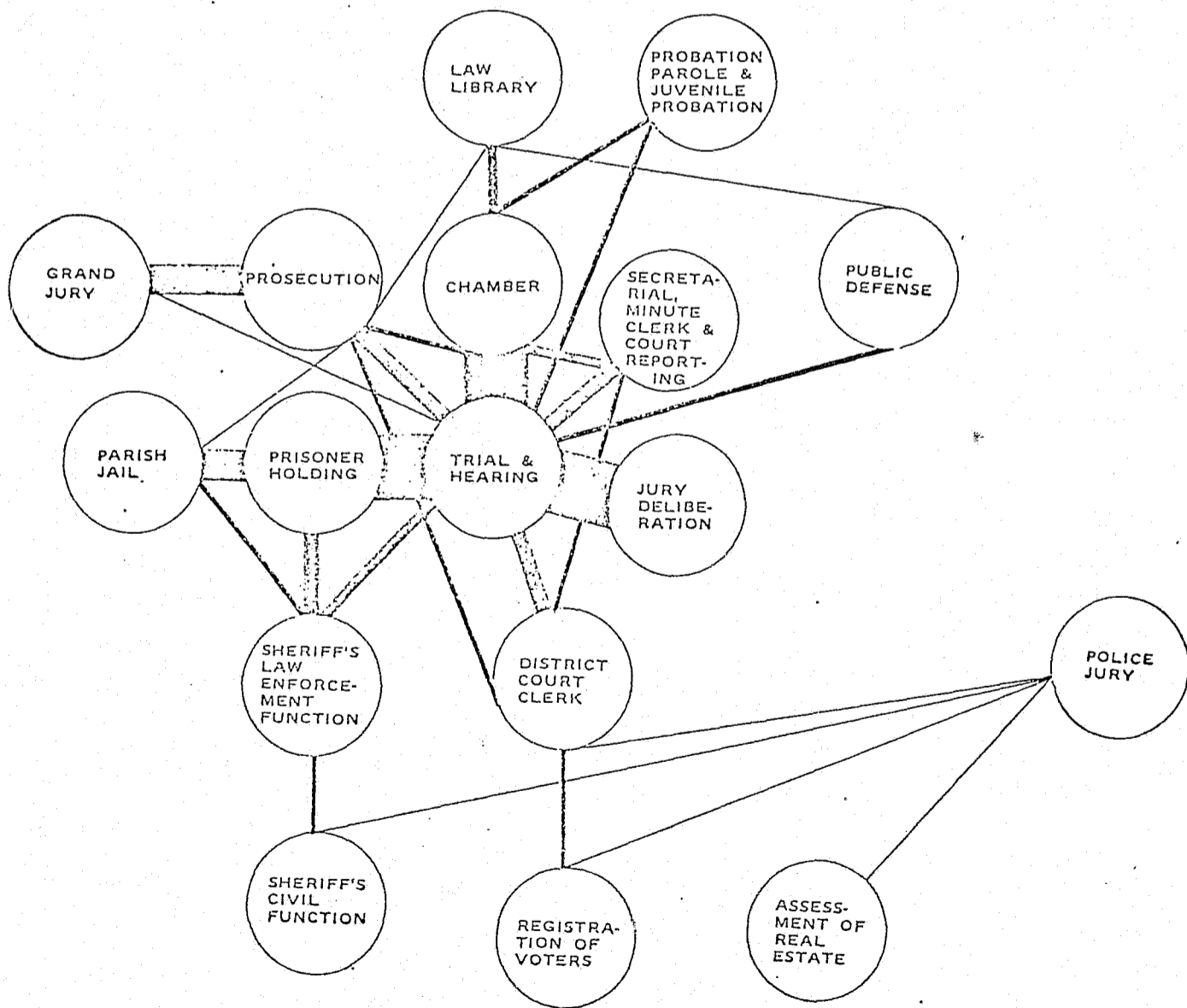


FIGURE 4
FUNCTIONAL RELATIONSHIPS DIAGRAM

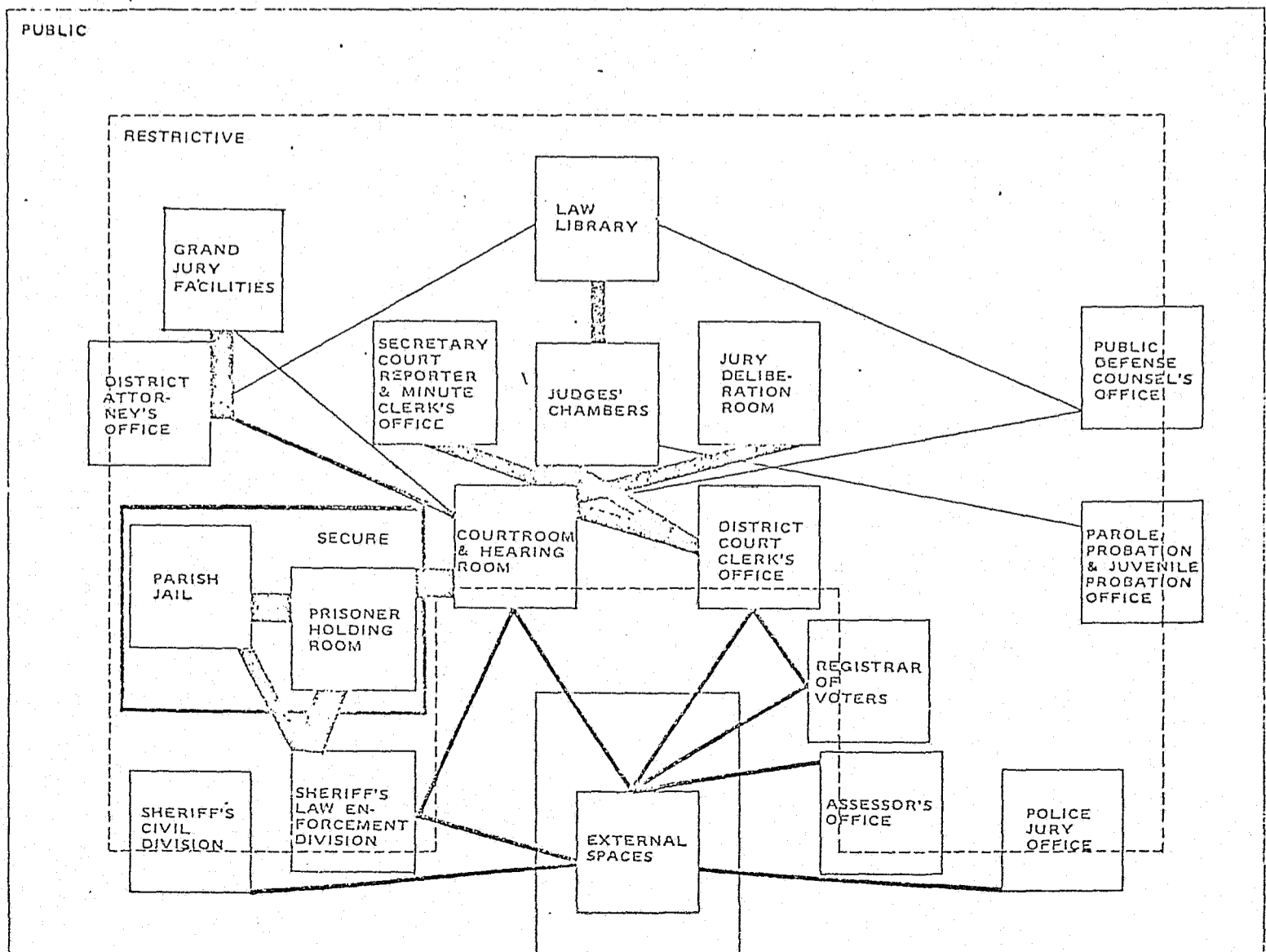


FIGURE 5

TABLE 2
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
DISTRICT COURT NEEDS COURTROOM AND ANCILLARY FACILITIES											
Courtroom with Jury Box	-	-	1,600	1	1,600		-	-	-	-	x
Prisoner Holding Room	-	-	200	1	200		-	-	-	secured	x
Secured Interview Booths	-	-	50	1	50		-	x	-	secured	x
Jury Deliberation and Grand Jury Room with men and women toilets	-	-	400	1	400		x	-	-	secured	x
Attorneys' Conference Room	-	-	100	1	100		x	-	-	-	-
Witness/Conference Room	-	-	100	1	100		x	-	-	-	-
Public Foyer with concession	-	-	600	1	600		-	-	-	-	x
Attorneys' Lounge	-	-	200	1	200		-	x	-	-	x
Hearing Room						3,250	-	-	-	-	x
Use Police Jury Meeting Room											
JUDGES' CHAMBERS AND RELATED FACILITIES											
Judge's Chamber with toilet	1	1	300	1	300		x	-	-	-	x
Law Library	-	-	300	1	300		x	-	-	-	x
Secretary's Room with waiting and storage	-	1	200	1	200		-	x	-	-	x

TABLE 2 (CONTINUED)
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
JUDGES' CHAMBERS AND RELATED FACILITIES (con't.)											
Court Reporter's Room	-	1	100	1	100		-	-	X	-	X
Minute Clerk's Room	1	1	100	1	100	1,000	-	-	X	-	X
DISTRICT COURT CLERK'S OFFICE											
Clerk's Office	1	1	250	1	250		X	-	-	-	X
Secretary's Office with waiting	-	1	150	1	150		-	X	-	-	-
Dockets and Index Books Area with microfilm readers	-	-	2,000	1	2,000		-	X	-	-	-
Clerical space with public counter	5	10	120	10	1,200		-	-	X	1	-
Record Storage Vault	-	-	-	1	1,200		-	X	-	X	-
Workroom and General Storage	-	-	-	1	800	5,600	-	X	-	-	-
SHERIFF'S DEPARTMENT Executive Offices:											
Sheriff's Office	1	1	250	1	250		X	-	-	-	-
Chief Deputy's Office	1	1	150	1	150		-	X	-	-	-

TABLE 2 (CONTINUED)
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
SHERIFF'S DEPARTMENT (con't.)											
Secretary's Office with waiting	-	1	150	1	150		-	X	-	-	-
Administrative Office	4	8	100	8	800		-	X	-	-	-
Tax Collection Division Office with public counter and public area	1	2	200	2	400		-	X	-	-	X
Supplies, Records and General Storage	-	-	200	1	200		-	X	-	-	-
<u>Law Enforcement Division:</u>											
Chief Criminal Deputy's Office	1	1	150	1	150		-	X	-	-	-
Communications Room	1	3	200	1	200		-	X	-	-	X
Booking and Finger-printing Room	-	-	200	1	200		-	X	-	-	-
Photographic Room and Dark Room	-	-	300	1	300		-	X	-	-	-
Interrogation Room	-	-	120	2	240		-	X	-	-	-
Arsenal and Evidence Storage	-	-	200	1	200		-	X	-	X	-
Deputies Room	7	10	60	10	600		-	-	X	-	-
General Storage	-	-	200	1	200	4,040	-	X	-	-	-

TABLE 2 (CONTINUED)
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
JAIL FACILITY											
Maximum Security Cells	-	-	80	8	640		-	x	-	secured	x
Minimum Security Cells	-	-	80	8	640		-	x	-	secured	-
Female Minimum Security Cells	-	-	80	2	160		-	x	-	secured	-
Juvenile Minimum Security Cells	-	-	80	3	240		-	x	-	secured	-
Receiving Cell	-	-	200	1	200		-	x	-	secured	-
Secured Interview Booths	-	-	50	2	100		-	x	-	secured	-
Deputy Sheriff's Office	1	1	150	1	150		-	x	-	-	-
Visitors' Lounge	-	-	150	1	150		-	x	-	-	-
Enclosed Secured Open Area	-	-	-	-	-	2,280	-	-	-	-	x
DISTRICT ATTORNEY'S OFFICE											
District Attorney's Office	1	1	250	1	250		x	-	-	-	x
Assistant District Attorney's Office	-	1	150	1	150		-	x	-	-	-
Investigator's Office	-	1	120	1	120		-	x	-	-	-
Case Workers' Office and clerk/secretaries' office with waiting space	2	4	100	4	400		-	-	x	-	-
Records and General Storage	-	-	200	1	200		-	x	-	-	-

TABLE 2 (CONTINUED)
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
DISTRICT ATTORNEY'S OFFICE (con't.)											
Conference Room (Multi-purpose)	-	-	250	1	250	1,370	-	x	-	-	-
PUBLIC DEFENSE COUNSEL'S OFFICE											
Counsel's Office	-	1	250	1	250		x	-	-	-	-
Secretary's Office with waiting and storage	-	1	150	1	150	400	-	x	-	-	-
PROBATION AND PAROLE OFFICE											
Probation Officer's Room	1PT	1	150	1	150		x	-	-	-	-
Secretary's Office with waiting and storage	-	1	150	1	150	300	-	x	-	-	-
JUVENILE PROBATION OFFICE											
Male/Female Probation Officers' Rooms	1PT	2	150	2	300		x	x	-	-	-
Secretary's Office with waiting and storage	-	1	150	1	150	450	-	x	-	-	-

TABLE 2 (CONTINUED)
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
TOTAL COURT-RELATED FACILITIES AND SPACES	28+ 2PT	58	-	-	-	18,690	-	-	-	-	-
OTHER AGENCY NEEDS											
POLICE JURY											
Meeting Room* (Multi-purpose)	-	-	1,400	1	1,400		-	x	-	-	x
President's Office	1	1	200	1	200		-	x	-	-	x
Conference Room (Multi-purpose)	-	-	200	1	200		-	x	-	-	x
Secretary/Treasurer's Office	1	1	150	1	150		x	-	-	-	-
Support Staff Office with waiting space and records storage	2	4	100	4	400		-	x	x	-	-
					200						
Right-Of-Way Agent's Office	1	2	200	2	400	2,950	-	-	x	-	-
ASSESSOR'S OFFICE											
Assessor's Office	1	1	150	1	150		x	-	-	-	-
Support Staff with work space and waiting space record storage space	2 1PT	3	100	3	300		-	-	-	-	-
					200		-	x	x	-	-

* Also used as multi-purpose hearing room.

TABLE 2 (CONTINUED)
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
ASSESSOR'S OFFICE (con't.)											
Supply and General Storage	-	-	200	1	200	850	-	X	-	-	-
REGISTRAR OF VOTERS' OFFICE											
Office - including storage and waiting space	2	2	-	1	400	400	-	X	-	-	-
CORONER'S OFFICE											
Coroner's Office	-	1	150	1	150		X	-	-	-	-
Secretary's Office	-	1	120	1	120	270	-	X	-	-	-
AUDITOR'S ROOM											
Multi-purpose Room	2	2	-	1	200	200	-	X	-	-	-
TOTAL OTHER AGENCY NEEDS						4,670					
MISCELLANEOUS NEEDS											
Staff Lunch Room	-	-	-	-	400	400	-	X	-	-	X
Staff Toilets	-	-	100	4	400	400	-	-	-	-	-
Public Toilets	-	-	150	4	600	600	-	-	-	-	-

TABLE 2 (CONTINUED)
FACILITY AND SPACE NEEDS

FACILITY	PERSONNEL		SPACE CRITERIA				DESIGN CRITERIA				
	EXISTING	PROJECTED	NET AREA PER UNIT (SQ.FT.)	NUMBER OF UNITS REQUIRED	NET AREA REQUIRED (SQ.FT.)	TOTAL NET AREA REQUIRED (SQ.FT.)	PRIVATE ROOM INCLUDING CONFERENCE SPACE	SEPARATE ROOM	SHARED SPACE	FIRE-PROOFED AND SECURED	SPECIAL DESIGN CRITERIA
PARKING NEEDS											
Covered Staff Parking	-	-	-	20 cars	-	-	-	-	-	-	-
Open Reserved Staff Parking	-	-	-	50 cars	-	-	-	-	-	-	-
Open Public Parking	-	-	-	100 cars	-	-	-	-	-	-	-
						6,070					
TOTAL FACILITY AND SPACE NEEDS						24,760					

PHOTOGRAPHIC SURVEY OF EXISTING FACILITIES

CONCORDIA PARISH COURTHOUSE

Existing Courthouse

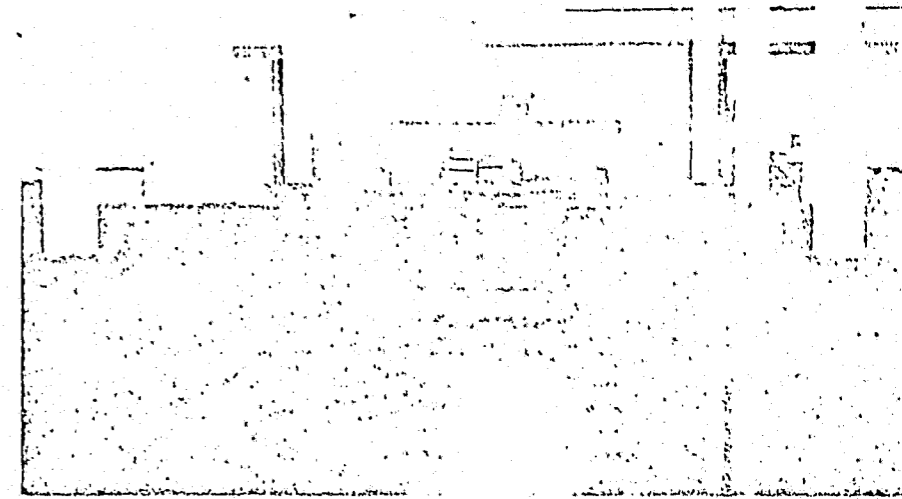


21.4 acre Site for Proposed Courthouse



CONCORDIA PARISH COURTHOUSE

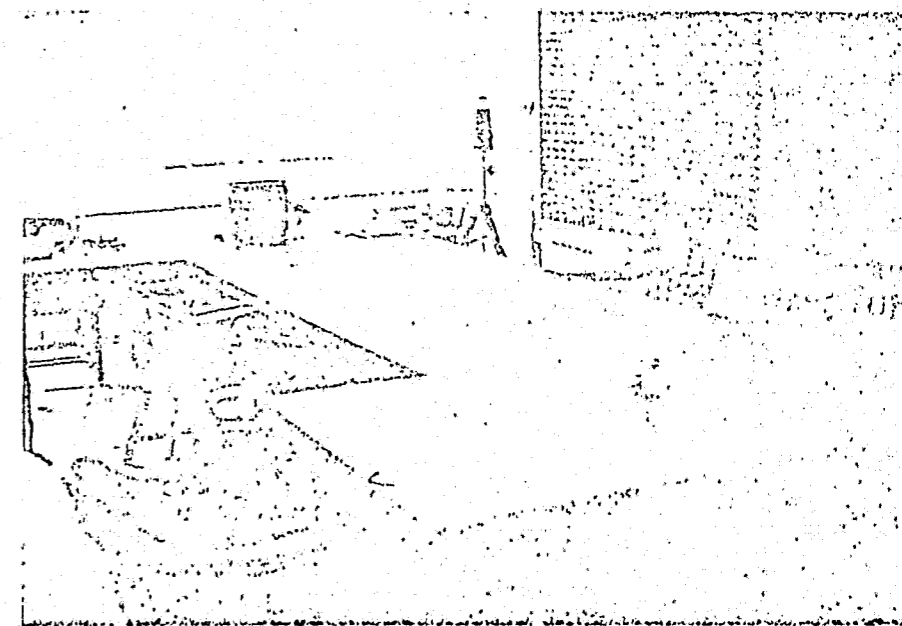
Courtroom from public entrance

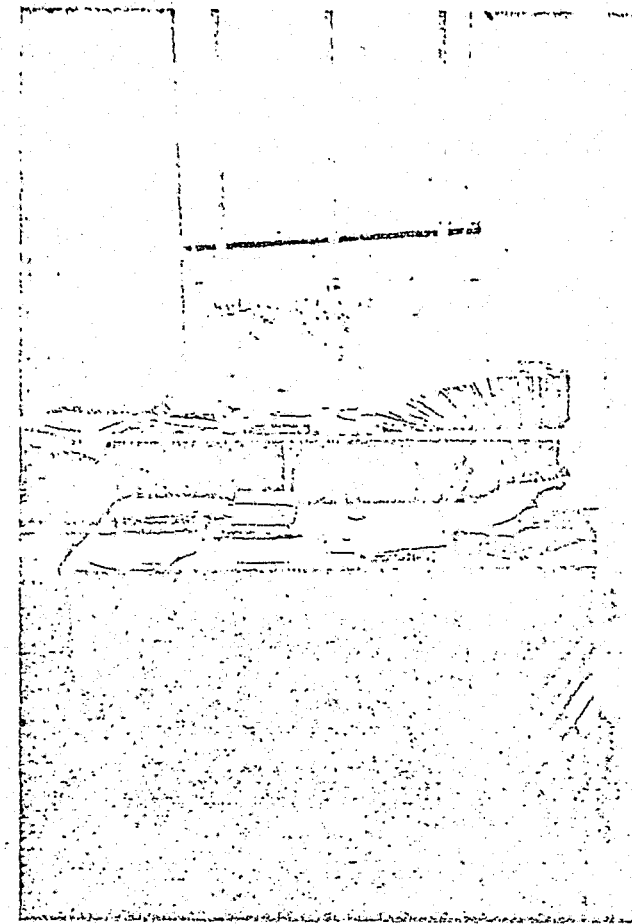


Courtroom: Judicial Area

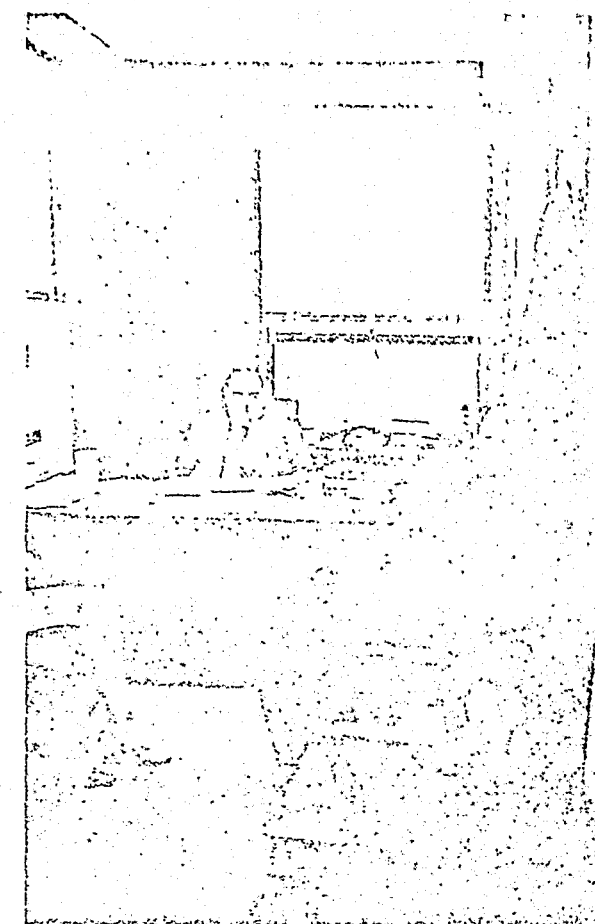


Jury Deliberation Room



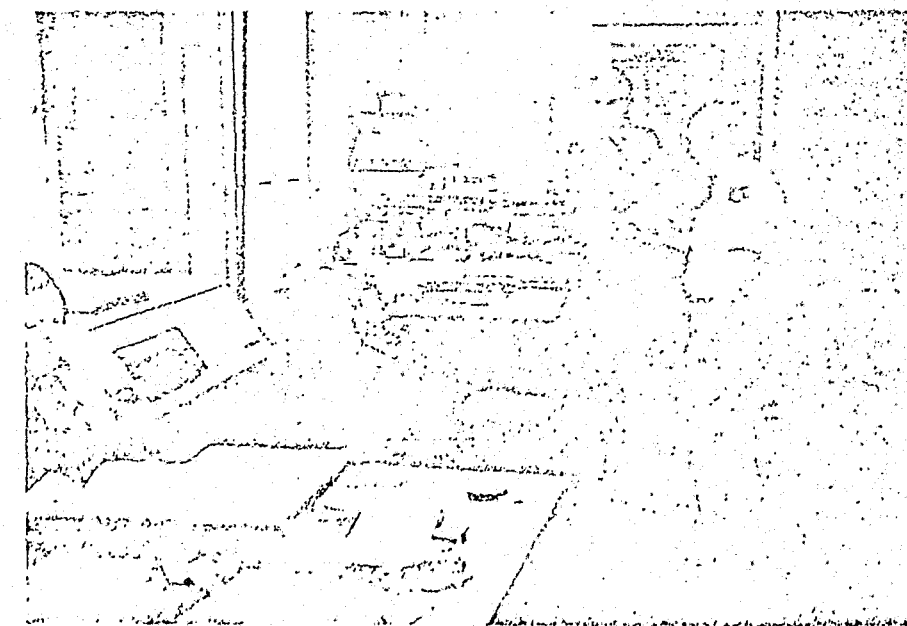


District Attorney's Office



Judge's Chamber

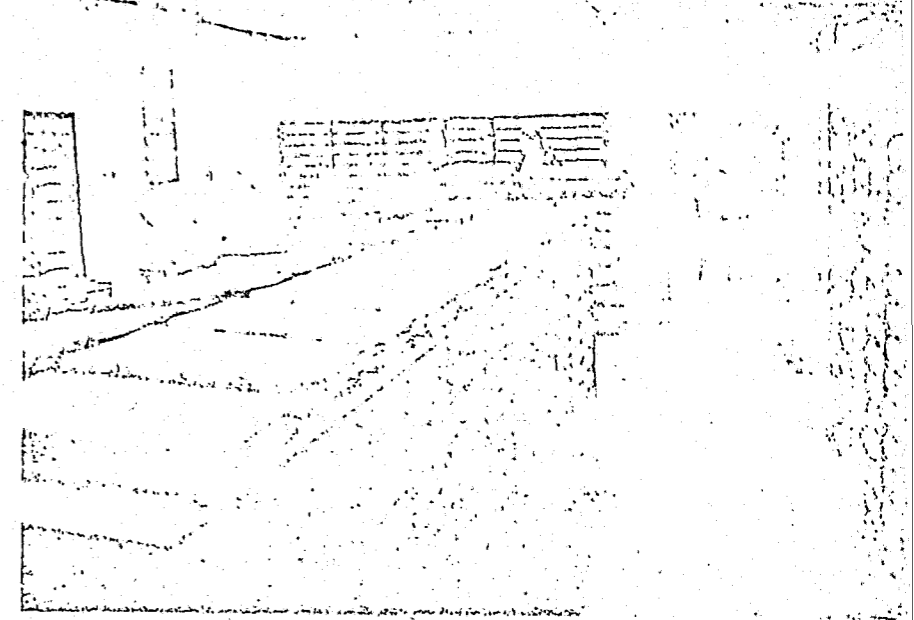
CONCORDIA PARISH
COURTHOUSE



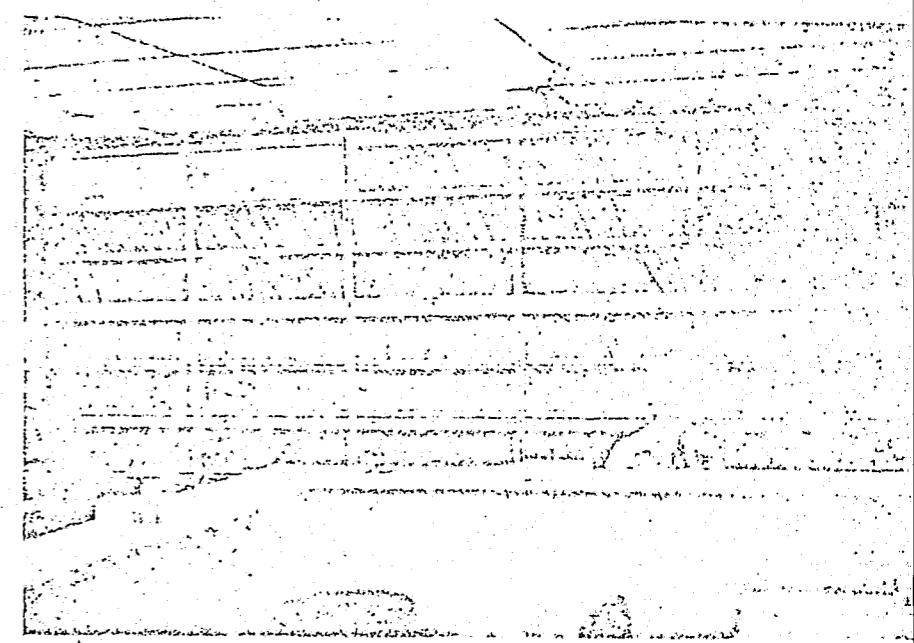
Sheriff's Office

CONCORDIA PARISH COURTHOUSE

Clerk's Records Office



Clerk's Office: Files Storage Room



Court Reporter's Office

