

**COURTHOUSE REORGANIZATION AND  
RENOVATION PROGRAM • NEW YORK**

**FINAL REPORT  
APPENDIX I**

69205

**CRIMINAL  
COURTS  
BUILDING**  
100 CENTRE STREET  
NEW YORK

NCJRS

JUN 26 1980

ACQUISITIONS

**APPENDICES I & J:**

**PROGRESS REPORT NO. 3**

**Phase Two - Manhattan Criminal Courts Building**

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- F. Procedures and Facilities for the Clerk's Office and Jury Facilities
- G. Space Planning Solution for the Criminal and Civil Court Building at 120 Schermerhorn Street, Brooklyn

PROGRESS REPORT SUMMARY

## PROGRESS REPORT SUMMARY

This progress report outlines the methodology, research, and results of Phase Two of the Courthouse Reorganization and Renovation Program. The main goals of this phase are to complete detailed analysis and plans for the Criminal Court Building at 100 Centre Street, and to develop a realistic cost estimate for the implementation of these plans. The program team has progressed beyond these goals and has completed detailed plans and a cost estimate for the renovation of the State Office Building at 80 Centre Street for court use.

This progress report has several sections:

1. Program planning
2. Design guidelines and standards
3. Manpower planning report
4. Detailed planning of
  - a. Manhattan Criminal Court Building at 100 Centre Street
  - b. State Office Building at 80 Centre Street
5. Engineering reports
6. Cost estimates
7. Implementation process
8. Appendices

The program planning section outlines the scheduling of work in Phases Three and Four. It is anticipated that all research and analysis work will be completed by September, detailed planning for the Foley Square Court Complex developed during the months of October and November, and the completion of Phase Three with the next progress report before Christmas 1971. The preliminary draft of the Handbook on Court Modernization and Expansion will also be completed about the same time. Phase Four consists of the synthesis of urban planning solutions and the completion of the final report and the handbook before the termination of the program at the end of March, 1972. The court security study program will terminate at the same time.



The other sections of this report follow the same sequence of the analysis process, the major components of which are shown sequentially on the next page. The following is a summary of the contributions by the program team in the past three months, the details of which are contained in the body of the report.

1. The completion of a detailed check list of design standards and guidelines to assist architects and court administrators in the planning and design of court and court-related facilities. This will be incorporated in the national handbook on court modernization and expansion.

2. The development of a detailed comprehensive approach to predicting manpower and spatial requirements in each departments of the Criminal Court for the next 30 years.

3. The manpower planning staff concluded that the judicial staff of the Criminal Division of the Supreme Court will increase at a much higher rate (47%) than that of the Criminal Court (16%) over the next 30 years. The supporting staff of the Criminal Court is expected to increase between 34 percent and 50 percent over the same period.

4. The establishment of unit space standards for each major component and for each department within the criminal justice system. For example, it has been established that the essential ancillary spaces adjoining a large courtroom in a criminal court building requires about the same area as the courtroom, and that the space occupied by all ancillary and supporting offices related to the courtroom would require about four times the area of the courtroom.

5. The completion of a comprehensive scheme to accommodate the spatial needs of the Criminal Court and the Criminal Division of the Supreme Court in Manhattan for the next 30 years, with alternative detailed plans developed for the Criminal Court Building and for the present State Office Building. With the reorganization and renovation of these two buildings within the next five years, there will be no need to construct a new criminal court building for the next 30 years.

6. The completion of a detailed analysis of the engineering systems in the Criminal Court and the State Office Buildings, and the recommendations for supplementary building services, including HVAC, electrical and plumbing systems to be installed in the two buildings as part of the renovation plan.

7. The completion of a detailed cost analysis of the proposed renovation of the Criminal Court and the State Office Buildings. This method of cost analysis enables future physical changes in any part of the buildings to be easily adjusted. A cost index system has been developed to adjust material and labor costs for all trades. The total cost estimate for the renovation of the Criminal Court Building is \$3,480,000, and for the State Office Building is \$17,209,200. The construction of a new facility with adequate capacity to accommodate the needs for the next 30 years is estimated at over \$60,000,000.

8. The recommendation of a realistic implementation process to renovate the Criminal Court and the State Office Building by phases, planned according to the personnel and space needs of the Criminal Court and the Criminal Division of the Supreme Court.

9. The development of a comprehensive approach to analyze and to plan court and court-related facilities in the Foley Square area and as an integrated urban court complex.

10. The completion of 1/16-inch scaled space use models of the Criminal Court and the State Office Buildings, with each floor demountable so that alternative schemes on each floor or any part of each floor of both buildings can be demonstrated in three-dimensions.

11. The completion of a 1/4-inch scaled architectural model of a typical courtroom complex in one wing of the Criminal Court Building. The courtroom has demountable floor, wall, and ceiling panels so that panels of different color, texture, and finishes can be interchanged to demonstrate the effects of these elements on the character of these courtrooms. Various furniture layouts for the courtrooms can also be demonstrated.

12. The approval of the Law Enforcement Assistance Administration of a supplementary grant to study court security problems as part of the Courthouse Reorganization and Renovation Program. A plan has been developed for the team to study the effects of space planning, systems, and equipment, and court personnel on court security as an integrated system.

13. The development of a low-cost scheme to improve the operational efficiency and spatial utilization of the Criminal and Civil Court Building at 120 Schermerhorn Street in Brooklyn with minimum renovation and interruption to court operations.

14. The completion of a graphic presentation of work completed by the program to assist the Law Enforcement Assistance Administration in its presentation at a congressional hearing in March, 1971.

The appendices are reports and information related to program operation and referred to in the body of the report. These include the proposal on the court security study, cost information provided by the Port Authority of the City of New York and by the Department of Public Works, the descriptive information of the presentation to the Law Enforcement Assistance Administration, the news release prepared by the Appellate Divisions of the First and Second Judicial Departments, and the planning concepts for the Criminal and Civil Court Building at 120 Schermerhorn Street, Brooklyn.

WORK COMPLETED

## WORK COMPLETED

The major accomplishment in Phase Two of this program has been the completion of detailed planning and budgeting for the renovation of the Criminal Court Building. In Phase One, block use plans for the Criminal Court Building were developed as a basis for assessing requests for the change in the use of space. The program staff has also completed the analysis process begun in Phase One. The operations and components of the analysis process developed are shown on page 4.

A detailed check list has been developed for the design and renovation of court and court-related facilities. In addition, design standards by activities and by departments; alternative layouts of common facilities including courtrooms, chambers, offices, and jury facilities; and unit space requirements for these common facilities with which to calculate the space requirements for alternative grouping of unit space have also been established.

The assessment of spatial requirements for the development of detailed plans is based on the projection of manpower needs. Based on the many variables that influence the growth rate of crime and caseload, the manpower planning team of the program has projected the manpower needs for each department of the Criminal Court and of the Criminal Division of the Supreme Court for the next 30 years in five-year intervals. Each position is charted in summary tables which enable the projected space requirements to be individually evaluated.

The projected total space requirements for each department are synthesized with the spatial relationships established for each department in the Phase One Report to form a basis for the development of alternative detailed space plans for the Criminal Court Building.

It has been established that the Criminal Court Building will be inadequate for housing the space requirements of both the Criminal Court and the Criminal Division of the Supreme Court by 1975. Either additional space will have to be constructed within the existing structure, or the adjoining State Office Building at 80 Centre Street will have

**PHASE ONE**

**DEFINITION OF GOALS & OBJECTIVES**

**BACKGROUND RESEARCH**

JUSTICE SYSTEM  
OPERATION  
ADMINISTRATION  
PERSONNEL  
SPACE

**FORMULATION OF APPROACHES**

**DATA COMPILATION**

SURVEY  
INTERVIEW

**DATA ORGANIZATION & ANALYSIS**

**SEQUENCE OF OPERATIONS**

TOTAL SYSTEM  
BY DEPARTMENT

**FUNCTIONAL RELATIONSHIPS**

TOTAL SYSTEM  
BY DEPARTMENT

**SPATIAL RELATIONSHIPS**

TOTAL SYSTEM  
BY DEPARTMENT

**DEPARTMENTAL ANALYSIS**

DEPARTMENTAL  
APPROVAL

**ALTERNATIVE BLOCK USE PLANS**

DEPARTMENTAL  
APPROVAL

**AREA ANALYSIS**

BY DEPARTMENT  
BY FLOOR  
TOTAL

**PHASE TWO**

**DESIGN CHECK LIST**

GUIDELINES  
FURNITURE  
EQUIPMENT  
ENVIRONMENT  
ACCESSIBILITY  
SPACE

**DESIGN STANDARDS**

BY ACTIVITIES  
BY DEPARTMENT  
ILLUSTRATIONS

**MANPOWER PROJECTION**

1970 - 2000  
PERSONNEL  
REQUIREMENTS

**SPACE PROJECTION**

1970 - 2000  
AREA  
REQUIREMENTS

**MANPOWER & SPACE SYNTHESIS**

DEPARTMENTS  
COURTROOMS  
ANCILLARY &  
RELATED SPACES  
STANDARDS

**ALTERNATIVE DETAILED DEPARTMENTAL PLANS**

CRIMINAL COURT  
SUPREME COURT  
CRIMINAL DIVISION

**ALTERNATIVE DETAILED BUILDING PLANS**

CRIMINAL COURT  
BUILDING  
N.Y. STATE OFFICE  
BUILDING

**PRESENTATION**

GRAPHICS  
SCALED MODELS

**ENGINEERING SYSTEMS**

STRUCTURAL  
H.V.A.C.  
ELECTRICAL  
PLUMBING  
ELEVATORS  
FIRE  
OTHER SYSTEMS

**COST ESTIMATES**

BUDGET  
SCHEDULING

**IMPLEMENTATION RECOMMENDATION**

SCHEDULING  
DOCUMENTATION  
CONSTRUCTION

**SPACE PLANNING RESEARCH AND DESIGN PROCESS**

**FIGURE**

to be renovated to accommodate projected needs. The other alternative would be to erect a new Criminal Court Building in Manhattan which, for the capacity required, could cost upwards of \$60 million.

Block-use plans of the State Office Building were developed in Phase One of the program, when methods of designing courtrooms in office space with close column spacings were developed. Detailed plans of the building have now been completed. It is feasible to provide 24 medium size courtrooms and several small hearing rooms with adequate ancillary facilities on three floors of this building. The lower floors have been planned for public, clerical, and jury use. A detention and interview floor is sandwiched between courtroom floors, and the upper floors have been designed for departmental offices and Judges' chambers.

Engineering studies have been made of the Criminal Court Building in detail, and of the State Office Building in general. Power and equipment requirements for additional air-conditioning load and electrical load have been provided for in proposed schemes. Provisions have also been made for other additional building services including plumbing of toilets, fire alarm system, and communication systems.

A detailed budget for the renovation of the Criminal Court Building has been completed. The budget has been derived from a carefully developed unit cost system which takes into account both unit material, labor and finish costs to the year 1973, when the renovation work would have to be completed.

An estimated budget has been also developed for the renovation of the State Office Building. An earlier study by a consulting firm recommended bridging over the two light courts in the center of the building for large courtrooms, and the construction of an additional three stories above the existing structure at an estimated cost of over \$37 million. By utilizing the existing building to its maximum capacity without additional external construction, the renovation of the entire building, with a new air-conditioning system for the courtrooms and judges' floors is estimated at a cost of \$17,209,200.

One of the deepest concerns of the program staff is the implementation of our schemes and recommendations. The alternative schemes developed are phased in time according to the major determinant factors including the removal of several departments from the Criminal Court Building by the end of 1971, and the availability of the State Office Building for conversion into a court building in 1974. Many of our recommendations relating to the emergency needs of the court have already been implemented and the detailed plans contained in this report will provide the Department of Public Works with all the information required for the implementation of short-term as well as long-term renovation and construction. It is essential that these plans be implemented promptly to prevent increased court backlog and waiting time for prisoners to come to trial, and an overall inefficiency in court operations, thus further contributing to the already explosive situation in the criminal justice system.

Alternative detailed plans and budget estimates will be presented to the First Judicial Department for their approval before submission to the Bureau of Budget and to the Department of Public Works for capital budget appropriation and implementation. The results of the program staff's efforts in the past eight months provide alternative means to the construction of new criminal court facilities. Implementation of the recommendations will save the city tens of millions of dollars in construction costs.

A presentation of these plans in the form of scaled architectural models, large size plans and photographs have also been completed. A 1/16 inch scale model of the Criminal Court Building and of the State Office Building, with each floor demountable provides a three-dimensional view of alternative layouts of each floor. A 1/4 inch model has been constructed of a typical wing of the Criminal Court Building, housing a typical large courtroom (60 feet x 40 feet x 25 feet high) to illustrate alternative means of furnishing and converting the existing space. Walls and ceiling surfaces are demountable and surfaces of varying colors, textures, and finishes can be fixed in place by means of mag-



netic strips. The entire presentation will be used to demonstrate the design concepts to the key personnel of the courts and of the state and city agencies.

#### The Criminal Court Building at 100 Centre Street

Several projects will be commenced within the next few weeks to implement some of the space planning recommendations made by the program team.

1. Transfer of prisoners from the 12th to the 15th floor. A request had been submitted to the Department of Public Works for the conversion of one of the two judges' elevators into a prisoner elevator between the detention facilities on the 12th floor and the courtrooms and ancillary facilities on the 15th floor. The program staff has investigated the areas involved, and has concluded that the complicated reprogramming of the elevator, the new construction involved in providing prisoner holding facilities, the crossing of prisoner movement with judges and court personnel in the private access corridor, and the risk of increased escape attempts if the elevator should malfunction, are critical problems that cannot be solved satisfactorily. An alternative scheme proposed by the program team is the construction of secured prisoner stairs behind the courtrooms between the 12th and the 15th floors. This would provide greater planning and operating flexibility, and would allow prisoners to be transferred through separate secured access to all the courtrooms between the 12th and the 15th floors and to other related spaces such as the Psychiatric Clinic to be located on the 14th floor. In terms of long-term planning, this scheme will accommodate future planning changes more flexibly than the original piecemeal solution.

2. Relocation of Records from the Ninth Floor of the Criminal Court Building to the Old County Courthouse at 52 Chamber Street.

Plans are under way to relocate the indictment records dating back to 1774 from the clerk's space on the ninth floor to the Old County Courthouse. These records have not been used for many years and since the

Old County Courthouse is a city court building, there will be no rent. The removal of these records will make available over 6,000 sq. ft. of prime space within the next few weeks. This space will be converted into two grand jury hearing rooms and ancillary facilities including witness waiting rooms, grand jury retiring rooms, and several assistant district attorneys' offices. The plan for this space has been completed, and the Department of Public Works will be asked to start working drawings and specifications as soon as the detailed plans for the building have been approved by the Appellate Divisions.

Plans are also being formulated to vacate the record storage space presently occupied by the Supreme Court Office of Probation. The relocation of the records stored on the ninth floor adjoining the clerk's storage area to the Old County Courthouse will provide an additional 5,000 sq. ft. of prime office space to accommodate the expansion needs of the District Attorneys' Office.

346 Broadway Building

Collaboration of the program team with the staff at the Department of Public Works has resulted in the completion of working drawings and specifications for the renovation of the second, third, and fourth floors of the 346 Broadway Building. The project will be advertised for bids as soon as the electricians' union dispute has been settled. The renovation work should be completed before the end of 1971.

The Supreme Court Building

Final plans have been completed and working drawings and specifications are underway to renovate the third floor of the Supreme Court in Brooklyn. The program director has collaborated with the Hon. Arther S. Hirsch, Director of Administration of the Courts in the Second Judicial Department, and with the representatives from the Office of Alfred Easton Poor, Architects, in the development of the plans. The Bureau of Budget had recently approved the plans, and funds have been appropriated to have the renovation work completed within the next few months.

The Criminal and Civil Court Building  
at 120 Schermerhorn Street, Brooklyn

Preliminary plans have been completed by the program staff at the request of Administrative Judge David Ross for the improvement of the operations of both courts in this building without extensive renovation. The spaces occupied by both courts are scattered throughout the building. The concept of the program's solution to this problem is for the courts to exchange facilities so that all criminal court courtrooms are located on the south end of the building where prisoners can be transferred to courtrooms on all floors by two secured prisoner elevators. The Civil Court would occupy the spaces located on the north end of the building. The problem of transferring prisoners in the basement from detention facilities to the second prisoner elevator has been solved. The scheme has been approved in concept by the Appellate Divisions and by the Criminal Court. The exchange of facilities will be on a floor by floor basis to minimize disruptions to normal operations.

PROGRAM PLANNING

## PROGRAM PLANNING

Phase Three of the program will be the study of court and court related buildings in the entire Foley Square area, including:

1. The Civil Court Building at 111 Centre Street.
2. The Supreme Court Building at 60 Centre Street.
3. The Federal Court Building at 26 Federal Plaza.
4. The Federal Customs and Tax Court Building at 1 Federal Plaza.
5. The Surrogate's Court at 31 Chamber Street.
6. The Old County Courthouse at 52 Chamber Street.
7. The proposed Manhattan Family Court on Lafayette Street.
8. The Health and Sanitation Building at 125 Worth Street.
9. The 346 Broadway Building which houses some departments of the Criminal Court.

Phase Three is scheduled for completion before the end of 1971. A progress report (PR-4) on alternative urban and space planning solutions to the development of the Foley Square Buildings into an integrated judicial complex will be completed in December. The draft of the handbook on court modernization and expansion is also scheduled for completion at that time.

Phase Four of the program, commencing early in January and terminating at the end of the program in March 1972 will cover the integration and synthesis of the work completed in the previous three phases, and the completion of the handbook. The results and findings of the recently granted court security program will be part of the final report and the handbook.

The work of Phase Three will be approached from several directions:

### 1. Architectural Research and Analysis

A modified version of the analysis process used for the Criminal Court Building will be applied to the study of other court buildings in the Foley Square area. The purpose, functions, and jurisdiction of the court will be studied, followed by the study of operations, people and their activities, document flow, furniture and equipment,

1971

APR

MAY

JUN

JUL

AUG

SEP

PHASE III (FOLEY SQUARE COURT COMPLEX)

FOLEY SQUARE BUILDING SURVEY

planning      Foley Square court and court-related buildings      analysis

INFORMATION COMMUNICATION SYSTEMS

directional sign system      systems

MANPOWER PLANNING STUDIES

security      study of manpower requirements for      prelimin  
manpower      Foley Square court and court-related buildings      anal

COURT SECURITY STUDIES

orientation      survey, research      prelimin  
planning      Foley Square court and court-related buildings      analysis

DETAILED PLANNING STUDIES

preliminary planning      depa

ENGINEERING SYSTEMS

100 & 80      survey of engineering systems      preliminar  
Centre St. Buildings

COST ESTIMATES

cost refinement      preliminary cost estimate

PRESENTATION

PR-3 presentation      organization      preliminar  
PR-3

MODEL ANALYSIS

courtroom model      model construction & research planning      research  
Criminal Court Building

PROGRESS REPORTS

PR-3 completed

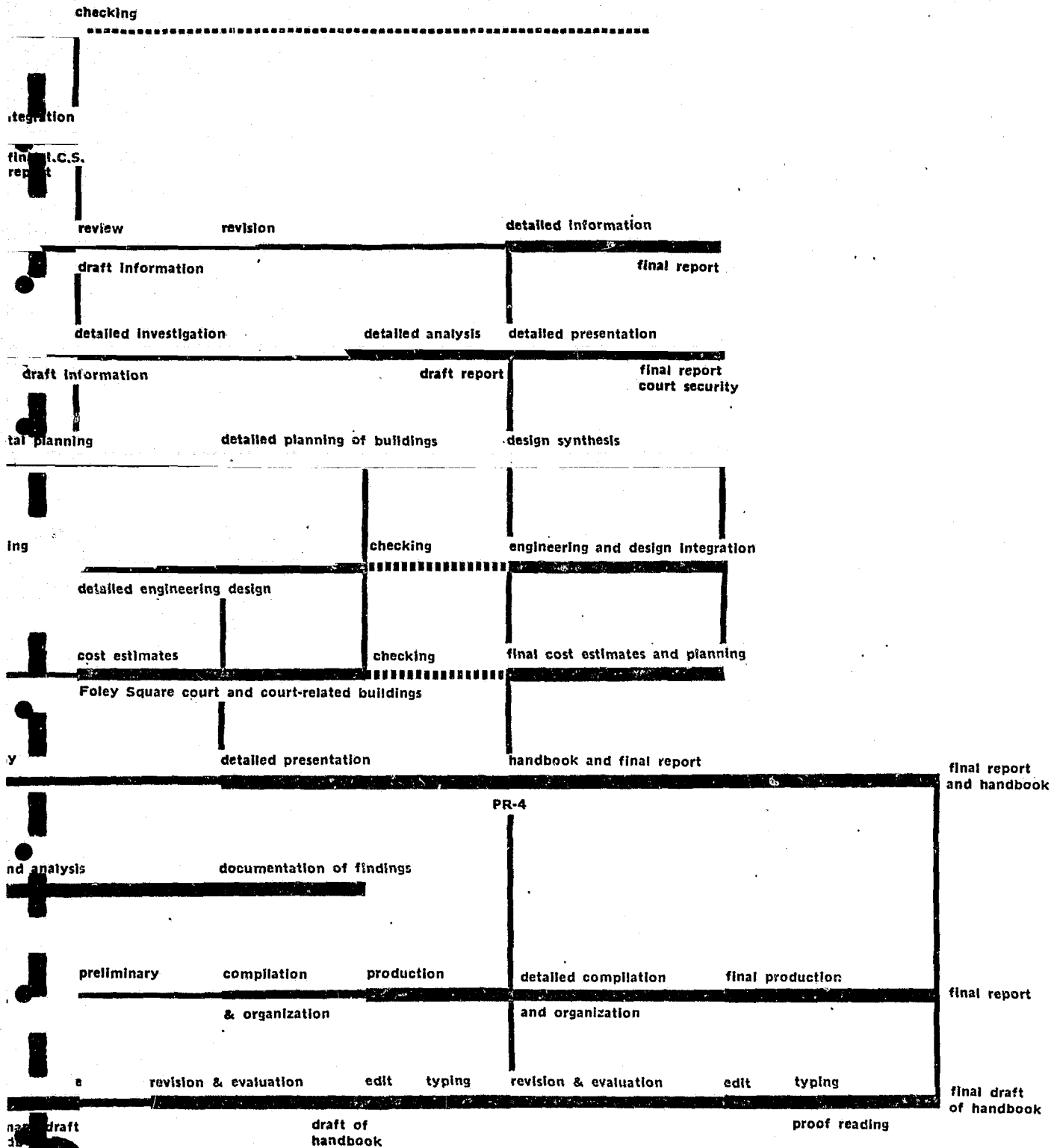
HANDBOOK

field trips      analysis      preparation of draf

1972

OCT NOV DEC JAN FEB MAR APR

PHASE IV (SYNTHESIS)



FIGURE

and facilities. Significance of movement and communication patterns will be investigated. Functional and spatial relationships will be evaluated. Alternative block use plans will be developed to assist the Department of Public Works and other city agencies in assessing future requests for space changes. The program time schedule indicates the completion of the research and analysis of buildings by the end of September or mid-October.

From detailed observations of existing operations and investigation through model analysis, the check list and design standards for court facilities developed in Phase Two and presented in this report will be modified and improved. These standards will be used as a basis for the assessment of spatial requirements for the court buildings in the Foley Square area. The manpower projection for the various courts will have to be completed before proceeding with detailed replanning of the court buildings.

## 2. Manpower Planning

The manpower planning team of the program has commenced planning for the compilation of personnel information for the other court buildings. The manpower projection for the Criminal Court and the Criminal Division of the Supreme Court was completed before the end of March so that the architectural team could proceed with the detailed assessment of space requirements and space planning. While the architectural team worked on the presentation and documentation of the Criminal Court Building and the State Office Building in April, the manpower planners were already planning the next stage of their work. The Phase Three work of the manpower planners to determine the manpower requirements of the various courts for the next 30 years will have to be completed at about the same time that the architectural team completes its analysis of functional and spatial relationships (end of September, 1971). The detailed planning for the renovation of these buildings cannot commence without the availability of information on the manpower requirements for each department in each court.



After the completion of the manpower projection on Phase Three, the manpower planners will be engaged in writing the manpower section for the final report as well as for the handbook. They will also assist the court security team in the assessment of manpower requirements, responsibility, and deployment for the Foley Square court buildings as an integrated urban complex. It is anticipated that the involvement of the manpower planners in this program will terminate several weeks prior to the termination of the program.

### 3. Detailed Space Planning

Work will begin on the detailed space plans of the Foley Square court complex late in September as information on personnel and spatial projections for each building becomes available. An integrated urban solution will not be resolved in detail until the end of Phase Three, when all the factors influencing the space planning of an individual building are known and can be applied to the entire complex of buildings.

The detailed planning of the court buildings in the Foley Square area are scheduled for completion by the end of November.

### 4. Engineering Systems

The engineering systems that will be investigated in the court buildings will include heating, ventilating, and air-conditioning, electrical, vertical transportation, plumbing, draining, fire protection, alarm and detection, and hot and cold water systems. Through close collaboration between the engineering team and the architectural team there will be an integration of architectural design and engineering systems in the detailed space plans for the urban complex.

A standardized survey form for the recording of relevant information on building engineering services in court buildings has been developed by the engineering team. The forms have been tested in recording engineering data in the State Office Building at 80 Centre Street and some modifications are being made to improve their applicability prior to the survey of the other court buildings.

## 5. Court Security Study

The Law Enforcement Assistance Administration has approved the proposal (see Appendix E) for a court security study as part of the Courthouse Reorganization and Renovation Program. This will be a twelve-month study beginning April 1, involving four broad areas of inquiry:

1. How space planning can be used to improve court security.
2. How existing or newly developed security systems and equipment can be applied to solve court security problems.
3. How to train and organize court personnel to implement an integrated court security system for the entire Foley Square area court complex.
4. How to implement temporary court security measures in existing facilities, until a comprehensive long-range scheme can be completed.

Preliminary assumptions on which the study will proceed are:

a. The complete physical separation of the three different patterns of movement: judges, court staff, public, and prisoners. The emotional and psychological impact of groups of people with conflicting interests meeting regularly in a single movement pattern can produce tensions which may erupt into violence.

b. All court functions that involve the movement of large volumes of people from outside the courthouse should be located near the entrance level so that traffic load on elevators is minimized. Court facilities open to the public in the evening should be located on the ground floor so that all upper floors can be closed. The facilities for the arraignment process and the master calendaring project should be on the ground floor.

c. Judge's chambers should be located on a private floor above the courtroom floors or grouped together on an upper floor equipped with more effective security devices so the public and defendants on bail or parole cannot wander in and out at will. Only one court officer stationed outside a group of private chambers would be necessary

rather than one for each judge.

d. The overall level of security can be improved by the installation of an effective alarm system. While it would be impractical to install a sophisticated alarm system on each floor, it is feasible to have a system in which an escape attempt or a disruption in court could be quickly brought to the attention of court security officers. The system may consist of a board of lights and buzzers which are activated when buttons are pressed by judges or clerks. When an alarm is registered, the security officers on the ground floor close the main doors and could detain the prisoner before he can escape. More sophisticated systems cannot usually be justified.

e. With the development of electronic detection devices, more research should be carried out to develop detection devices that can detect guns, bombs, knives, and other firearms being brought into the court building by the public or by defendants on bail or parole. If the 'arena' of the courtroom were not physically separated by a shatter-proof glass barrier, and the judge and the district attorney were continuously accessible to the public, the control of firearms and other dangerous weapons into the courthouse should be stringently enforced by electronic detection devices.

f. In the courtroom itself, it is now technologically feasible to install movable one-way glass containers, rooms, and elevators in and around the courtroom to house disruptive or violent defendants. The room can be designed as an integral part of the courtroom with the wall between the room and the courtroom proper made of shatter-proof and sound proof glass. Sound can easily be piped into the room from the courtroom through loudspeakers. As long as the defendant behaves appropriately, he can see and be seen by the courtroom participants. If he continues to misbehave, a one-way glass wall can be lowered so that he can see, but cannot be seen by the participants. The concept of the glass elevator is similar to the glass-walled room, the difference being that the elevator can move up or down to detention facilities, so that a disruptive or violent defendant can be removed from

the courtroom with the least disruption in the courtroom.

g. While the methods in (f) involved physical facilities designed as an integral part of the courtroom, a sound proof detention facility directly outside the courtroom would be more practical. The disruptive defendant can be removed from the courtroom on a contempt charge or on his forfeiting his rights to be physically present in the courtroom for his trial. He could be kept in this facility until he promises to behave in court. The sound of the court proceedings, of course, could be piped into this facility, and a closed circuit television could be installed so the defendant could both see and hear the court proceedings.

h. The security of the court building can be enhanced by designing fire stairs with doors opening outwards only. People who have no reason to use the fire stairs would not be able to open the doors leading into the stairwell. Selected court personnel can open the doors by keys.

i. A comprehensive information communication system being developed for the courts by the staff of the Courthouse Reorganization and Renovation Program will include a surveillance system with a closed circuit television set at each entrance to the building. These sets will be centrally monitored.

j. In a court building complex similar to the Foley Square court complex, the security of each building should not be analyzed in isolation from the other court buildings. Following the concept of a centralized public information communication system, the court security system for the Foley Square area should also be centralized so that manpower and equipment can be allocated conveniently to the location that requires additional security at a particular time. The court resources, especially in manpower, can thus be better utilized.

k. Court personnel involved with security, including court officers and bailiffs, should be trained in the handling of courtroom disturbances. The issuance of mace and firearms to such personnel on duty should be evaluated. The condition and regulations under which

firearms are carried in the court building require stringent control and enforcement.

l. Public entering courtroom should be required to provide satisfactory identification and to sign a register. In Bronx, all persons entering courtrooms from the public corridor are subject to a search. Both male and female court officers are available. This procedure requires at least one court officer stationed near the entrance to each courtroom. If present court officers are inadequate, more officers are needed.

m. A routine search of each courtroom should be made by a trained court officer before and after each court sessions for hidden firearms or contraband. Again court officers can be used more efficiently for such security measures.

n. Court officers and bailiffs should be responsible for locking unused courtrooms, courtrooms during recess, private entrances to judges chambers and to jury rooms. In courtrooms assigned to try cases requiring stringent security measures, the door to each courtroom should be opened only from the inside by a court officer upon a signal given from another court officer stationed outside the door who has investigated the person requesting entry.

o. In conjunction with the alarm system described in (d), an audio system can be installed to enable court officers at a central location to hear the nature of the disruption in a courtroom when the judge or clerk press the alarm button. The system connects sensitive microphones in courtrooms to a central amplifier and loudspeaker system in the central security office.

p. In court buildings with multi-court functions, decisions have to be made on the authority and responsibility of the court personnel responsible for court security so that there is no confusion as to responsibilities during court disturbances.

q. Exposure of judges to the public outside the courtroom should be minimized. For example, the private home address of judges should be removed from the City of New York Official Directory.

r. The question as to whether judges should have firearms in the courtroom, in chambers or at home, as a security precaution requires legal and ethical consideration.

The court security team will develop these approaches simultaneously, with the possibility of completing the section on emergency court security measures by July, 1971. The court security team will produce two or three progress reports to the program director within the 12-month study. It is estimated that preliminary results and findings which may affect the detailed space planning of the Foley Square court complex will be completed by the time the architectural and engineering teams commence the detailed planning stage in early October. Detailed recommendations on court security and their integration with the recommendations of the main program will be developed in January and February, 1972. The work on court security relates closely to all phases of the Courthouse Reorganization and Renovation Program: space planning, manpower projection, engineering systems, budget planning and implementation process. The final report of the court security study team will be completed by mid-February for final editing and for incorporation into the main report.

#### 6. Cost Planning and Preparation

The cost planning team of the program developed a unique method of costing for the renovation of the Criminal Court Building and the State Office Building during Phase Two of this program. The detailed cost analysis and unit cost information are contained in this report and in the appendices. Due to the enormous amount of work required in developing detailed building renovation costs, the method will have to be modified and unit costs standardized for the cost estimation of all the court buildings in the Foley Square area. The cost planning team will aim to estimate costs that are accurate and realistic, and that can be adjusted at different times by means of a cost index. It is the goal of the cost planning team to develop a standardized system of costing the renovation of court building, which will be in-

corporated in the handbook.

The detailed costing of the Foley Square court complex will be developed as soon as detailed plans become available. Such plans are scheduled for completion in parts from early October, 1971 to mid-February, 1972.

This report and the accompanying cost estimates for the Criminal Court and the State Office Buildings will be presented to the Bureau of Budget after approval has been received from the Appellate Division of the First and Second Judicial Department. This report will be a blue print for action. The implementation of the various renovation work on these two buildings has been phased and the Bureau of Budget will have adequate time to plan for the necessary budget for the appropriate fiscal year. It has been estimated that the work of this program in the Criminal Court area alone will result in construction cost savings to the city of from \$30 to \$50 million. The construction of another Criminal Court Building would have been necessary by 1975 if alternative solutions had not been found. A new Criminal Court Building with the capacity to accommodate the estimated future expansion of the courts will be in the vicinity of \$60 to \$80 million.

The final report and the budget estimates for the Foley Square court complex will again be presented to the Bureau of Budget at the completion of this program at the end of March 1972. Substantial savings in construction costs are anticipated.

#### 7. Model Analysis

With Phase Two of the Courthouse Reorganization and Renovation Program, the scheduled work on the Criminal Court Building at 100 Centre Street completed, the program staff will be concentrating on the space problems of the court buildings in Foley Square. One of the methods in developing design standards for spaces in court buildings will be by means of model analysis.

It is economically impossible to constantly change the environmental conditions as well as the architectural elements of a court-

room or of other spaces in the court building to determine the type of conditions and elements that are preferred and that should be established as design standards. The easier method is to use sealed architectural models larger than  $\frac{1}{2}$  inch to a foot. The construction of detailed architectural models of this type is a reliable measure of what can be obtained at a minute fraction of the cost of a full-scale prototype.

In addition, such models enable alternative layouts, surface finishes, type of furniture, and lighting conditions to be studied by changing these variables.

The model that is planned will be designed and constructed on a modular grid so that the proportions of a room can be changed by adding or subtracting a module in all directions. A channeled grid frame can be constructed with sliding walls, floors and ceiling panels of different colors, textures and configurations. These panels are interchangeable to facilitate experiments with various combinations. Both large spaces such as courtrooms as well as small ones such as chambers, jury deliberation rooms and even conference or interview spaces can be examined, using the same model.

One of the most useful experiments would be to record the subjective responses of people working in such spaces in the existing court building. These people will be asked to look through a hole along any perimeter wall of the room, while varying the environmental and architectural conditions in the room. This would provide valuable assessments of what type and intensity of lighting, what type of furniture layout, walls, ceiling and floor colors, and finishes and room proportion are most suitable for various spaces. This research has been conducted in England and Australia in the field of illumination in buildings. It has been established that by providing finishes and furnishings in spaces constructed in miniature, reliable subjective responses can be recorded and the results translated into applicable design standards.

The model will be superimposed by a light box which houses a



number of fluorescent tubes or incandescent light bulbs connected to a dimming device. The lighting pattern on the ceiling can be changed by using different ceiling panels, and the amount of lighting on the work surface can vary from 0-200 ft. candles. A group of small cosine-corrected light cells will be incorporated with the room furniture in a regular pattern as well as in specific positions at work level. These light cells are connected to a meter on which the light level at each location of the room can be easily read.

The program staff has completed a  $\frac{1}{4}$ -inch scaled model of one wing of the Criminal Court Building. While the main purpose of the model is to demonstrate the alternative layouts of the courtroom and of its ancillary spaces, it is possible to obtain some subjective responses from the people working in the Criminal Court by asking them to evaluate the various chambers in those spaces. The proposed construction of an additional mezzanine floor above the public seating area and the alternative use of this floor can also be demonstrated on this model.

For the model analysis, however, the model will be larger in scale, more flexible in the definition of spaces and will not be designed as a specific court facility. It will be a model that can create conditions common to court buildings throughout the country, and the design standards established will be applicable to all types of court buildings.

#### 8. Handbook on Court Modernization and Expansion

One of the major projects of Phase Three will be the completion of the draft of the handbook on court modernization and expansion for national distribution. A detailed check list, design standards, and other design information that will eventually be incorporated in the handbook have already been completed during Phase Two and are presented in this report.

A questionnaire has been developed for distribution among court administrators during the month of April. This questionnaire is in-

tended to provide feedback on information relating to the problems, changes, programs and renovation projects in the court system throughout the country. The program director will visit ten to fifteen cities during May and June to meet with court administrators, judges, and architects and engineers to obtain detailed information that will be used in the handbook. A more detailed questionnaire has been developed for these personal interviews. The program director plans to visit large metropolitan centers, medium size cities, and small towns and communities to assess the affect of population size on the court facilities of that area.

It is the intention of the program director to compile specific information on the space problems of each area visited, the changes anticipated or being implemented, the possible solutions to the space problems, and the management of court spaces. The data compiled will be analysed in July. It is anticipated that the preliminary first draft of the handbook will be available by September.

All necessary research into architectural, engineering, manpower projection and design standards for the renovation of court facilities will be conducted in the months of May and June. Raw data will be mailed to the staff by the program director for data organization and analysis. Decisions on the detailed organization and presentation of materials in the handbook will be made at that time, and the contents of the handbook will be revised according to the needs of the practitioners. The staff will work closely with the program director who will complete the preliminary first draft for limited distribution. Constructive comments, criticisms and suggestions on the draft will then be incorporated wherever possible.

Detailed research in the architectural and environmental requirements of people involved in the court system by means of model analysis will yield results which may modify the existing standards and provide more accurate data for the design of judicial facilities. It is anticipated that the second draft of the handbook will be completed before Christmas, 1971, about the same time as the completion

of Progress Report PR-4.

The completion of Progress Report PR-4 will no doubt have additional information for the handbook. Since the staff will be collaborating closely with the architectural team throughout Phase Three and especially during the period that the final detailed plans are being formulated, the integration of information for the handbook during January and February of 1972 will be a relatively simple task. Final editing and checking of the handbook will be done in February, and the typing and reproduction of the final draft of the handbook, as well as of the final report of the program, will be completed by March 31, 1972. The final report will be accompanied by large-scale presentation drawings and scaled models. The handbook will be submitted to the Hon. Leland L. Tolman, Director of Administration of the Courts of the First Judicial Department and to the Hon. Arthur S. Hirsch, Director of Administration of the Courts of the Second Judicial Department, for final approval before copies are forwarded to the Law Enforcement Assistance Administration in Washington, D.C., for publication and distribution.

#### 9. Reports

The Phase Three progress report will be written and edited early in December and the typing and reproduction of the report should be completed by the third week in December. The progress report will be ready for distribution before Christmas, 1971.

DESIGN STANDARDS AND CHECK LIST

## INTRODUCTION TO DESIGN STANDARDS AND CHECK LIST

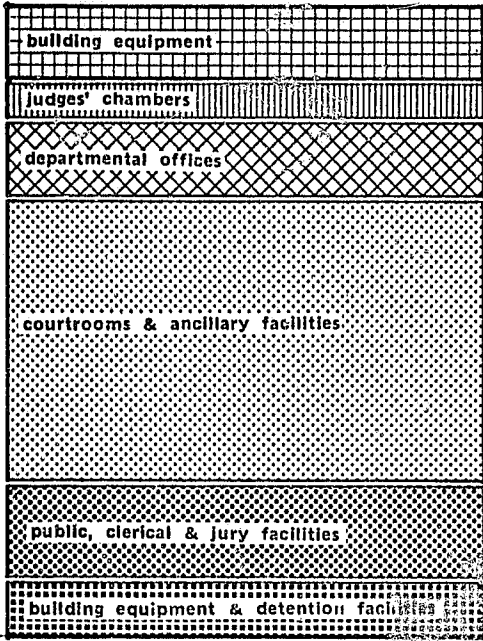
Design standards and check list have been prepared both for the completion of this phase of the program and for the handbook on courthouse renovation and expansion being prepared by the program staff. The aim in developing a check list and in establishing spatial and environmental standards for court buildings is to assist court administrators, architects, and consultants involved with such projects. Design, guidelines and standards have been developed from:

1. The compilation of available information from most recent reference books and research journals.
2. The application of available information for other types of buildings to courthouse design.
3. The detailed research by the program staff on spatial and environmental requirements related to court operations and personnel activities.
4. The organization of information obtained from interviews with people working in the various courts and court - related departments.

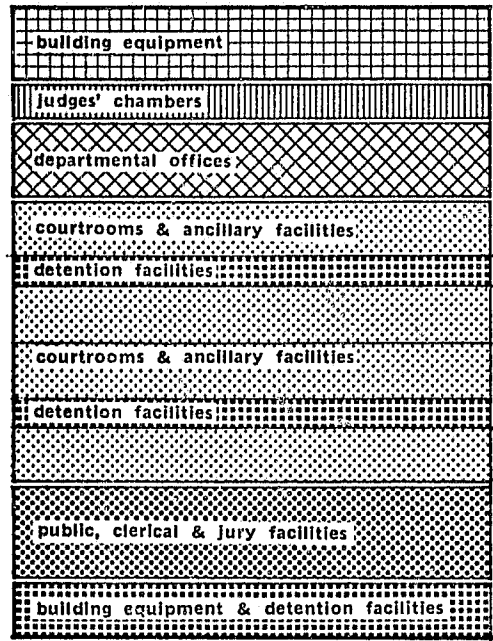
This section is divided into three parts: a detailed check list of design guidelines and standards; the design standards by types of activities performed by people in the court building; and the design standards by departments.

While there is repetition of information in all three parts, they are intended to be complete in themselves for use in different ways: the design standards by types of activities will be used by architects, judges, and court administrators in the planning and design of a court facility; and the design standards by departments will be used in the planning of each department. The check list provides a means of checking whether the facilities, equipment and services provided in the building measure up to the required standards. It also provides a list of useful guidelines for the design of court facilities.

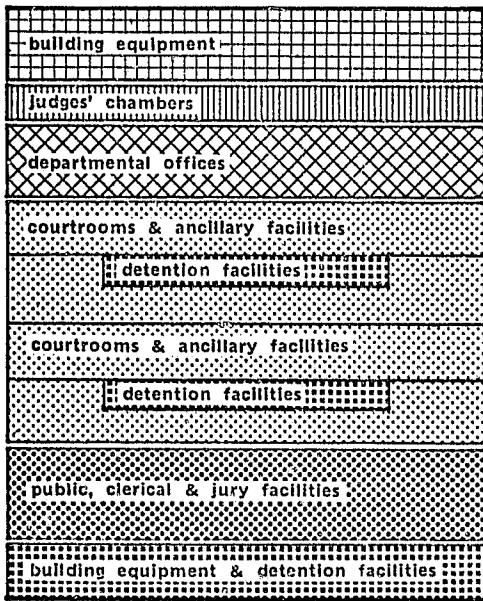
Some spatial and design information for the design of courthouses and their major components have been illustrated in diagrammatic form and incorporated in the check list.



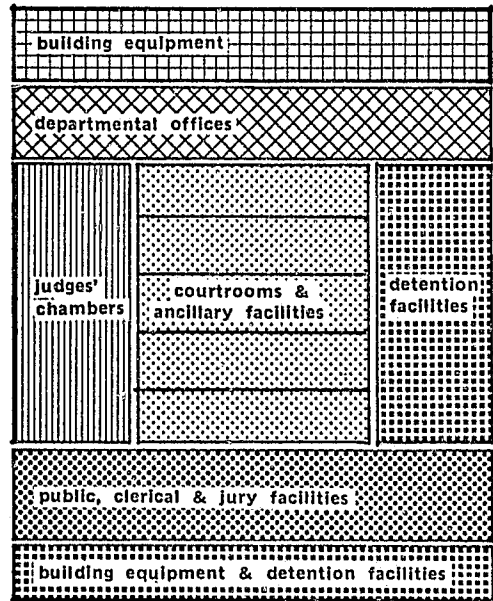
HORIZONTAL GROUPING OF FUNCTIONS BY FLOORS



DETENTION FLOOR BETWEEN COURTROOM FLOORS



DETENTION FLOOR ON UPPER PART OF COURTROOM FLOOR



VERTICAL GROUPING BY FUNCTIONS

ALTERNATIVE SPACE ASSIGNMENT OF CRIMINAL COURT FUNCTIONS IN MULTI-STORY COURT BUILDINGS

## COURTHOUSE RENOVATION DESIGN GUIDELINES

### General

- A courthouse is a building in which justice is administered, and its architecture should express the dignity and purpose of the court.
- There are many different types of courts, such as criminal, civil, family, juvenile, and the design of courthouses for each type should reflect the goals each seeks to achieve. Hearing rooms for juvenile cases, for instance, are quite different from large trial courtrooms.
- A courthouse accommodates many different categories of people: judges, law assistants, district attorneys, legal aid and defense attorneys, probation officers, conciliation officers, clerks, court reporters, interpreters, medical and social agency personnel, defendants, plaintiffs, press and public, etc.
- A careful analysis should be made of all existing courthouse and court-related facilities to determine whether renovation of existing facilities can accommodate not only immediate, but also future needs.
- Careless renovation of existing facilities with functional and spatial problems may aggravate rather than solve problems.
- Extensive renovation may be as costly as new construction. Decision to renovate should be based on economic as well as functional feasibility.
- The architectural components of a court building should be designed as an integrated expression. The building structure, services and finishes should all be designed within a unified architectural concept.

### Pre-planning

- In courthouse design, both in renovation of existing facilities and planning of new ones, the complexity of the interactions between functions necessitates comprehensive and integrated pre-planning research and programming.
- Pre-planning analysis consists of:
  - clear definition of goals and objectives
  - organization of research and analysis systems
  - compilation and analysis of data on people involved in the judicial system, their activities and the spaces in which activities are performed.
- The establishment of functional and spatial relationships.
- The study of existing and prediction of manpower requirements for the estimated life span of the building.
- Development of list of furniture, equipment, unit and total space and environmental and accessibility requirements.
- Establishment of design criteria and space standards.
- Development of space use plans for each court and court-related department.
- Synthesis of design concepts and integration of complex planning components.
- Development of alternative schemes and assessment of their functional, environmental and economic feasibility.



Site Selection

- In the selection of a site, consideration should be given to population growth patterns, transportation, proximity to the communal center, and accessibility of court-related facilities such as hospital, police stations, jail, etc.
- The selection of a site should be suitable and adequate for both present and expansion needs for the life span of the building.
- Site selection should take into consideration the topographic, climatic and orientation factors which could influence the design of buildings.

### Space Allocation

- Depending on the site and location, a courthouse can either be single or multi-storied: single for small communities or as a branch of a major court building; in large metropolitan areas where multi-storied buildings are necessary, multi-storied courthouses can generally be subdivided into several horizontal segments, determined mostly by the degree of public contact, privacy and security.
- The floors closest to the entrance level are usually assigned as public spaces. These include clerical, administrative and jury assembly spaces.
- The public spaces on the lower floors accommodate such a voluminous number of visitors and workers that escalators are used to move masses of people to and from their destination in the most effective and efficient manner.
- The basement floors consist usually of storage and locker facilities, custodian offices, mechanical and electrical equipment rooms, and prisoner holding facilities.
- The entrances between judges, public, staff, and prisoners should be separated. Prisoners should be transferred by elevators, physically separated from public or judges' elevators.
- The floors above the public floors may house courtrooms and ancillary facilities including conference rooms, robing rooms, temporary prisoner holding and interviewing facilities, law assistants', court reporters' and interpreters' offices, etc.
- The spaces on these courtroom floors should be subdivided into public, restrictive, private and secured spaces.
- Courtrooms, public conference rooms and waiting rooms are readily accessible to the public; private conference rooms and departmental offices are restrictive spaces; judges' robing rooms and chambers are private and prisoner holding and interviewing facilities are secured spaces.
- Departmental offices including District Attorney, Legal Aid Society, and Probation Offices can be located above courtroom floors. These are restrictive offices not readily accessible to the public. The Legal Aid Society and Probation Offices are more accessible to the public than the District Attorney's Office.
- Above the departmental offices are usually located the judges' floors. The spaces include judges' chambers, law library and judges' dining

room which require private access.

- Mechanical and electrical equipment, H.V.A.C. and elevator equipment, are usually housed on floors above the judges' floors.
- The horizontal segmentation of a multi-story courthouse may result in unnecessary and costly duplication of spaces such as robing rooms or chambers and conference rooms.
- Courtroom, departmental and judges' floors can be divided into several vertical segments, each served by a separate bank of elevators and each having its own access route.
- Detention facilities and departmental offices can be located on a low-ceiling floor sandwiched between two high-ceiling courtroom floors.
- Detention facilities and departmental offices can also be located on a low ceiling floor centrally located around the core of the building, so that two story courtrooms would have one-story public areas below the detention and departmental floor, with the two-story judicial area.
- The layout of spaces in a courthouse depends largely on the method of assigning cases and judges to courtrooms, and on whether the clerk's office is consolidated or fragmented.
- Computerization and automation will affect the future use of personnel, the method of operation and the planning of spaces.
- The renovation of office buildings for court use depends largely on whether the space with close spacing between structural columns (in older buildings usually 18-26 feet) can be converted into courtrooms requiring more substantial space than one structural bay.
- The solution does not lie in using four structural bays with a central column in the center of the courtroom, but in using one structural bay as the judicial area, surrounded on three sides by jury, press and public spaces. There are more, but inconspicuous columns in the courtroom.
- In general, ancillary facilities occupy 50-75 per cent of the space of a courtroom. A small courtroom of 1,000 - 1,200 sq. ft. has approximately 600 - 750 sq. ft. of ancillary facilities. A large courtroom of 2,000 - 2,500 sq. ft. has approximately 1,200 - 1,600 sq. ft. of ancillary facilities.
- There is a trend towards smaller courtrooms for hearings and trials. A small number of large courtrooms is retained in metropolitan courts

for calendaring and arraignment procedures.

- Hearing rooms range between 600 and 800 sq. ft. Medium size courtrooms can be adequately accommodated between 900 and 1,200 sq. ft. Large courtrooms for general trials with juries can reach 1,500 sq. ft.. Calendaring and arraignment courtrooms in large metropolitan courts may have a seating capacity of 200 people and requires more than 2,500 sq. ft.

### Environmental

- While the atmosphere of many spaces in a courthouse is subdued, calm, dignified, and business-like, contrasts in color, lighting and texture should be used to provide variations where necessary without fragmenting the unifying expression of the architectural concept.
- If possible, all courthouses should be air-conditioned. At least courtrooms, chambers and jury spaces should be air-conditioned. All spaces must be heated.
- Chambers and private offices along building perimeters should have individual thermostatic control; internal spaces can be air-conditioned by a low velocity central zone system with centralized control.
- The design of mechanical and electrical systems should be sufficiently flexible with adequate capacity to accommodate predicted future needs, such as computer equipment.
- Courthouses are buildings where judicial businesses are transacted, and soundproofing of external as well as internal walls are essential. Especially important is the soundproofing of jury, grand jury, and chamber spaces.
- The natural environment (climate, vegetation, sunlight, wind, etc.) should be balanced against the man-made environment (mechanical heating, cooling and ventilation, and artificial lighting, etc.).
- Office spaces, judges' chambers and departmental offices should have external windows both for natural lighting and for visual relief.
- Courtrooms can be windowless and artificially lit to create a constant environment. Daylight can be used to provide relief from the monotony of complete enclosure. Roof lights or clerestories can also be employed with advantage.
- Regular assignment of judges to courtrooms rather than each judge having his or her own courtroom enables building services in large sections or floors of the court building (with unused courtrooms and ancillary facilities) to be shut off during low caseload and vacation periods.
- Due to the irregular use of courtrooms, ancillary spaces and judges' chambers, the air-conditioning service to these spaces should be controlled individually to minimize operating costs.

### Security

- Security is a major consideration in the design of a courthouse, especially in the design of a criminal court building.
- Security measures can be developed in terms of space planning concepts, detection and alarm equipment and systems, and of personnel training and deployment techniques.
- Security of courthouses should be analysed and implemented as an integrated system.
- Spaces requiring similar degrees of security and privacy should be grouped together on the same floors.
- Access to private and secured spaces should be separated wherever possible from access to public spaces.
- Devices for detection of firearms, weapons and bombs should be evaluated and installed if necessary.
- Alarm systems activated by foot-detect devices in courtrooms, chambers and district attorneys' offices should be investigated and installed.
- Court security officers should be adequately trained in the use of firearms and in dealing with demonstrations or disturbances in the courthouse.
- Search of public entering courtrooms, and regular inspection of courtrooms and spaces easily accessible to the public may be desirable.
- Courtrooms and ancillary facilities operating after working hours should be located on the entrance level and on floors adjoining it. All upper floors should be closed to the public to minimize vandalism and theft.

A more detailed description of security measures for court buildings can be found in the section 'Program Planning' and in the Appendix E: 'Supplementary Proposal for a Court Security Study'.

### Implementation

- The successful implementation of a renovation or construction of a courthouse project depends to a large extent on developing a good working relationship between the court, the Department of Public Works, the City Planning Department, the Space Planning Consultant, and the Architect and his consultants.
- Projects can be implemented in phases planned according to available budget funds.
- Projects should be scheduled by the Critical Path or similar methods for effective time and cost control and for optimum efficiency in implementation.
- Successful implementation requires a centralized decision-making authority.

## COURTROOM

- . The courtroom is a symbol of justice; its architecture should express this ideal.
- . The shape of the courtroom need not be rectangular; it should be determined by functional and environmental requirements.
- . The size of the courtroom is determined by the type of cases handled and the number of participants and spectators.
- . The judicial functions of a trial or hearing can be accommodated within an area of approximately 400 sq. ft.
- . The size of the public observation area in most courtrooms should be determined by the size of the jury panel (usually 25 to 30 for a 12-man jury and 12-15 for a 6-man jury).
- . The trend is towards smaller courtrooms (700 to 1200 sq. ft.), with a smaller number of large courtrooms (over 2000 sq. ft.) for calendar functions.
- . The floor to ceiling heights of small to medium size courtrooms should be between 10 and 15 feet.
- . The height of a courtroom does not have to be uniform; it should be determined by symbolic and environmental factors.
- . The appearance and atmosphere of a courtroom should be cheerful, yet restrained.
- . The environmental criteria should be determined by the type and extent of activities, and by the psychological response desired from participants and spectators.
- . The courtroom should have separate entrances from public (spectators, press, litigants, witnesses), private (judge, jury, attorneys, court personnel, witnesses), and secured spaces (prisoners, court officers).
- . Entrances and exits of participants should be as close as possible to their locations in the courtroom.
- . All participants should be able to see and hear each other clearly.
- . All conflicting movement of participants during trial and hearing should be avoided.



- . Distance of movement between participants should be minimized.
- . A courtroom does not function in isolation; it should be adequately supported by ancillary facilities including robing room, jury deliberation room, holding facility, witness isolation room, and interview room.
- . Courtroom furniture should be an integral part of the architecture, designed to accommodate human activities. It can be movable (flexibility), colorful (without distraction), and durable (wear and stain resistant).
- . Provisions should be made for central recording of court proceedings; microphones should be designed as an integral part of courtroom furniture, and space and personnel required for efficient operation have to be planned in advance.
- . Floor of courtrooms should be carpeted or covered by sound absorbent materials to reduce impact noise and reverberation time.
- . Wall surfaces at the judicial part of large courtrooms should be relatively reflective to reinforce sound intensity in the public observation area.
- . Wall surfaces at the public observation area should generally be absorptive to avoid long sound reflections which may cause echoes.
- . Ceiling surfaces in large courtrooms should be semi-reflective for sound reinforcement.
- . Parallel reflective surfaces should be avoided, especially in long narrow rooms, to prevent annoying sound fluttering effects.
- . Concave surfaces should be avoided to prevent focusing of sound.
- . Courtrooms should be adequately air-conditioned and ventilated. The thermal conditions of each courtroom should be individually controlled.
- . An adequate number of electrical outlets should be located where equipment requiring power are placed, e.g. sound recording equipment, amplifiers, projectors, x-ray viewer and desk lamps, etc.
- . The air-conditioning system designed for courtrooms should be sensitive to changes in heat load.
- . A separate heating, ventilating and air conditioning system should be installed to service night courts. The main plant is shut down at night.

## JUDGE'S BENCH

- It is the symbol of the administration of justice.
- The judge usually wears a bulky robe.
- The judge exercises protective influence over witnesses.
- The judge reads and writes, and views all participants in courtroom.
- The judge speaks loudly when addressing attorneys, instructing jurors, admonishing spectators, and softly when privately conversing with attorneys and court clerks.
- The judge listens to attorneys, witnesses, court clerks, court officers and jurors.
- The judge passes exhibits and documents to attorneys and court clerks.
- The judge's bench can be constructed in modular sections and be movable.
- The judge's eye level, when he is seated, should be higher than any other participant or spectator, standing or seating.

### Furniture Dimensions:

platform height above floor level	12-20 inches	
bench height above platform	28-29 inches	
length of bench	66-78 inches	54-60 inches for each additional judge
width of bench	28-30 inches	matte surface, glare free
slope of bench	10-15 degrees	
height of rail above bench	4-6 inches	
type of chair	comfortable, movable, swivel, adjustable, arm and back support	
width of seat	20-22 inches	
depth of seat	18-20 inches	
height of seat above floor	17 inches	
height of back above floor	24-26 inches	
depth of circulation space behind bench	54-60 inches	

**Equipment:**

microphone - designed as integral part of bench (depends on acoustical design of courtroom and on recording equipment)  
 control of other microphones in courtroom  
 control of video-taping of proceedings and of closed circuit T.V. monitoring  
 alarm lever activated by foot lift - notifies court officers outside courtroom  
 non-ringing telephone - direct line to secretary  
 footstool - if necessary  
 water container and glasses - designed to match bench design  
 writing material  
 movable bookshelf unit with reference books - if required  
 portable or fixed flag-poles as required

**Unit Areas:**

furniture and equipment	
bench	15-18 sq.ft.
chair	6-7 sq.ft.
circulation	20-25 sq.ft.
total	41-50 sq.ft.

**Environmental Criteria:**

thermal*	summer	70-72 ET	
	winter	67-69 ET	
lighting:	type	warm, direct and semi-direct, glare free	
	intensity	50-70 ft-candles	
acoustics:	background noise level	NC25-30	quiet
	absorption coefficient	0.10-0.15	reflective

**Accessibility:**

direct, private and secured access from robing room or chamber  
 view of courtroom interior through port-hole prior to entering

\* 1°ET higher for women, 1°ET higher for older people, 3°ET geographic variation between north and south United States.

Accessibility: (continued)

entrance into courtroom in close proximity to bench

direct access to bench without crossing any participant's view or path

entry in full view of court

## WITNESS BOX

- Many volunteer witnesses testify at personal sacrifice of time and money and at the risk of being harmed. They deserve the courtesy of the court and of trial participants.
- Witnesses in sensational trials should be isolated for their safety and protection.
- Witnesses may be under emotional strain.
- Witnesses are entitled to the protection of the court and of the judge who serves as the impartial arbitrator.
- Witnesses should not be subjected to intimidation and embarrassment by attorneys.
- Enforcement of a non-encroachment distance between attorneys and witnesses of at least six feet.
- Witnesses should be able to see, and be seen as close to full face as possible, and to hear attorneys, judge, court clerks and jurors.
- When answering attorney's questions, witnesses should be clearly seen and heard by attorneys, judge, jurors, and court reporter.
- Witnesses receive, examine, and return exhibits.
- The witness box should be movable and, if necessary, constructed in modular sections.
- The floor level of the witness box should be lower than that of the judge's bench.

## Furniture Dimensions:

platform height above floor	6-12 inches	
height of table above platform	28-29 inches	
length of table surface	36-42 inches	
width of table surface	12-18 inches	surface can be collapsed with hinges, matte surface, glare-free
type of chair	comfortable, movable, swivel, adjustable arm and back support	
width of seat	19-20 inches	22-24 inches including arms

depth of seat	17-18 inches
height of seat above floor	17 inches
height of back above seat	16-18 inches
width of circulation space behind table surface	42-48 inches

#### Equipment:

microphone - designed as an integral part of box. Frequently required for witnesses.

#### Unit Areas:

shelf	4-6 sq. ft.
chair	4-5 sq. ft.
circulation	7-9 sq. ft.
total	15-20 sq. ft.

#### Environmental Criteria:

thermal:	summer	71-73 ET	criteria class A
	winter	68-70 ET	
lighting:	type	warm, glare-free	
	intensity	50-70 ft-candles	
acoustics:	background noise level	NC25-30	quiet
	absorption coefficient	0.10-0.15	reflective

#### Accessibility:

private secured access from witness isolation room outside courtroom or public access from public seating area.

entrance into courtroom in close proximity to witness box

direct access to witness box without crossing other participant's paths (especially those of litigants)

## JURY BOX

- Jurors serve at personal sacrifice of time and money. They deserve the courtesy of the court and of trial participants.
- Jurors should be adequately separated from the public to avoid interference and improper influence of jurors by the public.
- If possible, a bailiff or court officer should be located between the jurors and the public.
- Jurors should be adequately separated in distance from attorneys and litigants to prevent their overhearing private conversations.
- In criminal trials, juries are invariably selected and impaneled in the court before the judge.
- In civil trials, juries can be selected and impaneled either in courtrooms or in a jury impaneling room.
- Jurors should not be subjected to intimidation by attorneys.
- A non-encroachment distance of six feet can be enforced by the judge if necessary.
- Jurors should be able to see, be seen and to hear attorneys, judge, witnesses, court clerk.
- During examination of witnesses, jurors should be able to see as close to full face as possible of the attorneys, and witnesses.
- Jurors receive, examine, and return exhibits.
- The jury box can be constructed in movable modular sections.
- The jurors should be located on the same side of the judge as the witness.
- The floor level of the jury box should be lower than that of the judge's bench.

### Furniture Dimensions:\*

platform height above  
floor:

1st row	0-6 inches	
2nd row	6-12 inches	
3rd row	12-18 inches	eye level below judge

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\* The front row of the jury box can be designed as an extension of the attorney's and litigant's table in non-jury proceedings. Chairs at the front row should be movable arm chairs placed at floor level.

height of 'modesty' rail above 1st floor level	30-36 inches	
length of table surface for exhibits	48 inches to the full length of the jury box	matt surface, glare- free
width of table surface	12-18 inches	surface can be col- lapsed with hinges (if front row serves also as attorney's table in non-jury trials and hearings)
	24-30 inches	
type of chair	comfortable, fixed swivel, arm and back support movable chairs in front row if attorneys in non-jury trials	
number of chairs	14 chairs for a 12-man jury, 7 chairs for a 6-man jury	
width of seat	19-20 inches	22-24 inches includ- ing arms
depth of seat	17-18 inches	
height of seat above floor	17 inches	
height of back above seat	16-18 inches	
back to back distance between rows	32-36 inches	

#### Equipment:

microphone, designed as an integral part of the jury box, to be used by the foreman of the jury who speaks on behalf of the entire jury.

#### Unit Areas:

chair	4-5 sq. ft.	
circulation	5-6 sq. ft.	
total	9-11 sq. ft.	
jury box	126-154 sq. ft.	12 jurors and 2 alt- ernate jurors



## Environmental Criteria:

thermal:	summer	72-74 ET	
	winter	69-71 ET	
lighting:	type	warm, glare-free	
	intensity	10-50 ft-candles	
acoustics:	background noise level	NC25-30	quiet
	absorption coefficient	0.25-0.40	absorbent

## Accessibility:

easy access from jury impaneling room (civil cases)

easy access from public observation area where prospective jurors wait to be called for voir dire questioning (all criminal and some civil cases)

direct private access from jury box to jury deliberation room on the private end of the courtroom.

jurors should not have to cross the courtroom to the jury deliberation room

impaneled jurors should not have direct contact with the public in or outside the courtroom

## COURT REPORTER'S STATION

- The court reporter is responsible for manually recording court proceedings by means of shorthand or a stenographic machine.
- It is essential for the court reporter to see the facial expressions of witness, attorneys, and judge, and to hear every word they say.
- The witness is most unfamiliar to the court reporter, followed by the attorney and then the judge who is the most familiar.
- The court reporter at times has to record the answers of an emotional witness by his expression and the movements of his head and hands.
- It is important for the furniture and equipment used by the court reporter to be designed as an integral part of the courtroom furniture. Disorderly appearance of steno-tapes strewn on desks should be avoided.
- If an interpreter is required, the interpreter should be located to one side of the witness and facing the court reporter.
- The court reporter should be located close to the witness box and should also be approximately equidistant from the judge, attorneys, and jurors so that they could all hear him equally well when he reads back parts of the transcript to the court.
- The court reporter is responsible for marking and identifying exhibits before they are passed to the court clerk for safekeeping.
- The court reporter should be as inconspicuous as possible, especially to the witness who should not be conscious that every word he utters is being recorded as evidence.

## Furniture Dimensions:

platform height above floor level	0-7 inches
height of stenographic machine	24 inches (approx.)
dimensions of desk (if necessary)	30 inches x 20 inches x 28 inches
type of chair	movable, swivel, adjustable, armless, back support
width of chair	15-17 inches
depth of chair	14-15 inches

height of chair	17 inches	
height of back above seat	14-18 inches	adjustable
width of circulation space behind stenographic machine	36-42 inches	

#### Equipment:

stenographic machine  
writing materials

#### Unit Areas:

desk (optional)	6-7 sq. ft.
chair	3-4 sq. ft.
equipment	1-2 sq. ft.
circulation	6-8 sq. ft.
total	16-21 sq. ft.

#### Environmental Criteria:

thermal:	summer	71-73 ET	
	winter	68-70 ET	
lighting:	type	warm, direct or semi-direct,	glare-free
	intensity	50-70 ft-candles	
acoustics:	background noise level	NC20-25	very quiet
	absorption coefficient	0.25-0.40	absorbent

#### Accessibility:

direct, private staff access in close proximity to the court reporter's station from the court reporter's office.

easy accessibility to the judge's bench or chamber during private conferences between judge and attorneys

easily accessible to attorney for identification of exhibits

## ATTORNEYS' AND LITIGANTS' STATIONS

- Attorneys are usually mentally alert and concentrating during court proceedings and the physical environment created should be conducive to these activities.
- Attorneys and litigants should be able to confer in private at their stations without being overheard by jurors, opposing attorneys or litigants, or by other people in the courtroom.
- Attorneys should be able to move easily from their stations to the judge's bench, court clerk's station, court reporter's station, jury box and witness box.
- Attorneys should not be able to intimidate or frighten witnesses or jurors; a non-encroachment distance of six feet between the attorney and the witness and jurors can be enforced.
- Attorneys and litigants should be able to see, hear, and be seen by the judge, witness, court clerk, jurors, and court reporter.
- The distance between the attorneys' stations and the witness box and judge's bench should be approximately equal, especially if the attorneys question the witness and address the court from their stations.
- Attorneys handle and examine exhibits and legal documents.
- Attorneys and litigants read and write at their stations.

## Furniture Dimensions:

length of table* for attorney and litigants	72-84 inches	matte surface, glare free
width of table	36-42 inches	
type of chairs	comfortable, movable, swivel, arm and back support	
number of chairs	3-4	
width of seat	19-20 inches	22-24 inches including arms
depth of seat	17-18 inches	
height of seat above floor	17 inches	

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\* table at floor level

height of back above seat	17 inches
minimum distance between attorney/litigant and other participants	72 inches
dimensions of movable lectern	30 inches x 24 inches x 40 inches av.
dimensions of table-top lectern	24 inches x 18 inches x 12 inches av.

#### Equipment:

microphone, designed as an integral part of the table. (depends on acoustical design of courtroom and on recording equipment)

water container, glasses

writing materials

movable standard or table-top lectern

#### Unit Areas:

	Attorney	Litigant
table	12-15 sq. ft.	8-10 sq. ft.
chair	4-5 sq. ft.	4-5 sq. ft.
circulation	25-30 sq. ft.	8-10 sq. ft.
total	41-50 sq. ft.	20-25 sq. ft.
attorney and litigants station total	61-75 sq. ft.	

#### Environmental Criteria:

thermal:	summer	71-73 ET	
	winter	68-70 ET	
lighting:	type	warm, direct and semi-direct, glare-free	
	intensity	50-70 ft-candles	
acoustics:	background noise level	NC25-35	moderately quiet
	absorption coefficient	0.10-0.15	reflective

**Accessibility:**

private, direct access from conference room to attorneys' and litigants' stations

entrance into the judicial area of the courtroom in close proximity to the stations

easy private access to judge's chamber, robing room or conference room for private conference with judge

easy access to conference or interview room for private conference with litigants

## COURT CLERK'S STATION

- The court clerk assists in the smooth running of courtroom procedures.
- The court clerk checks case files, passes them to and receives them from the judge.
- The court clerk makes records of case determinations.
- The court clerk is responsible for the custody of exhibits.
- The court clerk is responsible for the operation of recording equipment.
- The court clerk calls prospective jurors to the jury box and swears in the impaneled jurors for jury duty.
- The court clerk calls witnesses to the witness box and administers the oath.
- The court clerk's station has to adjoin the judge for ease of communication and for passing documents.
- The court clerk's station has to accommodate a large number of case files and other legal documents and exhibits.
- The location of the court clerk's station should be less significant than the judge's bench and the witness box. The court clerk serves the court and the judge.

### Furniture Dimensions:

platform height above floor level	6-12 inches	related to the platform height of the judge's bench
table height above	28-29 inches	with side drawers for forms, etc.
length of table	60-66 inches	plus a right-angled extension for equipment, forms, etc.
width of table	24-30 inches	matte finish, glare free
height of rail above table (if any)	4-6 inches	
type of chair	comfortable, movable, swivel, adjustable, arm and back support	
width of chair	19-20 inches	

depth of chair	17-18 inches
height of seat above floor	17 inches
height of back above seat	16-18 inches
width of circulation space behind table	48-54 inches

#### Equipment:

microphone designed as integral part of table (for calling of prospective jurors and for administering oaths) optional, depends on acoustical design of courtroom

control of other microphones in courtroom

control of sound recording equipment, close-circuit television monitoring

alarm level activated by foot lift to notify court officers outside courtroom

non-ringing telephone, direct line to clerk's office

writing equipment

movable filing cabinet for large number of files

the Bible used for administering the oath

#### Unit Areas:

desk	12-18 sq. ft.	7-9 sq. ft.
chair	4-5 sq. ft.	
circulation	15-18 sq. ft.	5-6 sq. ft.
total	31-41 sq. ft.	12-15 sq. ft.

#### Environmental Criteria:

thermal:	summer	72-74 ET
	winter	69-71 ET
lighting:	type	warm, direct or semi-direct, glare-free
	intensity	50-70 ft-candles



acoustics: background		
noise level	NC30-40	moderate
absorption		
coefficient	0.30-0.40	absorbent

Accessibility:

direct, private staff access in close proximity to the court clerk's station from clerk's office

easily accessible to judge during private conference and to attorney for identification and safekeeping of exhibits

### BAILIFF'S OR COURT OFFICER'S STATION

- The bailiff is responsible for the security of the courtroom and the safety of its participants.
- The bailiff is responsible for keeping order in the courtroom.
- The bailiff runs errands for the judge during trial or hearing.
- The bailiff is responsible for the safety, security, and privacy of jurors.
- The bailiff is responsible for the safety and security of detained defendants.
- The bailiff is responsible for the removal of persons causing disruptions to court proceedings.
- The bailiff announces the entry of the judge.
- The bailiff should be strategically placed for him to perform the above duties effectively.
- The bailiff should be able to see all participants and the public.

### Furniture Dimensions:

desk dimensions	36 inches x 24 inches x 28 inches with masonry block and gavel	
type of chair	movable, adjustable, arm and back support	
width of chair	19-20 inches	22-23 inches includ- ing arms
depth of chair	17-18 inches	
height of seat above floor	17 inches av.	
height of back above seat	16-18 inches	
width of space behind desk	36-42 inches	

### Equipment:

- gavel to call court to order
- alarm lever activated by foot lift - notifies court officers outside courtroom

## Unit Areas:

desk (optional)	6-8 sq. ft.
chair	4-5 sq. ft.
circulation	6-10 sq. ft.
total	16-23 sq. ft.

## Environmental Criteria:

thermal:	summer	71-73 ET	
	winter	68-70 ET	
lighting:	type	warm, semi-direct or semi-indirect, glare-free	
	intensity	20-40 ft-candles	
acoustics:	background noise level	NC35-50	moderate
	absorption coefficient	0.20-0.30	medium

## Accessibility:

private or public access into the judicial area of the courtroom  
convenient for bailiff to move in the public as well as in the  
judicial area as inconspicuously as possible

## PUBLIC FACILITIES

- The public has the right to attend all trials and hearings.
- The role of the public in the courtroom is that of spectator.
- It is not necessary to restrict the public to the rear of the courtroom where they can only see the back of attorneys and litigants and the sides of jurors.
- In some courtrooms, it is possible and advantageous to plan public observation facilities to one side; preferably opposite the jurors.
- The public should be able to see and hear all participants as clearly as possible.
- The public should remain as inconspicuous and unobtrusive to trial participants as possible.
- The public can be physically separated from the judicial area by means of shatterproof one-way glass.
- In the future, the public may be physically separated from the courtroom in viewing spaces equipped with close-circuit television. The size of the courtrooms could then be further reduced.
- Detection devices should be installed at the entrance to the public observation area to detect firearms, bombs, and other dangerous weapons.
- For sensational trials, the public entering the courtroom should be subject to a frisk by male and female court officers.
- The size of the public observation area is determined to a large extent by the number of prospective jurors in a panel brought into the courtroom for jury selection and impaneling.
- Courtrooms located in close proximity to jury assembly spaces may only require seating capacity for half a panel, the other half brought into the courtroom only if required.
- Floors should be carpeted to minimize the impact of noise.
- Public entry into courtrooms should be via soundlock to minimize airborne sounds from public corridors or waiting spaces.

### Furniture Dimensions:

number of public  
seats in large cal-  
endaring courtrooms  
(mainly in large  
metropolitan areas)

over 150

number of public seats in large courtrooms	50-100 (12-man jury)
number of public seats in medium courtrooms	30-50 (12-man jury)
number of public seats in small courtrooms	15-30 (non-jury or 6-man jury)
auditorium or theatre- type chairs	quiet operation
width	19-20 inches      21-22 inches including arms
depth	17-18 inches
height	17 inches av.
pew-bench type	
width	24-28 inches (allow per person)
depth	16-18 inches
height	17 inches av.
clear distance between chairs or pews	12-14 inches
clear aisle space should enable two persons to walk pass one another easily	48-54 inches

#### Equipment:

loudspeakers if necessary, depending on the acoustical design of  
the courtroom

#### Unit Areas:

chair	3-4 sq. ft.
circulation	5-8 sq. ft.
total	8-12 sq. ft.

#### Environmental Criteria:

thermal:	summer	72-74 ET
	winter	69-71 ET
lighting:	type	warm, semi-direct or semi-direct, glare- free, dimming switch
	intensity	5-30 ft-candles (variable)

acoustics: background		
noise level	NC30-40	moderate
absorption		
coefficient	ceiling reflect-	
	ive	0.10-0.20
	wall absorption	0.60-0.70

#### Accessibility:

public access from public corridors or waiting spaces

public entrance into courtroom via soundlock to minimize airborne sound from public spaces

both sets of doors in the soundlock should be of soundproof construction

all doors should operate quietly and smoothly

each set of doors in the soundlock should have a small viewing window at eye level for people who do not wish to enter the courtroom, to look into the courtroom without opening and closing doors unnecessarily

the doors opening into the public observation area do not have to face directly a central aisle, as in traditional courtrooms

single doors facing the sides of courtroom open into rear and side aisles which are less distracting than the central aisle concept

public entrance should be visible to the bailiff

where detection devices are installed, an adjoining room to the sound lock should be provided for searching should the detection devices be activated.

## PRESS FACILITIES

- The press has the right to report news of the court.
- The press can be located in the front row of the public observation area or in a separate space to the side of the courtroom. This may depend on local policy.
- A glazed partition between the press and the judicial area of the courtroom would enable the news reporter to telephone the news to his editor during the trial without disrupting court procedures.
- The news reporters may object to the glazed partition on the ground that it would destroy their feel for the atmosphere of the trial.
- If the press space is physically separated from the courtroom, sounds of court proceedings will have to be fed into the space
- Considerations should be given to the possibility of a central press room in which several important trials can be viewed by the news reporter at a central location. This would improve the efficiency of news coverage, but again the feel for the atmosphere of the trial is adversely affected.
- If the press is located in the front row of the public area, news reporters should be no closer to the attorneys, litigants, and jurors than six feet to prevent them from hearing private conversation.

## Furniture Dimensions:

writing surface:	
length	30-36 inches per person
width	12-15 inches
height	28-29 inches average above floor level
slope	10-15 degrees

writing surface can be an integral part of the rail separation between the public and the judicial areas

## alternative:

front row equipped with writing surface on one arm

number of chairs varies, usually allocate front row of public seating to the press

width of seat	19-20 inches	21-22 inches including arms (pew type)
	23-28 inches	
depth of seat	17-18 inches	
height of seat above floor	17 inches av.	

#### Equipment:

loudspeakers, if necessary, depending on the acoustical design of the courtroom

writing materials

telephones (in separate room or outside courtroom in public spaces).

#### Unit Areas:

chair	3-4 sq. ft.
writing shelf	3-4 sq. ft.
circulation	5-8 sq. ft.
total	11-16 sq. ft.

#### Environmental Criteria:

thermal:	summer	72-74 ET	
	winter	69-71 ET	
lighting:	type	daylight, direct, glare-free	
	intensity	30-50 ft-candles	
acoustics:	background noise	NC25-30	quiet
	absorption coefficient	0.10-0.15	reflective

#### Accessibility:

the check list on the accessibility of the public and the sound-lock applies equally well to the press

the press should have direct and easy access to telephones outside the courtroom

the distractions resulting from movements of the press in and out of the courtroom should be minimized



## OTHER COURTROOM FACILITIES

### Display of Exhibits:

- magnetic board for charting, drawing and for holding paper exhibits
- tack board for holding up cardboard exhibits

both boards can be portable or built-in, the latter being preferred. one way of integrating these boards with the internal wall finishes of the courtroom is to have the backs of these boards finished with the same material on the wall and recessed so that they are not visible until opened for display

each board should be at least 54 inches x 42 inches in size, raised to a height that will enable all participants to see the display (minimum 36 inches above floor level)

the angle of vision subtended at the boards should be greater than 45 degrees for clear viewing, 30 degrees being the minimum below which viewing becomes difficult

a pointer 36 inches x 42 inches long is essential to explain displays

an adequate supply of magnetic strips, water color markers and cleaning cloths should be provided through the court proceeding

### Projection of Images of Exhibits:

- slide projector and movie projector stored at central location, set up in courtroom on request

- projection screen can be portable (stored with projector) or built in, the latter being preferred

the magnetic board can be used as a projection screen or a roll-up screen can be installed above the magnetic board and recessed into the wall

the images projected on the screen should be clearly seen by every person in the courtroom

the same angle of vision subtended at the display boards applies also to the projected images on the screen

a battery-operated light pointer is useful for explaining displays in a dark room

there should be an electrical outlet at the location of the slide or movie projector

the stand for the projector can either be portable in which case it should be a collapsable type that could be easily stored away, or built-in by recessing and fixing it into a wall

an x-ray viewer or a shadow box for presenting medical evidence

**Clock:**

the clock in the courtroom should be an integral part of wall design, opposite the judge's bench

**Storage:**

some storage space should be provided for the storage of display equipment, folding chairs, etc.

the storage space should be locked at all times when not in use

the storage space should have wall shelves of various depths and heights from floor to ceiling

the storage space should be adequately lit for finding and storing equipment (20-30 ft-candles)

the area of the storage space should be at least 25-30 sq. ft.

## JUDGES'S CHAMBERS

- . Judges' chambers are spaces where judges conduct private research, hold conferences, receive visitors, handle correspondence, work on pending cases, and relax.
- . A judge's chamber may consist of several rooms: the judge's private chamber, the secretary's office, the law assistant's office, and the judge's toilet, kitchenette and closet.
- . In the lower courts, a judge may not have his own secretary or law assistant, in which case his chambers would be his private office with a separate toilet.
- . The judge's private chamber should directly adjoin the secretary's office and the law assistant's office.
- . The judge's private chamber should have an alternate access which enables the judge to enter the judges' corridor without passing his secretary's office.
- . The judge's chamber or the secretary's office could open directly into the courtroom.
- . In large metropolitan court systems where judges' chambers are located on floors different from the courtrooms, and where judges are assigned to different courtrooms, small judges' rooms are usually provided behind courtrooms to expedite private conferences and for the judges to work during short recesses.
- . Robing rooms are duplicated private chambers for judges and should be avoided wherever possible.
- . Robing rooms and chambers can be combined if both are located on the same floor or one floor above or below courtrooms.
- . Judge's chambers should be accessible by private judges' or staff access corridor; the public should not have direct access to the judge's chamber.
- . The judge's and the law assistant's work area should be well-lit, quiet and with colors and textures that are conducive to reading and writing legal documents.
- . The judge's conference area, which can also be a separate room, should also be well-lit, moderately low background noise, and more contrasts in color and textures than the work area.

- . The judge's informal meeting area should be comfortable, relaxing and softly lit.
- . The secretary's work area should be well lit, cheerful and with interesting color contrasts.
- . The reception or visitors area, which can be part of the secretary's office, should be more subdued in lighting. Deeper and richer colors and more textural finishes can be used.
- . Judges' chambers should be quiet with low background noise level and room furnishes of high sound absorption value.
- . Judge's chambers should have windows for natural lighting and for establishing contact with the external environment.
- . The changing angles and patterns of natural lighting can add interest to internal spaces.
- . The work spaces should be maintained at a slightly lower effective temperature than the entertaining or informal meeting area.
- . Air temperature in the judge's chambers should be individually controlled by thermostats.
- . The walls, ceiling and floor of the judge's private chamber should be of soundproof construction to prevent private conversation from being overheard.
- . The furniture and equipment used by the judge in his chambers should be designed as an integral part of the architecture.

## JUDGE'S AND OTHER EXECUTIVE'S WORK AREA

### Furniture Dimensions:

desk:	length	72-84 inches	
	width	36-42 inches	
	height	28-29 inches	
	components	locked, double pedestals and central drawer	
chair:	type	executive, movable, swivel, adjustable, arm and back support	
	width of seat	20-22 inches	
	depth of seat	18-20 inches	
	height of seat above floor	17 inches	adjustable, may require footstool
	height of back above seat	24-26 inches	lower if preferred
depth of circulation space behind desk		54-60 inches	or more if preferred
bookshelves:	length	42 inch	modular units covering no more than half the total wall surface
	depth	8-10 inches	shelf at desk height can be 18-24 inches for large size documents - shelves below desk height can either be opened or enclosed cupboards
	height	adjustable shelves to door height	
desk extension:	length	42-48 inches	
	width	15-18 inches	
	height	28-29 inches	25-27 inches if judge use typewriter
	components	locked legal sized filing cabinet, compartments slanted to accommodate different types of papers, shelves for telephones, etc.	
cabinet:	length	similar to length of desk	
	width	18-24 inches	
	height	28-29 inches	

components	locked cabinet with sliding doors - to accommodate judge's personal effects and equipment
visitors' chairs:	
number of chairs	2-3
type	comfortable, movable, swival, arm and back support
width of seat	19-20 inches
depth of seat	17-18 inches
height of seat above floor	17 inches
height of back above seat	16-18 inches

## Unit Areas:

furniture and equipment	45-50 sq. ft.
circulation	65-70 sq. ft.
total	110-120 sq. ft.

## Environmental Criteria:

thermal:	summer	71-73 ET	
	winter	68-70 ET	
lighting:	type	daylight, direct or semi-direct, glare-free	
	intensity	50-70 ft-candles	supplementary lighting at desk
acoustics;	background noise level	NC25-35	quiet
	absorption coefficient	0.40-0.50	absorptive

## Equipment

dictation equipment

writing supplies

telephone: private intercon system with secretary and law assistant

alarm lever activated by foot lift - notifies secretary and court officers outside chamber

water container, glasses if desired - designed to match desk  
movable bookshelf unit with frequently used reference books (de-  
pends on work habit)

ash trays

#### Accessibility

the judge's work area should adjoin the judge's conference area  
and his informal area

the judge's work area should also be in close proximity to the  
judge's toilet, kitchenette and coat closet

if the judge's chambers adjoin a courtroom, either the judge's  
work area or the judge's secretary's office should directly ad-  
join the judge's side of the courtroom

access to and from judge's work area should be private and se-  
cured

## JUDGE'S CONFERENCE AREA

## Furniture Dimensions:

conference table:		
length	84-96 inches	longer if accommodated in a separate room
width	42-48 inches	oval shape to facilitate viewing participants
height	28-29 inches	
conference chairs:		
number	8-10	more if accommodated in a separate room
type of chair	movable, swivel,	arm and back support
width of seat	19-20 inches	
depth of seat	17-18 inches	
height of seat above floor	17 inches	
height of back above seat	15-18 inches	
bookselves (if necessary)		
length	42 inch	modular units covering no more than half the total wall surface shelf surface at desk height can be 18-24 inches for laying out conference materials
depth	8-10 inches	floor to door height or to ceiling height
height	adjustable shelves	to door height

## Unit Areas:

furniture and equipment	60-65 sq. ft.
circulation	110-115 sq. ft.
total	170-180 sq. ft.

## Environmental Criteria:

thermal:	summer	71-73 ET
	winter	68-70 ET
lighting:	type	daylight, direct or semi-direct, glare-free



	intensity	30-50 ft-candles	
acoustics:	background noise level	NC25-35	quiet
	absorption coefficient	0.20-0.30	medium reflective

Equipment:

writing equipment  
 water container and glasses  
 ash trays  
 waste basket

Accessibility:

the judge's conference area or room should adjoin and be directly accessible from the judge's work area

the judge's conference area or room should also be accessible directly from the judge's secretary's office and visitors' waiting space

if possible, the judge's conference area or room should also be easily accessible from the judge's law assistant's office

the judge's conference area should be in close proximity to the coat closet and the judge's toilet

## JUDGE'S AND OTHER EXECUTIVE'S INFORMAL AREAS

### Furniture Dimensions:

sofa:	type	comfortable, back and arm support, durable and washable fabrics
	width of sofa	60-84 inches
	depth of sofa	28-32 inches
	depth of seat	18-20 inches
	height of seat above floor	15-17 inches
	height of back above seat	14-18 inches

lounge chairs:	number	2-4	
	width of seat	20-22 inches	24-26 inches including arms
	depth of seat	18-20 inches	
	height of seat above floor	15-17 inches	
	height of back above seat	14-18 inches	

side tables:	number	2	
	length	24-30 inches	
	width	24-30 inches	
	height	17-20 inches	
	components	shelf under table surface for magazines, journals, etc.	

informal table:	number	1	
	length	48-60 inches	
	width	15-20 inches	
	height	15-17 inches	
	components	shelf under table surface for magazines, journals, etc.	

### Unit Area:

furniture and equipment	45-50 sq. ft.
circulation	45-50 sq. ft.
total	90-100 sq. ft.

Environmental Criteria:

thermal:	summer	72-74 ET	
	winter	69-71 ET	
lighting:	type	warm, subdued, semi-direct or semi-in-	
		direct, glare-free	
	intensity	20-40 ft-candles	
acoustics:	background		
	noise level	NC30-40	moderate
	absorption		
	coefficient	0.25-0.40	medium absorptive

Equipment:

reading and writing material  
table and/or standard lamps  
recessed television, radio and/or stereo equipment  
ash trays

Accessibility:

the judge's informal area should adjoin the judge's work area  
the judge's informal area should also adjoin the judge's conference area, if possible  
the judge's informal area should be in close proximity to the judge's kitchenette and toilet  
access to and from the judge's informal area should be private and secured

## OTHER JUDGE'S FACILITIES

## Toilet Facilities:

water closet  
 wash basin  
 wall cabinet with mirror  
 towel racks  
 storage space for towels, soap, etc.  
 enclosed shower space with folding doors

## Unit Areas:

furniture and equipment	8-20 sq. ft.
circulation	22-25 sq. ft.
total	30-40 sq. ft.

## Finishes:

floor	ceramic tile	or carpet
walls	to 5 ft.	ceramic tile
shower space	to 7 ft.	ceramic tile
ceiling and walls above ceramic tiles	painted plaster	

## Environmental Criteria:

thermal	72-74 ET	100% exhaust system
lighting	30-50 ft-candles	(higher level at wash- basin and wall cabi- nets) warm direct or semi- direct, glare-free
acoustics	if possible, floor absorptive	

## Accessibility:

from work area, informal area, conference area

### Kitchenette Facilities:

sink and bench space  
 small stove or hot plate  
 storage cabinets for utensils and supplies  
 refrigerator

### Unit Areas:

furniture and equipment	12-15 sq. ft.
circulation	13-15 sq. ft.
total	25-30 sq. ft.

### Finishes:

floor	tile or carpet	same material as chamber if located within chamber
walls:	above sink and stove	ceramic tile
	others	painted plaster
ceiling:		painted plaster or acoustical ceiling

### Environmental Criteria:

thermal	70-72 ET
lighting	30-50 ft-candles
acoustics	as absorptive as possible

### Accessibility:

from informal area, work area, conference area, judge's secretary's office

## Coat Closet Facilities:

spaces for hanging coats, storing hats, umbrellas, rubbers and personal effects

## Dimensions:

length	48 inches minimum	60 inches walk-in
depth	24 inches minimum	48 inches walk-in
height	door or ceiling height	coat rack 60-65 inches above floor level

## Unit Areas:

furniture and equipment	8-10 sq. ft.
circulation	12-15 sq. ft.
total	20-25 sq. ft.

## Finishes:

floor	same material as chamber
walls and ceiling	painted plaster

## Environmental Criteria:

thermal	same as chamber
lighting	15-20 ft-candles automatic switch operated by closet door

## Accessibility:

entrance area to judge's private chamber, judge's conference area, informal area, work area

**Entrance Hall Space:**

can be part of the judge's chamber  
robing and disrobing space of the judge  
used in conjunction with coat closet  
walls, floor and ceiling finishes same as chamber  
lighting level                    20-30 ft-candles  
unit area                            25-35 sq. ft.

## JUDGE'S SECRETARY'S OFFICE

## Furniture Dimensions:

desk:	length	60-66 inches	secretary's desk
	width	30-36 inches	
	height	28-29 inches	
	components	locked double pedestals and central drawers, compartments for different types of papers and envelopes	
chair:	type	posture chair for typing	or armchair
	width of seat	17-20 inches	
	depth of seat	15-18 inches	
	height of seat above floor	17 inches	adjustable
	height of back above seat	14-18 inches	adjustable
	depth of circulation behind desk	48 inches	minimum
desk extension:	length	36-48 inches	
	width	15-18 inches	
	height	25-26 inches	for typing, compensates height of typewriter
	components	locked legal size filing cabinet under desk surface compartments slanted to accommodate different types of papers and envelopes	
filing cabinets	type	locked letter or legal size, or lateral filing if volume justifies it	
	length	15 and 18 inches	lateral files 36-48 inches
	width	28 inches	
	height	12-13 inches per drawer	
storage cabinet (supplies)	length	36-42 inches	metal cabinet or built-in closet
	width	24-28 inches	
	height	78-84 inches	or to door height
bookshelves	length	42 inch	modular unit, similar to those in chambers



	depth	8-10 inches	18-24 inches at desk height if required
visitors' chairs:			
	type	armchairs or lounge chairs, movable, arm and back support	
	number	2-4	
	width of seat	19-20 inches	
	depth of seat	17-18 inches	
	height of seat above floor	14-17 inches	
	height of back above seat	14-18 inches	
side tables (if any)			
	length	24-30 inches	or width of lounge chairs
	width	24-30 inches	
	height	17-20 inches	
	components	shelf under table surface for magazines, journals, etc.	

## Unit Areas:

## working:

furniture equipment	30-35 sq. ft.
circulation	50-55 sq. ft.
sub-total	80-90 sq. ft.

## filing:

furniture and equipment	15-25 sq. ft.
circulation	20-30 sq. ft.
sub-total	35-55 sq. ft.

## receiving visitors:

furniture and equipment	15-20 sq. ft.
circulation	15-20 sq. ft.
sub-total	30-40 sq. ft.

## total:

furniture and equipment	60-80 sq. ft.
circulation	80-105 sq. ft.
total	145-185 sq. ft.

## Environmental Criteria:

thermal:	summer	72-75 ET	
	winter	69-71 ET	
lighting:	type	daylight, direct or semi-direct, glare-free	
		warm at visitors' receiving area	
	intensity	50-70 ft-candles	supplementary lighting at desk
		20-40 ft-candles	at visitors receiving area
acoustics:	background noise level	NC30-40	moderate
	absorption coefficient	0.30-0.50	absorptive

## Equipment:

dictation playback equipment  
writing material  
telephones - private intercom system with judge  
alarm lever activated by foot lift - notifies court officers outside chambers  
typewriter  
ash trays

## Accessibility:

the judge's secretary's office should be accessible from a private staff or judges' corridor

visitors should be screened by court officer in public space before entering the private corridor to the secretary's office

the judge's secretary's office should be directly accessible from the judge's private chamber, the judge's conference room (if separate), and the law assistant's office

where the judge's chambers adjoin the courtroom, either the judge's private chamber, or the secretary's office should have direct access into the courtroom

access between judge's private chamber and secretary's office should be private and secured

## JUDGE'S LAW ASSISTANT'S AND OTHER PRIVATE OFFICES

### Furniture Dimensions:

desk:	length	60-66 inches	
	width	36-42 inches	
	height	28-29 inches	
	components	locked double pedestals	
chair:	type	movable, adjustable, swivel arm and back support	
	width of seat	19-20 inches	22-24 inches including arms
	depth of seat	17-18 inches	
	height of seat above floor	17 inches	adjustable
	height of back above seat	16-18 inches	adjustable
depth of circulation space behind desk		48 inches	minimum
desk extension:	length	36-42 inches	
	width	15-18 inches	
	height	28-29 inches	25-28 inches if typewriter used
	components	locked legal size filing cabinet under desk surface	compartments slanted to accommodate different types of paper (if desired)
filing cabinet:	type	locked legal size filing cabinet	
	length	18 inches	
	width	28 inches	
	height	12-13 inches	per drawer
bookshelves:	length	42 inch	modular unit, similar to those in the judge's chamber
	depth	8-10 inches	18-24 inches at desk height if required
visitor's chairs:	type	armchair, movable, arm and back support	
	number	1-2	
	width of seat	19-20 inches	including arms
	depth of seat	17-18 inches	

height of back above seat	16-18 inches	
height of seat above floor	17 inches	adjustable

#### Unit Areas:

furniture and equipment	37-45 sq. ft.
circulation	58-65 sq. ft.
total	95-110 sq. ft.

#### Environmental Criteria:

thermal:	summer	71-73 ET	
	winter	68-70 ET	
lighting:	type	daylight, direct or semi-direct, glare-free	
	intensity	50-70 ft-candles supplementary lighting at desk	
acoustics:	background noise level	NC25-35	quiet
	absorption coefficient	0.40-0.50	absorptive

#### Equipment:

dictation equipment  
writing material  
telephone  
typewriter (if used)  
ash trays

#### Accessibility:

the law assistant's office should have direct access from the secretary's office and the judge's private chamber

the law assistant's office should have easy access to the conference room (if available)

the law assistant's office should also have easy access to the law library in the court building

the law assistant should be able to enter or leave his office without passing through the secretary's office

## JURY FACILITIES.

- . The jury system aims to provide the courts with a tribunal that is both impartial and representative of the people.
- . The jury deliberates on matters of fact while the judge rules on matters of law.
- . Many jurors serve jury duty at personal sacrifice of time and money, and sometimes at the risk of being harmed. They deserve the courtesy of the courts and of trial participants.
- . A integrated directional sign system is necessary to guide prospective jurors to jury assembly spaces.
- . Prospective jurors should be given reading materials on the objective, role and function of the jury system. If desirable, a film on this subject can be shown in the main assembly area.
- . The main assembly area should not be a large space housing row after row of wooden pews. It should be planned into smaller spatial units by means of movable lounge or office furniture, arranged to stimulate interaction between people.
- . On the other hand, the spatial arrangement of the main assembly area should not be over-fragmented to the extent that chaotic situations develop.
- . Since prospective jurors may wait for long periods of time before being called, assembly rooms should be cheerful, spacious and provide for various activities such as reading, television, dart games, and card games.
- . Some prospective jurors may wish to work while waiting to be called. Work booths with desk, chair and telephone could be provided in a quiet environment for such jurors.
- . A telephone alert system should be employed in metropolitan courts whereby busy prospective jurors can leave their phone number and be available for jury duty within an hour or an hour and a half.
- . It would be advantageous to provide a cafeteria to serve lunches to jurors as well as to court personnel. Separate enclosed spaces could be used by impanelled jurors, and by judges. A central kitchen to service all dining facilities is preferred.
- . Adequate spaces should be provided for jury clerks to perform their duties; calling of jury panels, preparing jury lists and arranging for payment of jurors.

**CONTINUED**

**1 OF 3**

- . In civil cases where the jury can be selected in a jury impaneling room, a number of jury impaneling rooms can either be centralized around the area where jury panels are called, or individually located in close proximity to courtrooms.
- . Impaneling and swearing in of a jury in a criminal case is conducted in the courtroom before the judge responsible for the disposition of the case. No impaneling room is therefore necessary in the criminal court.
- . The public seating capacity of a courtroom is usually determined by the size of the jury panel. For a 12-man jury, the panel is 25-30, and for a 6-man jury, it is 12-15.
- . There is a trend towards smaller 6-man juries and jury panels.
- . In general, the jury box in the courtroom should be on the same side as the witness so that the attorney questioning the witness would not block the view of the witness (see jury box in the courtroom section).
- . The jury deliberation room should be directly and privately accessible from the jury box. The jury should not have to pass in front of the public to the jury deliberation room.
- . The jury can spend long periods of time in the jury deliberation room, consequently the spaces should be designed to accommodate a variety of activities.
- . There should be an entrance lobby where jurors hang their coats and store their personal belongings before entering the jury deliberation room.
- . The entrance lobby should be designed to facilitate a smooth flow of jurors from the courtroom into the jury deliberation room.
- . If possible, both men and women toilets should be accessible from the entrance lobby.
- . Direct access to toilets from the jury deliberation room should be avoided wherever possible.
- . Toilets can be used as sound barriers between the jury deliberation room and other private and public spaces.
- . Jury deliberation rooms should not adjoin attorney conference rooms, witness rooms or other spaces easily accessible from public spaces.

- . If jury deliberation rooms adjoin conference or witness rooms, the party walls between them have to be adequately sound-proofed so that even raised voices could not be heard.
- . All jury spaces, including jury deliberation rooms, should be air-conditioned, well-lit, and completely soundproof.
- . A drinking fountain is essential in every jury deliberation room. It should be recessed and designed as an integral part of the toilet plumbing system.
- . Unless jury deliberation rooms are internal rooms, they should not be located on the ground floor where the public could see or hear jurors, or could gain access to them.
- . The long hours that jurors may spend in the jury deliberation room make it desirable for it to have windows to provide jurors with visual relief.
- . Provision should be made for the bailiff responsible for the security and safety of the jurors during jury deliberation.
- . The pressing of a push button at the jury foreman's station in the jury deliberation room should activate a blinking light and/or a buzzing sound at the bailiff station outside.



## JURY ASSEMBLY ROOM

## Furniture Dimensions:

## Entrance Area:

lounge chairs	similar to those in general assembly area	
counter: length	depends on number of jurors reporting at any one time	
width	20-24 inches	
height	28-29 inches (sitting)	36-42 inches (standing)
high stool (if used):		
width of seat	16-18 inches	
depth of seat	14-16 inches	
height of seat above floor	28-34 inches	
height of back above seat	10-14 inches	

## General Assembly Area:

lounge chairs:		
type	lounge chairs, movable, arm and back support	
number	according to the number of jurors assembled at any one time	
width of seat	20-22 inches	
depth of seat	18-20 inches	
height of seat above floor	15-17 inches	
height of back above seat	14-18 inches	
side tables:		
length	24-30 inches	
width	24-30 inches	
height	17-20 inches	
sofa:	width	60-84 inches or longer if desirable
	depth of seat	18-20 inches 28-32 inches overall
	height of seat above floor	15-17 inches
	height of back above seat	14-18 inches

## coffee tables:

length	48-60 inches
width	15-20 inches
height	15-17 inches

## Television Area:

chairs:	type	movable, arm and back support
	width of seat	19-20 inches
	depth of seat	17-18 inches
	height of seat above floor	17 inches
	height of back above seat	16-18 inches

## Recreation Area:

## card tables:

length	36 inches
width	36 inches
height	28-29 inches

chairs:	type	movable, adjustable, arm and back support
	width of seat	19-20 inches      22-23 inches including arms
	depth of seat	17-18 inches
	height of seat above floor	17 inches
	height of back above seat	15-18 inches

## Reading and Writing Area:

tables:	length	48-54 inches	long tables(shared)
		individual tables	
	width	30 inches	36-42 inches for longer tables
		for individual tables	
	height	28-29 inches	

chairs:	similar to those specified in the television area
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bookshelves:

length	42 inches	modular unit, both
depth	8-10 inches	width and height
height	adjustable	

\* Working Area - Booths:

table surface:

length	54-60 inches
width	24-30 inches
height	28-29 inches

chair: similar to the chairs in the television area

Cafeteria:

prospective jurors on tables for 4-6 persons per table

table:	length	36 inches	60-66 inches
		4 person table	6 person table
	width	36 inches	
	height	28-29 inches	

chairs:	type	movable, arm and back support
	number	4-6 per table
	width of seat	19-20 inches
	depth of seat	17-18 inches
	height of seat above floor	17 inches
	height of back above seat	16-18 inches

Snack Area:

table:	length	36 inches
	width	36 inches
	height	28-29 inches
chair:	type	movable, arm and back support

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\* If rooms are used instead of booths, use furniture similar to those listed for private offices.

number	4 portable
width of seat	19-20 inches
depth of seat	17-18 inches
height of seat above floor	17 inches
height of back above seat	16-18 inches
machines: food	sandwich, candy machines with disposal unit
drink	soda, tea, coffee, chocolate machines with disposal unit
cigarette machines	

#### Jury Panel Assembly Space:\*

counter:	continuation of counter at entrance area	
length	varies	
width	20-24 inches	
height	28-29 inches	seated
	36-42 inches	standing
high stool:		
width of seat	16-18 inches	
depth of seat	14-16 inches	
height of seat	28-34 inches	
height of back above seat	10-14 inches	
alternative chair:		
type	movable, arm and back support	
width of seat	19-20 inches	
depth of seat	17-18 inches	
height of seat above floor	17 inches	
height of back above seat	16-18 inches	

#### Unit Areas:

##### Entrance Area:

furniture and equipment	4-5 sq. ft.
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\* Furniture for jury clerks, selected jurors standing during paneling for short period. No jury seating necessary.

circulation	4-5 sq. ft.
total	8-10 sq. ft.
General Assembly Area:	
furniture and equipment	6-7 sq. ft.
circulation	6-10 sq. ft.
total	12-17 sq. ft.
Television Area:	
furniture and equipment	4-5 sq. ft.
circulation	7-11 sq. ft.
total	11-16 sq. ft.
Recreation Area:	
furniture and equipment	6-7 sq. ft.
circulation	7-11 sq. ft.
total	13-18 sq. ft.
Reading and Writing:	
furniture and equipment	10-12 sq. ft.
circulation	10-13 sq. ft.
total	20-25 sq. ft.
Working Area (booths):	
furniture and equipment	13-16 sq. ft.
circulation	12-14 sq. ft.
total	25-30 sq. ft.
Cafeteria:	
furniture and equipment	6-7 sq. ft.
circulation	9-13 sq. ft.
total	15-10 sq. ft.
Snack Area:	
furniture and equipment	4-5 sq. ft.

circulation	4-5 sq. ft.	
total	8-10 sq. ft.	
Jury Panel Assembly Space:		
furniture and equipment	—	
circulation	8-10 sq. ft.	
total	8-10 sq. ft.	
Environmental Criteria:		
Thermal:	summer	72-74 ET
	winter	68-70 ET
Lighting:	Intensity (ft-candles)	Type
entrance area:	20-30 supplementary lighting at counter	warm or daylight, direct
general assembly area:	30-40	warm, semi-direct
television area:	15-20	warm, diffused
recreation area:	30-40	daylight, direct
reading and writing area:	40-60 supplementary lighting at work surface	daylight, direct
work area:	40-60 supplementary lighting at work surface	daylight, direct
cafeteria:	20-30	warm, semi-direct
snack area:	20-30	warm, semi-direct
jury panel assembly area:	30-40	warm, direct or semi- direct
Acoustics:	Background Noise Level	Absorption Coefficient
entrance area:	NC40-50	0.30-0.40 absorptive
general assembly area:	NC35-45	0.30-0.40 absorptive

Television Area:	NC40-50	0.40-0.50	absorptive
Recreation Area:	NC40-50	0.30-0.40	absorptive
Reading and Writing Area:	NC30-40	0.30-0.40	absorptive
Working Area:	NC25-35	0.30-0.40	absorptive
Cafeteria:	NC40-50	0.30-0.40	absorptive
Snack Area:	NC40-50	0.30-0.40	absorptive
Jury Panel Assembly Area:	NC40-50	0.30-0.40	absorptive

#### Equipment:

##### Entrance Area:

writing materials, ash tray, typewriters and office equipment  
(jury clerk's offices)

##### General Assembly Area:

reading materials, ash trays in smoking area

##### Television Area:

television set, ash trays

##### Recreation Area:

cards, dart boards, chess sets, games, writing materials, ash trays

##### Reading and Writing Area:

reading and writing materials, ash trays in smoking area

##### Working Area:

telephone, writing materials, ash trays

##### Cafeteria:

utensils, ash trays

##### Snack Area:

food, drink and cigarette machines, ash trays, waste containers

##### Jury Panel Assembly Area:

jury wheel, jury lists, jurors' identification cards or buttons

#### Accessibility:

the jury assembly room is accessible from the public access space

prospective jurors reporting for duty are registered at the public counter in the entrance area prior to entering the general assembly area

prospective jurors should have easy access to the other activity spaces from the general assembly area

access to television, recreation and snack areas (noisy) should be separated from access to reading, writing and working areas (quiet)



## JURY IMPANELING ROOM

The jury impaneling room has three separate spaces: the prospective jurors' area, the selected jurors' area and the voir dire area of the attorneys and clerk.

## Furniture Dimensions:

chairs:	type	fixed auditorium-type upholstered arm-chairs or pews or individual movable armchairs	
	number	25-30 individual chairs	2-3 rows of pews 12-man jury
		12-15 individual chairs	1-2 rows of pews 6-man jury
		14 individual chairs	12-man jury and the two alternate jurors
		7 individual chairs	6-man jury and the one alternate juror
	width of seat	19-20 inches	22-24 inches including arms
	depth of seat	17-18 inches	16-18 inches for pews
	height of seat above floor	17 inches	
	height of back above seat	15-18 inches	
attorney's table:	length	84-96 inches if both attorneys use same table	54-60 inches if each attorney has his own table
	width	30-42 inches	
	height	28-29 inches	
attorney's and clerk's chair:	type	movable, swivel, upholstered, arm and back support	
	number	2 per party	
	width of seat	19-20 inches	
	depth of seat	17-18 inches	
	height of seat above floor	17 inches	
	height of back above seat	15-18 inches	
clerk's table:	length	54-60 inches	

width	30-36 inches
height	28-29 inches

## Unit Areas:

## Selection

furniture and equipment	4- 5 sq. ft.
circulation	4- 5 sq. ft.
subtotal	8-10 sq. ft.

## Voir dire

furniture and equipment	15-20 sq. ft.
circulation	25-30 sq. ft.
subtotal	40-50 sq. ft.

## Clerical

furniture and equipment	15-20 sq. ft.
circulation	20-25 sq. ft.
subtotal	35-45 sq. ft.

Total area	387-485 sq. ft. (12-man jury; 30 man panel)
	307-385 sq. ft. (6-man jury; 15 man panel)

## Environmental Criteria:

thermal:	summer	72-74 ET	
	winter	68-70 ET	
lighting:	type	warm , direct or semi-direct, glare-free	
	intensity	30-50 ft-candles	
acoustics:	background noise level	NC30-40	moderately quiet
	absorption coefficient	0.30-0.40	absorptive

## Equipment:

jury clerk's jury wheel and jurors' list  
 writing materials  
 water container and glasses at attorneys' table  
 ash tray

**Accessibility:**

private access from jury assembly room or from private staff or judges' corridor in close proximity to courtroom

## JURY DELIBERATION ROOM

### Entrance Area:

#### coat closet

length	60-72 inches
width	24 inches
height	door or ceiling 60-66 inches above height floor
components	shelves above coat rail for hats and personal belongings space on the floor for rubbers, etc.

lobby can serve also as a rest area for women jurors seeking relief from the jury deliberation room

a six foot couch and 1 or 2 chairs can be provided if space permits

thermal, acoustical criteria and room finishes similar to the jury deliberation room

lighting intensity: 20-30 ft-candles

### Toilets:

#### fixtures

- washbasin
- watercloset
- wall mirror
- recessed paper hand towel container and disposal unit

if the lobby is inadequate or unsuitable as a rest room, the women's toilet could be made larger to accommodate a bench or couch for resting

toilets should be well ventilated and well lit (20 ft-candles minimum)

wall finishes surrounding fixtures should be water resistant, e.g. ceramic tiles

ceiling and upper floor finishes can be painted hard plaster

floor finishes can be either ceramic tiles or carpet if the other spaces are carpeted

## Jury Deliberation Room:

## Furniture Dimensions:

conference table:			
length	12-14 feet		
width	36-48 inches		
height	28-29 inches		
shape	oval shape preferred for optimum view of all jurors		
conference chairs:			
type	movable, swivel, adjustable, arm and back support		
number	12		
width of seat	19-20 inches	22-24 inches including arms	
depth of seat	17-18 inches		
height of seat above floor	17 inches	adjustable	
height of back above seat	15-18 inches	adjustable	

## Unit Areas:

## Entrance Area:

furniture and equipment	2-3 sq. ft.
circulation	5-6 sq. ft.
sub-total	7-9 sq. ft.

## \*Toilet:

furniture and equipment	15-20 sq. ft.
circulation	35-40 sq. ft.
sub-total	50-60 sq. ft.

## Total Area:

12 man jury                      356-436 sq. ft.                      with lobby

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\* Female toilet may have additional rest room with couch: approximately 35-40 sq. ft.

	266-336 sq. ft.	without lobby
6 man jury	198-278 sq. ft.	with lobby
	158-228 sq. ft.	without lobby

#### Environmental Criteria:

thermal:	summer	72-74 ET	
	winter	68-70 ET	
lighting:	type	daylight or warm, direct or indirect, glare-free	
	intensity	40-60 ft-candles	20-30 ft-candles at entrance lobby and toilets
acoustics:	background noise level	NC30-40	moderately quiet
	absorption coefficient	0.30-0.40	absorptive

#### Equipment:

writing materials  
 ash tray  
 drinking fountain with paper cup container and disposal unit

#### Accessibility:

private, direct and secured access to and from the courtroom  
 possibility of contact with persons other than the bailiff or court officer should be completely eliminated  
 jurors are not allowed to leave the jury deliberation room unless personally escorted by a court officer and unless ordered by the Judge  
 access from jury deliberation room to toilets via entrance lobby wherever possible; direct access not recommended

## GRAND JURY FACILITIES

- . The main responsibility of the grand jury is to determine whether the district attorney has sufficient evidence on which to prosecute a suspect.
- . The grand jury usually consists of 23 persons.
- . Grand jurors are selected from petit jurors experienced in serving jury duty.
- . Grand jurors are impaneled in a courtroom prior to their reporting for duty at the grand jury hearing room.
- . Grand jurors listen to the assistant district attorney presenting his evidence, and questioning witnesses.
- . After deliberation, the grand jury returns a true bill which enables the district attorney to prosecute the suspect, or a no bill which prohibits any further action until sufficient evidence could be produced.
- . The foreman of the grand jury submits a list of determinations to the court for the judge to make appropriate court orders.
- . In addition to the grand jury hearing room, the grand jury complex consists of a witness waiting area, a grand jury retiring room, an office for the assistant district attorney, and a defendant isolation and conference room.
- . All grand jury facilities should be air-conditioned, well-lit and reasonably quiet.
- . Grand jurors should have private, secured access to grand jury spaces.
- . Grand jury spaces are not accessible to anyone other than summoned witnesses, attorneys, court reporters and interpreters.
- . All spaces in the grand jury complex should be of soundproof construction.
- . All spaces in the grand jury complex should be closely related to each other, with the grand jury hearing room as the central space around which are located the witness waiting space, the grand jury retiring room, the A.D.A.'s office, and the conference room.
- . An entrance lobby with adequate closet space for coats, hats, umbrellas, and other personal belongings should precede the grand jury hearing room.

- The grand jury retiring room should be equipped with a men's and a women's toilet, similar to those in the jury deliberation room.
- The grand jury retiring room should have a drinking fountain, designed as an integral part of the toilet plumbing system.
- The witness waiting room should be controlled and supervised by a warden located between the waiting room and the grand jury hearing room.
- The A.D.A.'s office should be in close proximity to the A.D.A.'s station in the grand jury hearing room.
- The A.D.A., court reporter and interpreter should enter the grand jury complex by private and secured access.
- There should be windows in the grand jury spaces to provide the grand jurors with necessary variations and visual relief.
- The seating of grand jurors should be arranged in a tiered arc form in the grand jury hearing room, with the attorneys, court reporter, interpreter and grand jury foreman located near the center of the arc. This facilitates optimal seeing and hearing conditions.



## ENTRANCE LOBBY

## Furniture Dimensions:

## coat closet:

length	96-108 inches
width	24 inches
height	door or ceiling coat rail 60-66 inches height above floor
components	shelves above and below coat rail for hats, umbrellas and personal belongings

## Unit Areas:

furniture and equipment	2-3 sq. ft.
circulation	5-6 sq. ft.
total	7-9 sq. ft.

## Environmental Criteria:

thermal:	summer	74-76 ET
	winter	66-68 ET
lighting:	type	warm, semi-direct, glare-free
	intensity	20-30 ft-candles
acoustics:	background noise	NC30-40
	absorption coefficient	0.30-0.40 absorptive

## Accessibility:

from private or public corridors, the former being preferred to the witness waiting area and the grand jury hearing room

## WITNESS WAITING AREA

## Furniture Dimensions:

chair:	movable, arm and back sup- port	pews not preferred
width	19-20 inches	24-28 inches
depth	17-18 inches	16-18 inches
height	17 fixed	
height of back above seat	16-18 inches	

## Unit Areas:

furniture and equipment	4-5 sq. ft.
circulation	6-7 sq. ft.
total	10-12 sq. ft.

## Environmental Criteria:

thermal:	summer	72-74 ET	
	winter	68-70 ET	
lighting:	type	warm, semi-direct, or direct, glare-free	
	intensity	30-40 ft-candles	
acoustics:	background noise	NC35-45	
	absorption coefficient	0.30-0.40	absorptive

## Accessibility:

private access from the entrance lobby and to the grand jury hearing room

## GRAND JURY HEARING ROOM

## Furniture Dimensions:

## grand juror's chair

width	19-20 inches	
depth	17-18 inches	
height	17 inches	fixed
height of back above seat	16-18 inches	

## writing surface

length	30-36 inches	per juror
width	12-18 inches	
height	28-29 inches	

## attorneys' desk(s)

length	84-96 inches (shared)	54-66 inches
width	42-48 inches	36-42 inches
height	28-29 inches	28-29 inches

## attorneys' chairs

width	19-20 inches	
depth	17-18 inches	
height	17 inches	swivel
height of back above seat	16-18 inches	

## Equipment:

## grand juror's

- writing equipment
- exhibits

## attorneys'

- microphone (if necessary)
- writing material
- movable table lectern

## Unit Areas:

## grand juror's

furniture and equipment	7-8 sq. ft.
-------------------------	-------------

circulation	5-7 sq. ft.
total	12-15 sq. ft.
attorneys'	
furniture and equipment	16-20 sq. ft.
circulation	25-30 sq. ft.
total	41-50 sq. ft.

**Environmental Criteria:**

thermal:	summer	72-74 ET
	winter	68-70 ET
lighting:	type	warm or daylight direct
	intensity	50-70 ft-candles
acoustics:	background noise	NC30-40
	absorption coefficient	0.30-0.40

## GRAND JURY RETIRING ROOM

## Furniture Dimensions:

## chairs

type	movable, arm and back support
width	19-20 inches
depth	17-18 inches
height	17 inches
height of back above seat	16-18 inches

## side tables

length	24-30 inches
width	24-30 inches
height	17-20 inches

## Unit Areas:

furniture and equipment	4-5 sq. ft.
circulation	4-5 sq. ft.
sub-total	8-10 sq. ft.

## toilets

furniture and equipment	15-20 sq. ft.	total for each toilet
circulation	35-40 sq. ft.	total for each toilet
sub-total	50-60 sq. ft.	

## Environmental Criteria:

thermal:	summer	72-74 ET
	winter	68-70 ET
lighting:	type	warm, semi-direct or diffused
	intensity	20-30 ft-candles
acoustics:	background noise	NC40-50
	absorption coefficient	0.20-0.30

## GENERAL OFFICES

## Furniture Dimensions:

desk	length	54-60 inches	
	width	30 inches	
	height	28-29 inches	25-26 inches for typists desk
	components	locked single or double pedestal	
desk extension (if provided for typists)	length	36-42 inches	
	width	15-18 inches	
	height	25-26 inches	
	components	drawers with slanted compartments for different types of paper and envelopes	
	depth of circulation space behind desk	42 inches	minimum
chair	type	movable, adjustable, swivel, arm and back support armless posture chair for typist	
	width of seat	17-20 inches	
	depth of seat	15-18 inches	
	height of seat above floor	17 inches	adjustable
	height of back above seat	16-18 inches	adjustable
visitors' chairs	type	armchairs, movable, arm and back support	
	number	1 per desk if necessary	
	width of seat	19-20 inches	
	depth of seat	17-18 inches	
	height of seat above floor	17 inches	
	height of back above seat	15-18 inches	
bookshelves	length	42 inch modular unit, both length and height	
	depth	8-10 inches	18-24 inches at desk height if required

## Unit Areas:

furniture and equipment	25-30 sq. ft.
circulation	40-45 sq. ft.
total	65-75 sq. ft.

## Environmental Criteria:

thermal:	summer	72-74 ET	
	winter	69-71 ET	
lighting:	type	daylight, direct, glare-free	
	intensity	50-70 ft-candles	
acoustics:	background noise level	NC35-50	moderate
	absorption coefficient	0,30-0.40	absorptive

## Equipment:

dictation equipment  
writing material  
telephone  
ash trays

## Accessibility:

from public and staff access corridors

## INTERVIEW AND CONFERENCE SPACES

## Furniture Dimensions:

table or desk (if necessary)			
	length	54-60 inches	depends on number of participants
	width	30 inches	
	height	28-29 inches	
chairs			
	type	movable, arm and back support, swivel for interviewer	
	number	2-5 persons	
	width of seat	19-20 inches	
	depth of seat	17-18 inches	
	height of seat above floor	17 inches	
	height of back above seat	16-18 inches	
coat closet			
	length	30-36 inches	
	depth	12-24 inches	
	height	84-108 inches	door or ceiling height
	components	coat closet can be surface mounted, recessed or included in the building structure	
		shelf space for coats, hats, umbrellas, rubbers, etc.	

## Unit Areas:

furniture and equipment	6-8 sq. ft.
circulation	12-15 sq. ft.
total	18-23 sq. ft.

## Environmental Criteria:

thermal:	summer	71-73 ET
	winter	68-70 ET
lighting:	type	daylight or warm, semi-direct, glare-free
	intensity	30-50 ft-candles, supplementary lighting at table if required



acoustics: background		
noise level	NC30-40	moderately quiet
absorption		
coefficient	0.30-0.40	absorptive

Equipment:

- recording equipment
- writing materials
- ash trays

Accessibility:

- public interview/conference rooms should be accessible from public spaces
- private interview/conference rooms should be accessible from private spaces, and entrance into private access spaces should be controlled

## SECURED INTERVIEW SPACE

## Furniture Dimensions:

## table surface:

length	36-48 inches	60-72 inches if more than one interviewer
width	24-30 inches divided into two parts	12 inches on prisoner's side 12-18 inches on attorney's side
height	28-29 inches above floor	
components	physical separation between prisoner and attorney should be transparent so that they can see one another; they can speak through a wired opening or through telephones in less secured areas, no physical barrier or only a low partition above table is necessary	

## chairs:

type	fixed, arm and back support
width of seat	17-20 inches
depth of seat	15-18 inches
height of seat above floor	17 inches
height of back above seat	16-18 inches

## Unit Areas:

furniture and equipment	5-6 sq. ft.
circulation	15-17 sq. ft.
total	20-23 sq. ft.

## Environmental Criteria:

thermal:	summer	72-74 ET
	winter	69-71 ET
lighting:	type	warm, semi-direct, glare-free
	intensity	30-50 ft-candles

acoustics: background  
noise level NC35-45  
absorption  
coefficient 0.30-0.40 absorptive

Equipment:

writing material (if required)  
telephones (if conversation only permitted through telephones)

Accessibility:

access of prisoners into interview spaces must be from the secured space of the Department of Correction

interview of prisoners must be carefully supervised by correction officers

access of attorneys into interview spaces from the attorneys' side should also be carefully supervised and credentials of all attorneys have to be checked before attorneys could meet with their clients.

## PRISONER HOLDING FACILITIES

## Furniture Dimensions:

seating		row of seats fixed to the wall along all wall surfaces
	length	15-18 inches
	depth	17 inches
	height	
secured interview spaces		see previous section on 'secured interview space'
water closet and washbasin		combined unit fixed to wall low partition to separate combined unit from prisoner holding area

## Unit Areas:

furniture and equipment	3-4 sq. ft.
circulation	6-8 sq. ft.
total	9-12 sq. ft. per person

## Environmental Criteria:

thermal:	summer	73-75 ET	air conditioning and ventilating registers should be securely locked to prevent the removal and use as weapons by prisoners
	winter	65-68 ET	
lighting:	type	daylight, direct, glare-free	lighting fixture should be securely locked to prevent their removal and use as weapons by prisoners
	intensity	25-30 ft-candles	
acoustics:	background noise level	NC40-50	
	absorption coefficient	0.20-0.30	

**Enclosure:**

Instead of bars which define the prisoner holding area as a cage and the prisoner as an animal, alternative designs for the prisoner holding area, with adequate security, easy supervision and individual characteristics, should be developed and tested.

the general atmosphere of these facilities should be cheerful, with interesting color contrasts

**Equipment:**

locking and unlocking equipment of prisoner holding facilities  
all equipment exposed on ceiling, wall or floor finishes should be securely locked to prevent their removal and use as weapons for prisoners

**Accessibility:**

prisoner holding facilities adjoining courtrooms should be entered by means of prisoner secured access

prisoner holding facilities should be designed as compactly as possible to minimize distances between these facilities and the courtrooms and detention facilities

the prisoner should enter the courtroom as close to his station at the defense attorney's table as possible

attorneys should have easy access to the prisoner holding facility behind the courtroom to interview clients

interview spaces should be provided at the prisoner holding facility for attorneys to interview their clients

## COURTROOMS

PRIMARY PARTICIPANT	ACTIVITY	RELATED PEOPLE	FURNITURE/EQUIPMENT	PLATFORM HEIGHT above floor  (inches)	AREA		TOTAL  (sq. ft.)
					FURNITURE/EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)	
Judge	Reading, writing	—	Bench surface, swivel chair/ files, books, documents, exhibits	12-20	Bench 15-18 Chair 6-7	20-25	41-50
	Talking - quiet - loud	Clerk, attorneys Balliff, jurors, attorneys, public, witnesses	— Microphone	— —	— —	— —	— —
	Viewing	Attorneys, jurors, litigants, court reporter, clerk, witnesses	—	—	—	—	—
Attorney	Reading, writing	—	Table surface, chair/ files, books, documents, exhibits	Floor level	Table 12-15 Chair 4-5	25-30	41-50
	Talking - quiet - loud	Litigants, attorneys Witness, judge, jurors, court per- sonnel, public	— Lecturn/microphone, files, books, exhibits	— —	— Lecturn 7-9	— 9-11	— 16-20
	Viewing	Witness, judge, jurors, court personnel	—	—	—	—	—
	Moving	Witness, judge, jurors, clerk	/files, books, docu- ments, exhibits	—	—	100-150	—
Litigant	Reading, writing	—	Table surface, chair	Floor level	Table 8-10 Chair 4-5	8-10	20-25
	Talking - quiet	Attorneys	—	—	—	—	—
	Viewing	Attorneys, judge, witness, jurors	—	—	—	—	—
Witness	Reading	Attorneys	Witness box shelf/ exhibits	6-12	Shelf 4-6 Chair 4-5	7-9	15-20
	Talking - loud	Attorneys, judge, clerk, court re- porter	Microphone	—	—	—	—
	Viewing	Attorneys, judge, jurors, litigants, court personnel	—	—	—	—	—
Jurors	Reading	Attorneys	Jury box/exhibits	Row 1 floor level Row 2- 6 ins. Row 3- 12 ins.	Chair 4-5	5-6	9-11
	Talking - loud	Attorneys, judge, clerk	—	—	—	—	—
	Viewing	Attorneys, judge, clerk, litigants, court personnel	—	—	—	—	—
Court Reporter	Record proceedings	—	Chair, desk (optional) /stenographic machine and tapes	Floor level max. 6 ins.	Desk 6-7 Chair 3-4 Machine 1-2	6-8	16-21 (with desk)

LIGHTING		ACOUSTICS		THERMAL STANDARD		ACCESS	
LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SUMMER  (effective temperature)	WINTER	SPACE	ACCESS/SECURITY
50-70	warm, direct, possible spotlighting	NC 25-30	—	70°-72° ET	67°-69° ET	Chambers or robing room	Private/maximum
—	—	NC 25-35 NC 30-40	— 0.10-0.15 reflective	70°-72° ET 70°-72° ET	67°-69° ET 67°-69° ET		
30 min.	warm, semi-direct and direct	—	—	70°-72° ET	67°-69° ET		
50-70	warm, direct	NC 25-35	—	71°-73° ET	68°-70° ET	External office D.A. or legal aid staff office	Public/minimum Private/limited
—	—	NC 25-35 NC 30-40	— 0.10-0.15	71°-73° ET 71°-73° ET	68°-70° ET 68°-70° ET		
50-70	individual lighting of return	NC 25-35 NC 30-40	— 0.10-0.15	71°-73° ET 71°-73° ET	68°-70° ET 68°-70° ET		
30 Min.	warm, direct or semi-direct	—	—	71°-73° ET	68°-70° ET		
—	—	—	—	71°-73° ET	68°-70° ET		
50-70	warm, direct	NC 25-35	—	71°-73° ET	68°-70° ET	External (on bail or summons) Detention facilities	Public/minimum Private/maximum
—	—	NC 25-35	0.25-0.30 absorptive	71°-73° ET	68°-70° ET		
20 min.	warm, direct — or semi-direct	—	—	71°-73° ET	68°-70° ET		
50-70	warm, direct	NC 25-30	0.10-0.15 reflective	71°-73° ET	68°-70° ET	External isolation space (secret witness)	Public/minimum Private/maximum
—	—	NC 25-35	—	71°-73° ET	68°-70° ET		
—	—	—	—	71°-73° ET	68°-70° ET		
10-50 variable	warm, direct or semi-direct	NC 25-30	0.20-0.30	72°-74° ET	69°-71° ET	Jury assembling or or impaneling spaces	Private/maximum
—	—	NC 25-35	—	72°-74° ET	69°-71° ET		
5-30 variable	warm, direct or semi-direct	NC 25-35	—	72°-74° ET	69°-71° ET		
50-70	warm, semi-direct	NC 20-25	0.25-0.40 absorptive	71°-73° ET	68°-70° ET	Staff offices	Private/limited

## COURTROOM (cont'd)

PRIMARY PARTICIPANT	ACTIVITY	RELATED PEOPLE	FURNITURE/EQUIPMENT	PLATFORM HEIGHT	AREA		TOTAL (sq. ft.)
				above floor (inches)	FURNITURE/EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)	
Court Reporter (cont'd)	Feed data to computer	—	Desk (optional), chair/receptacle to coaxial cable to computer	—	Desk 6-7 Chair 3-4 Machine 1-2	6-8	16-21 (with desk)
	Talking - loud, Reading	Judge, attorneys, witnesses	—	—	—	—	—
	Viewing	Judge, attorneys, witnesses, clerk, jurors	—	—	—	—	—
Court Clerk	Reading, writing	—	Desk, chair/files, documents, exhibits	6-8	Desk 12-18 Chair 4-5	15-18	31-41
	Talking - quiet - loud	Judge	Microphone	—	—	—	—
	Passing documents	Judge, attorneys	/files, documents, exhibits	—	—	—	—
	Communicating	Judge's personnel, computer personnel	/telephone, C.R.T. Monitor, alarm signal	—	Monitor 3-4	5-6	8-10
	Recording	—	/recording equipment	—	Desk 4-5	5-6	9-11
	Viewing	Judge, attorneys, witnesses, jurors, court personnel	—	—	—	—	—
Bailliff or Court Officer	Calling order	Public, trial participants	Desk (optional), chair/gavel	Floor level max. 6 ins.	Desk 6-8 Chair 4-5	6-10	16-23 (with desk)
	Viewing	Public, trial participants	—	—	—	—	—
	Running errands	Judge	—	—	—	—	—
Press	Writing	—	Shelf, chair	Floor level	Shelf 3-4 Chair 3-4	5-8	11-16
	Viewing	Public, trial participants	—	—	—	—	—
Public	Viewing	Trial participants	Chair	Floor level	Chair 3-4	5-8	8-12



## LIGHTING

## ACOUSTICS

## THERMAL STANDARD

## ACCESS

LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	THERMAL STANDARD		SPACE	ACCESS/SECURITY
				SUMMER (effective temperature)	WINTER		
50-70	daylight, direct	NC 25-30	0.25-0.40 absorptive	71°-73° ET	68°-70° ET		
50-70	daylight, direct	NC 25-30	0.25-0.40	71°-73° ET	68°-70° ET		
25 min.	--	NC 25-30	--	71°-73° ET	68°-70° ET		
50-70	daylight, direct	NC 25-35	--	72°-74° ET	69°-71° ET	Clerk's office	Private/limited
--	warm, semi-d.	NC 25-30	--	72°-74° ET	69°-71° ET		
--	warm, direct	NC 25-35	0.10-0.15	72°-74° ET	69°-71° ET		
--	warm, semi-direct	NC 25-35	--	72°-74° ET	69°-71° ET		
50-70	warm, direct	NC 25-35	0.40-0.60 absorptive	72°-74° ET	69°-71° ET		
50-70	daylight, dir.	--	0.5-0.6 absorptive	72°-74° ET	69°-71° ET		
30 min.	warm, semi-direct	--	--	72°-74° ET	69°-71° ET		
20-40	daylight, direct	NC 30-40	0.10-0.15 reflective	70°-72° ET	67°-69° ET	Staff offices	Private or public/ minimum
30 min.	warm, semi-direct	NC 30-40	--	71°-73° ET	68°-70° ET		
--	--	NC 30-40	--	70°-72° ET	67°-69° ET		
30-50	daylight, direct	NC 25-35	0.40-0.6 absorptive	72°-74° ET	69°-71° ET	Press room or external spaces	Public/minimum
30 min.	warm, semi-direct	NC 25-35	--	72°-74° ET	69°-71° ET		
5-30 variable	warm, semi-direct or diffused	NC 30-40	0.10-0.20 reflective for ceiling 0.25-0.40 absorptive for walls	72°-74° ET	69°-71° ET	External spaces	Public/minimum

## JUDGES' CHAMBERS

ACTIVITY	PEOPLE INVOLVED	FURNITURE/EQUIPMENT	AREA			COLOR CONTRAST
			FURNITURE/EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)	TOTAL (sq. ft.)	
Working; reading, writing	Judge	Desk, desk extension, bookshelves, cabinet, swivel chair/tape recorder, dictation equipment	45-50	65-70	110-120	Subdued
Conferring	Judge, staff, visitors	Conference table, chairs	60-65	110-115	170-180	Subdued
Informal meeting	Judge, staff, visitors	Lounge chairs, sofa, low tables, lamps, cabinet	45-50	45-50	90-100	Average
Private: toilet	Judge, visitors	Washbasin, water closet, wall cabinet, shower (optional)	8-20	22-25	30-45	High
kitchen	Judge	refrigerator, cupboards, sink	12-15	13-15	25-30	High
closet	Judge	coat closet	8-10	12-15	20-25	High
Secretarial - working reading, writing, typing	Secretary	Desk, typing extension, chair/dictation and office equipment	30-35	50-55	80-90	Subdued
filing	Secretary	filing cabinets/data input and retrieval equipment	15-25	20-30	35-55	Medium
receive visitors	Secretary, visitors	lounge chairs, low tables, lamps	15-20	15-20	30-40	Medium
Legal research - working: reading, writing	Law assistant	Desk, chair, bookshelves /dictation equipment	30-35	50-55	80-90	Subdued
conferring	Law assistant visitors	chairs	7-10	8-10	15-20	Average

LIGHTING		ACOUSTICS		THERMAL STANDARD		ACCESS	
LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER	SPACE	ACCESS/SECURITY
50-70	daylight, direct or semi-direct	NC 25-35	0.40-0.50	71°-73° ET	68°-70° ET	Courtroom, secretary's office	Private/maximum
30-50	warm, semi-direct	NC 25-35	0.20-0.30	71°-73° ET	68°-70° ET	Conference and work areas	Private/limited or maximum
20-40	warm, semi-direct	NC 30-40	0.25-0.40	72°-74° ET	69°-71° ET	Conference and work areas	Private/limited or maximum
30-50	warm, direct	-	0.25-0.40	72°-74° ET	69°-71° ET	Work and Informal areas	Private/limited
30-50	warm, direct	-	0.25-0.40	70°-72° ET	67°-69° ET	Work and Informal areas	Private/limited
10-20	daylight, direct	-	0.25-0.40	71°-73° ET	68°-70° ET	Work and Informal areas	Private/limited
50-70	daylight, direct	NC 30-40	0.40-0.50	73°-75° ET	69°-71° ET	Judge's chamber, Law assistant's office, conf. room	Private/limited
50-70	daylight, direct	NC 40-50	0.30-0.40	72°-74° ET	69°-71° ET		
20-40	warm, semi-direct	NC 30-40	0.30-0.40	72°-74° ET	69°-71° ET		
70	daylight, direct	NC 25-35	0.40-0.50	72°-74° ET	69°-71° ET	Judge's chamber, secretary's office, courtroom, law library	Private/limited or maximum
30-50	warm, semi-direct	NC 25-35	0.20-0.30	71°-73° ET	68°-70° ET		

## JURY FACILITIES

ACTIVITY	PEOPLE INVOLVED	FURNITURE/ EQUIPMENT	AREA			COLOR CONTRAST	
			FURNITURE/ EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)	TOTAL (sq. ft.)		
Entry and registration	Summoned jurors, jury clerks	Lounge chairs, side tables, registration counters/ office equipment	4-5	4-5	8-10	High	
Assembly and talking	Summoned jurors, jury clerks	Chairs, side tables, informal tables/ reading materials	6-7	6-10	12-17	Medium	
Watching television	Summoned jurors, jury clerks	Chairs/television, screen, slide and movie projectors	4-5	7-11	11-16	Subdued	
Reading, writing	Summoned jurors	Tables, chairs, bookshelves/ books, journals	10-12	10-13	20-15	Medium	
Working	Summoned jurors	Table, chair, booth /telephone	13-16	12-14	25-30	Medium	
Recreation	Summoned jurors	Tables, chairs/writing materials	6-7	7-11	13-18	High	
Dining	Summoned jurors, jury clerks, court officers, jurors	Tables, chairs/utensils	6-7	9-13	15-20	High	
Eating (snacks)	Summoned jurors	Tables, chairs or stools/ food, drink, cigarette machines	4-5	4-5	8-10	High	
Jury panel assembling	Selected jurors, jury clerk, court officer or bailiff	Jury clerk's counter, jury list, jury wheel	-	8-10	8-10	High	
Impaneling	- selection	Selected and impaneled jurors, attorneys	Chairs	4-5	4-5	8-10	Medium
	- voir dire	attorneys	Table(s), chairs/jury list	15-20	25-30	40-50	Medium
	- clerical	jury clerk	Table, chair/jury list, jury wheel	15-20	20-25	35-45	Medium
Deliberating	- entry	impaneled jurors, bailiff	Coat closet, couch	2-3	5-6	7-9	High
	- toilets	Impaneled jurors (men and women)	Water closet (1) and wash basin (1) each for men and women	8-10 per toilet	18-20	26-30	High
	- deliberation	impaneled jurors	Table, chairs/drinking fountain	6-8	12-15	18-23	Medium

LIGHTING		ACOUSTICS		THERMAL STANDARD		ACCESS	
LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER	SPACE	ACCESS/SECURITY
20-30 supplementary lighting	warm, direct or semi-direct	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET	Public space, jury impaneling space, courtroom	Public/minimum
30-40	warm, direct or semi-direct	NC 35-45	0.30-0.40	72°-74° ET	68°-70° ET	All jury assembly spaces	Restrictive/limited
15-30	warm, diffused	NC 40-50	0.40-0.50	72°-74° ET	68°-70° ET	General assembly space	Restrictive/limited
40-60	daylight, direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET	General assembly space	Restrictive/limited
40-60	daylight, direct	NC 25-35	0.30-0.40	72°-74° ET	68°-70° ET	General assembly space	Restrictive/limited
30-40	daylight, or warm, direct	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET	General assembly space	Restrictive/limited
20-30	warm, semi-direct, or direct	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET	General assembly space	Restrictive/limited
20-30	warm, direct or semi-direct	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET	General assembly space	Restrictive/limited
0-40	warm, direct or semi-direct	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET	General assembly space	Restrictive/limited
30-35	warm, dir. or semi-dir.	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET	Jury panel assembly space	Private/limited
35-50	warm, dir. or semi-dir.	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET	Public or attorney's entrance	Public or private/limited
35-50	warm, dir. or semi-dir.	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET	Jury panel assembly space	Private/limited
20-30	warm, semi-direct, or diffused daylight, or warm, semi-direct, or direct	NC 35-45	0.30-0.40	72°-74° ET	68°-70° ET	Courtroom	Private/maximum
20-30	warm, semi-direct, or direct	NC 40-50	0.15-0.25	72°-74° ET	68°-70° ET	Entrance lobby of jury deliberation spaces	Private/maximum
40-60	warm, direct or semi-direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET	Entrance lobby	Private/maximum

## GRAND JURY FACILITIES

ACTIVITY	PEOPLE INVOLVED	FURNITURE/EQUIPMENT	AREA		TOTAL (sq. ft.)	COLOR CONTRAST
			FURNITURE/EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)		
Entry	Grand Jurors, warden	Coat closet, chairs (can be part of retiring room)	2-3	5-6	7-9	High
Witness waiting	Witnesses, warden	Chairs, desks, side tables/reading materials	4-5	6-7	10-12	Medium
Grand jury hearing	Grand Jurors, A.D.A., court reporter, interpreter	Tiered seats or chairs, writing surface, attorney's table	7-8 16-20	5-7 25-30	12-15 41-50	Medium
Grand jury retiring	Grand Jurors	Lounge chairs, side tables	4-5	4-5	8-10	High
Private: toilet	Grand Jurors	Water closet (1), wash basins (2), each for men and women	15-20 (per toilet)	35-40	50-60	High
Courtroom	See Table CT-1					

LIGHTING	ACOUSTICS	THERMAL STANDARD		ACCESS			
		SUMMER	WINTER	SPACE	ACCESS/SECURITY		
LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	(effective temperature)			
20-30	warm, semi-direct	NC 30-40	0.30-0.40	74°-76° ET	66°-68° ET	Public and private corridor, witnesses waiting room, grand jury hearing room	Private/limited
30-40	warm, semi-direct, or direct	NC 35-45	0.30-0.40	72°-74° ET	68°-70° ET	Entrance lobby, grand jury hearing room	Private/maximum
50-70	warm or daylight, direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET	Witnesses waiting room, grand jury retiring room	Private/maximum
20-30	warm, semi-direct or diffused	NC 40-50	0.20-0.30	72°-74° ET	68°-70° ET	Grand jury hearing room	Private/maximum
20-30	daylight or warm, direct or semi-direct	NC 40-50	0.15-0.25	72°-74° ET	68°-70° ET	Grand jury retiring room	Private/

## ADMINISTRATIVE AND STAFF OFFICES

ACTIVITY	PEOPLE INVOLVED	FURNITURE/ EQUIPMENT	AREA			COLOR CONTRAST
			FURNITURE/ EQUIPMENT (sq. ft.)	CIRCULATION (sq. ft.)	TOTAL (sq. ft.)	
Executive working	D.A., Legal Aid, Probation, SPCC, MCEP, Youth Council Bureau, police officers, clerk's office	Desk, desk extension, bookshelves, cabinet, swivel chairs/dictation and office equipment	45-50	65-70	110-120	Subdued
Informal meeting	D.A., Legal Aid, Probation, SPCC, MCEP, Youth Council Bureau, police officers, clerk's office	Lounge chairs and sofa, low tables, cabinets	45-50	45-50	90-100	Average
Private working	D.A., Legal Aid, Probation, SPCC, MCEP, Youth Council Bureau, police officers, clerk's office	Desk, chair, bookshelves, /dictation equipment	30-35	50-55	80-90	Average
General working	D.A., Legal Aid, Probation, SPCC, MCEP, Youth Council Bureau, police officers, clerk's office	Desk, chair, bookshelves /office equipment	25-30	40-45	65-75	Average
Conferring	D.A., Legal Aid, Probation, SPCC, Youth Council Bureau, MCEP, police officers, clerk's office	Conference table, chairs (8 persons)	55-65	95-110	150-175	Subdued
Interviewing	D.A., Legal, Aid, Probation, SPCC, MCEP, Youth Council Bureau, police officers, clerk's office	Table, chairs (interviewer and 2-3 persons)	25-30	45-50	70-80	Subdued
Private secretarial - typing	Secretaries, typists	Desk, typing extension, chair/dictation and office equipment	30-35	50-55	80-90	Medium
- filing	Secretaries, filing clerks	filing cabinets/data input and retrieval equipment	15-25	20-30	35-55	Medium
- receiving visitors	Secretaries, visitors	Lounge chairs, low tables/ reading materials	15-20	15-20	30-40	Medium
Examination	Medical and psychi- atric personnel	Desk, chairs/examination equipment	50-60	100-110	150-170	Subdued



LIGHTING		ACOUSTICS		THERMAL STANDARD		ACCESS	
LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER	SPACE	ACCESS/SECURITY
50-70	daylight, direct	NC 25-38	0.30-0.40	72°-74° ET	69°-71° ET	Private and general offices	Private/limited
25-40	warm, indirect	NC 30-40	0.25-0.40	72°-74° ET	69°-71° ET	Work spaces	Private/limited
50-70	daylight, direct	NC 25-35	0.30-0.40	72°-74° ET	69°-71° ET	Executive and general offices	Private/limited
50-70	daylight, direct	NC 35-45	0.30-0.40	72°-74° ET	69°-71° ET	Private offices	Public or private/ minimum
50	warm, semi-direct	NC 30-40	0.20-0.30	71°-73° ET	68°-70° ET	Executive and private offices, public spaces	Private or public/ minimum or limited
30-50	warm, direct or semi-direct	NC 30-40	0.20-0.30	71°-73° ET	68°-70° ET	Private and general offices, public spaces	Private or public/ limited or secured
50-70	daylight, direct	NC 30-40	0.40-0.50	72°-74° ET	69°-71° ET	Executive and private offices	Public or private/ limited
50-70	daylight, direct	NC 40-50	0.30-0.40	72°-74° ET	69°-71° ET		Public or private/ limited
20-40	warm, semi-direct	NC 30-40	0.30-0.40	72°-74° ET	69°-71° ET		Public/limited or minimum
70-100 or higher	daylight, direct with special lighting	NC 25-35	0.20-0.30	70°-72° ET	68°-70° ET		Private/secured

## TEMPORARY DETENTION FACILITIES

ACTIVITY	PEOPLE INVOLVED	FURNITURE/EQUIPMENT	AREA	CIRCULATION (sq. ft.)	TOTAL (sq. ft.)	COLOR CONTRAST
			FURNITURE/EQUIPMENT (sq. ft.)			
Prisoner holding	Prisoners, correction, police and court officers	Cells, fixed seating, fixed water closet and wash basin	3-4 per person	6-8 per person	9-12 per person	Medium
Interviewing	Defendant, attorney, probation officer, MCEP, Youth Council and SPCC officers	Table surface in booths, chairs	10-12	30-33	40-45	Medium

## OTHER COURT-RELATED FACILITIES

ACTIVITY	PEOPLE INVOLVED	FURNITURE/EQUIPMENT	AREA	CIRCULATION (sq. ft.)	TOTAL (sq. ft.)	COLOR CONTRAST
			FURNITURE/EQUIPMENT (sq. ft.)			
General office	Clerks, court personnel, departmental staff, (Probation, Legal Aid, etc.)	Desk, desk extension, chairs, bookshelves, filing cabinets/dictation and office equipment	25-30	40-45	65-75	Medium to high
Interview and conference spaces	Departmental staff, court personnel, defendant, relatives, attorneys	Table or desk, chair, coat closet/recording equipment (if needed)	6-8	12-15	18-23	Subdued to medium
Secured interview spaces	Defendant, attorney(s), correction officers	Table surface (barrier optional), chairs	5-6	15-17	20-23	Subdued
Prisoner holding facilities	Defendant, correction officers	Fixed row seating/water closet and wash basin	3-4	6-8	9-12	Subdued

LIGHTING		ACOUSTICS		THERMAL STANDARD		ACCESS	
LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER	SPACE	ACCESS/SECURITY
25-30	warm, semi-direct	NC 40-50	0.40-0.50	73°-75° ET	65°-68° ET	Courtroom	Secured/maximum
30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	69°-71° ET	Courtroom detention facility	Secured/maximum

LIGHTING		ACOUSTICS		THERMAL STANDARD		ACCESS	
LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AVERAGE ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER	SPACE	ACCESS/SECURITY
50-70	daylight, direct	NC 35-50	0.30-0.40	72°-74° ET	68°-70° ET	All court departments	Public and private/ minimum to limited
30-50	warm or daylight, direct or semi-direct	NC 30-40	0.30-0.40	71°-73° ET	68°-70° ET	All public and court spaces	Public and private/ minimum to limited
30-40	warm, semi-direct	NC 40-50	0.30-0.40	72°-74° ET	69°-71° ET	Correction spaces (prisoners) public spaces (attorneys)	Private and secured/ maximum
25-30	warm or daylight, direct or semi-direct	NC 40-50	0.20-0.30	73°-75° ET	65°-68° ET	Correction spaces	Private and secured/ maximum

## SPACES OF COMMON USAGE IN COURT AND COURT-RELATED FACILITIES

	POLICE DEPARTMENT	DEPARTMENT OF CORRECTION	DISTRICT ATTORNEY'S OFFICE	LEGAL AID SOCIETY	OFFICE OF PROBATION	SPCC <sup>+</sup>	PSYCHIATRIC CLINIC	YOUTH COUNSEL BUREAU	MCEP <sup>++</sup>
COURTROOMS	X	X	X	X	X	X	X	X	X
JUDGES' CHAMBERS			X	X	X				
INTERVIEW & CONFERENCE SPACES — SECURED ACCESS	X	X	X	X	X	X	X	X	X
— PUBLIC ACCESS			X	X	X	X		X	X
JURY FACILITIES			X	X					
GRAND JURY FACILITIES		X	X						
ADMINISTRATIVE OFFICES	X	X	X	X	X	X	X	X	X
STAFF OFFICES — SECURED ACCESS	X	X	X	X	X	X	X	X	X
— PUBLIC ACCESS				X	X	X		X	X
RECEIVING AREA-SECURED ACCESS	X	X	X			X	X	X	
— PUBLIC ACCESS				X	X	X		X	X
TEMPORARY DETENTION FACILITIES	X	X	X	X	X	X	X	X	X

+ Society for the Prevention of Cruelty to Children

++ Manhattan Court Employment Project

## POLICE: DESIGN STANDARDS

SPACE	AREA		LIGHTING		ACOUSTICS		THERMAL STANDARD	
	MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER
Sign-in area	70-80	12-15 * 40-45 +	20-30	neutral, direct	NC 40-50	0.20-0.30	74°-75° ET	65°-67° ET
Search space	70-80	12-15	30-40	neutral, direct	NC 40-50	0.10-0.20	74°-75° ET	70°-72° ET
Interview booth	40-45	15-18	30-40	warm, direct or semi-direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
Fingerprint area	45-50	12-15	50-70	daylight, direct	NC 40-50	0.10-0.20	72°-74° ET	68°-70° ET
Fingerprint transmission area	80-90	15-20	50-70	daylight, direct	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET
Detention facility	30-35	10-12	20-30	warm, direct or semi-direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
Photographic studio	300-400	-	30-40 general	special lighting	NC 40-50	0.15-0.25	70°-72° ET	66°-68° ET
Defendants' waiting area	45-50	10-12	20-30	warm, direct or semi-direct	NC 40-50	0.20-0.30	72°-74° ET	68°-70° ET
A.D.A.'s office in complaint room	80-90	12-15 * 45-50 +	30-40	warm, direct or semi-direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Complaint room	120-150	10-12	30-40	warm, direct or semi-direct	NC 40-50	0.30-0.40	70°-72° ET	66°-68° ET
Steno-typist space	70-80	40-45	50-70	daylight, direct	NC 40-50	0.40-0.50	72°-74° ET	68°-70° ET
Docket room	80-90	20-25	30-50	daylight, direct	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET
Staff office	80-90	12-15 * 40-45 +	40-50	daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET

## CORRECTION: DESIGN STANDARDS

SPACE	AREA		LIGHTING		ACOUSTICS		THERMAL STANDARD	
	MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER
Prisoner sign-in space	70-80	12-15	20-30	neutral, direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
Inspection space	70-80	12-15	30-40	neutral, direct	NC 40-50	0.10-0.20	74°-75° ET	70°-72° ET
Detention facility	30-35	10-12	20-30	warm, direct or semi-direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
Interview booth	40-45	15-18	30-40	warm, direct or semi-direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
Holding facility	35-40	10-12	20-30	warm, direct or semi-direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
Defendant bail room	90-100	12-15	30-40	daylight, direct	NC 30-40	0.20-0.30	72°-74° ET	69°-71° ET
Receiving space	70-80	10-12	30-40	warm, direct or semi-direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
Examination space	120-150	40-45	70-100 or higher	special lighting	NC 25-35	0.30-0.40	73°-75° ET	69°-71° ET
Recreation space	200-250	10-15	varies; day-light preferred	daylight, direct open air preferred	NC 50-60	-	65°-67° ET	62°-64° ET
Dining space	100-150	12-15	25-35	daylight, semi-direct or diffused	NC 40-50	0.30-0.40	72°-74° ET	68°-70° ET
Library	100-150	12-15	40-60	daylight, direct	NC 25-35	0.30-0.40	72°-74° ET	68°-70° ET
Visitors' waiting space	70-80	10-12	20-30	warm, semi-direct or direct	NC 40-50	0.30-0.40	74°-75° ET	66°-67° ET
Visiting booth	40-45	-	30-40	warm, semi-direct	NC 25-35	0.30-0.40	72°-74° ET	68°-70° ET
Staff office	80-90	40-45	40-50	daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET

## DISTRICT ATTORNEY: DESIGN STANDARDS

SPACE	AREA		LIGHTING		ACOUSTICS BACKGROUND NOISE LEVEL.	AV. ABSORPTION COEFFICIENT	THERMAL STANDARD	
	MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHT LEVEL (ft.-candles)	TYPE			SUMMER	WINTER
							(effective temperature)	
Grand jury hearing room	300-400	12-15	30-50	warm, direct or semi-direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
Witness waiting room	200-250	10-12	30-40	warm, direct or semi-direct	NC 35-45	0.30-0.40	72°-74° ET	68°-70° ET
Grand jury lounge	120-150	8-10	20-30	warm, semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Grand jury toilets	100-120	( total )	20-30	daylight or warm, direct	NC 40-50	0.10-0.20	72°-74° ET	68°-70° ET
A.D.A. office	90-100	45-50	40-50	daylight, direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Conference room	80-90	15-18	30-40	warm or daylight, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Prisoner holding facility	35-40	10-12	20-30	warm, direct or semi-direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
A.D.A. office in complaint room	80-90	12-15 * 45-50 +	40-50	daylight, direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Steno-typist space in complaint room	70-80	12-15 * 45-50 +	50-70	daylight, direct	NC 40-50	0.40-0.50	72°-74° ET	68°-70° ET
Security storage space	120-150	varies	25-35	daylight, direct	NC 30-40	0.10-0.20	70°-72° ET	70°-72° ET
Accountants' office	80-90	12-15 45-50	40-60	daylight, direct	NC 30-40	0.20-0.30 0.30-0.40 **	72°-74° ET	68°-70° ET
Law library	400-450	15-18	50-70	daylight, direct	NC 25-35	0.35-0.45	72°-74° ET	68°-70° ET
A.D.A. staff office	90-100	12-15 * 48-50 +	40-50	daylight, direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
A.D.A. stenographers' office	70-80	12-15 40-45	50-70	daylight, direct	NC 40-50	0.40-0.50	73°-75° ET	69°-71° ET
A.D.A. photographic lab	500-550	( total )	30-40 (general)	special lighting	NC 40-50	0.15-0.25	72°-74° ET	68°-70° ET
A.D.A. graphic engineer's office	100-120	50-60	50-70	daylight, direct supplementary lighting	NC 30-40	0.10-0.20	72°-74° ET	68°-70° ET

## LEGAL AID SOCIETY: DESIGN STANDARDS

SPACE	AREA MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHTING LIGHT LEVEL (ft.-candles)	TYPE	ACOUSTICS BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	THERMAL STANDARD	
							SUMMER	WINTER
Interview booth	40-50	15-18	30-40	warm, direct or semi-direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
A.D.A. space in complaint room	See: Table DA-1							
Interview room	70-80	12-15	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Conference room	80-90	15-18	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Library	200-250	15-18	50-70	daylight, direct	NC 25-35	0.35-0.45	72°-74° ET	68°-70° ET
Staff office	80-90	12-15	40-50	daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Supervisor's offices	100-120	15-18	40-50	daylight, direct or semi-direct	NC 30-45	0.25-0.40	72°-74° ET	68°-70° ET



**PROBATION: DESIGN STANDARDS**

SPACE	AREA		LIGHTING LIGHT LEVEL (ft.-candles)	TYPE	ACOUSTICS BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	THERMAL STANDARD	
	MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)					SUMMER	WINTER
							(effective temperature)	
Screening space	70-80	40-45	40-50	daylight, direct	NC 30-40	0.10-0.20	72°-74° ET	68°-70° ET
R.O.R. interview space	35-40	-	30-40	warm, direct or semi-direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
Intake space	80-90	12-15	20-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	74°-75° ET	65°-67° ET
Bookkeeper's office	80-90	45-50	50-70	daylight, direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
Research analyst's office	80-90	45-50	50-70	daylight, direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Interview room	70-80	12-15	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Conference space	80-90	15-18	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Supervisor's office	100-120	15-18	40-50	daylight, direct or semi-direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Staff office	80-90	12-15	40-50	daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Waiting space	150-200	12-15	20-30	warm, indirect or direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
Stenographers' office	70-80	40-45	50-70	daylight, direct	NC 40-50	0.40-0.50	72°-74° ET	68°-70° ET
File storage space		varies	30-40	daylight, direct	NC 40-50	0.10-0.20	72°-74° ET	68°-70° ET

<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>		<p>MANHATTAN CRIMINAL COURT BUILDING PROBATION DESIGN STANDARDS</p>	<p>TABLE PR-1</p>
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## SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN (SPCC): DESIGN STANDARDS

SPACE	AREA		LIGHTING		ACOUSTICS		THERMAL STANDARD	
	MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHT LEVEL (ft.-candles)	TYPE	BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	SUMMER (effective temperature)	WINTER
Receiving office	70-80	12-15 * 40-45 +	20-30	warm, semi-direct	NC 40-50	0.20-0.30	74°-75° ET	66°-67° ET
Investigator's office	80-90	12-15 * 40-45 +	40-50	warm or daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Interview room	70-80	12-15	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Staff office	80-90	12-15 * 40-45 +	40-50	daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Fingerprint and photographic spaces		See: Table PL-1						
Conference space	80-90	12-15	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Grand jury hearing room, witness and defendant isolation spaces				See: Table DA-1				

COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013	* seating space only + work space	MANHATTAN CRIMINAL COURT BUILDING <b>S.P.C.C.</b> DESIGN STANDARDS	TABLE <b>SP-1</b>
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## PSYCHIATRIC CLINIC: DESIGN STANDARDS

SPACE	AREA MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHTING		ACOUSTICS BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	THERMAL STANDARD	
			LIGHT LEVEL (ft.-candles)	TYPE			SUMMER  (effective temperature)	WINTER
Secretary's office	80-90	12-15 * 40-45 +	20-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	74°-75° ET	66°-67° ET
Screening room	80-90	15-20	40-50 or higher	warm, direct or special lighting	NC 25-35	0.40-0.50	72°-74° ET	68°-70° ET
Staff office	80-90	15-20	40-50	daylight or warm, direct or semi-direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Typing area	60-70	40-45	40-50	daylight, direct	NC 40-50	0.25-0.40	73°-75° ET	69°-71° ET
Interview room	80-90	15-20	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Examination space	120-150	-	70-100 or higher	special lighting	NC 25-35	0.30-0.40	73°-75° ET	69°-71° ET
Secured examination space	120-150	-	70-100 or higher	special lighting	NC 25-35	0.30-0.40	73°-75° ET	69°-71° ET
Conference room	80-90	12-15	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET

# YOUTH COUNSEL BUREAU: DESIGN STANDARDS

SPACE	AREA MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHTING		ACOUSTICS BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	THERMAL STANDARD	
			LIGHT LEVEL (ft.-candles)	TYPE			SUMMER	WINTER
Receiving space	80-90	12-15	20-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	74°-75° ET	66°-67° ET
Screening space	70-80	12-15 * 40-45 +	40-50	daylight, direct	NC 30-40	0.10-0.20	72°-74° ET	68°-70° ET
Interview space	70-80	12-15	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Conference space	80-90	15-18	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Staff office	80-90	12-15 * 40-45 +	40-50	daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
Group therapy facility	120-150	15-20	20-50 variable	warm or daylight, direct, semi-direct or diffused	NC 30-40	0.25-0.40	70°-72° ET	66°-68° ET
Supervisor's office	100-120	15-18	40-50	daylight, direct	NC 30-40	0.25-0.40	72°-74° ET	68°-70° ET
A.D.A.'s office	See: Table DA-1							

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<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>	<p>* seating space only + work space</p>	<p>MANHATTAN CRIMINAL COURT BUILDING YOUTH COUNSEL BUREAU DESIGN STANDARDS</p>	<p>TABLE YC-1</p>
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MANHATTAN COURT EMPLOYMENT PROJECT (MCEP): DESIGN STANDARDS

SPACE	AREA		LIGHTING		ACOUSTICS BACKGROUND NOISE LEVEL	AV. ABSORPTION COEFFICIENT	THERMAL STANDARD	
	MINIMUM AREA (sq. ft.)	ADD. AREA PER PERSON (sq. ft.)	LIGHT LEVEL (ft.-candles)	TYPE			SUMMER	WINTER
							(effective temperature)	
Screeener's space	70-80	12-15	40-50	daylight, direct	NC 30-40	0.10-0.20	72°-74° ET	68°-70° ET
Interview booth	35-40	-	30-40	warm, direct or semi-direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
Receiving space	80-90	12-15	20-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	74°-75° ET	66°-67° ET
Administrative coordinator's office	80-90	12-15 * 40-45 +	40-50	daylight or warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Representative's office	80-90	12-15 * 40-45 +	40-50	daylight or warm, direct or semi-direct	NC 25-35	0.30-0.40	72°-74° ET	68°-70° ET
Social services' office	80-90	12-15 * 40-45 +	40-50	daylight or warm, direct or semi-direct	NC 25-35	0.30-0.40	72°-74° ET	68°-70° ET
Group counseling space	120-150	15-20	20-50 variable	warm or daylight, direct or semi-direct or diffused	NC 30-40	0.25-0.40	70°-72° ET	66°-68° ET
Career developer's office	80-90	12-15 * 40-45 +	40-50	daylight or warm, direct or semi-direct	NC 25-35	0.30-0.40	72°-74° ET	68°-70° ET
Conference space	80-90	15-18	30-40	warm, direct or semi-direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Staff office	80-90	12-15 * 40-45 +	40-50	daylight, direct	NC 30-40	0.30-0.40	72°-74° ET	68°-70° ET
Research spaces	80-90	45-50	50-70	daylight, direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET
Training spaces	120-150	15-20	40-50	daylight, direct	NC 30-40	0.20-0.30	72°-74° ET	68°-70° ET

<p>COURTHOUSE REORGANIZATION AND RENOVATION PROGRAM 111 CENTRE ST. NEW YORK, N.Y. 10013</p>	<p>* seating space only + work space</p>	<p>MANHATTAN CRIMINAL COURT BUILDING M.C.E.P. DESIGN STANDARDS</p>	<p>TABLE MC-1</p>
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MANPOWER REQUIREMENTS FOR THE CRIMINAL COURT AND THE  
CRIMINAL DIVISION OF THE SUPREME COURT: 1970 - 2000

MANPOWER REQUIREMENTS FOR THE CRIMINAL COURT AND THE CRIMINAL  
DIVISION OF THE SUPREME COURT: 1970-2000

INTRODUCTION

1. Summary of Report

Starting with an analysis of population characteristics, leading to the development of expected crime patterns, the study team arrived at a projected court workload for the next 30 years on which to base the space facility needs of all departments occupying space in the Criminal Court Building. The study modified its predictions in accordance with the expected changes in the field of court administration. Implementation of the All-Purpose Part concept in some form is likely in the next decade. Legislative changes should result in the removal of traffic offenses, administrative code violations, and many types of "victimless" crimes from the Criminal Court jurisdiction. Time limits on the disposition of cases are a distinct probability as are bail reforms and increased emphasis on criminal rehabilitation.

Assuming that most changes will be implemented, the caseload of the Criminal Court will drop by approximately seven percent from its peak in the early 1970's. This does not indicate reductions in court and ancillary staffing requirements. On the contrary, many factors will combine to necessitate staff increases. These include projected increases in the more serious offenses and in the length of the average case to disposition, and the need to clear current case backlogs. Generally, greater staff increases will be required in ancillary units than in the judiciary of the Criminal Court. The Legal Aid Society's staff of attorneys assigned in New York County is projected to grow by 34 percent over the next thirty years. A growth of 50 percent in the number of assistant district attorneys assigned to the District Attorney's office in New York County is

envisioned. Probation officer staff should increase by 44 percent, and correction officer staff by 36 percent. Criminal Court judicial staff on the other hand is expected to grow at most by only 15 percent.

This means that improved court administrative procedures, decreased scope of responsibility, and strengthened ancillary staffing should combine to reduce delays in the judicial process. This, combined with an adequate provision of facilities, will permit greater efficiencies to be realized in the future.

In the Supreme Court Criminal Division, a continuing increase in caseload and consequently manpower is foreseen. A rise in judicial staff requirements of 47 percent is predicted by the year 2000 to efficiently dispose of the more serious felony offenses. Here is where an imposition of time limitations on case dispositions will have the greatest effect on manpower requirements. Here also, the backlog problem is potentially more serious in nature than in the Criminal Court.

#### Ratios of Ancillary Staff to Courtrooms

The only meaningful ratios between ancillary unit staff and the number of courtrooms are those of the District Attorney's office, Legal Aid Society, Probation, Corrections, the Mental Health Unit and VERA. Each of these plays a role in almost every aspect of the Supreme and Criminal Court operation. The involvement of units such as the police and the Society for the Prevention of Cruelty to Children is not broad enough to relate directly to courtrooms. Of those units for which a direct relationship with courtrooms can appropriately be identified, ratios are based on the key personnel in each unit. All other staffing requirements are keyed to these personnel.

The figures used in calculating these ratios are those projected as required by the year 2000. By using these figures all current deviations from proper staffing levels will have been eliminated and the units can be considered to be operating at the optimum level.



of staffing. The number of parts for both the Criminal and Supreme Courts have been projected to grow to 27 and 22 respectively by the year 2000, excluding only traffic offenses. The following is a unit by unit breakdown of key ancillary staff and their relationship to the number of courtrooms (such as Assistant District Attorney's per courtroom):

1. Probation Officer (Supreme Court) - 86 officers divided by 22 courtrooms = 3.9 or 4 Probation Officers/Supreme Court Part.

2. Probation Officer (Criminal Court) - 51 officers divided by 27 Criminal Court Parts = 1.9 or 2 Probation Officers/Criminal Court Part.

3. Legal Aid Attorney (Supreme Court) = 17 attorneys divided by 22 Supreme Court Parts = .8 or 1 Legal Aid Society Attorney/Supreme Court Part.

4. Legal Aid Attorney (Criminal Court) - (18 Attorneys/Arraignment Parts + 55 Attorneys/Trial Parts) = 73 attorneys divided by 27 Criminal Court Parts = 2.7 or 3 Legal Aid Society Attorneys/Criminal Court Part (including All-Purpose).

5. Assistant District Attorneys (Supreme Court):

Homicide Bureau	20	
Rackets Bureau	18	
Frauds Bureau	12	
Indictment Bureau	28	
Supreme Court Bureau	44	
Investigations Bureau	10	
* Complaint Bureau	2.6	(20% of staff)
* Appeals Bureau	4.4	(20% of staff)

Total Attorneys - 129 divided by 22 Supreme Court Parts = 5.9 or 6 Assistant District Attorneys/Supreme Court Part.

NOTE: \* Based on the ratio of misdemeanors to felonies which is 4:1, the staffing of these two bureaus is apportioned to the Criminal and Supreme Courts accordingly.

## 6. Assistant District Attorneys (Criminal Court):

Criminal Court Bureau	42	
* Appeals Bureau	17.6	(80% of staff)
* Complaint Bureau	10.4	(80% of staff)

Total Attorneys - 70 divided by 27 Criminal Court Parts =  
2.6 or 3 Attorneys/Criminal Court Part.

7. Corrections (Supreme and Criminal Courts) - 134 (male) +  
 27 (female) Correction Officers = 161 Correction Officers divided  
 by 22 Supreme Court + 27 Criminal Court Parts = 3.3 Correction  
 Officers/Courtroom.

8. Manhattan Court Employment Project - 28 Representatives  
 divided by 27 Criminal Court Parts = 1 Representative/Criminal Court  
 Part.

9. Mental Health Unit (Supreme Court) - 4 Psychiatrists  
 divided by 22 Supreme Court Parts = .2 Psychiatrists/Supreme Court  
 Part.

10. Mental Health Unit (Criminal Court) - 14 Psychiatrists  
 divided by 27 Criminal Court Parts = .5 Psychiatrists/Criminal  
 Court Part.

## 2. Purpose and Scope of Study

The report which follows is a planning guide designed to permit intelligent architectural evaluation of future space requirements for the courts. This first phase of the Courthouse Program involves determination of the feasibility of renovating the Criminal Court Building to make more effective use of its space. Working with a team of architects and engineers, the role of the Manpower Planning Study Team was to study the present staffing and utilization within the Criminal Court System and its various support agencies, to analyze court operations and workload and to develop future manpower requirements through the year 2000, projected in light of planned legal and procedural changes. The manpower projections developed will be utilized by the architects and engineers on the program staff to develop appropriate space layout proposals for the Courthouse Building. The scope of this initial phase includes a study of each operating unit currently utilizing space at 100 Centre Street. This takes in the entire Criminal Court of New York County, the Criminal Division of the State Supreme Court for New York County, as well as the office of the District Attorney, Probation, Legal Aid Society, Department of Corrections, Society for the Prevention of Cruelty to Children and various personnel working in the Psychiatric Clinics, the Manhattan Court Employment Project and the New York City Police Department.

## 3. Methodology

In analyzing the manpower requirements for the various groups occupying space in the Criminal Courthouse, the study team organized its efforts on a departmental basis. Following an initial period of general orientation to court operations and organization, the manpower studies were initiated with the various support agencies selected for initial analysis (Legal Aid, Probation, Corrections, etc.). It was felt that in this way a thorough knowledge of the roles of each party in the courtroom would be gained prior to observation and analysis of actual court operations and interviews with personnel

assigned within the court structure itself. Following the study of the support agencies, each unit of the Criminal Division of the Supreme Court and the New York County Criminal Court was analyzed. Each of these manpower studies consisted of the following activities:

1. Reading all available material on the functions and activities of the unit;
2. Obtaining the current budget document and analyzing the staffing level and mix;
3. Becoming familiar with the general layout of the unit;
4. Reviewing any previous studies of the unit;
5. Interviewing one or more senior staff members of the unit to develop a close insight into its activities and to clarify the written material;
6. Analyzing the recent historical growth of the unit, and attempting to pinpoint the reasons for this growth, through discussions, analysis of workload statistics and past position justifications;
7. Analyzing the utilization of present staff;
8. Isolating the key factors which will ultimately determine future staff requirements for the unit, by employee class;
9. Developing expected trends in various types of crime from an analysis of population characteristics for New York County and vicinity;
10. Isolating future trends in crime into offense categories which result in caseload for either Supreme Court or the Criminal Court;
11. Analyzing historical caseload statistics for each court;
12. From an analysis of the above, developing a future trend for each unit's activity and resultant staffing requirements;
13. Modifying these projected requirements in light of planned procedural, legal or administrative changes within the Court System.

The Manpower Planning Team met with over 30 key personnel (listed in Exhibit A) throughout the Court System, including judges, court administrators, department directors, bureau chiefs and chief clerks.

## DEVELOPMENT OF COURT WORKLOAD

### 1. Population Characteristics

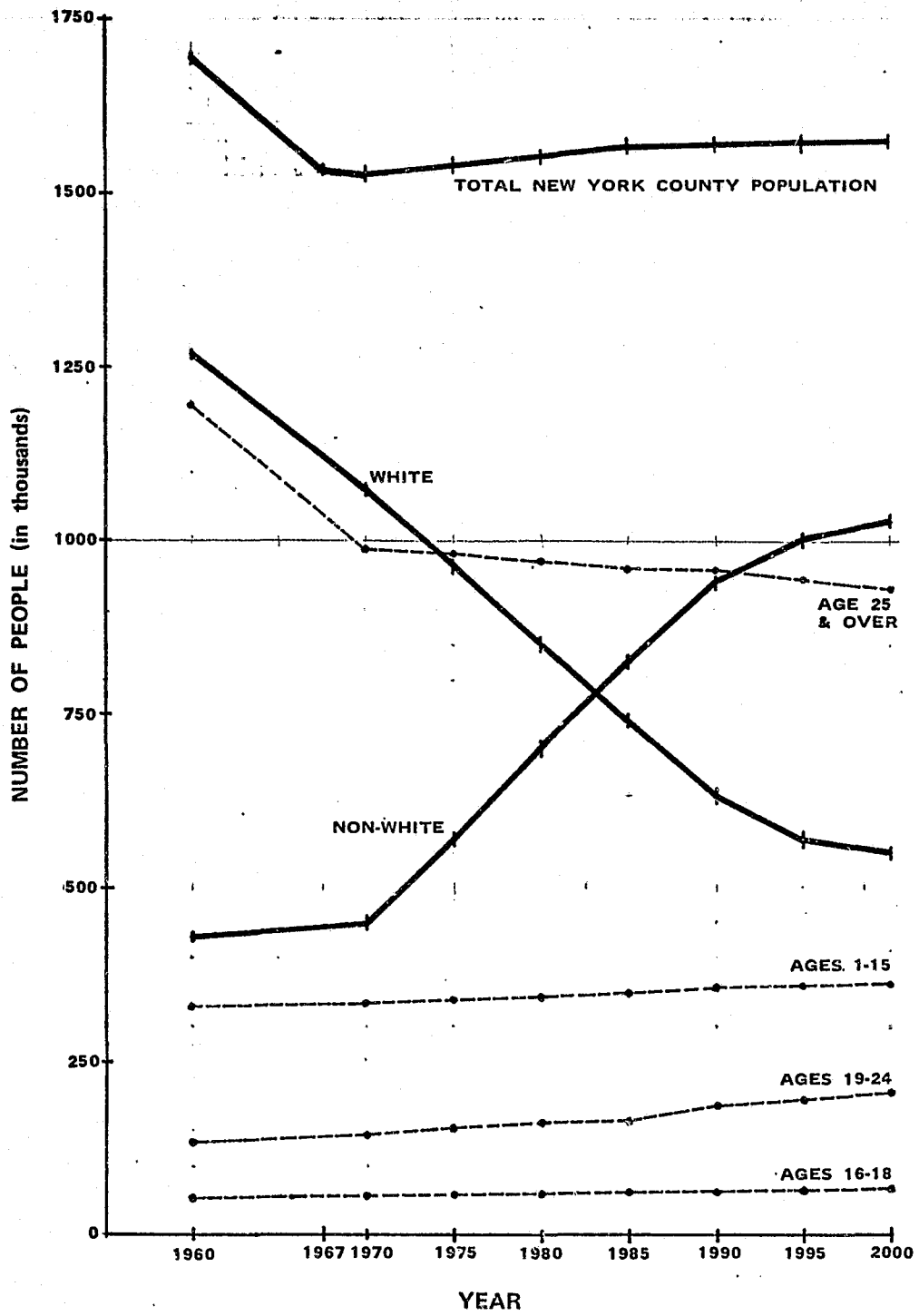
In order that future court workload might be projected with a maximum degree of certainty, a thorough analysis of population trends in New York County and surrounding vicinities was conducted. According to statistics released by the FBI and other law enforcement agencies, the population characteristics which represent the most reliable indicators of crime patterns are: total population count, sex, race, age, and income. Analysis of the variances in these factors, combined with the level of enforcement, provides a comprehensive profile of trends in arrests for particular types of crime. Arrests can be directly related to arraignments and consequently to court workload. In this section, the analysis used by the study team to arrive at characteristics of the local population between years 1970 and 2000 is described.

In 1960 the actual population of New York County by census count was 1,698,281. By 1970 this figure had decreased to 1,524,541, a reduction of approximately ten percent. A forecast prepared by the Port of New York Authority's Central Research Statistics Division, Regional Studies Section, indicated that a growth in New York County's population of two percent between 1965 and 1985 can be expected. This trend should continue through the year 2000. Based on these estimates, the total population of New York County, projected in five-year intervals through the year 2000, was developed.

Table MP-1

#### PROJECTED NEW YORK COUNTY POPULATION

<u>Year</u>		<u>Population</u>
1960	Actual	1,698,281
1967	Census Estimate	1,527,000
1970	Actual	1,524,541
1975	Estimated	1,536,000
1980	Estimated	1,550,000
1985	Estimated	1,565,000
1990	Estimated	1,568,000
1995	Estimated	1,572,000
2000	Estimated	1,575,000



PROJECTED NEW YORK COUNTY POPULATION

In the 1960 census females comprised 53 percent of the total New York County population, a proportion that will probably remain in the year 2000.

Actual 1970 census figures reveal an overall 5% drop in New York County white population from 1960, when whites comprised 75 percent of New York County's population, and non-whites (chiefly Negroes with some Puerto Ricans) the remaining 25%. A recent census survey indicates that the non-white population of New York City was 14 percent in 1960 and that it has risen by 53.4 per cent. The same survey reveals that New York City has lost 9.3 percent of its white population since 1960. Analysis of income data shows that there exists in New York County a hardcore of white persons who because of exceptionally high or low income levels are not expected to emigrate soon. This fact, together with the Department of Commerce estimates, indicates that by the year 2000, the proportion of non-white residents in New York County will have reached 65 percent of the total population. The estimated trend in five-year intervals is as follows:

Table MP-2  
PROJECTED NEW YORK COUNTY POPULATION BY RACE

<u>Year</u>		<u>Total White Population</u>	<u>%</u>	<u>Total Non-White Population</u>	<u>%</u>
1960	Actual	1,271,822	75	426,459	25
1970	Actual	1,075,252	70	449,289	30
1975	Estimated	968,000	63	568,000	37
1980	Estimated	850,000	55	700,000	45
1985	Estimated	740,000	47	825,000	53
1990	Estimated	627,000	40	941,000	60
1995	Estimated	572,000	36	1,000,000	64
2000	Estimated	550,000	35	1,025,000	65

According to the 1960 census, the median age of residents in New York County was 37.1. White median age was 39.8; non-white

median age was 32.6. For purposes of future projections, the age of the population was broken down into four categories:

- A. Ages 1-15
- B. Ages 16-18
- C. Ages 19-24
- D. Ages 25 and over

In 1960, Group D comprised 70% of the total, Group A - 19%, Group C - 8%, and Group B - 3%. It is predicted that by the year 2000 the median age across the country will have lowered to 35. Expected trends include an increase of 4% in Group A, an increase of 2% in Group B, an increase of 5% in Group C, and a decrease of 11% in Group D. The resulting trend is shown in the chart below:

Table MP-3  
PROJECTED NEW YORK COUNTY POPULATION BY AGE (In Thousands)

Year		Ages 1-15	Ages 16-18	Ages 19-24	Age 25 And Older
1960	Actual	326	52	128	1192
1970	Estimated	335	59	147	984
1975	Estimated	340	63	156	979
1980	Estimated	344	66	166	974
1985	Estimated	349	69	176	956
1990	Estimated	353	73	186	956
1995	Estimated	358	76	196	945
2000	Estimated	362	79	205	929

In 1960 the total resident work force in New York County was 781,756, representing 46% of the county population. If it is assumed that all adults in age categories C and D can work, then 41% of the residents in these categories were non-employed adults. Since that time the figure has risen steadily as evidenced in the continuous increase in the rate of people receiving welfare payments. In the latter half of 1970 alone the rate of increase of persons on welfare tripled over the rate in 1969 and the early part of 1970. It is estimated



today that over 60,000 male adults are on welfare and barring adoption of nation-wide welfare standards, this figure may rise to 140,000 by the year 2000.

The number of jobs in New York County in 1970 was an estimated 2,600,000. A regional study by the Port of New York Authority projects that this figure will grow by 9% in the next thirty years. Since the working population among New York County residents is expected to decrease during that time most of the new jobs can be expected to be filled by persons commuting into Manhattan from other counties in the region. This projected increase in transient population was taken into account in the development of future crime patterns.

The population figures are estimates of the study team. The information developed was used as background to generate a profile on the types of individuals most likely to be arrested for specific categories of crime.

## 2. Trends in Court Caseload

Central to the question of future manpower requirements for the Supreme Court, Criminal Court or any of their support agencies is the caseload intake to the courts themselves. In most instances manpower requirements are directly related to this caseload or portions thereof. For reporting purposes, court caseload is usually presented in terms of the number of defendants arraigned, and this statistic is utilized throughout the study.

### Methodology

The methodology used in predicting future court caseload consists of the following:

1. Isolating arraignments by type of crime within each of the three major categories: felonies, misdemeanors, and violations;
2. Charting the historical caseload for each type of crime over the past five-year period, using figures obtained from the annual reports of the Criminal Court and the Judicial Conference;
3. Analysis of FBI reports on the 1960-1970 experience with each type of crime and the personal characteristics of the individuals most likely to be arrested for each type of crime in large cities;

4. Relating these factors to the expected population distribution within New York County over the next thirty years;

5. Arriving at a profile of the future trends likely for each type of crime and consequently, a profile of court intake.

Felonies are first arraigned in the Criminal Court of New York County. They are then passed on to the Grand Jury where, if a true bill is found, subsequent arraignment in the Supreme Court, Criminal Division, takes place. Thus, the number of preliminary arraignments represents potential workload for both the Supreme Court and the Criminal Court; post Grand Jury arraignments represent the potential workload for the Supreme Court.

Misdemeanors and violations are processed from start to finish within the Criminal Court.

a. Felonies

Between 1965 and 1970 the number of felony arraignments in the Criminal Court, New York County, rose from 20,537 to 23,162, an increase of 12.8 percent. Large increases in particular occurred in the categories of homicide, burglary and robbery. Based on the analysis described above, this study projects an 11.2 percent increase in felony arraignments in the Criminal Court, New York County, between 1970 and 2000.

b. Misdemeanors

Between 1965 and 1970 the number of misdemeanor arraignments in the Criminal Court rose from 90,340 to 92,796, representing a 2.7 percent increase. The greatest increase during the period was exhibited in the category of possession of stolen goods, traffic law misdemeanors and possession of dangerous weapons. Based on an analysis as described above, and assuming none of the crime categories presently classified as misdemeanors are removed from Criminal Court jurisdiction, a 13.6 percent increase in misdemeanor arraignments is projected between 1970 and 2000.

c. Violations

Violations are offenses which are usually brought into Court by means of a summons. During the last two years the number of violations has increased from 1,826,529 to 2,067,479. The largest increase

was exhibited in administrative code violations, park regulations, loitering and peddling. While the totals at the extreme ends of the previous five-year period indicate an upward trend in the number of violations, in fact the total has fluctuated. For purposes of projection, the study related the total number of violations to the expected population trends in order to develop future court workload in violations intake, taking into account those violations likely to be removed from Criminal Court jurisdiction.

### 3. Legal and Procedural Changes Affecting Court Administration

Projections of future manpower requirements for the Criminal and Supreme Courts must take into account administrative changes which are currently in either the test, plan or proposal stage. Following discussions with several knowledgeable parties in the field of court administration and key personnel in the various court and ancillary units,<sup>1</sup> the administrative changes listed below were assumed by the study team as likely for future implementation.

1. The Supreme Court is now experimenting with the Individual Calendar Part System on a test bases. Adoption of this idea on a broader scale is assumed by 1975, by which time it is estimated that more than 2/3 of the Supreme Court Criminal Parts will be operating under this concept.

2. In the Criminal Court, the All-Purpose Parts system is being tested. It is assumed that some form of this system will be implemented by 1975.

3. The elimination of three judge trials is being actively pursued, and it is assumed that by 1975 it will be accomplished.

4. The Baldwin decision now allows a defendant a right to request a jury trial in all misdemeanor cases. The effect of this in court operations was included in the development of future court staffing requirements.

5. Time limits on the disposition of cases have been proposed by various individuals. It is assumed that by 1975 a legal limit will have been enacted restricting the time from arraignment through

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1. See Exhibit A.

sentencing for misdemeanors to 60-90 days and for felonies, six months.

6. The elimination of the preliminary hearing in misdemeanor cases is assumed by 1975.

7. The reduction of the current court backlog has been urged by many, either through adoption of split sessions, night sessions or through the provision of additional courtrooms. This study takes into account the manpower requirements for backlog reduction and so notes them.

8. The removal of the following types of cases from Criminal Court jurisdiction by 1975 is assumed: traffic offenses, housing violations, and administrative code violations.

9. The removal of the following types of "victimless" offenses is assumed by 1980: public intoxication, prostitution, addiction-related possession of narcotics and implements and gambling.

In each of the above instances, the study attempted to isolate the effect on court and ancillary staffing requirements of the particular change. Prospective manpower requirements were developed under the assumption that each of these changes would take place. The result in terms of manpower, should any change not be implemented, is also presented.

It is assumed that the level of law enforcement (i.e., the number of Police Officers assigned in New York County) will follow a constant relationship to the level of crime. In light of present and expected future city budget limitations, no large increase in police staffing is forecasted in the next thirty years beyond that necessary to keep pace with crime under current enforcement levels.

## FUTURE MANPOWER REQUIREMENTS

### 1. New York County Criminal Court

The New York County Criminal Court handles all violations and misdemeanors committed in New York County from intake through final disposition, including arraignment and preliminary hearings for felony offenses. Although offenses committed in Bronx County are arraigned in the New York County Criminal Court, during off hours, the analysis which follows deals only with that workload directly related to New York County offenses.

During the course of this study, several of the administrative procedures of the Criminal Court were in a state of flux. The Master All-Purpose Part complex and Individual All-Purpose Part concepts were in various stages of trial experimentation. In January, 1971, a new Administrative Justice for the Criminal Court was appointed. There were several changes in the part structure of the Criminal Court for the period covered by the statistical analysis of court performance, 1965-1970. These changes increased the difficulty of relating past court performance with the future. Nevertheless, certain estimates were available involving expected court productivity under the Master All-Purpose Part and All-Purpose Part concepts. The method used to arrive at these estimates and the study team's application of these to project future court performance is discussed herein.

For purposes of workload analysis in the Criminal Court, the activities are grouped as: violations, misdemeanor arraignments, misdemeanor post-arraignment cases, felony preliminary hearings, and felonies reduced to misdemeanors. It is assumed that arraignments, youthful offender cases, and felony preliminary hearings will continue to be processed in parts separate and distinct from any future all purpose.

In presenting the study team's manpower projections for the next 30 years, three separate sets of assumptions, and the resultant

manpower requirements under each set are presented. The first set presumes a continuance of all current operating practices, procedures and responsibilities through the next 30 years. The second set assumes the removal of all traffic violations and misdemeanors from Criminal Court jurisdiction. The third set includes the removal from the jurisdiction of the Criminal Court of all traffic violations and misdemeanors plus all of status crimes discussed earlier.

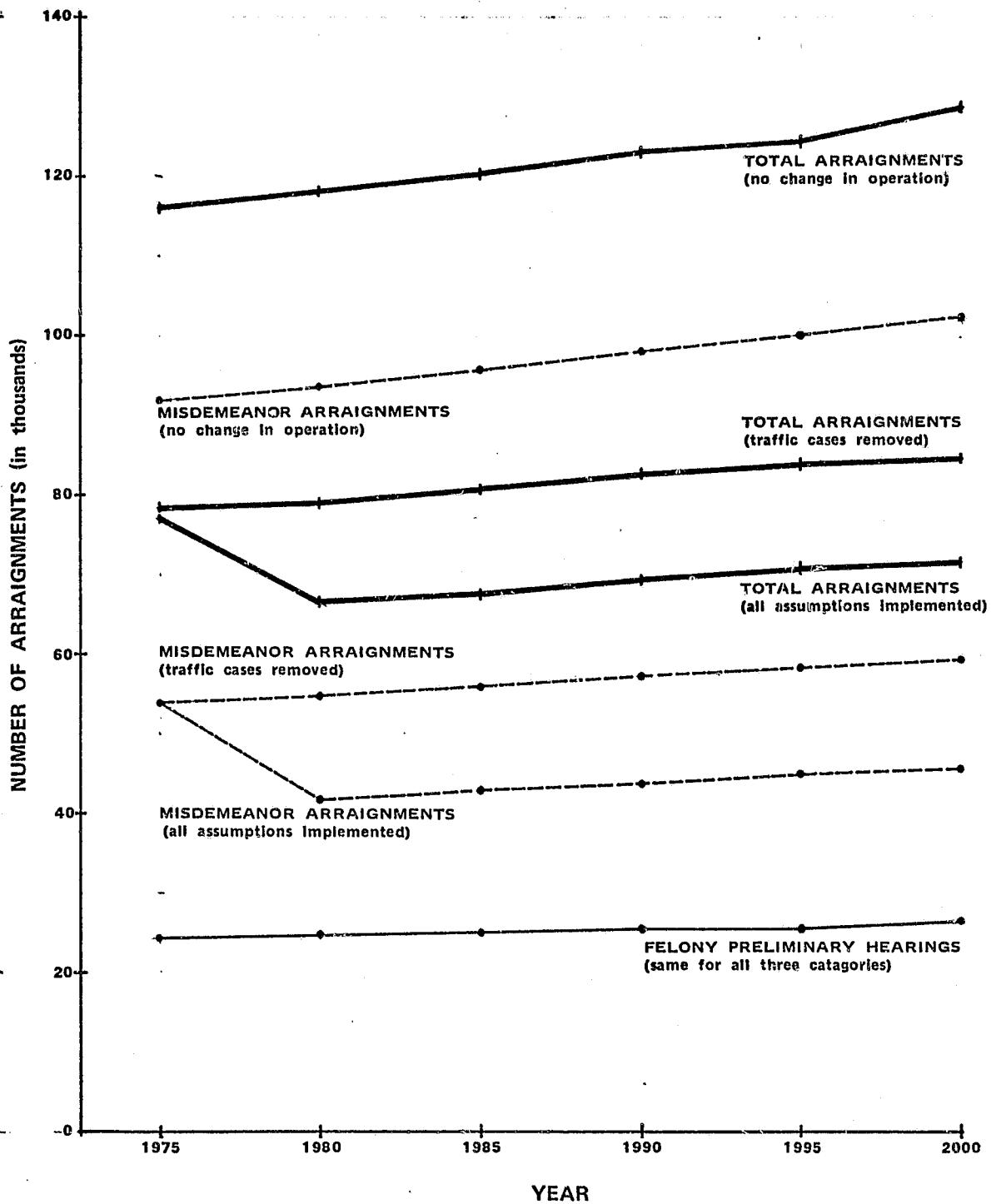
#### Arraignment

Based on analysis of past, present and future caseload, the number of felony preliminary hearings in the Criminal Court is expected to increase by approximately 3,000 per year between 1970 and 2000. The number of misdemeanor arraignments is expected to increase by approximately 11,000 per year by the year 2000. The combined intake for arraignment parts in the Criminal Court, consisting of felonies and misdemeanors, is estimated in five year intervals and is shown below:

Table CC-1  
PROJECTED NUMBER OF FELONY PRELIMINARY HEARINGS AND MISDEMEANOR  
ARRAIGNMENTS IN CRIMINAL COURT

#### A. No Change in Operation

<u>Year</u>	<u>Felony</u>	<u>Misdemeanor</u>	<u>Total</u>
1975	24,085	91,956	116,041
1980	24,513	93,630	118,143
1985	24,933	95,837	120,770
1990	25,356	98,002	123,358
1995	25,782	100,120	125,902
2000	26,205	102,225	128,430



PROJECTED FELONY PRELIMINARY HEARINGS AND MISDEMEANOR ARRAIGNMENTS IN THE CRIMINAL COURT

B. Traffic Offenses Removed

<u>Year</u>	<u>Felony</u>	<u>Misdemeanor</u>	<u>Total</u>
1975	24,085	53,956	78,041
1980	24,513	54,630	79,143
1985	24,933	55,837	80,770
1990	25,356	57,002	82,358
1995	25,782	58,120	83,902
2000	26,205	59,225	84,430

C. All Assumptions Implemented

<u>Year</u>	<u>Felony</u>	<u>Misdemeanor</u>	<u>Total</u>
1975	24,085	52,956	77,041
1980	24,513	41,814	66,327
1985	24,933	42,837	67,770
1990	25,356	43,819	69,175
1995	25,782	44,754	70,536
2000	26,205	45,676	71,881

Currently three court parts are devoted to arraignments: the first handles all misdemeanors and felonies except gambling and prostitution; the second handles all violations plus misdemeanors of gambling and prostitution; the third part arraigns misdemeanors and felonies and operates in the evening. (Both operate seven days a week.) In considering future arraignment part requirements, it is assumed that a night arraignment part will continue, but the need for two day-time arraignment parts will be significantly altered by future court intake and administrative policies. The expected maximum potential intake for the first arraignment part, consisting of felonies and misdemeanors (except gambling and prostitution), is charted below under each set of assumptions:



Table CC-2  
MAXIMUM POTENTIAL ARRAIGNMENTS FOR FIRST ARRAIGNMENT PART

<u>Year</u>	<u>No Change in Operation</u>	<u>Traffic Offenses Removed</u>	<u>All Assumptions Implemented</u>
1975	110,261	72,261	71,261
1980	112,260	73,260	60,444
1985	114,786	74,786	61,786
1990	117,272	76,272	63,089
1995	119,714	77,714	64,348
2000	122,141	79,141	65,591

The second day-time arraignment part has been principally concerned with violations, and gambling and prostitution misdemeanors, as noted. The number of violations in New York County in recent years has been in excess of 2 million annually, a number which, barring any change in jurisdiction can be expected to grow by approximately 115,000 per year by the year 2000. While the volume of arraignments in this part is greater than in the first part, the average time required for processing each violation is significantly lower than that for felonies and misdemeanors. The maximum anticipated workload for this second day-time arraignment part under each of the three sets of assumptions is as follows:

Table CC-3  
MAXIMUM POTENTIAL ARRAIGNMENTS FOR SECOND ARRAIGNMENT PART

<u>Year</u>	<u>No Change in Operation</u>	<u>Traffic Offenses Removed</u>	<u>All Assumptions Implemented</u>
1975	1,936,845	136,845	31,132
1980	1,940,117	140,117	25,219
1985	2,040,391	140,391	25,308
1990	2,043,662	143,662	25,394
1995	2,147,937	147,937	25,484
2000	2,149,217	149,217	25,375

The numbers in the two preceding tables reflect the maximum total arraignment intake for each daytime part, but a large percentage

of cases will be arraigned at night.

Removal of traffic offenses from Criminal Court jurisdiction is underway. Many of these cases have been arraigned in a separate part (Part 5A), and disposition beyond arraignment of traffic cases has been handled in Part 5B. At such time as all traffic offenses are removed from the Criminal Court, the need for these parts would cease.

Should traffic offense removal and all other assumptions be implemented as forecasted, the total arraignment workload in the court, consisting of felonies and the remaining categories of misdemeanors and violations, would be as follows:

Table CC-4  
MAXIMUM TOTAL ARRAIGNMENT WORKLOAD - ALL ASSUMPTIONS IMPLEMENTED

<u>Year</u>	<u>Number of Arraignments</u>
1975	101,393
1980	85,663
1985	87,094
1990	88,483
1995	89,832
2000	90,966

As shown above, if the assumed changes involving removal of traffic and other offenses from Criminal Court jurisdiction are implemented, it will be possible by 1975 to compress the day-time arraignment workload for the Criminal Court into one Part.

#### Youthful Offenders Cases

Disposition of misdemeanors (post-arraignment) under the Youthful Offender Procedure currently occupies four parts of the Criminal Court. In 1965 the actual number of youthful offender cases represented 2.4 percent of the total misdemeanor cases disposed of by the court. By 1969 this total had grown to 3.2 percent. Potential youthful offenders in the 16-18 age group now comprise 3.8 percent of the New York County population. By the year 2000 this group of potential offenders will comprise 5.0 percent of the county's population. Under the new Criminal Procedures Law, the certification as a youthful offender will be more automatic than it has been in

the past. This combination of facts led to the study's estimate that by the year 2000 youthful offender cases will grow to 4.3 percent of the total number of disposed misdemeanor cases, excluding traffic offenses.

Based on the assumptions that these cases will continue to be handled separately with no major procedural changes, the estimate shown below for future part requirements was developed. The case-load standard used for the youthful offender parts is equivalent to the maximum number handled in the preceding five years.

Table CC-5  
ESTIMATED MISDEMEANOR CASES DISPOSED VIA YOUTHFUL OFFENDER PROCEDURE

Year	Number of Youthful Offender Cases	% of Total Disposed Cases		Required Number of Parts
1965	1,648	2.4	Actual	4
1966	1,652	2.4	Actual	4
1967	1,579	2.7	Actual	4
1968	1,392	3.1	Actual	4
1969	1,439	3.2	Actual	4
1970	1,758	3.3	Estimated	4
1975	1,888	3.5	Estimated	5
1980	1,931	3.6	Estimated	5
1985	2,122	3.8	Estimated	5
1990	2,223	3.9	Estimated	5
1995	2,383	4.1	Estimated	6
2000	2,547	4.3	Estimated	6

Currently, backlog in youthful offender cases is estimated at 300 cases. The addition of a fifth Youthful Offender part, if advanced to 1973, would permit an effective reduction in the number of cases pending.

#### Felony Preliminary Hearings

Until recently preliminary hearings in felony cases have occupied from three to four parts of the Criminal Court. Several proposals have been put forth with regard to future administration of these hearings. One would continue the practice of allocating separate parts for felony hearings. Or, felony hearings might be

included in a general mix of cases assigned to post-arraignment All-Purpose Parts. If the New York County Criminal Court were consolidated with the Criminal Division of the Supreme Court, felony preliminary hearings might be removed completely from the Criminal Court. Assuming preliminary hearings of felonies continue to be allocated to separate parts, it is estimated that between 1975 and 2000, four parts will be required.

#### Disposition of Misdemeanors Beyond Arraignment

This section contains an analysis of requirements for backup parts in the New York County Criminal Court for disposing of misdemeanors which remain in court after arraignment. A profile of Criminal Court performance in the disposition of misdemeanors between 1965 and 1969 reveals that approximately 45 percent of the misdemeanor dispositions annually occurred at arraignment, with the remaining 55 percent passing arraignment for eventual disposition in a backup part. A breakdown of misdemeanor dispositions from 1965 to 1969 is shown on the following page:

Table CC-6  
MISDEMEANOR ARRAIGNMENTS AND DISPOSITIONS (WITHOUT TRAFFIC)

<u>Year</u>	<u>Misdemeanor Arraignments</u>	<u>Misdemeanor Dispositions</u>	<u>%</u>	<u>Reduced or Modified</u>	<u>%</u>	<u>Discharged</u>	<u>%</u>	<u>Unable to Locate</u>	<u>%</u>
1965	61,963	67,421	109	7,979	11.8	15,695	23.3	2,684	4.0
1966	58,186	68,223	117	11,212	16.4	17,666	25.9	2,388	3.5
1967	53,353	59,078	111	9,802	16.6	17,446	29.5	2,331	4.0
1968	45,011	44,643	99	7,945	17.8	13,793	30.9	2,870	6.4
1969	53,829	45,517	85	8,383	18.4	17,169	37.7	-	-

<u>Year</u>	<u>Assigned to other Jurisdictions</u>	<u>%</u>	<u>Assigned to other Parts</u>	<u>%</u>	<u>Held For Grand Jury</u>	<u>Convicted</u>	<u>%</u>	<u>Arraignments Undisposed</u>
1965	214	.3	12,674	18.7	28	36,126	54	+ 5,458
1966	329	.5	10,213	15.0	31	37,596	55	+10,097
1967	499	.8	5,475	9.3	16	33,311	56	+ 5,725
1968	189	.4	260	.6	79	27,452	62	- 368
1969	203	.5	213	.5	112	27,820	61	- 8,312

Source: New York City Criminal Court Annual Reports, 1965-1969

This table includes those offenses originally arraigned as misdemeanors, and excludes offenses arraigned as felonies and subsequently reduced to misdemeanors. In comparing the number of misdemeanors arraigned to the number of misdemeanor dispositions, the court begins to fall behind in 1968 and 1969. In those two years the combined number of cases arraigned exceeded the number disposed by over 8,500. In the months since December, 1969, this backlog has grown until January, 1971, when pending misdemeanor cases numbered approximately 10,000. Reduction of this backlog is included in the projected part requirements developed in this section. Provision is included in the future projection for offenses which are arraigned as misdemeanors and remain misdemeanors following arraignment as well as for felony offenses reduced to misdemeanors.

In estimating the future volume of felony offenses later reduced to misdemeanors, expected felony preliminary hearings in the Criminal Court were added to projections of felonies returned from the Supreme Court to the Criminal Court. From this total was subtracted the estimated number of felony indictments handed down in the Supreme Court. (Cases reduced equals total felonies arraigned in Criminal Court minus total forwarded to Supreme Court.) The years between 1965 and 1969 exhibited a "felony reduction rate" of 76 percent. That is, 76 percent of all felony cases handled in the Criminal Court were eventually processed as misdemeanors or otherwise disposed of in the Criminal Court; 24 percent of the original felony cases were eventually disposed of in the Supreme Court. Future estimates on the number of felonies reduced to misdemeanors are:

Table CC-7  
CASELOAD FOR CRIMINAL COURT INVOLVING FELONIES REDUCED TO MISDEMEANORS

Year	Total Felony Cases in Criminal Court	Felonies Reduced to Misdemeanors *	% of Felonies Reduced	
1965	20,537	15,337	75	actual
1966	22,663	17,263	76	actual
1967	23,510	18,810	80	actual
1968	21,704	16,604	76	actual
1969	23,162	17,362	74	actual
1970	23,664	17,985	76	estimated
1975	24,085	18,305	76	estimated
1980	24,513	18,630	76	estimated
1985	24,933	18,949	76	estimated
1990	25,356	19,270	76	estimated
1995	25,782	19,594	76	estimated
2000	25,205	19,916	76	estimated

\* Or otherwise returned to Criminal Court for Disposition

Total caseload for backup parts in the Criminal Court would be drawn from a total of 55 percent of the expected misdemeanor arraignments and felony cases later reduced to misdemeanors.

Assuming a future disposition rate of 100 percent, misdemeanor cases remaining in the Criminal Court following arraignment may terminate through: a plea of guilty and resultant conviction, a jury trial, a non-jury trial, a hearing, a dismissal, or an acquittal. In future years the percentage of defendants requesting jury trials in misdemeanor cases is expected to increase in view of the new Criminal Procedures Law, which guarantees defendants the right to a jury trial in misdemeanor cases. Acquittals and convictions may take place either at arraignment or at some later proceeding. Based on the assumption that 55 percent of all misdemeanor cases will remain in the Criminal Court following arraignment, to be disposed of by one of the means previously described, and subtracting youthful offender cases, the following projections were developed. Prospective workload for all backup parts in the Criminal Court is presented under each of the three sets of assumptions used previously.

Table CC-8  
 POTENTIAL MISDEMEANOR CASELOAD BEYOND ARRAIGNMENT

Year	A. <u>No Change in Court Operation</u>				Potential Caseload for Backup Parts
	Original Misdemeanors for Backup Parts	+	Reduced Felonies to Backup Parts	-	
1975	50,576		10,068		58,756
1980	51,497		10,247		59,813
1985	52,710		10,422		61,010
1990	53,901		10,599		62,277
1995	55,066		10,777		63,460
2000	56,224		10,954		64,631

B. Traffic Offenses Removed \*

Year	Potential Caseload for Backup Parts
1975	37,856
1980	38,363
1985	39,010
1990	39,727
1995	40,360
2000	40,981

C. All Assumptions Implemented \*

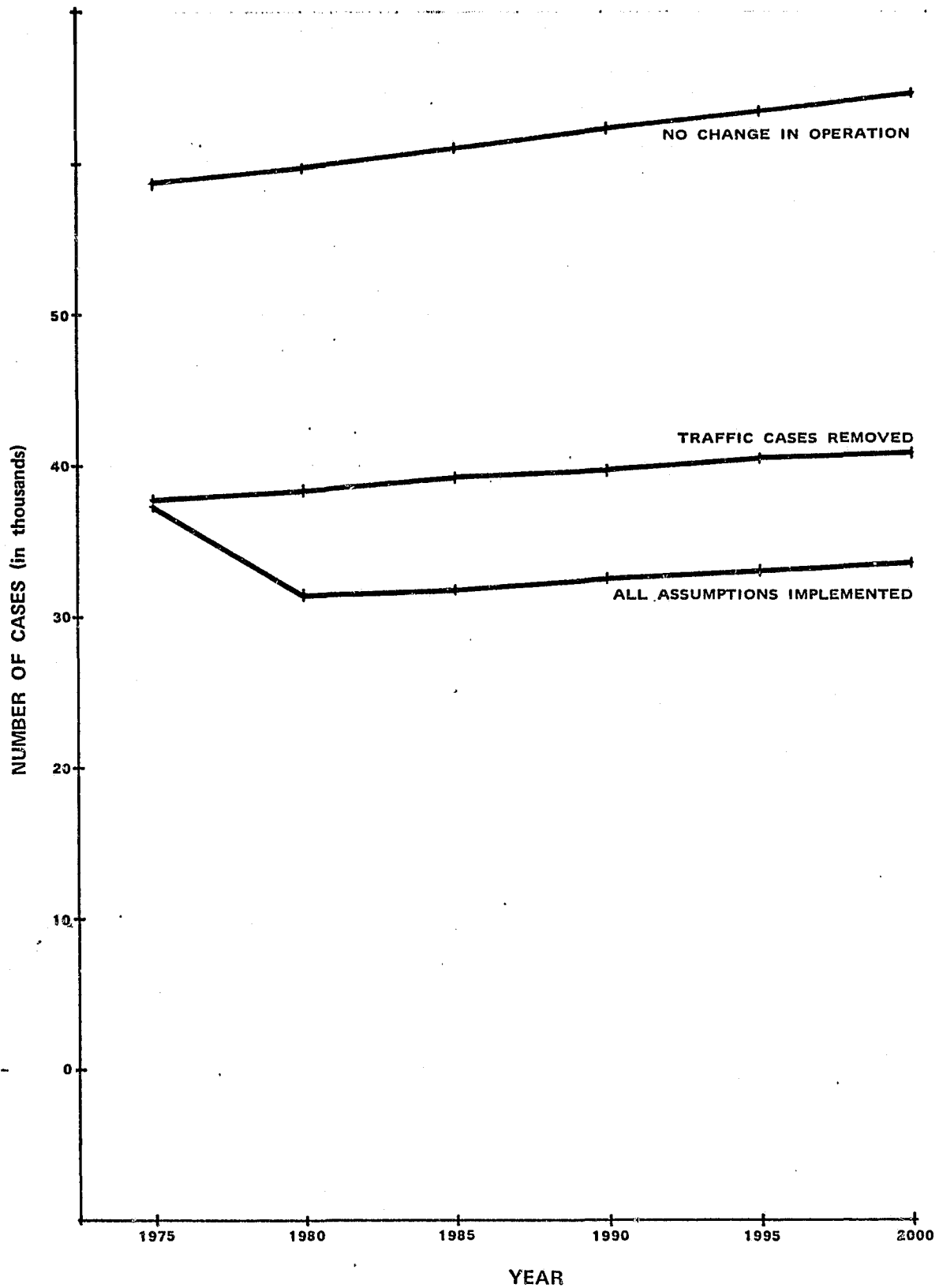
Year	Potential Caseload for Backup Parts
1975	37,306
1980	31,314
1985	31,860
1990	32,476
1995	33,009
2000	33,528

\* B and C are computed in similar manner as A, above.

Disposition of Violations and Summonses

Certain violations and summonses, principally involving Administrative Code and police and sanitation offenses, are arraigned and processed in Parts 6 and 7, A and B. The recent study of the Criminal Court done by the Economic Development Council Task Force recommends that these parts be consolidated with Parts 5A and 5B





POTENTIAL MISDEMEANOR CASELOAD BEYOND ARRAIGNMENT

FIGURE

(traffic). If all assumed changes are implemented, all activity of Parts 5, 6 and 7 would be removed from Criminal Court jurisdiction. It is likely that these Parts will be physically separated from the other Criminal Court units in the future.

#### The Relationship Between Caseload and Court Parts

Translating prospective workload into a required number of court parts depends upon the operating system envisioned for the future. One possibility is the adoption of the Office of Administrative Case Control (OACC) and All-Purpose Part Systems for all parts except for arraignments and Youthful Offender cases. Another possibility is the implementation of a series of Master All-Purpose Part complexes similar to the one now on trial in Manhattan (which is made up of one calendar part and four backup parts). A third possibility is the abandonment of both these systems and a return to a system of specialized parts. Or, some combination of these three systems may be used.

In a court-wide system of All-Purpose Parts, estimates of effective annual caseload per part have ranged from 4,000 to 6,000. This refers to the number of cases estimated for disposition in a calendar year. Estimates evolving from the earliest experimental stage with the All-Purpose Parts in Manhattan yield projected annual disposition rates of 3,750 to 5,000 cases per year. The Legal Aid Society estimates that an efficient All-Purpose Part should be able to handle between 5,000 and 6,000 cases annually. Early reports on the MAP complex experiments indicate possible future disposition rates of over 10,000 cases in a MAP complex which might utilize three courtrooms.

For purposes of estimating future part requirements for the Criminal Court, the study team has chosen a caseload standard of 3,750 case dispositions per year. This seems conservative in relation to estimates quoted and others now being discussed. Dividing the expected post-arraignment annual caseloads by this standard

**CONTINUED**

**2 OF 3**

gives the required number of backup parts for the Criminal Court, with traffic and other status crimes removed. One additional part has been added to the required number of parts thus computed to insure that the current total of approximately 10,000 pending cases is reduced. Four additional parts are provided under the assumption that preliminary hearings in felony cases will continue to be administered in the Criminal Court, distinct from activities in other backup parts.

The chart below summarizes the number of required parts, by function, estimated in five year intervals between 1975 and 2000.

Table CC-9  
PROJECTION OF REQUIRED PART STRUCTURE - CRIMINAL COURT  
(including provision of one additional part to clear backlog)

A. No Change from 1970 Court Operation

Year	Youthful Offenders	Arraignments	Felony Hearings	Traffic Cases	Summary Hearings	Misdemeanor	Total
						Backup Parts	
1970*	(4)	(3)	(4)	(2)	(3)	(9)	(23)
1975	5	3	4	2	3	12	29
1980	5	3	4	2	3	12	29
1985	5	3	4	2	3	12	30
1990	5	3	4	2	3	13	30
1995	6	3	4	2	3	13	31
2000	6	3	4	2	3	13	31

\* actual

B. Traffic Offenses Removed

Year	Youthful Offenders	Arraignments	Felony Traffic		Misdemeanor		Total
			Hearings	Cases	Summary Hearings	Backup Parts	
1975	5	2	4	0	3	11	25
1980	5	2	4	0	3	11	25
1985	5	2	4	0	3	11	25
1990	5	2	4	0	3	12	26
1995	6	2	4	0	3	12	27
2000	6	2	4	0	3	12	27

C. All Assumptions Implemented

Year	Youthful Offenders	Arraignments	Felony Traffic		Misdemeanor		Total
			Hearings	Cases	Summary Hearings	Backup Parts	
1975	5	2	4	0	0	11	22
1980	5	2	4	0	0	10	21
1985	5	2	4	0	0	10	21
1990	5	2	4	0	0	10	21
1995	6	2	4	0	0	10	22
2000	6	2	4	0	0	10	22

Calculation of Judicial Requirements

In calculating the total number of justices required for the Criminal Court, the following assumptions are made:

1. Each part will operate five days a week, Monday through Friday, for an eight hour daily session. The only exception to this is day-time arraignment part(s) which will continue to operate seven days a week, including holidays.
2. The court will otherwise be closed for eleven major holidays each year.
3. The average Criminal Court judge will be available to sit 215

days annually. This makes allowance for a seven week (35 days) vacation.

4. Vacation relief judicial manpower will be provided to insure that the court can continue to operate at peak efficiency throughout the year.

5. Sick absence backup for judges will not be provided. If it were to be provided each figure in the chart below should be increased by one.

6. By 1975 the practice of using three judge panels will be discontinued; if not, each number in the chart below should be increased by two.

Column A below indicates the expected number of judges under the operating assumption that the Criminal Court will retain the responsibility for prosecution of all criminal offenses which it now holds, with no major change in operational methods. Column B reflects the number of judges required with the removal of all traffic offenses from Criminal Court jurisdiction. Column C reflects the number of judges required with the removal of all offenses discussed earlier in this report.

Table CC-10  
PROJECTION OF NUMBER OF JUDGES UNDER A, B, AND C ALTERNATIVES

<u>Year</u>	<u>A</u>	<u>B</u>	<u>C</u>
1970 (X)	28 *	--	--
1975	35	30	27
1980	35	30	26
1985	36	30	26
1990	36	31	26
1995	37	32	27
2000	37	32	27 *

(\*) Number of judges required equals ((Total Parts)(250 days) + (Number of Arraignment Parts) (104 RDO's + 11 holidays)) divided by 215 workdays per judge.

(X) actual

### Mental Health Clinic

Historically the functions of the Mental Health Clinic have been to prepare a psychiatric report on the defendant for judicial use in sentencing, and in determining the defendant's ability to assist in his own defense. The former consisted mainly of referrals of defendants involved in some form of sexual offense. Over the past few years the number of these referrals has slackened off considerably. Presently pre-sentence reports form only a small portion of the clinic's workload. At least part of the decline can be attributed to the pressures on the courts to expedite these cases, thus precluding a psychiatric examination before sentencing.

As the number of pre-sentence referrals has declined the number of "competency" examinations has grown proportionately. Over the past four years the "competency" caseload of the clinic has grown by approximately 100 percent from some 600 cases in fiscal 1967-68 to an estimated 1,200 in fiscal 1970-71. This sharp increase is in line with prevailing attitudes which insure that everything possible is done to protect the defendant's rights.

There is no available official estimate as to the point at which this upward trend might cease. It would appear reasonable that it should level off somewhere in the neighborhood of the current workload capacity of the unit, estimated at approximately 1,600 cases. Based on the study team's projected growth in Criminal Court arraignments, the following chart illustrates the recent caseload growth which the clinic has experienced and the projected caseload, assuming an equivalent rate of increase in the portion of cases handled:

Table CC-11

## MENTAL HEALTH CLINIC: PROJECTED CASELOAD AND NUMBER OF PSYCHIATRISTS

<u>Year</u>	<u>Number of Criminal Court Arraigned Cases Without Traffic</u>	<u>Per cent of Criminal Court Arraigned Cases by Mental Health Clinic</u>	<u>Caseload of the Mental Health Clinic</u>	<u>Number of Psychiatrists Required +</u>
1967	71,221	.8	601	9.5
1968	61,507	1.4	837	9.5
1969	71,432	1.5	1085	9.5
1970	71,243	1.7	1200	9.5
1975	72,261	2.2	1590	10.0
1980	73,260	2.7	1978	12.0
1985	74,786	3.0	2244	13.0
1990	76,273	3.0	2288	14.0
1995	77,714	3.0	2331	14.0
2000	79,141	3.0	2374	14.0

+ Assuming as a caseload standard the maximum number of cases which the current staff of 9.5 psychiatric man years can cope with (i.e. 1,600 divided by 9.5, or 168 cases/year/psychiatrist.

\* actual



The following chart represents the unit's staffing requirements through the year 2000 for other classes:

Table CC-12  
MENTAL HEALTH CLINIC: PROJECTED STAFFING REQUIREMENTS

<u>Year</u>	<u>Psycho- logists</u>	<u>Social Workers</u>	<u>Admin.</u>	<u>Typist</u>	<u>Clerk</u>	<u>Steno</u>	<u>Director</u>
1975	3	2	1	5	1	1	1
1980	4	2	1	5	1	1	1
1985	4	2	1	5	1	1	1
1990	5	2	1	6	2	1	1
1995	5	2	1	6	2	1	1
2000	5	2	1	6	2	1	1

#### Administrative and Support Staff

In this section current and projected manpower levels are presented for the various administrative and operating units of the Criminal Court including courtroom support personnel. In February, 1971, a directive was issued by the Administrative Judge detailing a plan of reorganization for the Criminal Court. This re-organization includes several title changes for operating units and key personnel as well as the consolidation of certain functions into new units. The tables which follow group current staff according to these new titles, from which the projections are then made.

The projections were developed through the study team's analysis of future trends in court activity and their effect on the organization as currently structured. Court administration, however, as a specialized management science is in its infancy and predictions of future developments are risky at best. The predictions, developed by the study, reflect existing trends, tempered by prospective economic limitations.

Table CC-13  
 ADMINISTRATIVE OFFICE - CURRENT STAFF AND PROJECTED CHANGES

<u>UNIT AND CURRENT STAFF</u>	<u>PROJECTED CHANGES</u>
<u>Office of Administrative Judge</u>	
1. Administrative Judge	+ 1 Clerk (1980)
1 Senior Clerk	
1 Administrator I	
<u>Office of Supervising Judge</u>	
1 Secretary	
<u>Office of Executive Officer</u>	
1 Administrator I	+ 1 Clerk (1975)
1 Stenographer	
1 Principal Clerk	
<u>Law Department</u>	
1 Chief Law Assistant	
5 Law Assistants	
1 Senior Attorney	
3 Stenographers	
1 Court Assistants	
<u>Appeals Bureau</u>	
1 Senior Clerk	
1 Court Clerk II	
1 Court Clerk I	

UNIT AND CURRENT STAFFPROJECTED CHANGESOffice of Deputy Executive Officer (Admin. Operations)

1 Assistant Administrator	+ 1 Senior Clerk (1975)
1 Senior Clerk	+ 1 Clerk (1980)

Payroll and Accounting

1 Administrator III  
 1 Administrator I  
 1 Senior Clerk  
 3 Principal Accounting Clerks  
 2 Clerks

Audit

1 Assistant Accountant  
 1 Senior Clerk

Office of Deputy Executive Officer (Planning)

1 Assistant Administrator	+ 1 Clerk (1975)
1 Court Assistant	+ 1 Clerk (1980)
1 Principal Stenographer	

Supply

1 Clerk  
 1 Storekeeper  
 1 Assistant Storeman  
 1 Typist  
 2 Clerks

Analysis

1 Court Assistant  
 1 Accountant

UNIT AND CURRENT STAFFPROJECTED CHANGESStatistics

1 Administrator I  
 1 Principal Accounting Clerk  
 5 Clerks  
 1 Accountant

Office of Deputive Executive Officer (Court Operations) and Chief Clerk

1 Assistant Administrator	+ 2 Clerks (1975)
1 Principal Stenographer	+ 1 Stenographer (1975)
2 Court Assistants	
1 Chief Clerk	

Office of Assistant Chief Clerk

1 Principal Clerk	+ 1 Interpreter (1975)
1 Court Assistant	+ 1 Interpreter (1985)
1 Court Clerk III	
12 Interpreters	

Court Officers - Headquarters

1 Supervisor  
 10 Uniformed Court Officers

Central Records

1 Stenographer  
 1 Court Assistant  
 1 Principal I/D Officer  
 3 Senior I/D Officers  
 15 I/D Officers

Table CC-14  
EXISTING COURTROOM STAFF

PARTS	Senior Clerk	Stenographer	Assistant Court Clerk	Clerk	Typist	Court Assistant	Uniform Court Officer	Court Clerk II	Court Clerk I	Court Reporter	Interpreter	TOTAL
1A1			2				6		5		1	14
1A2			3			7	10		3	3	2	28
1B			4	2			13		2			21
1C			3				6		1			10
Jury 1							3	1	1			5
1D			2	1			10	1	2			16
2A			3			1	10	1	1		1	17
2B			1				7		2			10
Jury 2							3		2			5
3			3				14		1			18
6		1	2	1			1		2			7
7A	1			4			1					6
7B			4				1		1			6
Clerk's Office	3		4	7	5	8	1		2			30
TOTAL	4	1	31	15	5	16	86	3	25	3*	4*	193

\* 96 court reporters and 12 additional interpreters assigned from the administrative office of the Criminal Court. (See Table CR-13).

Courtroom Staff

The current courtroom staff assignment is shown in Table CR-14.

Using the general standards shown below, the estimated number of courtroom personnel assignments were calculated based upon: "A"- removal of Traffic Offenses from Court Jurisdiction; "B" - removal of Traffic Offenses plus other assumptions implemented.

Table CC-15  
PROJECTED COURTROOM STAFF

A. Number of Persons in Year

<u>Title</u>	<u>Standard Used</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Court Assistant	4/arr. part	8	8	8	8	8	8
Asst. Court Clerk	2/part average	50	50	50	52	54	54
Court Clerk I or II	2/part average	50	50	50	52	54	54
Uniform Court Officer	4/part average	100	100	100	104	108	108
Court Reporter	1/part	25	25	25	26	27	27
Clerk	1/part	25	25	25	26	27	27

B. Number of Persons in Year

<u>Title</u>	<u>Standard Used</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Court Assistant	4/arr. part	8	8	8	8	8	8
Asst. Court Clerk	2/part average	44	42	42	42	44	44
Court Clerk I or II	2/part average	44	42	42	42	44	44
Uniformed Court Officer	4/part average	88	84	84	84	88	88
Court Reporter	1/part	22	21	21	21	22	22
Clerk	1/part	22	21	21	21	22	22

## 2. Supreme Court - Criminal Term

Currently the Supreme Court has fifteen criminal parts: one Youthful Offender Part, one Arraignment Part, and thirteen Trial Parts.

Caseload projections for the Supreme Court were developed in the following manner:

1. Projection of the expected number of felony arraignments in the Criminal Court, New York County, from 1970 to 2000 in five-year intervals;

2. Calculation of the recent trends in the percentage of these arraignments which are forwarded to the Grand Jury for consideration. This percentage has increased from a low of 22 percent in 1967 to 30 percent in 1970, and is expected to rise to a high of 36 percent by the year 2000. This increase is keyed to a projected increase in violent crimes, likely to result in the case being remanded to the Grand Jury.

3. Calculation of the resultant number of indictments considered by the Grand Jury;

4. Evaluation of recent experience in the percentage of indictments returned by the Grand Jury. It has consistently hovered at 75 percent of those cases considered by the Grand Jury, a pattern expected to continue;

5. Calculation of the expected number of future indictments returned by the Grand Jury in felony cases, based upon 75 percent of those cases considered;

6. Consideration of the percentage of those indictments returned which actually result in trials started. This has varied between 5.0 percent and 6.3 percent for the last six years, and is assumed that it will remain constant at 5.6 percent in the future.

7. Calculation of the expected number of trials beginning annually in the Supreme Court, Criminal Parts, for the next thirty years, in five-year intervals.

The caseload thus developed is shown in the following table:

Table SC-1  
SUPREME COURT CASELOAD PROJECTIONS

<u>Year</u>	<u>Criminal Court Felony Arraignments</u>	<u>Indictments to Grand Jury</u>	<u>Number of True Bills</u>	<u>Number of Trials Started</u>
1975	24,085	7,575	5,681	318
1980	24,513	7,950	5,963	334
1985	24,933	8,325	6,244	350
1990	25,356	8,700	6,565	365
1995	25,782	9,075	6,806	381
2000	26,205	9,150	7,086	397

#### Arraignment Requirements

Assuming that arraignments in the Supreme Court continue to be handled in a separate part and that 4,500 per year is a reasonable workload for each part, by 1975 felony arraignments will require 1.3 parts. At some point between 1975 and 1980 a second arraignment part will be required.

#### Youthful Offender Requirements

Based on the population study conducted by the study team, the number of cases handled by Youthful Offender procedures should rise from the recent average of slightly over 400 cases to approximately 600 cases annually by the year 2000. It is expected, however, that the Youthful Offender caseload will continue to be processed within one Criminal Part.

#### Special Cases

Based on a consensus of the interested parties with whom this question was discussed, it is recommended that two Trial Parts be set aside for high priority or special interest cases that require



extra time and draw extraordinary attention. Although in terms of the total caseload of the court the number of such cases is insignificant, in terms of total court time consumed these cases are extremely significant.

#### New Trials

With an average of twelve courtrooms available for felony trials, the number of cases disposed of following the start of a trial (whether or not the trial is actually completed) has averaged 233 per year since 1965. This average includes: defendants tried to completion, defendants pleading guilty to felonies during their trial, defendants pleading guilty to misdemeanors during their trial, and mistrials. This total equates to an average annual number of trials started of 20 in each part.

Based on the early success of the Individual Calendar Part (I.C. Part) experiment in the Supreme Court, it is expected that all trial parts in the Criminal Division will be operating on an Individual Calendar basis by 1975. The Individual Calendar Part should encourage speedier trials through providing a continuity of representation in prosecution and defense, control of adjournments by the judge, the elimination of "judge shopping", and the elimination of monthly judge reassignments. Also, it is believed that the peak in the length of trials has been attained with the liberalization of alternatives involving pleas, motions, etc., and it seems unlikely that the Burger Court's judgments will result in lengthening the trials.

With the Individual Calendar concept, it is anticipated that the average length of trial will decrease from this point on. While it is difficult to estimate precisely this expected speed-up, the study has estimated it as 20 percent. This is translated into a reasonable caseload of twenty-four trials annually in each part for use in calculations of future part requirements. The chart which follows shows the total number of arraignments, youthful

offenders, special and trial parts which should be required based on future anticipated felony caseload.

Table SC-2  
SUPREME COURT PART REQUIREMENTS

<u>Year</u>	<u>Arraignment Parts</u>	<u>Youthful Offender Parts</u>	<u>Special Parts</u>	<u>Trial Parts</u>	<u>Total</u>
1970*	1	1	1	12	15
1975	2	1	2	13	18
1980	2	1	2	14	19
1985	2	1	2	15	20
1990	2	1	2	15	20
1995	2	1	2	16	21
2000	2	1	2	17	22

\* actual

#### Backlog

In August, 1971, there were approximately 2,000 cases pending in which the defendant was awaiting trial. A backlog of this magnitude is generally considered unacceptable. Estimates on what constitutes an acceptable backlog of felony cases awaiting trial range from one to three month's court intake (or from 500 to 1,500 cases) at any time. If 500 cases constitute a reasonable backlog, then 1,500 cases will have to be brought to trial in a more speedy manner. It is unrealistic to assume that each of these 1,500 defendants will actually be tried to conclusion. It is more likely that a great percentage of them will change their plea from not guilty to guilty or to a lesser offense, when being faced with the actual selection of jurors.

The number of additional courtrooms required to reduce this backlog varies with the amount of effort decided upon. If an attempt is made to eliminate 1,500 pending cases over a fifteen-year period, assuming they will all come to trial, then four additional

courtrooms and appropriate court staff would be required. But if only 50 percent of these pending cases will actually result in a trial, then two additional courtrooms would be required. To eliminate this backlog in a five-year period, assuming 50 percent of the cases come to trial, six additional adequately staffed court parts will be required.

The projections for courtroom and manpower requirements for the Supreme Court Criminal Terms are based on assumption that the backlog will remain at August, 1970, level, with the rate of processing cases equivalent to the rate of intake of the court. Efforts to reduce the number of pending cases awaiting trial, such as those discussed in the preceding paragraph, will require courtrooms and staff beyond those presented in the accompanying tables.

#### Grand Jury Rooms

Between 1965 and 1970 the number of felony indictments considered by the Grand Jury rose 15 percent. Between 1970 and 2000, the projection indicates an increase of 50 percent in the Grand Jury workload. There are now four Grand Juries empaneled. Based on projected court workload, five Grand Juries will be required by 1975 and six no later than 1985. These additions should also reduce the recent backlog (520 defendants awaiting Grand Jury action as of August, 1970).

#### Supreme Court Probation Unit

Workload for this unit includes both regular investigations (pre-sentence probation reports) and supervisory cases (defendants currently on probation). Caseload standards utilized in the manpower calculations are 132 regular investigations annually for each Probation Officer and 70 supervision cases per Probation Officer. The new Criminal Procedures Law is expected to cause a sharp increase in the number of probation investigations between now and 1975. Beyond that, the projected increase in probation investigations should parallel the increase in Supreme Court caseload. Supervising Probation Officers are staffed on a 1:6 ratio to Probation Officers. Caseload

and manpower estimates for the Probation Unit of the Supreme Court are as follows:

Table SC-3  
SUPREME COURT PROBATION CASELOAD AND STAFFING

Year	<u>Caseload and Probation Officers</u>						Total Prob. Off. Required
	Number of Investigations	Case-load/ Probation Officer	Number of Probation Officers	Number of Supervised Cases	Case-load/ Prob. Off.	No. of Prob. Off.	
1970	3,600	132	27	2,300	70	32	59
1975	5,600	132	42	2,340	70	33	75
1980	6,000	132	45	2,380	70	34	79
1985	6,200	132	47	2,420	70	35	82
1990	6,350	132	48	2,460	70	35	83
1995	6,475	132	49	2,500	70	36	85
2000	6,600	132	50	2,550	70	36	86

Table SC-4  
SUPREME COURT PROBATION STAFF

<u>Title</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Chief Probation Officer	1	1	1	1	1	1	1
Probation Admin.	1	1	1	1	1	1	1
Prin. Prob. Off.	3	3	4	4	4	4	4
Supv. Prob. Off.	10	12	13	13	14	14	14
Probation Officers	59	75	79	82	83	85	86
Stenographers	2	3	3	3	3	4	4
Trans. Typist	30	37	40	41	41	42	43
Sr. Statistician	1	1	1	1	1	1	1
Admin. II	1	1	1	1	1	1	1
Principal Clerk	1	1	1	1	1	1	1
Information Clerk	1	1	1	1	1	1	1
Asst. Bookkeeper	1	1	1	1	1	1	1
Sr. Steno.	1	1	1	1	1	1	1
Sr. Clerk	<u>9</u>	<u>10</u>	<u>11</u>	<u>11</u>	<u>12</u>	<u>12</u>	<u>12</u>
<u>TOTAL</u>	121	148	158	162	165	169	171

### Mental Health Clinic of the Supreme Court

In contrast to the Mental Health Clinic of the Criminal Court, the Supreme Court Clinic is theoretically charged with examining all defendants who come before that court. The rationale is that the court deals with serious offenders and it would therefore be valuable to have a psychiatric report on them.

In actual practice the clinic hardly examines all of the accused felons simply because it does not have the resources to do so. Aside from the judicial referrals, a clerk with no professional training selects those cases to be examined based solely on the severity of the offense. This mode of operation has resulted in an annual caseload of some 1,200 examinations.

The Senior Psychiatrist in charge of both Mental Health Clinics is currently preparing a proposal for the Administrative Judge of the Supreme Court which would restrict psychiatric examinations to defendants referred by the court. This is the operating procedure followed by the Criminal Court Clinic which has been satisfactory to both the staff of the clinic and the judiciary. If, as seems likely, the Senior Psychiatrist is successful in bringing the objectives of the clinic more in line with reality and the limits of the clinic's resources, the result would be to reduce somewhat the volume of cases handled with a commensurate improvement in the quality of the work.

The current authorized professional staff is: three psychiatrists, three psychologists and one social worker (there is one vacancy in each of the psychiatrist and psychologist classes). The staff is adequate to handle the workload over the next few years with proper supervision. However, the long-range projection for court caseloads is approximately 7,000 indictments by the year 2000 (there were 5,200 in 1970). This would require an additional psychiatrist. There seems to be no need for an increase in either psychologists or social workers since the relationship between their functions and the psychiatrist's is not one to one. The need for another clerk to handle the expected increase in paperwork may arise. The chart which follows details

these expected changes.

Table SC-5  
MENTAL HEALTH CLINIC: PROJECTED PERSONNEL REQUIREMENTS

<u>Year</u>	<u>Number of Psychiatrists</u>	<u>Number of Psychologists</u>	<u>Number of Clerks</u>	<u>Number of Stenos.</u>
1970	3*	3*	1	2*
1975	3	3	1	2
1980	3	3	1	2
1985	4	3	2	2
1990	4	3	2	2
1995	4	3	2	2
2000	4	3	2	2

\* one position vacant

Other Supreme Court Manpower

Projected manpower requirements for miscellaneous administrative and clerical positions within the Supreme Court Criminal structure are included in the chart below for personnel housed in the Criminal Court Building:

Table SC-6  
SUPREME COURT MANPOWER, CRIMINAL DIVISION

<u>Title</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Justices	14	18	19	20	20	21	22
Referees	2	2	2	2	2	2	2
Ct. Clerk II-Motions Unit	1	1	1	1	1	1	1
Ct. Clerk II-Trial Parts	12	16	17	18	18	19	20
Ct. Clerk II-Chief Clerk's office	1	1	1	1	1	1	1
Ct. Clerk II- Arraignment Parts	3	6	6	6	6	6	6
Ct. Clerk II- Jury Clk.	1	1	1	1	1	1	1
Ct. Clerk I-Jury Clerk	2	2	3	3	3	3	3
Ct. Clerk IV	1	1	1	1	1	1	1
Exec. Administrator	0	1	1	1	1	1	1
Warden, Grand Jury	3	5	5	6	6	6	6

## SUPREME COURT MANPOWER, CRIMINAL DIVISION (Cont'd)

<u>Title</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Supv. Court Off.	1	1	1	1	1	1	1
Chief Court Att.	1	1	1	1	1	1	1
Sr. Court Off., 5 per Youthful Offender Trial Part	65	70	75	80	80	85	90
Sr. Court Off., 7 per Arraignment Part	7	14	14	14	14	14	14
Sr. Court Off., 8 per Special Part	11	16	16	16	16	16	16
Court Reporter	15	18	19	20	20	21	22
Sr. Law Steno	1	1	1	1	1	1	1
Law Steno	6	7	7	8	8	9	9
Law Asst. II	8	8	9	9	9	10	10
Rep. Steno	2	2	3	3	3	3	3
Interpreter	5	6	6	6	7	7	7
Asst. Librarian	1	1	1	1	1	1	1
Typist - Ref's Off.	1	1	1	1	1	1	1
Ct. Clerk I - Off. of Ch. Clerk	9	9	10	10	10	11	11
Ct. Clerk - Appeals Bur.	3	4	4	4	4	4	4
Ct. Clerk I - Docketing	3	3	3	4	4	4	4
Ct. Clerk I - Correspond- ence	2	2	2	3	3	3	3
Ct. Clerk I - Psychiatric Unit	2	3	3	3	3	3	3
Ct. Clerk I - Youthful Offender Part	1	1	1	1	1	1	1
Ct. Clerk I - Statistical Section	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	186	224	236	248	249	260	268

### 3. Legal Aid Society

#### Criminal Court Operation

The Legal Aid Society is a public defender organization created to provide free legal services for the indigent. The Society is funded mainly by the New York City government with the balance of its finances coming through donations.

The Society plays a very important role in the criminal justice process. Approximately 70 percent of the defendants arraigned in the Criminal Court are represented by Legal Aid Attorneys and the Society estimates that it handles 60 percent of all cases beyond arraignment to disposition. In view of the projected growth in the number of poor people in New York City with the predicted increase in the Welfare rolls, it is expected that the portion of the Criminal Court workload presently handled by the Society will experience a slight increase over the next thirty years.

At arraignment, the Society estimates that each of its attorneys is capable of handling about 5,000 cases a year. Based on the study team's projection that the number of Criminal Court arraignments will increase by about 14,500 by the year 2000, the caseload of the Legal Aid Society, handling 70 percent of these new cases, would be increased by some 10,000 arraignments. To cope with the additional workload, the Society will have to add two more attorneys to the arraignment parts as indicated below:

Table LA-2  
PROJECTED NUMBER OF LEGAL AID SOCIETY ATTORNEYS IN CRIMINAL COURT  
ARRAIGNMENT PARTS.

Year	Total Number of Arraignments In Criminal Court	Number of Arraignments Handled By Legal Aid Society (70% of Total)	Number of Legal Aid Society Attorneys Re- quired (5,000 arraignments each)
1970	113,900	79,700	16
1975	116,000	81,200	16
1980	118,100	82,700	17
1985	120,800	84,600	17
1990	123,400	86,400	17
1995	125,900	88,100	18
2000	128,400	89,900	18



Beyond arraignment, the Legal Aid attorney have handled as many as 1,400 cases a year but a reasonable caseload per attorney should be in the neighborhood of 1,200 cases a year. This caseload, which is in line with the Society's 1970-71 budget request, takes into consideration the effects of the Supreme Court's Baldwin decision granting jury trials in misdemeanor cases carrying a penalty of imprisonment in excess of six months. Although the ramifications of that decision are still unknown, some conclusions can be drawn from the experiences of the last quarter of 1970 when the ruling was in effect. During that period some 103 verdicts were returned by juries. The Legal Aid Society claims that 1,500 of its clients requested jury trials in the first two months after it became available. The Criminal Court Bureau of the District Attorney's Office expects to be handling 500 jury trials in 1971. The net result of these developments will be the reduction of the caseload which each attorney can carry because jury trials require more time for the selection of a jury and for the jury to reach a verdict.

On the basis of this caseload, the projected increase of some 12,000 post-arraignment cases in the Criminal Court by year 2000 should mean an addition of 7,200 cases to the Legal Aid Society's workload in the trial parts. In terms of staff, the Society would have to provide six more attorneys to handle these cases.

Table LA-3  
PROJECTED NUMBER OF LEGAL AID SOCIETY ATTORNEYS IN CRIMINAL COURT TRIAL PARTS

Year	Number of Post-Arraignment Cases Handled by Legal Aid Society (60% of Total Arraign- ments)	Number of Attorneys Required (1200 cases each) *
1970	54,200	45
1975	55,200	50
1980	56,200	51
1985	57,500	52
1990	58,800	53
1995	60,100	54
2000	61,300	55

(\*) Each number has been increased by 4 to provide for felony preliminary hearings.

If, as seems likely, a system of All-Purpose Parts is implemented in the Criminal Court there would be no appreciable affect on the workload of the Legal Aid Society as detailed above. Each All-Purpose Part should be capable of handling up to 5,000-6,000 cases a year with the Legal Aid Society assuming from 70 percent to 80 percent of that caseload. Four Legal Aid attorneys could man each part with a consequent workload of approximately 1,200 cases a year; the same as that estimated based on no change in operating procedures.

An additional complement of four Assistant District Attorneys annually is provided under the assumption that felony preliminary hearings will continue to be handled in separate court parts.

Thus, the total Legal Aid attorneys required under the present court responsibilities and with the removal of "victimless" crimes:

Table LA-4  
PROJECTED NUMBER OF LEGAL AID ATTORNEYS IN THE CRIMINAL COURT

<u>Year</u>	<u>Number of Legal Aid Attorneys Under Cur- rent Court Responsibilities</u>	<u>Number of Legal Aid Attorneys with removal of "victimless" crimes</u>
1970	65 *	56
1975	66	65
1980	68	61
1985	69	61
1990	70	61
1995	72	62
2000	73	62

(\*) There was an actual total of 52 on the average, assigned in New York County in 1970.

### Supreme Court Operation

As in the Criminal Court, the Legal Aid Society plays an important role in the work of the Criminal Division of the Supreme Court. Approximately 70 percent of the defendants in the Supreme Court are clients of the Society. Because of the serious nature of the cases in this court and the amount of time required to prepare and to try these cases, especially in view of the recent Supreme Court decision emphasizing the rights of the accused, the caseloads of the Legal Aid lawyers assigned to these parts are considerably less than their counterparts in the Criminal Court. Based on its estimated 1969 workload, the caseload per Legal Aid attorney in the Supreme Court was approximately 295 cases a year.

The current pilot project in "Individual Calendar" Parts, the counterpart to the All-Purpose Parts in the Criminal Court, might have the effect of slightly increasing the possible caseload. However, 300 cases annually per attorney is the basis of our projections.

By the year 2000, the study team has projected an increase in the number of indictments found by the Grand Jury of approximately 1,700.

Since the Legal Aid staff would assume the defense of 70 percent or about 1,200 of these matters, four additional attorneys will be required to carry the load. The following chart illustrates the estimated growth of the Legal Aid Society's court staff to the year 2000.

Table LA-5  
PROJECTED NUMBER OF LEGAL AID SOCIETY ATTORNEYS IN THE SUPREME COURT

<u>Year</u>	<u>Total Indictments</u>	<u>Number of Indictments</u>	<u>Number of Legal Aid Society Attorneys</u>
1970	5,400	3,780	13
1975	5,681	3,977	13
1980	5,963	4,174	14
1985	6,244	4,371	15
1990	6,525	4,568	15
1995	6,806	4,764	16
2000	7,086	4,960	17

Mental Health Unit

The Mental Health Unit of the Legal Aid Society handles sanity hearings held in the special Supreme Court parts set up at Bellevue and Kings County Hospitals, and hearings before the Narcotics Addiction Control Commission. It also handles all matters coming into Part 31 of the Supreme Court, a youth part which also handles miscellaneous motions, writs of Habeas Corpus, etc. In 1970, the caseload of this unit was approximately 1,500, and it was handled by 10 lawyers. In projecting the future workload of this unit, two factors must be considered. First, the percentage of sanity, narcotics and youthful offender cases has remained relatively constant over the past five years. Second, there is broad agreement that because of the high incidence of drug-related crime (estimated at 60 percent) an increased emphasis will have to be placed on narcotics cases in the future. These factors must be weighed in light of the Supreme Court's recent decisions stressing the rights of the defendant, resulting in additional motions.

These factors would seem to indicate that the caseload of the unit at minimum will keep pace with the study team's projected overall 11.2 percent increase in Supreme Court caseload. Thus, by the year 2000, the Mental Health Unit should be handling some 1,668 matters requiring the services of eleven attorneys.

Table LA-6  
PROJECTED NUMBER OF LEGAL AID ATTORNEYS IN THE MENTAL HEALTH UNIT

<u>Year</u>	<u>Mental Health Caseload</u>	<u>Number of Attorneys Required</u>
1970	1,500	10
1975	1,528	10
1980	1,556	10
1985	1,584	11
1990	1,612	11
1995	1,640	11
2000	1,668	11

The prospective growth of the Legal Aid Society staff over the next thirty years is as follows:

Table LA-7

## LEGAL AID SOCIETY: PROJECTED STAFF REQUIREMENTS

A. Projection of Attorneys assigned to Particular Parts

(Projections based on Current Operating Procedures)

<u>Year</u>	<u>Criminal Court Arraignment Parts</u>	<u>Criminal Court * Trial Parts</u>	<u>Supreme Court Parts</u>	<u>Mental Health</u>	<u>Total</u>
1970	16	36	13	10	75
1975	16	50	13	10	89
1980	17	51	14	10	92
1985	17	52	15	11	95
1990	17	53	15	11	96
1995	18	54	16	11	99
2000	18	55	17	11	101

(Projections based on all assumptions Implemented):-

<u>Year</u>	<u>Criminal Court Arraignment + Parts</u>	<u>Criminal Court Trial Parts</u>	<u>Supreme Court Parts</u>	<u>Mental Health</u>	<u>Total</u>
1970	52		13	10	75
1975	65		13	10	88
1980	61		14	10	85
1985	61		15	11	87
1990	61		15	11	87
1995	62		16	11	89
2000	62		17	11	90

B. Projection of Law Assistants

(Ratio of Law Assistants to Attorneys based on actual 1970 figures is 1:4)

<u>Year</u>	<u>No Change in Operations</u>	<u>All Assumptions Implemented</u>
1970	19	19
1975	22	22
1980	23	21
1985	24	22
1990	24	25
1995	25	22
2000	25	23

(\*) Includes four Parts for Felony Hearings

C. Projection of Administrative Attorneys

(The ratio of Administrative Attorneys to professional staff is 1:24)

<u>Year</u>	<u>No Change in Operations</u>	<u>All Assumptions Implemented</u>
1970	4	4
1975	5	5
1980	5	4
1985	5	5
1990	5	5
1995	5	5
2000	5	5

D. Projection of Support Personnel

(The ratio of Support Personnel (all classes) to professional staff is 1:1.6).

<u>Year</u>	<u>No Change in Operations</u>	<u>All Assumptions Implemented</u>
1970	60	60
1975	71	72
1980	73	69
1985	76	71
1990	76	71
1995	79	73
2000	80	74

Table LA-8  
SUMMARY OF PROJECTED SUPPORT STAFF

Title	1970		1975		1980		1985		1990		1995		2000	
	A	C	A	C	A	C	A	C	A	C	A	C	A	C
Steno- grapher	3		4	4	4	4	4	4	4	4	4	4	4	4
Typist	5		6	6	6	6	6	6	6	6	6	6	6	6
Clerk-	2		2	2	2	2	2	2	2	2	3	2	3	2
Typist														
Calendar	2		2	2	2	2	2	2	2	2	2	2	2	2
Clerk														
Messenger	2		2	2	2	2	2	2	2	2	2	2	2	2
Mail Clerk	1		2	2	2	2	2	2	2	2	2	2	2	2
Clerk	31		37	37	38	36	40	37	40	37	41	38	42	38
Switchboard	1		1	1	1	1	1	1	1	1	1	1	1	1
Operator														
Office Mgr./1			1	1	1	1	1	1	1	1	2	1	2	2
Receipt.														
Supervisor	1		2	2	2	1	2	2	2	2	2	2	2	2
Clerical														
Administ.	2		2	2	2	2	2	2	2	2	2	2	2	2
Clerk														
File Clerk	2		2	2	2	2	2	2	2	2	2	2	2	2
Legal Serv.	6		7	7	7	7	8	7	8	7	8	7	8	7
Assts.														
Administra- tive Sec'y	1		1	2	2	1	2	1	2	1	2	2	2	2
<u>TOTALS</u>	<u>60</u>		<u>71</u>	<u>72</u>	<u>73</u>	<u>69</u>	<u>76</u>	<u>71</u>	<u>76</u>	<u>71</u>	<u>79</u>	<u>73</u>	<u>80</u>	<u>74</u>
Year	1970		1975		1980		1985		1990		1995		2000	

Key: Column A: No change in jurisdiction  
Column C: All assumptions implemented

#### 4. District Attorney's Office

The projections of future manpower requirements for the District Attorney's Office, New York County, are presented by individual bureaus.

##### Homicide Bureau

To handle the expected increase in caseload of homicide investigations and Grand Jury presentations, the number of Assistant District Attorneys assigned to the Homicide Bureau can be expected to increase from the present total of 13 to 20 by the year 2000. This is predicted on the basis of a forecasted 20 percent increase in homicide arraignments, together with an average annual caseload per Assistant District Attorney (A.D.A.) of 25. This number represents a decrease from the recent average of 33 per attorney, estimated on the increased time spent on the cases.

Table DA-2  
PROJECTED STAFF REQUIREMENTS: HOMICIDE BUREAU

<u>Year</u>	<u>Number of Assistant District Attorneys</u>	<u>A.D.A. in Charge</u>	<u>Secretary</u>	<u>Clerk</u>
1970	13	1	1	1
1975	17	1	2	1
1980	18	1	2	1
1985	18	1	2	1
1990	19	1	2	1
1995	20	1	2	1
2000	20	1	2	1

##### Frauds Bureau

Background factors for this bureau largely parallel those of the Rackets Bureau. Current request for an addition of two Assistant District Attorneys will probably be approved with slight increases predicted beyond that to the year 2000, as shown:



Table DA-3.  
PROJECTED STAFF REQUIREMENTS: FRAUDS BUREAU

<u>Year</u>	<u>Number of A.D.A.s</u>	<u>Secretary</u>
1970	8	1
1975	10	1
1980	10	1
1985	10	1
1990	12	1
1995	12	1
2000	12	1

Appeals Bureau

This bureau has been staffed with 14 Assistant District Attorneys since 1967. Recent United States Supreme Court decisions have resulted in an increase in the workload of the Appeals Bureau, an increase which is expected to continue in the near future; to level off later as the impact of the Burger Court is felt. Staffing predictions are shown below:

Table DA-4  
PROJECTED STAFF REQUIREMENTS: APPEALS BUREAU

<u>Year</u>	<u>Number of Asst.D.A.s</u>	<u>Asst. D.A.s In Charge</u>	<u>Secretary</u>	<u>Typist</u>	<u>Clerk</u>
1970	14	1	1	2	1
1975	16	1	1	2	1
1980	18	1	1	3	1
1985	20	1	1	4	1
1990	20	1	1	4	2
1995	20	1	1	4	2
2000	22	1	1	4	2

Complaint Bureau

This Bureau's principal role is to hear complaints to determine if a crime has been committed, and whether the District Attorney's office has jurisdiction over the matter. Future manpower requirements are predicated on prospective overall increases

in reported felonies and misdemeanors.

Table DA-5  
PROJECTED STAFF REQUIREMENTS: COMPLAINT BUREAU

<u>Year</u>	<u>Number of Asst. DA's</u>	<u>Asst. D.A. In Charge</u>	<u>Secretary</u>	<u>Criminal Law Investigators</u>
1970	10	1	2	1
1975	10	1	2	1
1980	11	1	3	1
1985	11	1	3	1
1990	12	1	3	1
1995	12	1	3	1
2000	13	1	4	1

Indictment Bureau

At such time as two additional Grand Jury rooms become operational, the Assistant District Attorney staffing requirement will rise to 26. Caseload per attorney based on current workload is 7,200 divided by 21 = 342. Projecting the same caseload to the year 2000 will bring the required Assistant District Attorney strength to 28.

Table DA-6  
PROJECTED STAFF REQUIREMENTS: INDICTMENT BUREAU

<u>Year</u>	<u>Number of Asst. DAs</u>	<u>ADAs in Charge</u>	<u>Secretary</u>	<u>Stenographer</u>	<u>Senior Grand Jury Steno.</u>	<u>Grand Jury Steno</u>	<u>Senior Clerk</u>
1970	21	1	1	2	1	3	1
1975	26	1	1	3	2	3	1
1980	26	1	1	3	2	3	1
1985	27	1	1	3	2	4	1
1990	27	1	1	3	2	4	1
1995	28	1	1	4	2	4	1
2000	28	1	1	4	2	4	1

Supreme Court Bureau

The number of annual felony indictments is expected to rise to approximately 7,100 per year by the year 2000. The Assistant District Attorney caseload in 1969 was 4,850 divided by 30 = 160 per man; continuance of this would require 44 attorneys (7,100 divided by 160) by year 2000. This staff increase is equivalent to two additional attorneys for each new criminal part required in the Supreme Court.

Table DA-7

PROJECTED STAFF REQUIREMENTS: SUPREME COURT BUREAU

<u>Year</u>	<u>Number of ADAs</u>	<u>ADAs In Charge</u>	<u>Secretary</u>	<u>Clerk</u>
1970	30	1	1	0
1975	36	1	1	0
1980	38	1	1	1
1985	38	1	1	1
1990	40	1	1	1
1995	42	1	1	1
2000	44	1	1	1

Criminal Court Bureau

Assistant District Bureau requirements in the Criminal Court Bureau can be expected to increase as the number of misdemeanor jury trials increases. Misdemeanor arraignments are expected to increase by nearly 14 percent by the year 2000, with the number of trials expected to rise and then level off. By 1980, the advent of up to 5.6 percent of the cases resulting in jury trials should have the effect of slightly reducing the average attorney's manageable annual caseload. The projections shown below are based upon implementation of all assumed operational changes.

Table DA-8  
PROJECTED STAFF REQUIREMENTS: CRIMINAL COURT BUREAU

Year	Number of ADAs *	ADAs In Charge	Secretary	Clerk
1970	26	1	1	2
1975	35	1	2	3
1980	39	1	2	3
1985	40	1	2	3
1990	41	1	2	4
1995	41	1	2	4
2000	42	1	2	4

(\*) Figures would rise by 2-5, if no assumptions were implemented.

#### Investigations Bureau

Chief concern here is with rackets investigations. Increasing emphasis in this area should dictate staff increases as shown:

Table DA-9  
PROJECTED STAFF REQUIREMENTS: INVESTIGATIONS BUREAU

Year	Rackets Investigations	Senior Rackets Investigations	Supervising Rackets Investigations	Asst. Chief Rackets Inv.	Chief Rackets Inv.	Secretary
1970	6	2	2	1	1	1
1975	6	2	2	1	1	1
1980	8	2	2	1	1	2
1985	8	2	2	1	1	2
1990	10	2	2	1	1	2
1995	10	2	2	1	1	2
2000	10	2	2	1	1	2

#### Support Functions

Accountancy Bureau - consists currently of 11 professional accountants. This staff should increase proportionately to that of the overall District Attorney's office, and would thus expand to 16 people by 2000.

Process Servers - an increase from the current 13 to 38 by the year 2000 is linked to an expected overall increase of 13 percent in felony and misdemeanor arraignments.

Chief Office Assistant - has a staff of 10 office assistants, likely to enlarge by 5 persons over the next thirty years.

Office of Administrative Chief - staffing here should generally increase by 25 percent between 1970 and 2000 due principally to trial caseload increases.

Table DA-10  
PROJECTED STAFF REQUIREMENTS: ADMINISTRATIVE OFFICE

<u>Year</u>	<u>Supervising Clerk</u>	<u>Clerk</u>	<u>Senior Typist</u>	<u>Typist</u>	<u>Senior Clerk</u>
1970	9	16	1	5	5
1975	10	16	1	5	6
1980	10	17	1	6	6
1985	11	18	1	6	6
1990	12	18	2	7	7
1995	12	19	2	7	7
2000	13	20	2	8	8

Stenographic - a pool of 16 stenographers, to increase to 22 by the year 2000.

Photographic Unit and Engineer - the District Attorney's office has on staff one engineer draftsman, one photographer, and one photostat operator. No future change in this complement is predicted.

Executive Offices - the executive headquarters of the District Attorney's office is currently staffed as shown below, with no change predicted:

1 District Attorney -	1 Confidential Secretary
	1 Secretary
	1 Senior Secretary
1 Executive Assistant -	1 Senior Secretary
1 Chief Assistant -	1 Senior Secretary
	1 Stenographer

New York Police Department - Detective Unit - District Attorney's  
Office

There are presently 85 detectives of the New York City Police Department assigned to the District Attorney's office in New York County. This command is headed by an inspector, a lieutenant and three sergeants. The functions of the unit include lengthy investigations into the activities of organized crime and the gathering of intelligence on persons suspected of criminal activity (both for the District Attorney and other interested police departments). The unit estimates that its investigatory activities consume approximately 80 percent of its time. Of the balance, 10 percent of the time is devoted to the execution of warrants, making arrests, and special details (i.e., V.I.P. functions, stakeouts, wire-taps, etc.). The remainder of the time is allocated to clerical functions.

While the current workload of the unit is known, it is difficult to establish a standard for a given period of time because it is impossible to predict how long investigations will take to complete. The volume of work which the unit can undertake is largely determined by the size of the staff. To a certain extent the work is self-generated because as investigators are pursued, new areas for future probing may develop. Any future growth in the assigned Detective staff will most likely be linked to the growth of the District Attorney's Complaint Bureau, the major contributor to the unit's workload. The Complaint Bureau staff is projected to grow proportionately with predicted increases in reported felonies and misdemeanors. This growth would result in the following increments in the staff of detectives and supervisory personnel in the Detective Unit.

Table DA-11  
PROJECTED STAFF REQUIREMENTS: DETECTIVE UNIT

<u>Year</u>	<u>Number of Detectives</u>	<u>Number of Inspectors</u>	<u>Number of Lieutenants</u>	<u>Number of Sergeants</u>
1975	89	1	1	3
1980	94	1	1	3
1985	98	1	1	3
1990	102	1	1	4
1995	106	1	1	4
2000	111	1	1	4

Rackets Bureau

These cases usually require lengthy investigations.

Emphasis on the prosecution of this type of case is expected to increase. Conversely, the population base from which the majority of defendants are drawn (white adults) is expected to decrease. Experience nation-wide in large cities indicates a 50% increase in arrests for fraud, embezzlement, etc., over the most recent ten-year period. Consequent future projections indicate a continuing increase in the Assistant District Attorney staffing as shown below:

Table DA-12  
PROJECTED STAFF REQUIREMENTS: RACKETS BUREAU

<u>Year</u>	<u>Number of ADAs</u>	<u>ADAs In Charge</u>	<u>Secretary</u>
1970	11	1	1
1975	14	1	1
1980	14	1	1
1985	16	1	2
1990	16	1	2
1995	18	1	2
2000	18	1	2

Table DA-13  
SUMMARY OF DISTRICT ATTORNEY'S MANPOWER PROJECTIONS

<u>Job Titles</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Asst. District Attorney	133	164	174	180	187	193	199
Asst. DA In-Charge	7	7	7	7	7	7	7
Confidential Sec'y	15	17	19	20	20	20	21
Sr. Secretary, Sec'y							
Supervising Clerk							
Sr. Clerk, Clerk	35	38	40	42	46	47	50
Sr. Typist, Typist	8	8	10	11	13	13	14
Stenographer	19	21	22	23	24	26	27
Sr. Grand Jury Steno.	4	5	5	6	6	6	6
Grand Jury Steno							
Criminal Law Investigator	1	1	1	1	1	1	1
Chief Rackets Investigator	12	12	14	14	16	16	16
Asst. Chief Rackets Inv.,							
Sr. Rackets Inv., Supv.							
Rackets Inv., Rackets							
Investigator							
Accountant	11	12	13	14	15	16	16
Process Servers	33	34	35	36	37	38	38
Chief Office Asst.,	11	12	13	14	15	16	16
Office Assistants							
Engineering Draftsman	1	1	1	1	1	1	1
Photographer	1	1	1	1	1	1	1
Photostat Operator	1	1	1	1	1	1	1
District Attorney	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1
Chief Assistant	1	1	1	1	1	1	1
Detectives	85	89	94	98	102	106	111
Sergeants	3	3	3	3	4	4	4
Lieutenant	1	1	1	1	1	1	1
Inspector	1	1	1	1	1	1	1
TOTALS	385	431	458	477	491	517	534



##### 5. Office of Probation - Investigation Branch - Criminal Court

The Investigation Branch of the Office of Probation for New York County's Criminal Court conducts pre-sentence investigations on about 15 percent of all the defendants convicted of a misdemeanor. In addition, the unit makes inquiries to determine a defendant's eligibility for treatment as a youthful offender.

Up to the end of 1968, the unit played only a minor role (volume-wise) in the criminal justice process in Manhattan. At that time, two factors combined to cause a dramatic increase in the workload of the unit. A new Branch Chief was appointed who actively sought a greater involvement for the unit in the court's work, and several decisions were made by the United States Supreme Court which accentuated the rights of a defendant to new consideration under the law. Since 1968, the workload of the Investigative Branch has steadily risen to some 2,127 youthful offenders and 4,411 pre-sentence investigations in 1970. Commensurately, the staff has grown since late 1968 from only 12 to the current 29 probation officers. Although there has been more than a doubling of the staff, the caseload standard per probation officer in Manhattan exceeds the standard of 132 cases per year plus an additional 20% agreed to by the Probation Officers' Union. Currently each probation officer's caseload is between 165 and 170 investigations annually (a youthful offender investigation is counted as one-third of a pre-sentence investigation).

The single most important factor in determining the future workload of the unit will be the new Criminal Procedure Law, effective September, 1971. As a result of this law and an internal operating procedure instituted by the Branch Chief in August, 1970, youthful offender eligibility investigations will become a small portion of the unit's work. The new law will establish criteria for judicial use in granting youthful offender treatment, thereby obviating the necessity of a report by Probation. Those few cases

not covered by the law, will be expeditiously handled under the new abbreviated operating procedure.

Aside from the youthful offender investigations, the Criminal Procedures Law will have broad ramification in the area of pre-sentence investigation. Whereas now a pre-sentence investigation can be requested for a defendant convicted of an offense carrying a penalty of imprisonment of six months or more, the new statute calls for a pre-sentence report on any defendant convicted of a crime carrying a penalty of imprisonment of 90 days or more. In terms of workload, it is estimated that the new Law could mean an increase in the cases the unit would handle, bringing it to about 24 percent of all the defendants convicted of a misdemeanor. The following chart illustrates this projected growth in caseload.

Table PC-1  
PROJECTED CASELOAD

<u>Year</u>	<u>Estimated Number of Convictions with:</u>	
	<u>Category A</u> <u>Traffic Offenses Out*</u>	<u>Category B</u> <u>All Assumptions Implemented</u>
1975	34,450	33,950
1980	34,900	28,500
1985	35,500	28,990
1990	36,150	29,550
1995	36,730	30,050
2000	37,290	30,510

The above figures do not take into consideration youthful offender investigations, which should be negligible. Eliminating these cases will result in a new caseload standard of approximately

(\*) Bases on estimates of future Criminal Court caseload developed elsewhere in this report.

175 cases a year per Probation Officer. This is calculated on the basis of 1970 figures which show that 2,127 youthful offender investigations were handled during that year. Employing the Office of Probation equation of three youthful offenders for one pre-sentence investigation would mean that without youthful offender investigations, the unit would have been able to handle 709 more pre-sentence investigations. Proportioned among the 29 probation officers, the additional investigations would raise the caseload standard by approximately 25 cases. Predicated on this adjusted caseload standard, the following are the probation officer requirements through the year 2000:

Table PC-2  
PROJECTED STAFF REQUIREMENTS: PROBATION OFFICERS

A. Traffic Offenses Removed

<u>Year</u>	<u>Estimated Pre-Sentence Investigations</u>	<u>Number Of Probation Officers</u>	
1970	4,411	29	(actual)
1975	8,268	47	
1980	8,376	48	
1985	8,520	49	
1990	8,676	50	
1995	8,815	50	
2000	8,950	51	

B. All Assumptions Implemented

<u>Year</u>	<u>Estimated Pre-Sentence Investigations</u>	<u>Number Of Probation Officers</u>
1970		
1975	8,148	47
1980	6,840	39
1985	6,958	40
1990	7,092	41
1995	7,212	41
2000	7,322	42

The most efficient structure for the Investigation Branch is achieved by grouping the probation officers in units of six, each headed by a supervisor. The role of the supervisor is to screen the pre-sentence reports before they are submitted to the judge. Each of these units would also have a para-professional to act as liaison with the defendant's community where the racial-ethnic background of the probation officer might interfere with effective communication, restricting the scope of his investigation. The following chart illustrates the staffing requirements of both supervisors and para-professionals (based on a 6:1 ratio to probation officers):

Table PC-3  
PROJECTION OF STAFF REQUIREMENTS: SUPERVISORS AND PARA-PROFESSIONALS

Year	Number of Supervisors		Number of Para-Professionals	
	A	B	A	B
(1970)	(6)*	(6)*	(6)x	(6)x
1975	8	8	8	8
1980	8	6	8	6
1985	8	6	8	6
1990	8	7	8	7
1995	8	7	8	7
2000	8	7	8	7

The complement of court liaison officers is determined by the type of part they service. The present staff of four is apportioned one to each of the two youth trial parts, one for the two jury parts and one for the balance of the trial parts. This staffing is felt to be deficient in the trial parts where one more liaison officer is required. Based on this rationale, the projected requirements for court liaison officer are:

Table PC-4  
PROJECTED STAFF REQUIREMENTS: COURT LIAISON OFFICERS

Year	Traffic Offenses Removed	All Assumptions Implemented
(1970)	(4)*	(4)*
1975	7	6
1980	7	6
1985	7	6
1990	7	6
1995	7	6
2000	7	6

The requirements for clerical and other support personnel are predicated on the professional staff. Each unit of six probation officers is to have a clerk assigned to it along with a typist for every three probation officers. Consequently, the clerical staffing projected based on the professional staff is as indicated in the following chart:

Table PC-5  
PROJECTED CLERICAL STAFF REQUIREMENTS

Year	A. <u>Traffic Offenses Removed</u>				B. <u>All Assumptions Implemented</u>			
	<u>Clerk</u>	<u>Office Manager</u>	<u>Typist</u>	<u>Supv. Typist</u>	<u>Clerk</u>	<u>Off. Mgr.</u>	<u>Typist</u>	<u>Supv. Typist</u>
(1970)	(5)*	(1)*	(8)*	(1)*	(5)*	(1)*	(8)*	(1)*
1975	8	2	15	2	8	2	15	2
1980	8	2	16	2	6	2	13	2
1985	8	2	16	2	6	2	13	2
1990	8	2	16	2	7	2	13	2
1995	8	2	16	2	7	2	13	2
2000	8	2	17	2	7	2	14	2

(\*) Actual

(x) Includes Records Clerk

The increase of one supervisor of typing is comensurate with the doubling of the complement of typists. The addition of another office manager is based on the expected growth in both staff and office workload. This position will be required to assist the branch chief in administering the daily operating needs of the unit.\*

\* The number and type of Criminal Court Parts used as the basis for these projections are in the section of this report entitled, New York County Criminal Court.

Table PC-6  
SUMMARY OF PROBATION MANPOWER PROJECTIONS

<u>Job Title</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Branch Chief	1	1	1	1	1	1	1
Supervising Probation Officer	6	8	6	6	7	7	7
Probation Officers	29	47	39	40	41	41	42
Para-Professionals	1	8	6	6	7	7	7
Court Liaison Officers	4	6	6	6	6	6	6
Office Manager	1	2	2	2	2	2	2
Clerks	5	8	6	6	7	7	7
Typists	8	15	13	13	13	13	14
Supervising Typists	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTALS	56	97	81	82	86	86	88

## 6. Department of Correction

The Department of Correction supplies uniformed correction officers for duty within the New York County Criminal Court Building. These officers are essentially responsible for custody and control of prisoners and defendants housed in the various detention pens of the court. Manpower requirements for correction officers are largely determined by the physical layout of the building and the number and size of the detention pens. "Gate" posts are staffed by one man; detention pen posts take two men.

The administrative offices of the Department of Correction are located in the Criminal Court Building. Presently a ratio of 1:3 exists between administrative and total New York City uniformed staff. Future changes in staffing requirements for the administrative units would most likely be related to a change in emphasis now being contemplated. This would swing the Department from a purely custodial function to a more intricate "program" concept of penal administration. If and when this shift becomes fully operational, the relative number of non-uniformed personnel is likely to rise.

Finally, any dramatic increase in the volume of defendants in the court, which would swell the use of feeder pens beyond their capacity, would dictate staff increases. The Department is currently spending considerable money on overtime because of unsuccessful budget requests for staff additions.

### Uniformed Officers

The uniformed officers assigned to 100 Centre Street service both the Criminal and Supreme Courts, and currently include:

1	Deputy Warden
98	Male Correction Officers
17	Female Correction Officers
6	Male Captains
<u>1</u>	Female Captain
123	TOTAL

Between 1966 and 1971 this total has grown from 96 to 123. For the future, the number of posts required is calculated on the assumption that each required court part (courtroom) will have its own detention pen, requiring two corrections officers. Projected part structures with traffic offenses and certain victimless crimes removed from Criminal Court jurisdiction, are:

Table CR-2  
PROJECTED STAFF REQUIREMENTS: MALE COURT OFFICERS

<u>Year</u>	<u>Supreme Court Parts</u>	<u>Criminal Court Parts</u>	<u>Total Parts</u>	<u>Detention Man/Days Per/Year *</u>	<u>Gate Posts Man/Days Estimate</u>	<u>Total Days</u>	<u>Male Correction Officers</u>
1970	15	20	35	---	---	---	98 actual
1975	18	22	40	20,230	7,500	27,730	125
1980	19	21	40	20,230	7,500	27,730	125
1985	20	21	41	20,730	7,500	28,230	127
1990	20	21	41	20,730	7,500	28,230	127
1995	21	22	43	21,730	7,500	29,230	132
2000	22	22	44	22,230	7,500	29,730	134

(\*) 250 days annually per part; except 365 for 2 Criminal Parts; 2 men per part.

Gate posts, which require one man each, currently number approximately 30. If it is assumed that this number will remain relatively constant, then the man/days required would be 7,500 per year. The total number of correction officers (male) can then be estimated using 222 available days per man, after allowance for annual leave. Any meal relief posts required are excluded from the totals.

Female correction officers currently number 17. Future increases are estimated to parallel, on a relative basis, those for male officers:



Table CR-3  
PROJECTED STAFF REQUIREMENTS: FEMALE COURT OFFICERS

<u>Year</u>	<u>Female Court Officers Required</u>	
1970	17	actual
1975	24	
1980	24	
1985	25	
1990	26	
1995	26	
2000	27	

Captains are estimated at a ratio of 1:12 to correction officers. Thus, staff growth would be:

Table CR-4  
PROJECTED STAFF REQUIREMENTS: MALE AND FEMALE CAPTAINS

<u>Year</u>	<u>Male Captains</u>		<u>Female Captains</u>	
1970	6	actual	1	actual
1975	10		2	
1980	10		2	
1985	10		2	
1990	10		2	
1995	11		2	
2000	11		2	

#### Administrative Personnel

Current staffing levels for each of the Department of Correction executive and administrative units total 135 employees as shown:

1. Office of the Commissioner (3)
  - a. Commissioner (1)
  - b. Executive Assistant (1)
  - c. Secretary (1)
2. Office of Public Relations
  - a. Public Relations Specialist (2)
  - b. Clerk-Typist (2)

3. Office of Deputy Commissioner (3)
  - a. Deputy Commissioner (1)
  - b. Administrative Assistant (1)
  - c. Secretary (1)
4. Office of Legal Affairs (10)
  - a. Director of Legal Affairs (1)
  - b. Legal Affairs Officer (2)
  - c. Investigator (3 vacant)
  - d. Trial Commissioner (1 on a consultant basis)
  - e. Clerk (3)
5. Office of the Assistant Commissioner of Rehabilitation (18)
  - a. Assistant Commissioner of Rehabilitation (1)
  - b. Assistant Supervisor of Recreation (1)
  - c. Accounting Clerk (1)
  - d. Administrative Assistant (1)
  - e. Director of Rehabilitation (2)
  - f. Medical Director (1)
  - g. Director of Psychological Services (1)
  - h. Doctor (3 part-time)
  - i. Clerk (4)
  - j. Senior Researcher (1)
  - k. Research Assistant (2)
6. Office of the Director of Operations (7)
  - a. Director of Operations (1)
  - b. Deputy Director of Operations (1)
  - c. Operations Officers (4)
  - d. Clerk (1)
7. Office of the Assistant Commissioner for Administration and Planning (3)
  - a. Assistant Administrator for Administration and Planning (1)
  - b. Planner (1)
  - c. Secretary (1)
8. Personnel Division (25)
  - a. Director (1)
  - b. Budget Officer (1)
  - c. Administrative Associate (1)
  - d. Administrative Assistant (2)
  - e. Supervising Clerk (5)
  - f. Senior Clerk (5)
  - g. Senior Stenographer (1)
  - h. Stenographer (1)
  - i. Clerk (7)
  - j. Typist (1)

9. Fiscal Division (20)
  - a. Fiscal Coordinator (1)
  - b. Chief Clerk (1)
  - c. Administrative Assistant (1)
  - d. Supervising Clerk (1)
  - e. Accountant (2)
  - f. Senior Stenographer (1)
  - g. Stenographer (1)
  - h. Senior Clerk (2)
  - i. Clerk (6)
  - j. Commissary Clerk (1)
  - k. Commissary Manager (1)
  - l. Assistant Accountant (1)
  - m. Typist (1)
10. Analysis Division (5)
  - a. Administrative Associate (1)
  - b. Stenographer (1)
  - c. Typist (1)
  - d. Clerk (1)
  - e. Correction Officer (1 in-charge)
11. Records and Statistics Division (10)
  - a. Administrative Associate (1)
  - b. Supervising Clerk (1)
  - c. Senior Clerk (2)
  - d. Clerk (3)
  - e. Typist (1)
  - f. Tab Operator (1)
  - g. Alpha key punch (1)
12. Food Service Division (8)
  - a. Departmental Steward (1)
  - b. Senior Cook (1)
  - c. Dietician (1)
  - d. Storekeeper (1)
  - e. Typist (1)
  - f. Supervising Clerk (2)
  - g. Clerk (1)
13. Building and Maintenance Division (15)
  - a. Administrative Architect (1)
  - b. Senior Engineer (1)
  - c. Assistant Engineer (2)
  - d. Senior Stenographer (1)
  - e. Supervising Clerk (1)
  - f. Senior Clerk (1)
  - g. Clerk (1)
  - h. Assistant Architect (1)
  - i. Junior Architect (1)
  - j. Assistant Engineering Draftsman (1)

- k. Engineering Technician (1-trainee)
- l. Correction Officers (3)

Building and Maintenance Division is located outside of 100 Centre Street but probably should be with the other units.

- 14. Computer Systems (4)\*
  - a. Computer Specialist (2)
  - b. Clerk (1)
  - c. Special Assistant
- 15. Deputy Warden (1)

\*The staff of the Computer Systems Unit is projected to increase to 7 when computerization is fully implemented.

In view of the current municipal budgetary limitations which are expected to continue for the foreseeable future, it is unlikely that any major growth in the size of the administrative staff will take place. The inmate population in New York County would of course affect the total administrative staff through the increased supervision and coordination required for the larger uniformed force thus mandated. However, with increasing emphasis on bail reform and criminal rehabilitation, this is unlikely.

Based on the above conclusion, it is estimated that the maximum growth in executive and administrative staffing between now and the year 2000 would be 10 to 15 percent.

Table CR-5  
SUMMARY OF CORRECTION MANPOWER PROJECTIONS (Uniformed Force)

<u>Job Title</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Deputy Warden	1	1	1	1	1	1	1
Captains (Male)	6	10	10	10	10	11	11
Captains (Female)	1	2	2	2	2	2	2
Correction Officers (Male)	98	125	125	127	127	132	134
Correction Officers (Female)	17	24	24	25	26	26	27
<u>TOTALS</u>	123	162	162	165	166	172	175
Administrative Staff:							
All Classes	134	138	141	145	148	151	155

## 7. POLICE DEPARTMENT

The Police Unit in the Criminal Court is made up of five operating groups. The following analysis deals with each group independently because their future roles in the criminal justice process will differ materially.

The first group is the Photographic Section, with a staff of 14 photographers. They are responsible for photographing both Bronx and Manhattan defendants accused of committing certain offenses. No analysis has ever been done on their workload, or has an individual workload standard been established.

The implementation of the Criminal Procedures Law in September, 1971, will have a considerable impact on the workload of this section. The net effect of the resultant new procedures, as estimated by the Police Department, will be to increase the number of photographs which will have to be taken by some 3,600 annually. This is the result of a broadening of the category of photographable offenses.

The Bronx County Criminal Court will have its own photographic unit by September, 1971, eliminating that workload from the unit in Manhattan.

It would appear that the staffing changes dictated by each of these developments will offset each other. The net result would be that the Photographic Section in New York County's Criminal Court will have no appreciable change in workload.

In the absence of other mitigating factors, any future growth in the unit's workload would be linked to the rate of increase in arraignments projected at approximately 13 percent, taking in both felonies and misdemeanors. Assuming that the present staff is being fully utilized, an increase of 2 photographers is projected:-

Table PL-2  
PROJECTED STAFF REQUIREMENTS: PHOTOGRAPHERS

<u>Year</u>	<u>Number of Photographers</u>
1970*	14
1975	14
1980	15
1985	15
1990	16
1995	16
2000	16

(\* ) Actual

Court Supervisor and Sign-In Room

The main function here is the control of the large number of police officers who are in the Criminal Court on official business each day. This is accomplished by the maintenance of a log in which the officers sign in and out. Approximately 20 percent of the staff are involved in record keeping and statistical activity, keeping track of the disposition of cases. The balance of the group's responsibility is liaison with Criminal Court staff on matters of mutual interest.

The nature of the work performed by this group makes it almost impossible to clearly define and quantify their workload. There is no available gauge of each employee's capacity or productivity.

For purposes of projecting future development within this group, it is assumed that more effort will be made in the future to effectively control the time which police officers spend in court. This will be accomplished by providing a central waiting area for officers while waiting to be called to court. This waiting area will be solely manned by personnel from this group. Presently there are three restricted duty officers allocated to this role. This is not expected to change.

That portion of the staff involved in record keeping and statistical compilation of dispositions will have to grow in line with the general caseload of the court. Likewise, the liaison function will grow proportionately to the general involvement of police in the court's operation. The following are the projected increases in staff for these two functions:

Table PL-3  
PROJECTED STAFF REQUIREMENTS: POLICE OFFICERS

<u>Year</u>	<u>Number of Police Officers Assigned to Record Keeping and Statistics on Dispositions</u>	<u>Number of Police Officers Assigned to Court Liaison Work</u>
1970 *	3	8
1975	3	8
1980	3	8
1985	4	9
1990	4	9
2000	4	9

(\*) actual

### Complaint Room Supervision

The group is responsible for controlling the flow of arresting officers to the various assistant district attorneys for drawing up complaints. Staffing consists of four sergeants (sergeants rather than officers are justified on the basis that some discretion must be exercised in establishing the order of priority of the complaints to be processed). While there are no formal workload standards, the current staff is kept fairly well occupied. Again, the only variable which would affect the staffing requirements is the number of arraignments. By the year 1990 an additional sergeant should be added to cope with the increase in court intake.

### Appearance Control

A current staff of five police officers is attempting to restrict the number of court appearances the arresting officer has to make to those which absolutely require his presence in court. This is being done by coordinating the district attorney's and the police officer's schedules to eliminate conflicts and non-essential court appearances. The project has only been in effect on a full scale for three months, and it is therefore difficult to judge the future direction the unit will take. One measure of its work is the number of police officers who become involved with the court as a result of arrests which they have made. This should dictate the addition of another officer by 1985.

### Administrative Office

This office is staffed by three sergeants, fifteen court processors, six policewomen, and twelve messengers. The functions performed range from staffing female detention facilities to supervising the Photographic Section.

The six policewomen are in lieu of female correction officers. Because of a lack of funds in the Correction Department, sufficient female correction officers are unavailable for staffing the female detention facilities in the Criminal Court. This study assumes that

six policewomen will continue to be provided by the New York City Police Department. Regardless of who provides the personnel, there is no projected increase in the staffing over the next thirty years.

The twelve messengers are used to retrieve the "Rap Sheets" (a record of arrests and convictions obtained from the Bureau of Criminal Investigation at 400 Broome Street). This function is supposed to be replaced under the New York State Identification and Intelligence System in September, 1971, eliminating the need for messengers and create the need for personnel to operate the communications equipment over which the criminal records will be relayed from Albany. The net result should be a reduction from twelve to six.

The need for the fifteen court processors will be immediately affected by initiation of a Bronx night arraignment which will preclude the need for having substitute police officers stand in for an officer from the Bronx who would have to come to Manhattan for arraignment (also weekend and holidays). There will be, however, need for a substitute officer to stand in for the arresting officer when he is unable to be at the pre-arraignment hearings (i.e. overtime, etc.). Elimination of the Bronx arraignments in Manhattan will reduce the group workload by an estimated 20 percent, dictating a reduction in staff from fifteen to twelve officers.

The three sergeants are the first line supervisors of the Photographic Section. As activity for the unit is not projected to grow appreciably, the supervisory requirement should remain more or less the same.

Table PL-4  
SUMMARY OF POLICE MANPOWER PROJECTIONS

<u>Job Title</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Photographer	14	14	15	15	16	16	16
<u>Court Supervision &amp; Sign-In Room</u>							
Lieutenant	1	1	1	1	1	1	1
Police Officer	14	14	14	15	16	16	16
<u>Complaint Room</u>							
Sergeant	4	4	4	4	5	5	5



Table PL-4 (Continued)  
SUMMARY OF POLICE MANPOWER PROJECTIONS

<u>Job Title</u>	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
<u>Appearance Control</u>							
Police Officer	5	5	5	6	6	6	6
<u>Administrative Office</u>							
Sergeants	3	3	3	3	3	3	3
Policewomen	6	6	6	6	6	6	6
Messengers	12	6	6	6	6	6	6
Court Processors	<u>15</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
<u>TOTALS</u>	79	65	66	68	71	71	71

### 8. Society for the Prevention of Cruelty to Children

This is a small unit consisting of two court representatives, a stenographer- and eleven field workers. The unit serves as a liaison with the court, investigating cases of child abuse. Cases may be received through referrals from the court, police, or social agencies. Caseload has averaged approximately 500 per year over the last four years. Factors affecting the unit's staffing would be a growth in the number of children in New York County, and the income level as reflected in the number of people on welfare. There appears to be a correlation with this portion of the population and the incidence of child abuse.

Unit caseload has fluctuated between 400 and 600 annually, with the same staffing. By the year 2000, the growth in the number of people on welfare in New York County should be such as to raise the Society's caseload to approximately 950 cases per year. The number of children between the ages of 1 to 15 is expected to grow by approximately 11 percent by then, a statistic which may generate an additional 50 cases per year. Thus, by 2000, unit caseload should be 1,000 cases per year. Since the present two court representatives can handle 600 cases fairly comfortably, a third person will be required by 1985. Caseload and staffing projections are shown below:

Table SP-2  
PROJECTED STAFF REQUIREMENTS

<u>Year</u>	<u>Representatives</u>	<u>Stenographers</u>	<u>Total*</u>	<u>Caseload</u>
1970	2	1	3	430
1975	2	1	3	525
1980	2	1	3	620
1985	3	1	4	715
1990	3	1	4	810
1995	3	1	4	905
2000	3	1	4	1,000

(\*) Field workers do not utilize office space.

### 9. Manhattan Court Employment Program

This program attempts to rehabilitate certain offenders through controlled employment. It is scarcely a year old and its long-range effectiveness has yet to be determined. Program participants are primarily first offenders in non-violent misdemeanor cases. The workload of the unit has been largely self-determined to date, with program screeners selecting cases for referral which are then screened by the District Attorney's Office. Current capacity of the program is 1,000 cases per year, a total which in all likelihood will increase in view of the unit's early effectiveness in channeling a good portion of its caseload out of the criminal justice process. Future broadening of types of cases this unit will be asked to handle may include prostitution and other more serious types of non-violent, victimless misdemeanors.

Last year the total number of these so-called non-violent misdemeanors in New York County was 21,000. Approximately 5 percent were referred to the Court Employment Program. If this rate of referral were projected to the year 2000, the unit's caseload would grow to 1,175 based on an expected 10 percent increase in arraignments for these types of offenses. In addition, as emphasis on rehabilitation increases, the rate of referral to the unit will also grow. Together with a broader acceptance and effectiveness of the program, these factors would result in an additional 225 cases being handled annually by the year 2000. The projected unit caseload is as follows:

Table MC-2 PROJECTED CASELOAD

<u>Year</u>	<u>Caseload</u>
1971	1,000
1975	1,070
1980	1,135
1985	1,200
1990	1,235
1995	1,330
2000	1,400

Anticipated program staffing in 1971 includes five investigative Units, each consisting of a supervisor, assistant to supervisor, four representatives, and two career developers. Future staffing totals are projected as follows:

Table MC-3.  
PROJECTED STAFF REQUIREMENTS

	<u>1970</u>	<u>1975</u>	<u>1980</u>	<u>1985</u>	<u>1990</u>	<u>1995</u>	<u>2000</u>
Boro Director	1	1	1	1	1	1	1
Administrative Co-Ord.	2	2	2	2	2	2	2
Administrative Asst.	1	1	1	1	1	1	1
Psychologist	1	1	1	1	2	2	2
Social Services Supv.	1	1	1	1	1	1	1
Receptionist	1	1	1	1	1	1	1
Staff Secretary	1	1	1	2	2	2	2
Supervisors *	6	6	6	7	7	8	8
Screeners	9	9	10	11	11	12	12
Asst. to Supervisor	5	5	5	6	6	7	7
Representatives	20	21	22	23	25	27	28
Career Developers	<u>10</u>	<u>11</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>14</u>
<u>TOTALS</u>	59	61	63	69	73	79	80

(\*) Includes One Screener Supervisor

EXHIBIT AStaff Interviews - Manpower Planning Study TeamPROBATION

1. Tom Wallace, Director
2. C. Boyd McDivitt, Deputy Director - Officer of Probation
3. William McFealy, State Department of Probation
4. Philip Vota, Chief Probation Officer - Investigation Branch
5. William Clancy, State Department of Probation

LEGAL AID

1. Edward Carr, Attorney-in-Chief - Legal Aid Society
2. Gerald Betz, Administrative Attorney-in-Charge of Criminal Court Branch
3. Ann Kansos, Clerical Supervisor, Criminal Court Branch

CORRECTIONS

1. Commissioner Jack Birnbaum, Deputy Commissioner of Planning
2. Al Pettenato, Correction Officer assigned to Deputy Warden's office

SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN

1. Thomas Becker, Deputy Director of Society for the Prevention of Cruelty to Children

PSYCHIATRIC CLINIC

1. Dr. Naomi Goldstein, Senior Psychiatrist in charge of Criminal and Supreme Court Clinics
2. James Kagan, Health Services Administration

MANHATTAN COURT EMPLOYMENT PROJECT

1. Dan Friedman, Borough Director for Manhattan

POLICE

1. Captain Michael Farrell, Captain New York City Police Department
2. Sergeant Erling Johannsen, Sergeant New York City Police Department

DISTRICT ATTORNEY

1. David Worgan, Executive Assistant to District Attorney
2. Frank Rogers, Bureau Chief, Complaint Bureau
3. Frazier Forde, Administrative Chief
4. Peter Andreoli, Bureau Chief of Supreme Court
5. Alan Broomer, Assistant District Attorney, Supreme Court Bureau
6. Mel Glass, Bureau Chief of Criminal Court Bureau

SUPREME COURT

1. Judge Edward Dudley, Administrative Judge Supreme Court
2. Judge Saul Streit, Ex-Administrative Judge Supreme Court
3. Judge Gerald Culken, Supreme Court Judge
4. Thomas Galligan, General Clerk, Supreme Court
5. James Sheridan, Chief Clerk of the Supreme Court

CRIMINAL COURT

1. Judge David Ross, Administrative Judge, Criminal Court
2. Lester Goodchild, Executive Officer of Criminal Court
3. Abe Ford, Assistant Administrator of Analysis and Statistics
4. Joe Trubia, Assistant Administrator of Identification Bureau

MISCELLANEOUS

1. Leland Tolman, Director of Administration of the First Appellate Department
2. Harold Finley, Project Director, Economic Development Council
3. Judicial Conference (J. Wynn and D. Englander)

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PROJECTED PERSONNEL AND SPATIAL REQUIREMENTS: 1970 - 2000

## SYNTHESIS OF MANPOWER AND SPATIAL REQUIREMENTS

The summary tables of manpower requirements for the departments of the Criminal Court and of the Supreme Court Criminal Division have been combined with the unit space requirements contained in the section on Design Standards and Check List. Each position in each department has been assigned the necessary space (a combination of furniture equipment and circulation space) for the person to perform his duties. There are, however, spaces that are shared by the staff in each department which cannot be calculated on a unit space basis. These spaces include conference rooms, storage spaces, equipment spaces, libraries and toilets. Total areas have been assigned to them, based on the projected expansion requirements of each department in the next thirty years.

The total space requirement of each department is summarized in the summary table which also gives information on the number of present employees; the projection for the year 2000, the existing occupied area in the Criminal Court Building; the assigned minimum work area based on staff activities; the area of additional shared space; the total required area which is the sum of the work area and the area of additional spaces; and the total projected area for the year 2000, based on existing space use. The total required area is the projected area based on the complete flexibility of the Criminal Court Building for replanning. This represents the minimum space requirement. The projected area based on existing space-use represents the maximum space requirement, as spaces are used inefficiently and many existing unit spaces are much larger than required.

A summary of courtrooms and ancillary spaces space shows that thirteen additional courtrooms will be required in the year 2000 for both the Criminal Court and the Supreme Court Criminal Division. In the New York State Office Building, twenty four courtrooms have been created which will accommodate the courtroom requirements for years beyond the year 2000. The area of existing courtrooms and ancillary

facilities in the Criminal Court Building is 149,251 square feet. By retaining the use of these courtrooms, the additional area of courtrooms and ancillary facilities required for the year 2000 has been calculated at 63,360 square feet. The combined area of 212,611 square feet for courtrooms and ancillary facilities in the year 2000 can be adequately accommodated in the Criminal Court and State Office Buildings.

Based on the projected minimum space requirement, the State Office Building will have 150,596 square feet for court expansion needs beyond the year 2000. This area is reduced to 102,519 square feet if the projected maximum space requirement is used.

**PROJECTED PERSONNEL AND SPATIAL REQUIREMENTS  
FOR THE CRIMINAL COURT: 2000 A.D.**

DEPARTMENT & TITLE	NUMBER OF PERSONS	UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
				(sq. ft.)	TYPES
<b>Office of Administrative Judge</b>					
Administrative Judge	1	450	450		
Senior Clerk	1	100	100		
Administrator I	1	150	150		
Clerk	1	75	75		
Secretary	1	100	100	300 50	conference room storage space
<b>Office of Executive Officer</b>					
Administrator I	1	150	150		
Principal Clerk	1	100	100		
Stenographer	1	75	75		
Clerk	1	75	75	300 50 300 300	conference room storage space public spaces toilets
<b>Law Department</b>					
Chief Law Assistant	1	150	150		
Law Assistants	5	90	450		
Senior Attorney	1	120	120		
Stenographer	3	75	225		
Court Assistant	1	75	75	500	library
<b>Appeals Bureau</b>					
Senior Clerk	1	90	90		
Court Clerk II	1	80	80		
Court Clerk I	1	70	70	250 100	filing space storage space
<b>Administrative Operations</b>					
Assistant Administrator	1	100	100		
Senior Clerk	2	90	180		
Clerk	1	80	80		
<b>Payroll &amp; Accounting</b>					
Administrator III	1	150	150		
Administrator I	1	120	120		
Senior Clerk	1	90	90		
Principal Accounting Clerk	3	90	270		
Clerk	2	80	160	100	storage spaces

DEPARTMENT & TITLE	NUMBER OF PERSONS	UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES (sq. ft.)	TYPES
<b>Audit</b>					
Assistant Accountant	1	90	90		
Senior Clerk	1	90	90		
<b>Planning</b>					
Assistant Administrator	1	100	100		
Court Assistant	1	75	75		
Principal Stenographer	1	80	80		
Clerk	2	70	140	50	storage space
<b>Supply</b>					
Clerk	1	90	90		
Storekeeper	1	70	70		
Assistant Storeman	1	70	70		
Typist	1	65	65		
Clerk	2	70	140	5000	storeroom
<b>Analysis</b>					
Court Assistant	1	75	75		
Accountant	1	80	80		
<b>Statistics</b>					
Administrator I	1	120	120		
Principal Accounting Clerk	1	100	100		
Clerk	5	70	350		
Accountant	1	100	100	50	store space
<b>Chief Clerk</b>					
Assistant Administrator	1	120	120		
Principal Stenographer	1	100	100		
Court Assistant	2	75	150		
Stenographer	1	75	75		
Clerk	3	70	210	100	storage space
<b>Assistant Chief Clerk</b>					
Principal Clerk	1	90	90		
Court Assistant	1	75	75		
Court Clerk III	1	75	75		
Interpreter	14	70	980	100	storage space

DEPARTMENT & TITLE	NUMBER OF PERSONS	UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
				(sq. ft.)	TYPE
Court Officer					
Supervisor	1	100	100		
Court Officer	10	60	600		
Central Records					
Stenographer	1	75	75		
Court Assistant	1	75	75		
Principal I/D Officer	1	100	100		
Senior I/D Officer	3	90	270		
I/D Officer	15	80	1200	300	equipment room
<b>TOTAL</b>	<b>115</b>		<b>9815</b>	<b>7850</b>	
<b>TOTAL + CIRCULATION SPACE (25% functional space)</b>			<b>12269</b>	<b>9812</b>	

**PROJECTED PERSONNEL AND SPATIAL REQUIREMENTS  
FOR THE SUPREME COURT CRIMINAL DIVISION: 2000 A.D.**

DEPARTMENT & TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Justices	1*	22	795	17490	1500 300 300	5 conference rooms reception space storage space
Referees	2	2	200	400		
Court Clerk II - Motions Unit	1	1	70	70		
Court Clerk II - Trial Parts	12	20	70	1400		
Court Clerk II - Chief Clerk's Office	1	1	70	70	1000 250	filing spaces storage spaces
Court Clerk II - Arraignment Parts	3	6	70	420		
Court Clerk II - Jury Clerk	1	1	70	70		
Court Clerk I - Jury Clerk	2	3	70	210		
Court Clerk IV -	1	1	70	70		
Executive Administrator	0	1	150	150	50	storage spaces
Grand Jury Warden	3	6	80	480		
Supervising Court Officer	1	1	120	120		
Chief Court Attorney	1	1	120	120	100	conference room
Senior Court Officer (5 per Y.O. Trial Part)	65	90	60	5400	500	locker room
Senior Court Officer (7 per Arraignment Part)	7	14	60	840		
Senior Court Officer (8 per Special Part)	11	16	60	960		
Court Reporter	15	22	80	1760	100	storage space
Senior Law Stenographer	1	1	100	100		
Law Stenographer	6	9	80	720		
Law Assistant II	8	10	80	800	100	storage area
Reporter Stenographer	2	3	80	240		
Interpreter	5	7	70	490		
Assistant Librarian	1	1	120	120	5000	library
Typist - Referee's Office	1	1	70	70		
Court Clerk I - Chief Clerk's Office	9	11	70	770	100	storage space
Court Clerk I - Appeals Bureau	3	4	70	280	200	filing area
Court Clerk I - Docketing	3	4	70	280	500	filing area
Court Clerk I - Correspondence	2	3	70	210	50	study area
Court Clerk I - Psychiatric Unit	2	3	70	210	50	storage area
Court Clerk I - Y. O. Part	1	1	70	70		
Court Clerk I - Statistical Section	2	2	70	140	50	storage area
					900 500 250 300	conference rooms public spaces storage spaces toilets
<b>TOTAL</b>	<b>186</b>	<b>268</b>		<b>34530</b>	<b>12100</b>	
<b>TOTAL + CIRCULATION (25% functional area)</b>				<b>43162</b>	<b>15125</b>	

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

MANHATTAN CRIMINAL COURT BUILDING  
SUPREME COURT PROJECTED TO 2000  
PERSONNEL AND SPATIAL REQUIREMENTS

TABLE

SC-3



## LEGAL AID SOCIETY: PERSONNEL &amp; SPATIAL REQUIREMENTS

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Attorneys						
Criminal Court Arraignment Parts	16	18	90	1620		
Criminal Court Trial Parts	36	55	90	4950		
Supreme Court Parts	13	17	90	1530		
Mental Health Unit	10	11	90	990	900 100 800	3 conference rooms storage spaces library
Law Assistant	19	25	80	2000		
Administrative Attorney	4	5	120	600		
Support Staff						
Stenographer	3	4	75	300		
Typist	5	6	65	390		
Clerk-typist	2	3	75	225		
Calendar Clerk	2	2	75	150		
Messenger	2	2	40	80		
Mail Clerk	1	2	75	150		
Clerk	31	42	70	2940	300	conference room
Switchboard Operator	1	1	65	65	150	equipment space
Office Manager-Receptionist	1	2	80	160	300	reception space
Supervisor-Clerical	1	2	90	180		
Administrative Clerk	2	2	90	180		
File Clerk	2	2	70	140	300	filling space
Legal Service Assistants	6	8	75	600		
Administrative Secretary	1	2	75	150		
TOTAL	158	211		17400	2850	
TOTAL + CIRCULATION (25% functional area)				21750	3562	

## DISTRICT ATTORNEY'S OFFICE: PERSONNEL &amp; SPATIAL REQUIREMENTS

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Assistant District Attorney	133	199	120	23880	1500 5000 5000 5000	conference rooms library equipment identification
Assistant District Attorney in charge	7	7	180	1260		
Confidential Secretary		1	120	120		
Senior Secretary	15	3	100	300		
Secretary		17	90	1530		
Supervisory Clerk		13	90	1170	3000	clerk's office
Senior Clerk	35	8	80	640		
Clerk		29	70	2030	2000 2000	filing and storage spaces mail and vault spaces
Senior Typist		2	70	140		
Typist	8	12	65	780		
Stenographer	19	27	75	2025		
Senior-Grand Jury Stenographer		2	85	170		
Grand Jury Stenographer	4	4	75	150		
Criminal Law Investigator	1	1	100	100		
Chief Racket's Investigator		1	180	180	400	evidence storage spaces
Assistant Chief Rackets Investigator		1	150	150		
Senior Rackets Investigator	12	2	120	240		
Supervisory Rackets Investigator		2	120	240		
Rackets Investigator		10	100	1000		
Accountant	11	16	100	1600	800	storage spaces
Process Server	33	38	70	2660		
Chief Office Assistant	11	16	70	1120		
Office Assistant	1	1	60	60		
Engineering Draftsman	1	1	150	150	400	drafting room
Photographer	1	1	150	150	550	photographic studio
Photostat Operator	1	1	100	100	250	equipment room
District Attorney	1	1	500	500	300	conference room
Executive Assistant	1	1	150	150		
Chief Assistant	1	1	120	120		
Detective	85	111	60	6660	400	exhibit storage space
Sergeant	3	4	80	320		
Lieutenant	1	1	100	100		
Inspector	1	1	120	120		
TOTAL	386	535		49915	26600	
TOTAL + CIRCULATION (25% functional area)				62394	33250	

**OFFICE OF PROBATION — INVESTIGATION BRANCH (CRIMINAL COURT):  
PERSONNEL AND SPATIAL REQUIREMENTS**

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Branch Chief	1	1	150	150		
Supervisory Probation Officer	6	7	120	840		
Probation Officer	29	42	90	3780		
Paraprofessional	1	7	80	560		
Court Liaison Officer	4	6	90	540		
Office Manager	1	2	120	340		
Clerk	5	7	70	490	400	filing spaces
Supervisory Typist	1	2	70	140	150	storage spaces
Typist	8	14	65	910		
					600	conference room
					200	storage space
TOTAL	56	88		7650	1350	
TOTAL + CIRCULATION (25% functional area)				9562	1688	

**OFFICE OF PROBATION (SUPREME COURT):  
PERSONNEL AND SPATIAL REQUIREMENTS**

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Chief Probation Officer	1	1	150	150		
Probation Administrator	1	1	120	120		
Principal Probation Officer	3	4	120	480		
Supervising Probation Officer	10	14	120	1680		
Probation Officer	59	86	90	7740		
Stenographer	2	4	75	300		
Transcript Typist	30	43	65	2795		
Senior Statistician	1	1	100	100		
Administrator II	1	1	120	120		
Principal Clerk	1	1	100	100		
Information Clerk	1	1	75	75		
Assistant Bookkeeper	1	1	100	100		
Senior Stenographer	1	1	80	80		
Senior Clerk	9	12	80	960		
					500	2 conference rooms
					200	reading room
					300	waiting area
					2000	filing space
					150	storage space
TOTAL	121	171		14800	3150	
TOTAL + CIRCULATION (25% functional area)				18500	3938	

## DEPARTMENT OF CORRECTION: PERSONNEL &amp; SPATIAL REQUIREMENTS

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Prisoner Handling						
Deputy Warden	1	1	150	150		
Captain (male)	6	11	120	1320		
Captain (female)	1	2	120	240		
Correction Officer (male)	98	134	40	5360		
Correction Officer (female)	17	27	40	1080	20000 5000	detention facilities storage & equipment spaces
Administrative						
Executive	35	39	150	5850		
Executive Assistant & Secretary	17	20	120	2400		
Staff	82	96	70	6720		
TOTAL	257	330		23120	25000	
TOTAL + CIRCULATION (25% functional area)				28900	31250	

## POLICE DEPARTMENT: PERSONNEL &amp; SPATIAL REQUIREMENTS

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACE	
	1970	2000			(sq. ft.)	TYPE
Photographer	14	16	—	400		
Court Supervisor & Sign-in Room						
Lieutenant	1	1	100	100		
Police Officer	14	16	90	1440		
Complaint Room						
Sergeant	4	5	100	500		
Appearance Control						
Police Officer	5	6	90	540	1000	Vera's study
Administrative Office						
Sergeant	3	3	100	300		
Policewomen	6	6	90	540		
Messenger	12	6	40	240		
Court Processor	15	12	70	840		
					250	fingerprinting room
					200	NYSIIS room
					1500	police sign-in & waiting room
					400	defendant's waiting room
					250	prisoner receiving room
					500	Interviewing spaces
					100	control room
					100	storage space
TOTAL	74	71		4900	4300	
TOTAL + CIRCULATION (25% functional area)				6125	5375	

**SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN:  
PERSONNEL AND SPATIAL REQUIREMENTS**

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Representative	2	3	120	360		
Stenographer	1	1	100	100	100	filing & storage spaces
TOTAL	3	4		460	100	
TOTAL + CIRCULATION (25% functional area)				575	125	

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

MANHATTAN CRIMINAL COURT BUILDING  
S.P.C.C.  
PERSONNEL AND SPATIAL REQUIREMENTS

TABLE

SP-3

## MANHATTAN COURT EMPLOYMENT PROJECT: PERSONNEL &amp; SPATIAL REQUIREMENTS

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Borough Director	1	1	150	150		
Administrative Coordinator	2	2	90	180		
Administrative Assistant	1	1	90	90		
Psychologist	1	2	120	240		
Social Services Supervisor	1	1	100	100		
Receptionist	1	1	90	90	300	waiting spaces
Staff secretary	1	2	90	180	200	filling space
Supervisor*	6	8	100	800		
Screeener	9	12	80	960		
Assistant to Supervisor	5	7	80	560		
Representative	20	28	90	2520	1500	3 group counseling rooms
Career Developer	10	14	90	1260	200 1000	storage space 5 conference rooms
TOTAL	58	79		7130	3200	
TOTAL + CIRCULATION (25% functional area)				8912	4000	

\*Includes a Screeener Supervisor



**PSYCHIATRIC CLINIC (CRIMINAL COURT)  
PERSONNEL & SPATIAL REQUIREMENTS**

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Psychiatrist	9	14	120	1680		
Psychologist	3	5	120	600		
Social Worker	1	2	100	200		
Administrator	1	1	100	100		
Typist	3*	6	65	390		
Clerk	1	2	70	140		
Stenographer	0	1	75	75		
Director	1	1	150	150		
					300	conference room
					200	waiting room
					200	toilets
					400	filing space
					150	storage
TOTAL	19	32		3395	1250	
TOTAL + CIRCULATION (25% functional area)				4169	1562	

\* one position vacant

**PSYCHIATRIC CLINIC (SUPREME COURT)  
PERSONNEL AND SPATIAL REQUIREMENTS**

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Psychiatrist	3*	4	120	480		
Psychologist	3*	3	120	360		
Clerk	1	2	75	150		
Stenographer	2*	2	75	150		
					200	conference room
					150	waiting room
					150	toilets
					300	filling space
					150	storage space
TOTAL	9	11		1140	950	
TOTAL + CIRCULATION (25% functional area)				1425	1188	

\* one position vacant

**YOUTH COUNSEL BUREAU: PERSONNEL & SPATIAL REQUIREMENTS**

TITLE	NUMBER OF PERSONS		UNIT SPACE (sq. ft.)	ASSIGNED AREA (sq. ft.)	ADDITIONAL SPACES	
	1970	2000			(sq. ft.)	TYPE
Executive Director	1	1	180	180		
Deputy Executive Director	1	1	150	150		
Manhattan Supervisor	1	1	120	120		
Social Worker	8	12	90	1080		
Clerk	4	6	75	450		
					400	conference rooms
					750	storage space
					500	group counseling rooms
TOTAL	15	21		1980	1050	
TOTAL + CIRCULATION (25% functional area)				2475	1312	

## SUMMARY OF PERSONNEL AND SPATIAL REQUIREMENTS PROJECTED TO 2000

PERSONNEL	NUMBER OF PERSONS <sup>+</sup>		EXISTING AREA (sq. ft.)	ASSIGNED MIN. WORK AREA* (sq. ft.)	ADDITIONAL SPACE* (sq. ft.)	TOTAL REQUIRED AREA* (sq. ft.)	TOTAL ASSIGNED AREA <sup>++</sup> (sq. ft.)
	1970	2000					
Supreme Court Judges	14	22	22950	21862	2625	24487	36064
Suprema Court Officers	172	264	19253	21300	12500	33800	27723
Criminal Court Judges	28	37	8400	16188	1750	17938	11088
Criminal Court Officers	104	115	11341	12269	9812	22081	12589
Legal Aid Society	158	211	8895	21750	3562	25312	11920
District Attorney's Office	386	535	136341	62394	33250	95644	188124
Office of Probation -- Supreme Court	121	171	21862	18500	3938	22438	30825
Office of Probation -- Criminal Court	55	88	4657	9562	1688	11250	7311
Psychiatric Clinic -- Supreme Court	10	11	1774	1425	1188	2513	1951
Psychiatric Clinic -- Criminal Court	24	32	1856	4169	1562	5731	2468
Department of Correction	257	330	43244	28900	31250	61050	54522
Police Department	79	71	6916	6125	5375	11500	6916
Youth Counsel Bureau	15	21	1382	2475	1312	3787	2032
Manhattan Court Employment Project	58	79	3250	8912	4000	13912	4420
Society for the Prevention of Cruelty to Children	3	4	350	575	125	700	457
<b>TOTAL</b>	<b>1484</b>	<b>1991</b>	<b>291471</b>	<b>236406</b>	<b>113937</b>	<b>352243</b>	<b>398420</b>

\*for detailed information, see chapter, "Manpower Requirements for the Criminal Court and the Criminal Division of the Supreme Court."

++based on existing space use

\*25% circulation space added

## COURTROOMS AND ANCILLARY FACILITIES

Area of existing courtrooms and ancillary facilities in the Criminal Court Building	= 149,251 sq. ft.
Existing number of courtrooms in the Criminal Court Building	= 35
Projected number of courtrooms for the Criminal Court and Supreme Court Criminal Division	= 48
Projected number of additional courtrooms required for 2000 A.D.	= 13 + 6 hearing rooms*
Number of courtrooms provided in the State Office Building	= 24 + 12 hearing rooms
Number of courtrooms available for expansion needs beyond 2000 A.D.	= 11 + 6 hearing rooms
Area of courtrooms and ancillary facilities provided in the State Office Building scheme	= 118,784 sq. ft.
Average area per courtroom (assuming 2 hearing rooms equal 1 courtroom)	= 9,960 sq. ft.
Area of courtrooms and ancillary spaces required for 2000 A.D.	= 63,360 sq. ft.
Area of courtrooms and ancillary spaces available for expansion needs beyond 2000 A.D.	= 55,424 sq. ft.
Area of courtrooms and ancillary spaces required in the Criminal Court and State Office Buildings for 2000 A.D.	= 212,611 sq. ft. **

## TOTAL AREA SUMMARY

Total required area, excluding public, jury, general clerk, courtrooms and ancillary spaces	= 351,343 sq. ft.
Total required area of courtrooms and ancillary spaces for 2000 A.D.	= 212,611 sq. ft.
Total required public, jury and general clerk area	= 93,800 sq. ft.***
Total required Net Functional Area	= 656,754 sq. ft.
Total Net Functional Area for the Criminal Court Building	= 433,118 sq. ft.
Total Net Functional Area for the State Office Building	= 374,232 sq. ft.
Total Net Functional Area for the Criminal Court and State Office Buildings	= 807,350 sq. ft.
Net Functional Area available for expansion needs beyond 2000 A.D.	= 150,596 sq. ft.

## PROJECTION BASED ON EXISTING SPACE USE

Total required area, excluding public, jury, general clerk, courtrooms and ancillary spaces	= 398,420 sq. ft.
Total area of courtrooms and ancillary spaces	= 212,611 sq. ft.
Total public, jury and general clerk area	= 93,800 sq. ft.
Total Net Functional Area	= 704,831 sq. ft.
Net Functional Area available for expansion needs beyond 2000 A.D.	= 102,519 sq. ft.

\* assumed  
 \*\* 149,251 sq. ft. plus 63,360 sq. ft.  
 \*\*\* estimated

## TOTAL SPACE REQUIREMENT FOR EACH ADDITIONAL COURTROOM

An important space analysis has been made of the total space requirement for each additional courtroom in the Criminal Court and in the Supreme Court, Criminal Division, in New York County. The addition of a courtroom involves the addition of ancillary and other related facilities. Ancillary facilities are those spaces that require locational proximity to the courtrooms, including the robing room, jury deliberation room, witness room, conference room, interview space and prisoner detention facilities. Related spaces are those occupied by court personnel, directly or indirectly connected with the operation of the court. Based on the synthesis of manpower and spatial requirements, the area of related space was calculated on the number of people involved in each department. Corresponding space is then assigned.

In the Criminal Court, an average trial courtroom with an area of 1200 to 1500 square feet (assigned) requires ancillary facilities ranging from 773 to 1098 square feet, which is equivalent to approximately three-fourths of the size of the courtroom, and related spaces ranging between 4165 and 4789 square feet which is equivalent to three or four times the size of the courtroom. The ancillary facilities could, however, equal the size of the courtroom.

In the Criminal Division of the Supreme Court, the same courtroom requires 1055 to 1440 square feet of ancillary facilities, which is equivalent to the size of the courtroom, and 4980 to 5938 square feet of related space, which is equivalent to about four times the size of the courtroom.

The above assigned space is rather conservative as shared space has not been included in the analysis.

## TOTAL SPACE REQUIREMENT FOR EACH ADDITIONAL CRIMINAL COURT COURTROOM

SPACE	PERSONS PER COURTROOM	UNIT AREA (sq. ft.)	ASSIGNED AREA (sq. ft.)	PER CENT TOTAL
COURTROOM	participants 15-30 spectators 24-40		1200-1500	
<b>ADJOINING SPACES</b>				
Robing room	1		150-180	
Jury deliberation room with toilet	6		158-228	
Witness room	2-4 (varies)		80-90	
Conference room	2-4		70-80	
Court personnel's office	7-10		100-120	
Prisoner holding facility with toilet	5-20		60-180	
Circulation space (25% of adjoining spaces)			155-220	
Sub-total			773-1098	
<b>RELATED SPACES</b>				
Office of Probation (investigation & supervision)	2.5 probation officers 0.5 supervisors 0.3 paraprofessionals 0.3 liaison officers 0.1 administrative staff 1.4 clerical	80-90 110-120 80-90 80-90 150-180 65-75	200-225 55-60 24-27 24-27 15-18 91-105	
Legal Aid Society	2.7 legal aid attorneys 0.5 law assistants 0.1 administrative attorneys 1.6 supporting staff	110-120 80-90 150-180 65-75	297-324 40-45 15-18 104-120	
District Attorney's Office	2.6 assistant district attorneys 0.6 supervisory staff 2.0 clerical	110-120 150-180 65-75	286-312 90-108 130-150	
Department of Correction	3.3 correction officers 0.3 captains 1.0 administrative staff 2.2 clerical	65-75 80-90 110-120 65-75	215-248 24-27 110-120 143-165	
Manhattan Court Employment Project	0.5 career developers 1.0 representatives 0.3 administrative staff 0.3 clerical staff	80-90 80-90 110-120 65-75	40-45 80-90 33-36 20-23	
Psychiatric Clinic	0.5 psychiatrists 0.3 psychologists & social workers 0.4 administrative & clerical staff	150-180 110-120 65-75	75-90 33-36 26-30	
Administrative and Clerk's Office	0.3 administrative staff 3.9 clerical staff	150-180 65-75	45-54 254-293	
Police Department	1.7 supervisory staff 0.9 staff	110-120 80-90	187-204 72-81	
Judge's chambers with toilet & closet			350-400	
Jury facilities *			150-200	
Detention facilities *			100-150	
Circulation space (25% of related spaces)			837-958	
Sub-total			4165-4789	
<b>SUMMARY</b>				
COURTROOM			1200-1500	19.6-20.3
ADJOINING SPACES			773-1098	12.5-14.9
RELATED SPACES			4165-4789	67.9-84.8
TOTAL SPACE PER COURTROOM			6138-7387	

\* facilities that can be located centrally in another building

## TOTAL SPACE REQUIREMENT FOR EACH ADDITIONAL SUPREME COURT CRIMINAL COURTROOM

SPACE	PERSONS PER COURTROOM	UNIT AREA (sq. ft.)	ASSIGNED AREA (sq. ft.)	PER CENT TOTAL
COURTROOM	participants 15-30 spectators 24-40		1200-1500	
<b>ADJOINING SPACES</b>				
Robing room	1		150-180	
Jury deliberation room with toilets	6-12		200-350	
Alternate jurors' room	1-2		80-100	
Witness rooms: State & defense	4-6 each (varies)		100-120 100-120	
Conference room	2-4		70-80	
Court personnel's room (if required)	7-10		100-120	
Prisoner holding facility with toilet	1-5		40-80	
Circulation space (25% of adjoining spaces)			210-290	
Sub-total			1050-1440	
<b>RELATED SPACES</b>				
Office of Probation	3.9 probation officers 0.9 supervising officers 0.1 administrative staff 3.0 clerical	80-90 110-120 150-180 65-75	312-351 99-108 15-18 201-225	
Legal Aid Society	0.8 legal aid attorneys 0.5 legal aid attorneys (mental health unit) 0.5 law assistants 0.1 administrative attorneys 1.6 supporting staff	110-120 110-120 80-90 150-180 65-75	88-96 55-60 40-45 15-18 104-120	
District Attorney's Office	5.9 assistant district attorneys 1.2 supervisory staff 3.9 clerical	110-120 150-180 65-75	649-708 180-216 254-293	
Department of Correction	3.3 correction officers 0.3 captains 0.1 administrative staff 2.2 clerical	65-75 80-90 110-120 65-75	215-248 24-27 110-120 143-165	
Psychiatric Clinic	0.2 psychiatrists 0.2 psychologists 0.2 clerical	150-180 110-120 65-75	30-37 22-24 13-15	
Administrative and Clerk's Office	0.3 administrative staff 2.4 clerical staff	150-180 65-75	45-54 156-185	
Other departments	0.1 individuals	110-120	11-12	
Judge's chambers: Judge's chamber & ancillary spaces Secretary Law assistant		445-500 145-185 95-110	445-500 145-185 95-110	
Grand jury facilities *	0.2 area of facilities		300-500	
Jury facilities *			300-400	
Detention facilities			75-100	
Circulation space (25% of related spaces)			839-998	
Sub-total			4980-5938	
<b>SUMMARY</b>				
COURTROOM - average trial courtroom			1200-1500	16.6-16.9
- public interest trial courtroom			2000-2500	24.9-25.3
ADJOINING SPACES			1050-1440	14.5-16.2
RELATED SPACES			4980-5938	68.9-66.9
				62.0-60.1
TOTAL SPACE PER COURTROOM - average trial courtroom			7230-8878	
- public interest trial courtroom			8030-9878	

\* facilities that can be located centrally in another building



**END**