

The background of the cover features a row of white classical columns in a courtroom setting. In the foreground, a wooden gavel rests on a wooden block. A large, faint watermark of the Utah State Seal is visible in the upper right quadrant. The seal includes the text 'STATE OF UTAH' at the top, 'JULY 24 1896' on the right, and 'JUDICIAL' at the bottom, with an eagle in the center.

# Utah Judicial Facility Design Standards

March 29, 2016

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## Acknowledgements

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# Table of Contents

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## 1.0 OPERATIONAL AND FACILITY PLANNING PRINCIPLES

### 1.1 Goals of an Effective Judicial Facility

- 1.1.1 Provide Appropriate Service to the Public
- 1.1.2 Provide an Appropriate Setting for the Administration of Justice
- 1.1.3 Provide for the Collocation of Key Judicial Programs, Services and Related Agencies
- 1.1.4 Provide for the Management of Growth
- 1.1.5 Provide for the Timely Delivery of Judicial Resources
- 1.1.6 Provide for the Uniformity of Process and Procedure
- 1.1.7 Provide for the Flexible Use of Facility and Staff Resources
- 1.1.8 Provide for the Economical Use of Facility and Staff Resources
- 1.1.9 Provide for the Longevity of Facilities and Ease of Maintenance
- 1.1.10 Provide for the Protection of Judicial Resources

### 1.2 Judicial System Objectives

- 1.2.1 Expanded Access for Persons with Disabilities
- 1.2.2 Extended Hours of Operation
- 1.2.3 Enhanced Utilization of Technology
- 1.2.4 Enlarged Use of Alternatives to Litigation
- 1.2.5 Expanded Service Center Concept
- 1.2.6 Enhanced Working Environment
- 1.2.7 Enhanced Civic Use of Court Facilities

### 1.3 Courthouse Occupants

- 1.3.1 Court Occupant Variation
- 1.3.2 Administrative Office of the Courts
- 1.3.3 Court Programs
- 1.3.4 Court Related Organizations
- 1.3.5 Court Review of Occupants

### 1.4 Planning Procedures

- 1.4.1 The role of the Administrative Office of the Courts (AOC).
- 1.4.2 Integrated Design Process
- 1.4.3 Standards Use and Compliance.
- 1.4.4 Budget Considerations.

## **2.0 JUDICIAL BUILDING REQUIREMENTS**

### **2.1 General Courthouse Considerations**

- 2.1.1 Proximity to Other Government Agencies
- 2.1.2 Flexibility in Use
- 2.1.3 Specialized Courtrooms
- 2.1.4 Assignment Ratios
- 2.1.5 Formal Court Proceedings
- 2.1.6 Alternative Hours of Operation
- 2.1.7 Universally Accessible Design
- 2.1.8 Courthouse Infrastructure
- 2.1.9 Community Engagement

### **2.2 Site Selection Criteria**

- 2.2.1 The Importance of Courthouse Siting
- 2.2.2 Site Analysis
- 2.2.3 Civic Center Site Priority
- 2.2.4 Public Involvement in Site Selection

### **2.3 Site Design**

- 2.3.1 Orientation
- 2.3.2 Setbacks
- 2.3.3 Access
- 2.3.4 Outdoor Spaces
- 2.3.5 Future Expansion

### **2.4 Architectural & Interior Design**

- 2.4.1 Reflect Community Character and Neighborhood Context
- 2.4.2 Portray the Quality and Character of a Court Facility
- 2.4.3 Portray the character of the community
- 2.4.4 Meet the Current Codes and Standards
- 2.4.5 Building Form and Massing
- 2.4.6 Interaction of Building Users
- 2.4.7 Circulation
- 2.4.8 Building Envelope Design
- 2.4.9 Building Security Design
- 2.4.10 Interior Design Principles

### **2.5 Accessibility and Universal Design**



**2.6 Sustainable Design**

- 2.6.1 Site Design
- 2.6.2 Construction Practices
- 2.6.3 Indoor Environment
- 2.6.4 Resource Conservation
- 2.6.5 State of Utah High Performance Building Standard

**2.7 Structural Systems**

- 2.7.1 Meet the Current Structural Codes and Standards
- 2.7.2 Site Specific Criteria
- 2.7.3 Structural design Considerations
- 2.7.4 Structural Flexibility and Performance
- 2.7.5 Structural Systems

**2.8 Mechanical Systems**

- 2.8.1 Meet the Current Mechanical Codes and Standards
- 2.8.2 Heating, Cooling and Ventilation Systems
- 2.8.3 Thermal Controls
- 2.8.4 Specialty Ventilation
- 2.8.5 Plumbing
- 2.8.6 Fire Protection Systems

**2.9 Electrical Systems**

- 2.9.1 Meet the Current Electrical Codes and Standards
- 2.9.2 Lighting Systems
- 2.9.3 Lighting Controls
- 2.9.4 lighting Levels
- 2.9.5 Power Distribution
- 2.9.6 Power Quality
- 2.9.7 Electrical Efficiency
- 2.9.8 Systems Coordination
- 2.9.9 Uninterrupted Power Supply
- 2.9.10 Emergency Power
- 2.9.11 Lightning Protection
- 2.9.12 Fire Alarm Systems

**2.10 Building System Management**

- 2.10.1 Building Automation System
- 2.10.2 Fire System Management
- 2.10.3 Elevator Controls

- 2.11 Acoustic Design**
  - 2.11.1 Acoustic Privacy
  - 2.11.2 Control of Background Noise
  - 2.11.3 Acoustical Design
  
- 2.12 Communications and Information Technology**
  - 2.12.1 Meet the Current Codes and Standards
  - 2.12.2 Infrastructure Design
  - 2.12.3 Infrastructure Interface
  
- 2.13 Audio Visual Systems**
  - 2.13.1 Courtroom Audio Systems
  - 2.13.2 courtroom Video Systems
  - 2.13.3 Chambers A/V Systems
  - 2.13.4 Sequestered Witness A/V Systems
  - 2.13.5 Conference Room A/V Systems
  - 2.13.6 Paging System
  - 2.13.7 Courtroom Control Systems
  
- 2.14 Commissioning**
  - 2.14.1 Commissioned Systems
  
- 3.0 JUDICIAL FACILITY SECURITY**
  - 3.1 Security Plan**
    - 3.1.1 Plan Requirements
  
  - 3.2 Building System Implementation**
  
  - 3.3 Architectural Elements Coordination**
    - 3.3.1 Public Entrances
    - 3.3.2 Public Exits
    - 3.3.3 Public Emergency Exits
    - 3.3.4 Courtroom Delayed Exits
    - 3.3.5 Staff Entrances
    - 3.3.6 Multiple Agency Staff Entrances
    - 3.3.7 Judge's Secure Parking
    - 3.3.8 Staff Parking
    - 3.3.9 Deliveries

- 3.3.10 After Hours Access by Non Staff Persons
- 3.3.11 Vehicle Sallyport for Prisoner Transportation
- 3.3.12 Secure Parking for Prisoner Transportation Vehicles
- 3.3.13 Security Control and Equipment Rooms

### **3.4 Alarm System - Intrusion and Duress**

- 3.4.1 Door Contact Sensors
- 3.4.2 Motion Detectors
- 3.4.3 Glassbreak Sensors
- 3.4.4 Duress Switches
- 3.4.5 Wireless Duress - Staff Locations
- 3.4.6 Basic Alarm System Hardware

### **3.5 Access Control**

- 3.5.1 Public Access Level
- 3.5.2 Judicial / Staff Level Access
- 3.5.3 Custody Level Access

### **3.6 Card Reader controlled Doors and Gates**

- 3.6.1 Card Readers
- 3.6.2 Door Status Monitoring
- 3.6.3 Request to Exit Function
- 3.6.4 Access Control System Panels
- 3.6.5 Manual Door Control

### **3.7 Intercom**

- 3.7.1 Features
- 3.7.2 System Hardware

### **3.8 Video Surveillance**

- 3.8.1 Cameras
- 3.8.2 Camera Locations - Public and Staff Areas
- 3.8.3 Camera Locations - Custody Areas
- 3.8.4 Video Associations
- 3.8.5 Control Room Functions
- 3.8.6 Digital Recording
- 3.8.7 Network Video Hardware

**3.9 Enterprise Command and Control Integration**

- 3.9.1 Integrated System Architecture
- 3.9.2 Integrated System Hardware
- 3.9.3 Operation
- 3.9.4 Control Functions

**4.0 COURT FACILITY TYPES AND ROLES**

**4.1 Utah Supreme Court and Court of Appeals**

- 4.1.1 Utah Supreme Court Role
- 4.1.2 Court of Appeals Role
- 4.1.3 Supreme Court and Court of Appeals Facilities

**4.2 District Court**

- 4.2.1 District Court Role
- 4.2.2 District Court Facilities
- 4.2.3 Clerk Office and Support

**4.3 Juvenile Court**

- 4.3.1 Juvenile Court Role
- 4.3.2 Juvenile Court Facilities

**4.4 Department Adjacency Requirements**

- 4.3.1 Basic Adjacency Requirements

**5.0 JUDICIAL FACILITY SPACE STANDARDS**

**5.1 Building Entry and Lobby**

- 5.1.1 Space Type and Usage
- 5.1.2 Architectural Design Features
- 5.1.3 System Requirements
- 5.1.4 Audio / Visual
- 5.1.5 Security

**5.2 Courtroom Waiting**

- 5.2.1 Space Type and Usage
- 5.2.2 Architectural Design Features
- 5.2.3 System Requirements
- 5.2.4 Audio / Visual
- 5.2.5 Security

**5.3 Courtroom**

- 5.3.1 Space Type and Usage
- 5.3.2 Architectural Design Features
- 5.3.3 System Requirements
- 5.3.4 Audio / Visual
- 5.3.5 Security

**5.4 Judicial Office and Support**

- 5.4.1 Space Type and Usage
- 5.4.2 Architectural Design Features
- 5.4.3 System Requirements
- 5.4.4 Audio / Visual
- 5.4.5 Security

**5.5 Judicial Assistant's Office and Support**

- 5.5.1 Space Type and Usage
- 5.5.2 Architectural Design Features
- 5.5.3 System Requirements
- 5.5.4 Audio / Visual
- 5.5.5 Security
- 5.5.6 Filing Technology

**5.6 Court Programs, Offices and Support**

- 5.6.1 Space Type and Usage
- 5.6.2 Architectural Design Features
- 5.6.3 System Requirements
- 5.6.4 Audio / Visual
- 5.6.5 Security
- 5.6.6 General Office Areas

**5.7 Secure Holding and Circulation**

- 5.7.1 Space Type and Usage
- 5.7.2 Architectural Design Features
- 5.7.3 System Requirements
- 5.7.4 Audio / Visual
- 5.7.5 Security

**5.8 Building Support and Maintenance**

5.8.1 Space Type and Usage

5.8.2 Architectural Design Features

**5.9 Shared Spaces**

**APPENDIX**

A. Space Standard Matrix

B. Bibliography

C. Rule 3-414 Court security

D. Utah Building Code Appeals Board Resolution No: 2006-1

E. Recommendations for Courthouse Access Advisory Committee November 15, 2006

## **1.0 Operational and Facility Planning Principles**

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These guidelines have been developed by the Judicial Branch of Government of the State of Utah pursuant to Rule 3-409 of the Rules of Judicial Administration, in order to meet the stated intentions of the rule and to promote the creation of facilities that support effective and efficient court operations. All judicial facility planning and design will reflect the organizational, operational and facility management goals of the Utah judicial system.

### **1.1 GOALS OF AN EFFECTIVE JUDICIAL FACILITY**

All judicial facilities in the state of Utah should respond to the following goals:

#### **1.1.1 Provide appropriate service to the public**

Court facilities should be centrally and conveniently located to serve the citizens of all 29 counties, in addition, they should be located to contribute to the quality and character of the community in which they sit. They should be fully accessible to all.

#### **1.1.2 Provide an appropriate setting for the administration of justice**

Courthouses should be designed to reflect an appropriate image of dignity and quality representative of the state judicial system. See Section 2, Judicial Building Requirements, for additional guidance.

#### **1.1.3 Provide for the co-location of key judicial programs, services and related agencies**

Court facilities should be planned to include all organizations, agencies and services operated by the court and/or necessary to support the effective and efficient processing of cases.

#### **1.1.4 Provide for the management of growth**

Capital expenditures with respect to renovation, expansion and new construction of judicial facilities should reflect an awareness of statewide system growth and be part of a comprehensive strategy for responding to that growth.

#### **1.1.5 Provide for the timely delivery of judicial resources**

Judges, courtrooms, juries, information systems and court management personnel and policies should maximize the ability of the judicial system to resolve disputes in a timely and expeditious manner.

#### **1.1.6 Provide for the uniformity of process and procedure**

Physical facilities, judicial and staff resources and policies and procedures should promote the statewide uniformity of process and procedures, thereby insuring equity and consistency through the system.

#### **1.1.7 Provide for the flexible use of facility and staff resources**

Court facilities and court management and operations staff should take maximum advantage of opportunities to collocate, to cross-train, and to co-utilize personnel. Judicial facilities should be flexible and promote collaboration and integration of services.

**1.1.8 Provide for the economical use of facility and staff resources**

Facility and operations planning should recognize and take advantage of opportunities to economically combine facilities and personnel and to share facilities and responsibilities and reduce expenses.

**1.1.9 Provide for the longevity of facilities and ease of maintenance**

Judicial facilities exist in and contribute to the community for decades, if not centuries. All judicial facilities should be designed to be durable, maintainable and upgraded to accommodate new technologies and systems as they become available and pertinent.

**1.1.10 Provide for the protection of Judicial resources**

Security is an integral component in judicial facility design. All new facilities should integrate and enhance security technologies in a way that ensures the well being of the occupants and minimizes the burdens on building staff.

**1.2 JUDICIAL SYSTEM OBJECTIVES/INITIATIVES**

Judicial facilities in the state of Utah should be planned, programmed and designed to support the policy and operational objectives of the judicial system. These objectives may change from time to time as circumstances, issues, and initiatives may develop. At this time, the following objectives should be accommodated:

**1.2.1 Expanded access for persons with disabilities**

It is the objective of the judicial system to promote the participation of persons with disabilities in the judicial process and to provide reasonable accommodation for all participants and litigants in both new and existing facilities. All new and remodeled facilities should comply with the current ADA guidelines referenced later in these standards.

**1.2.2 Extended hours of operation**

It is the objective of the judicial system to improve public access to the courts and court-related services and facilities through the use of extended or alternative hours of operation. Facilities should be planned to facilitate off-hours and flexible access to appropriate services while maintaining security for and minimizing the impact on unaffected operations and areas.

**1.2.3 Enhanced utilization of technology**

It is the objective of the judicial system to make maximum use of technology to enhance court information and operations, to improve public access to court information and services, to reduce the costs of litigation and administration and to promote timely and efficient case processing. This increased reliance on technology should not infringe on the privacy rights of individuals using the judicial system. All judicial facilities will be planned and designed to provide maximum flexibility in the choice, installation and use of court-approved technologies.



**1.2.4 Enlarged use of alternatives to litigation**

It is the objective of the judicial system to encourage the development and use of alternative forms of dispute resolution within the court's administrative and service framework. Facilities should be planned and designed with the flexibility to implement mediation and other programs that may be adopted to accomplish this objective.

**1.2.5 Expanded service center concept**

It is the objective of the judicial system to improve public access to the courts through the clustering of important services at common locations. Facilities should be planned and designed to enhance public service and to minimize the number of locations to which the public must go to accomplish court related business. Additionally, this concept is intended to improve the efficiency of court related services through closer functional adjacencies.

**1.2.6 Enhanced working environment**

It is the objective of the judicial system to provide a safe, comfortable and healthy working environment for its staff and for all users of its facilities. Facilities should be planned and designed to use natural lighting and ventilation as effectively as possible and to avoid the use of materials which adversely affect the indoor air quality.

**1.2.7 Enhanced civic use of court facilities**

It is the objective of the judicial system to provide facilities that are open and available for use by the bar and other civic and professional groups.

**1.3 COURTHOUSE OCCUPANTS**

**1.3.1** Where feasible, courthouses should include all levels of trial courts including district and juvenile courts. Collocation of courts will allow economies of scale and will enable potential shared use of courtrooms, judges, court administrative personnel, clerk of the court and staff and security personnel.

**1.3.2** Courthouses should include all organizational and functional units falling under the administration of the courts including judicial officers and staff, court administration, clerk of the courts, guardian ad litem, court-attached mediation, probation and security.

**1.3.3** Courthouses should provide flexible space for the accommodation of court programs and court annexed initiatives. These spaces should allow for multi-use meeting facilities with telephone, teleconference, audio recording and visual and sound display equipment.

**1.3.4** Other court-related organizations may be considered for location within the courthouse provided that they have adequate funding resources and their presence in no way infringes on the integrity of the judicial process or the security of the court facility. Additionally, provision of space to other court related organizations will be contingent upon the availability of space and assignment of that space will not preclude subsequent relocation to permit court expansion within the facility.

- 1.3.5** The court retains the right to review and approve all candidates for courthouse occupancy. Occupancies that cannot be accommodated within the court's security envelope will not be approved.

In addition, the location of each entity within the courthouse is subject to review and approval by the court.

## **1.4 PLANNING PROCEDURES**

### **1.4.1 The role of the Administrative Office of the Courts (AOC)**

In order to promote the goal of a flexible judicial system and to assure the implementation of its objectives, the judicial council, through the AOC, reserves the right to participate in the planning and the design of all major renovation or new facility construction projects, regardless of funding source. The AOC should be viewed as a planning resource mandated and available to assist in interpreting and implementing the goals of the judicial system and the space standards embodied in this report.

The AOC's involvement in major renovation and new facility construction commences with the earliest stages of planning at the local level. This will permit a common understanding of the nature and scope of the project and early communication regarding facility goals and design guidelines. The AOC will be involved in all key phases of facility planning and will review and approve all master plans, programs, schematic design, design development and construction documents associated with renovation or new construction projects.

The key phases of facility planning are:

#### **Phase One**

##### **Problem/Project Identification, Task Force Formation and Consultant Selection**

All court facility projects whether they involve a correction of deficiencies, programming, planning, renovation or construction must first be presented to the Judicial Council's Standing Committee on Court Facilities Planning, see Rule 1-205 (vii), Utah Court Rules Annotated. Requests will be submitted through the AOC facilities director, who serves as staff to the committee. The committee will formulate its recommendations with regard to each proposed project and submit requests on construction projects to the Utah Judicial Council at the council's annual budget and planning meeting. All court facilities planning will be governed by Rule 3-409, Rules of Judicial Administration.

Upon recognition of deficiencies in existing facilities and a commitment to plan for future renovation or new court facility construction, initial contact will be made with the AOC regarding these initiatives. A specific AOC staff person should be assigned as liaison between AOC and the local court. This staff person should become a permanent member of any task force or planning group formed to develop operational and architectural recommendations

The staff person should be involved in the development of any requests for proposals for project related consulting services and the selection of planning, programming or architectural consultants. This will insure that selected consultants have appropriate expertise and experience with the specialized requirements of Judicial facilities.

Continuous consultation between the local court and AOC should be affected through this liaison position with specific review and comment by AOC. These reviews should take place at critical stages throughout the process but at a minimum should occur prior to the publication of the Master Plan, Program, Schematic Design, Design Development and Construction Documents.

## **Phase Two**

### **Project Planning and Site Selection**

The formal planning process commences with the development of a mutual understanding of the existing system dynamics as well as an understanding of the goals and objectives of the facility renovation or new construction project. The product of Phase Two planning might be:

Simple - minimal renovation of an existing structure to achieve limited objectives;

Complex - extensive renovation or new construction to substantially change or increase facilities or to collocate courts or other government services; or

Comprehensive - master planning new and/or renovated facilities as a component of total jurisdiction growth with appropriated forecasting and site analysis.

Whatever the ultimate focus, AOC will participate as a resource to ensure continuity with State master planning efforts and to assist in the collection and review of system workload indicators which help to determine short term and long term needs. In addition, an assessment of factors external to the jurisdiction which could impact long term facility planning such as new or proposed Rules of Court or planning guidelines, application of technology and funding implication should be conducted with AOC assistance.

Additionally, AOC will participate in any site selection discussions or studies effecting the potential placement of judicial facilities. The purpose of this involvement will be to insure compliance with the considerations outlined in Section II of this volume.

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### **Phase Three**

#### **Pre-architectural Programming and Conceptual Design**

The product of Phase Three should be a document which incorporates the goals, objectives and assessment of short term and long term needs identified in Phases One and Two into a specific architectural solution. The involvement of AOC is critical in ensuring the consistent application of space standards and design guidelines and in sharing the positive and negative design experience of other districts throughout the state.

### **Phase Four**

#### **Facility Design and Construction**

The continuing design process, from schematic design through construction documents and the actual construction of the facility will occupy a period of years rather than months. AOC will provide assistance throughout the process by:

- Conducting regular project reviews,
- Coordination of judicial input,
- Interpretation of the content and intent of design guidelines and space standards,
- Resolution of critical issues during design; and
- Progress inspections during construction.

### **Phase Five**

#### **Ongoing Facility Review and Planning Coordination**

Even beyond the renovation or construction of facilities, AOC should continue to maintain a liaison role, monitoring system growth, acting as an innovation and technology resource and carrying the perceptions of the users of the new or renovated facilities regarding what they do or do not like about the new facilities to other jurisdictions throughout the state.

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AOC will ensure that the planning and design process represents the combined experience of all judges, court clerks, probation, jurors, attorneys, law enforcement officers, trial court executives and members of the public from the separate jurisdictions of the State.

### 1.4.2 Integrated Design Process

The design of court facilities is a complex and unique challenge. It takes an integrated team of key stakeholders and design and construction professionals to meet all of the functional requirements of a court facility. The list of stakeholders includes, but is not limited to the team members listed below:

- AOC facilities director
- DFCM project manager
- DFCM facilities manager
- Trial court executive
- Judicial representative
- Architect
- Civil engineer
- Structural engineer
- Mechanical and plumbing engineer
- Electrical engineer / lighting designer
- Electronic security specialist
- Audio / video engineer
- Landscape architect
- Door hardware consultant
- Acoustical engineer
- Commissioning agent
- Contractor

Each and every one of these participants plays an integral role in the design and successful integration of systems in a court facility.

Project Phase						
Team Member	Programming	Schematic Design	Design Development	Construction Documents	Construction	Post-Occupancy
AOC						
Local court representative						
DFCM						
Architect						
Engineers						
Commissioning agent						
Contractor						

Key stakeholders are the Administrative Office of the Courts representatives, the DFCM project manager and the DFCM facilities operator and manager. It is important that these team members all be involved throughout the programming, design and construction processes.

### 1.4.3 Standards Use and Compliance

All court facility projects, regardless of source of funding should be developed in accordance with the Judicial Facility Design Standards and the state's Division of Facilities and Construction Standards where these are not inconsistent with the court's guidelines. All applicable building and fire codes shall also be followed.

### 1.4.4 Budget Considerations

Court facilities should be recognized as a highly specialized building type. The special requirements of court facilities impact the costs of construction as well as the related project "soft" costs. The following guidelines should be observed in developing court construction related budget estimates:

#### 1.4.4.1 Unique components of courthouse design

Courthouse construction is more complex and costly than typical office space construction. This is because courthouses have specialized requirements that are not commonly included in office buildings. Among these are the following:

- Large bay sizes to provide column free courtroom space.
- Higher ceiling heights to create proper proportions in courtrooms.
- Specialized acoustical requirements to insure audibility in litigation spaces and to isolate sensitive areas (including courtrooms, jury rooms, prisoner holding areas and judicial chambers) from noise.
- Extensive built-in security provisions to assure the safety of the public, public records and judicial staff and to insure the integrity of the judicial process.
- Additional circulation to provide for the separation of public circulation from that of prisoners and judicial officers as well as to provide sufficient public circulation to accommodate the high volumes of system clients.
- Holding areas for prisoners and the attendant structural hardening necessary to prevent escape.
- Specialized HVAC requirements to minimize vibration and to provide flexibility in control of courtrooms and to insure that systems do not prevent the proper recording of proceedings or transfer unwanted sounds from other portions of the building.
- Specialized and integrated technology applications including courtroom evidence presentation technology, internal and remote video conference capability, closed circuit television (CCTV) and Computer Integrated Courtroom (CIC) technology.
- Specialized design strategies to meet the State of Utah High Performance Building Design Standards.

- Specialized millwork to provide for the appropriate arrangement of courtrooms, and;
- Special design features and materials to support the importance of the structure and to convey the appropriate image of justice.

#### 1.4.4.2 Impact of value engineering

While value engineering has proven valuable in identifying project economies, experience has shown that immediate cost savings have sometimes resulted in reduced durability, increased maintenance and lower quality products. As a result, the following guidelines are recommended:

- Representatives of the Department of Facilities Construction and Management, Facility Management and Maintenance Division, the design team and the commissioning agent shall be part of any court related value engineering study.
- Value engineering recommendations will be evaluated on the basis of both construction cost impacts and potential operational and maintenance impacts.
- Life cycle cost benefits should be favored over short-term facility construction cost reductions.

#### 1.4.4.3 Typical budget factors and multipliers

Because of the specialized conditions of courthouse construction the following should guide the preparation of preliminary cost estimates:

Project budgets should reflect the following major categories: construction costs, project costs, site acquisition and/or off-site improvement costs, financing costs and operating costs.

- Construction costs should reflect the actual expenditures necessary to build the finished structure and should include cost of materials, cost of labor and the contractor's overhead and profit.
- Project costs should reflect professional fees, permits, inspections, site preparation, site infrastructure, FFE (furniture, fixtures & equipment), technology infrastructure, escalation factors, taxes and any other special costs over and above basic construction including site acquisition (if required), off-site infrastructure and any costs of financing (if relevant).
- Site acquisition and/or off-site improvements costs should reflect the estimated or actual purchase price of land for the facility and/or the expected costs of any road or other infrastructure upgrades that must be provided in order to provide access or use of the site (i.e. expanded utilities, new turning lanes, new traffic lights, etc.).
- Financing costs should provide an estimate of the anticipated interest rates, annualized payments and total payout associated with any long-term funding plans.
- Operating costs should reflect the annualized expenses of running the facility and should include the cost of maintenance and replacement technology.

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## 2.0 Judicial Building Requirements

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Planning and designing a courthouse is a very unique process. There are a number of special requirements for court facilities. The first and foremost requirement of a judicial facility is that the building site selection and design reflect the purpose of the courthouse while enhancing the community in which it is located.

The courthouse is among the most important and symbolic of public buildings. It represents the government of the people and the ideals of the American system of justice: the rule of law, equal justice and the peaceful resolution of disputes. It gives tangible form to the community's respect for law and order. The courthouse has great significance as a place of public service. It is here that disputes are resolved and justice pursued. It is here that important records are kept and made available for public use. It is here where judges and responsible citizens consider together the difficult questions of guilt, innocence, responsibility and equity.

A courthouse must be practical and functional, meeting the needs of the courts and agencies that will be in it. It must create an appropriate image: an image that will reflect the honor of the court and engender respect for its rulings. It must also be economical, making wise use of public funds and natural resources, and not be seen as wasteful or extravagant.

The guidelines provided in this section are intended to support the courthouse design process and to further the interest of the development of high quality courthouse facilities that are accessible, functional, flexible, secure, economical and dignified.

### 2.1 GENERAL COURTHOUSE CONSIDERATIONS

- 2.1.1 A judicial facility should be located on a prominent site and central to the community that it serves, per Section 2.2.3 of this document. Proximity to other government agencies is not critical, and co-location of a courthouse and holding facility is not preferred. In addition, a judicial facility should be designed to reflect the decorum typical of a courthouse, as described in this section.
- 2.1.2 In smaller facilities, preference should be given to the provision of general trial courtrooms as opposed to specialized courtrooms. This will allow the greatest flexibility in assignment and usage.
- 2.1.3 Specialized courtrooms may be planned in multi-court facilities where judges have secure access to all types and sizes of courtrooms.
- 2.1.4 Assignment ratios may be considered for attorney/client conference rooms, prisoner holding facilities and jury deliberation rooms in multi-court facilities. Ratios of jury rooms to courtrooms should be less than one to one and should be developed on a floor-by-floor basis. Single courtroom facilities shall have at least one jury deliberation room.
- 2.1.5 Courtrooms should be used for all formal court proceedings. Hearing rooms may be used for informal activities, case conferences or other case management activities. These rooms are also well suited to alternative dispute resolution activities such as arbitration and mediation.

- 2.1.6** Alternative hours of operation (evening sessions) may be considered for certain types of court functions and proceedings.
- 2.1.7** Courtrooms should be designed with enough space to be universally accessible even when lifts are not provided. In larger court facilities a reduction of accessible courtrooms can be provided at a ratio of one courtroom in four being fully accessible. When non-accessible courtrooms are provided they shall be easily adaptable to accessible courtrooms without major construction. All necessary power and structure is to be provided during the initial construction of the building at locations necessary to facilitate the addition of ramps, elevators or lifts. Holding facilities and prisoner transport routes are to be accessible. Systems such as TDD (Telecommunication Device for the Deaf) and assistive listening systems are to be provided in courtroom and jury spaces.
- 2.1.8** Infrastructure is the space, conduit and pathway necessary to hold and connect the many systems found within modern buildings. It is also imperative that these spaces, conduits and pathways be designed to not only connect current systems but to be sized to accommodate the many anticipated technologies of the future courthouse. Infrastructure shall support the Computer Integrated Courtroom (CIC) operation and all related functions such as real time court reporting, on-line legal research, video court reporting, video conference, evidence presentation and records management. Infrastructure requirements and guidelines for courthouses shall be as provided in the standards published by the Department of Administrative Services, Division of Facilities Construction and Management; the Department of Technology Services and the Administrative Office of the Courts. All infrastructure and technology planning for court facilities will be subject to review and approval by technology staff at the Administrative Office of the Courts.

Planning Documents:

- AOC Judicial System Technology Master Plan
  - DTS Courtroom Cable Communications Standards
  - DFCM Design Requirements
- 2.1.9** Community engagement. Public workshops, open houses and posting project information on project or AOC web sites are a few examples of ways in which the design team and owner can provide information on the project. This sharing of information will allow the local community to be engaged with and aware of the project activity and status. This will enhance the public and community government support of judicial projects.

## **2.2 SITE SELECTION CRITERIA**

**2.2.1** Courthouse siting is an issue of great public importance and should not be made without careful consideration of all relevant issues including the following:

- Relationship to the community civic center
- Proximity to other government buildings and programs
- Relationship to other services such as restaurants, office supplies, libraries, copy centers and attorney offices
- Ease of public access
- Availability of public transportation and parking
- Impact on surrounding neighborhoods
- Prominence of site
- Availability and cost of site
- Expansion potential
- Site amenities
- Physical constraints of the site
- Site access
- Site use restrictions
- Community planning goals, related to the site
- Separation from holding facilities

**2.2.2** A comprehensive site analysis should be completed during the site selection phase of project to assess the following:

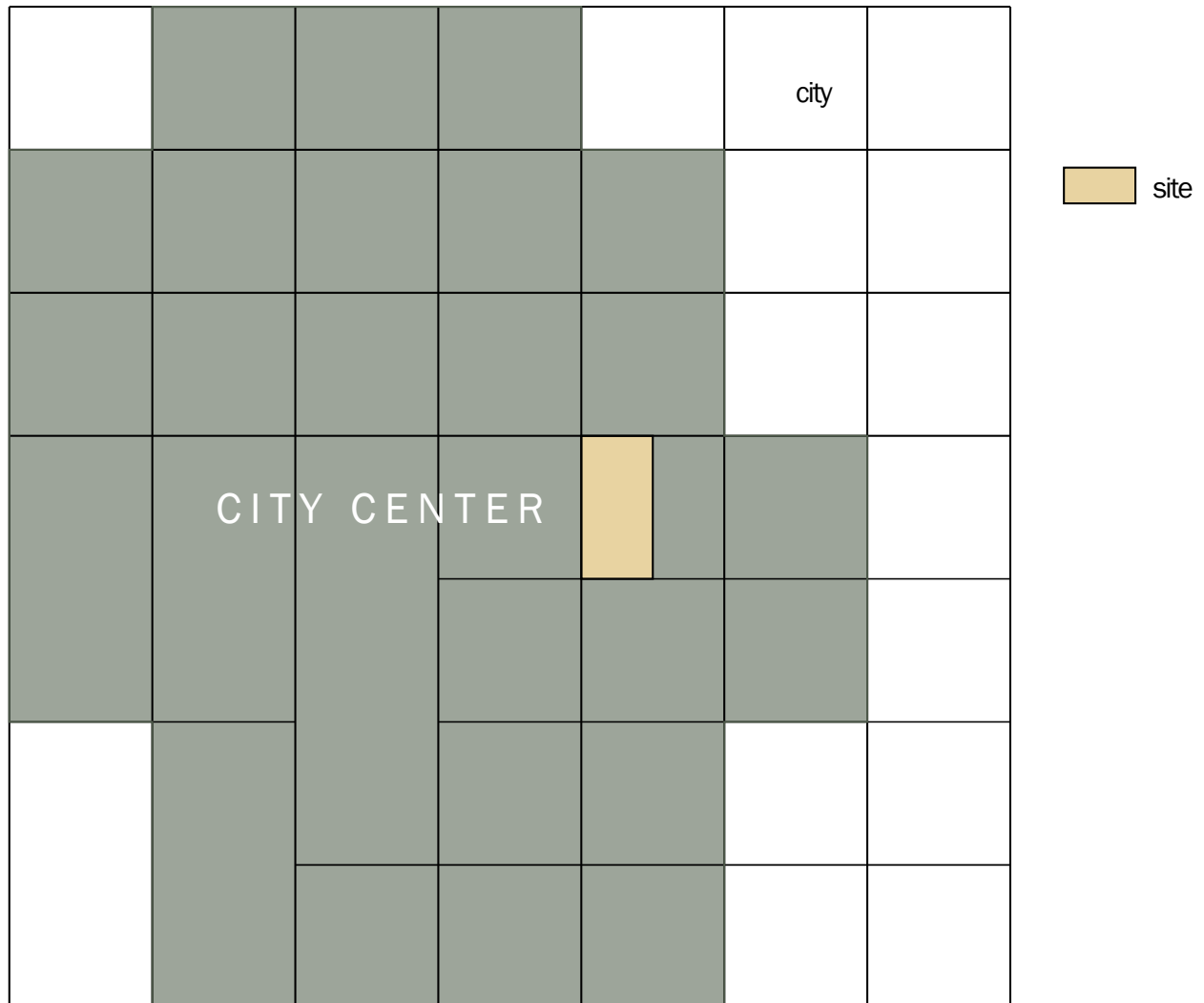
- Vehicular, mass transit and pedestrian site access
- Site orientation and potential building orientation
- Municipality site land use and planning goals
- Physical site characteristics
- Utility access
- Adjacencies

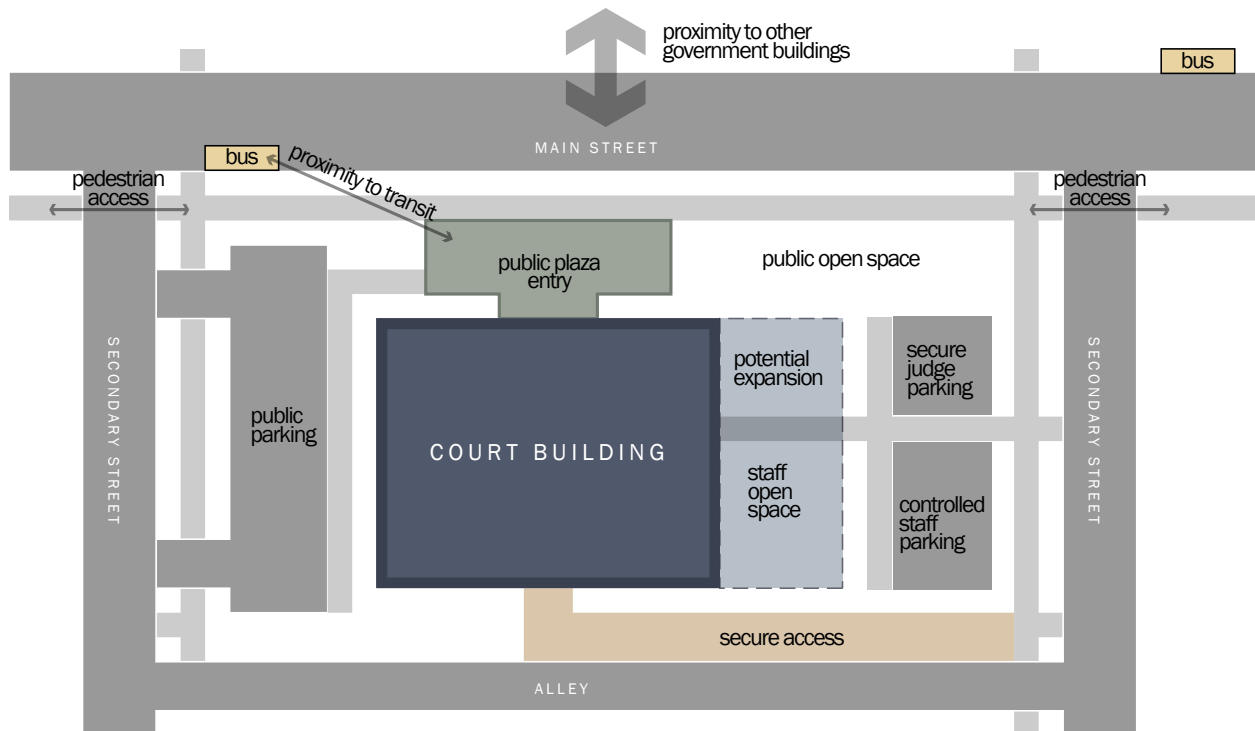
An analysis of each of these site components will help the project team understand the benefits and pitfalls associated with each site under consideration.

Once a comprehensive site analysis is complete for each of the sites being considered, additional considerations such as prisoner transport, parking and land cost should be taken into account.

**2.2.3** Priority consideration should be given to civic center and commercial business district sites.

**2.2.4** Where possible, The State of Utah should involve local governments and citizens in the site selection process.





## 2.3 SITE DESIGN

### 2.3.1 Orientation

The courthouse should be oriented with the front door toward the main street. The orientation of the building should also respond to the solar orientation of the site.

### 2.3.2 Setbacks

Setbacks should be determined based on the community development patterns and security considerations for the courthouse. If the site is in an area that may present security risks, or there is a specific population that causes a concern, additional setbacks from roadways and vehicular access points may be considered for safety.

### 2.3.3 Access

The main entry should be oriented for convenient pedestrian access. Parking areas should be accessed from the secondary sides of the site. The prisoner transport area should be located on the most private side of the site.

Parking for judges should be in an area that is secure and protected from public access. Judges should have passage to and from this parking area through a secure entryway directly into the

secure or private zone of the building, and accordingly should not pass through public areas for ingress and egress to parking.

Staff parking should be separated from public parking with a gate and landscape barriers at a minimum.

#### **2.3.4 Outdoor Spaces**

The front entry should be framed by an aesthetically pleasing landscaped area. In addition, usable site area should be created for building users to have enhanced access to the outdoors.

The outdoor spaces should be designed to meet the sustainability criteria outlined in Section 2.6.1, Site Considerations.

#### **2.3.5 Future Expansion**

All courthouse buildings should be designed for future expansion. The site design should allow for future facility growth, but does not necessarily need to provide for parking expansion.

## 2.4 ARCHITECTURAL DESIGN

### 2.4.1 Reflect the community character and respond to the environment and neighborhood context

As stated earlier in this section, the first and foremost requirement of a judicial facility is that the building site selection and design reflect the purpose of the courthouse while enhancing the community in which it is located.

The quality of building materials and plant materials used will ensure that the project remains a neighborhood landmark and benchmark of design for future development for the next half century and beyond.

The building should also be designed to respond to the environment and natural influences of the site to ensure a contextually appropriate building.

The site should also be designed with safe, comfortable sidewalks and pedestrian ways as well as a beautiful pedestrian plaza at the main entry, to enhance the pedestrian experience and the greater community.

### 2.4.2 Portray the Character of a Court Facility

A justice facility should invoke a sense of permanence, quality, stature and dignity. While some courthouses utilize traditional iconography to invoke these attributes it is by no means a necessity. Tradition, however, does play a large role in the workings of a court facility and thus must be studied and expressed appropriately. The following attempt to briefly summarize these qualities in a more quantitative manner:

- Permanence – site selection; massing; material selection
- Quality – durable, decorative materials; quality of design and of construction
- Stature – building placement; honoring of court traditions
- Dignity – public accessibility; spacious public lobbies and halls





### 2.4.3 Portray the Character of the Community

Each judicial facility shall be designed to reflect the architectural character of historic civic facilities within the community or region in which it is built. This will ensure the building contributes to the built environment, responds to the environment and climate in which it is located and aligns with the history of the place in which it stands.

### 2.4.4 Meet the Requirements of Current Codes and Standards

The minimum codes and standards that apply to the design of new buildings include current editions of the following:

- International Building Code (Current Edition)
- International Fire Code (Current Edition)
- NFPA 101 Life Safety Code (Current Edition)
- DFCM Design Standards (Current Edition)
- Codes and Standards referenced in the most current LEED rating system
- ADA Accessibility Guidelines (Current Edition)

### 2.4.5 Building Form and Massing

A building's massing must conform to many project specific restraints such as site size, program restrictions and budget, but the exterior mass of a courthouse should always provide a sense of being a public building, define a clear public entry and impart the character of a court facility as described above. The rigid requirements of security, courthouse function and circulation will have a dramatic effect on the building form. High courtroom ceilings will affect the overall height of the building. As with all new structures, a courthouse should be studied within its context to fully determine its form and mass.

Courthouse buildings shall have inviting and prominent entry ways that welcome the public, house the required security areas and systems and portray the image of the court facility. Many court facilities have an entry atrium to provide the scale and quality desired in a court building. If an atrium is included in the building, it must meet all applicable building and fire code requirements.

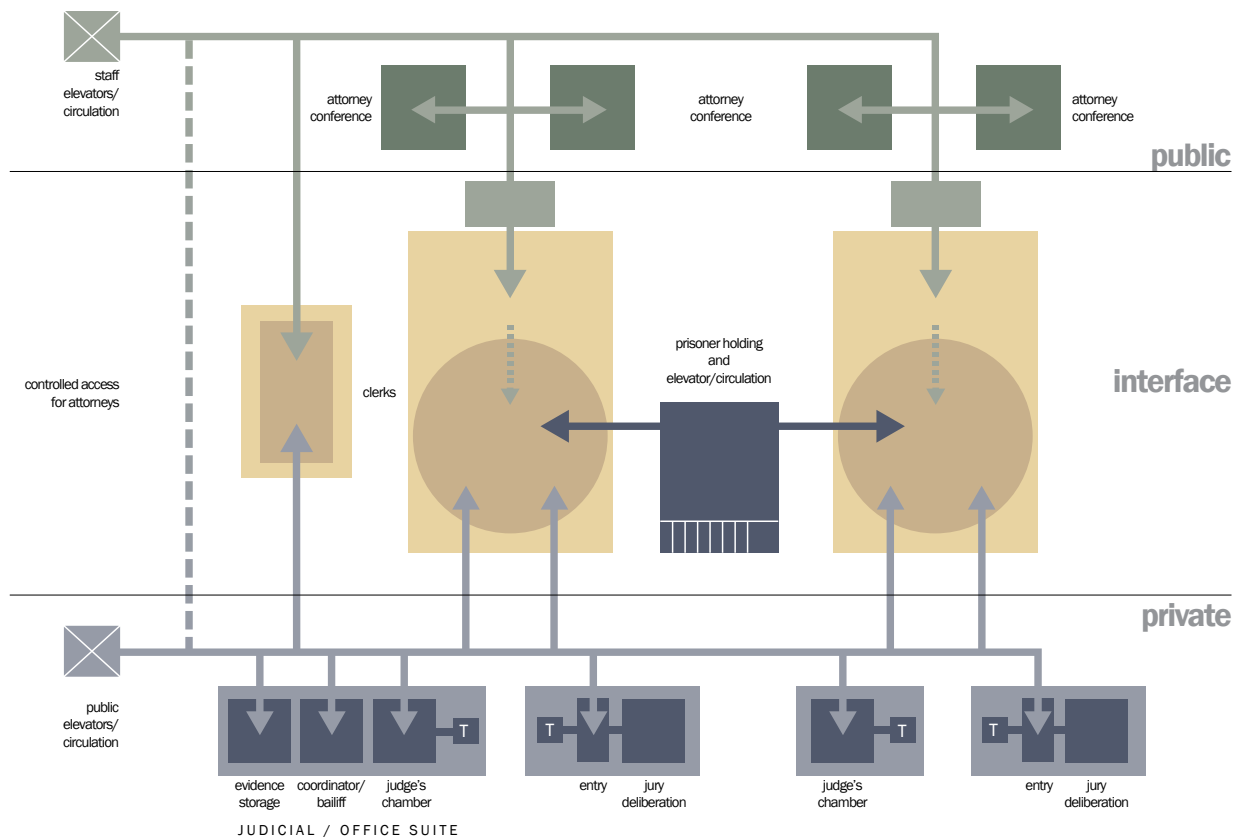


### 2.4.6 Interaction of Building Users

There are three distinct groups of building users in a courthouse. The first is the public, the second is the staff and the third is the sheriff and prisoners. The only location in which the three groups merge is in the courtroom. The public should be limited to access only public spaces and services designated to the general public. It is important that the public be separated by secure interfaces from staff areas to ensure security for the staff and preservation of the judicial processes. It is also vital that the public and staff not have access to secure holding cell areas outside the courtroom.

The staff area should be secured so that there is no threat from unauthorized public or prisoner interference. The staff should be able to move around the secured areas without having to enter into public areas.

The interstitial space, or area occupied by the sheriffs and prisoners, will be completely separate from all other building areas. The prisoners will only interact with other building users in the courtrooms or through secured conference areas.



### 2.4.7 Circulation

Courthouses should provide separate circulation areas as follows:

- Judges and other court personnel should be able to access courtrooms, chambers, jury deliberation rooms and staff offices without interacting with the public. Separate circulation areas alleviate much of the potential for hostile confrontation.
- While members of the bar and the public should have access to judges, and court staff, such access should be controlled through checkpoints where visitors can be identified and screened.
- The same principle of separate circulation applies to prisoner movement. Defendants in custody should be transported from their place of confinement to their court destination without passing through any public areas. Shared or intersecting staff/prisoner corridors are advisable only with proper security staffing, training and procedures. Once in the courthouse, prisoners should be kept in secure areas, such as group or individual holding cells, until their appearance in the courtroom is required. Such holding areas must comply with all life-safety requirements, have secure space for attorney/client meetings, and should be sound proof.
- The principle of separate circulation areas can be best expressed in terms of “zones” which are as follows:

**Public Zone** - This includes jury assembly areas, attorney/client conference rooms, public corridors, food service areas, as well as spectator seating in courtrooms and waiting areas.

**Private Zone** - This includes judges’ chambers, access to judicial parking areas and the courtroom, jury deliberation rooms, staff offices, copier/work rooms, conference rooms and libraries.

**Prisoner Zone** - The prisoner zone requires a holding area adjacent to the courtroom, attorney/detainee conference areas, prisoner circulation (including a secure sally port) to and from the jail, and security officer support areas. Juvenile and adult prisoners shall be separated by both sight and sound.

**Interface Zone** - The principle interface zones are courtrooms and mediation rooms. These zones also include those spaces where attorneys and the public meet (e.g. public corridor conference rooms), and space where court staff and the public interact. In general, these zones require access from two different kinds of circulation patterns.

Three different circulation systems will need to be considered in the design of a judicial facility. The first is the public circulation. This route will be accessible once a visitor has been through security. The courtrooms, attorney-client conference rooms and other public uses will be accessible from the public circulation route. The second circulation route will be the secured areas, within which the staff can move freely, without concern for unauthorized public entry or prisoners being present. Secure parking with secure building access should be provided for the judiciary. The third circulation system will be the interstitial space, which will be used to transport prisoners. This circulation path needs to be secured and separated from the rest of the court facility.

### 2.4.8 Building Envelope Design

The building envelope, composed of the floor, wall and roof elements that separate the interior of the building from the exterior environment, should be designed to be aesthetically pleasing as well as a high performing thermal and air barrier between the indoor and outdoor environments. The following components should be considered in the design of the building envelope:

- The envelope should be designed to reflect the quality and character of a judicial facility as well as the character of the community.
- The envelope should be designed with durable materials to withstand up to a century of use.
- The envelope should be designed to reduce air infiltration.
- The envelope should be designed to exceed code requirements for thermal insulation.
- The envelope should be designed with appropriate window to wall ratios for optimal performance.
- The envelope should vary on each elevation to respond to the site and solar orientation.
- The envelope should include integrated, appropriate exterior solar shades.
- The envelope should create a complete barrier from the exterior environment with continuous air and thermal barriers from the slab and foundation, up the exterior walls and around the roof enclosure.
- The envelope will be commissioned as a part of the building commissioning process.
- The glazing should have an appropriate visible light transmittance, solar heat gain coefficient and u-value for the climate, orientation and location.

Building envelope design is ever evolving. The Whole Building Design Guide, published by the National Institute of Building Sciences, can be used as a reference for appropriate building envelope design practices. In addition, envelope design and construction standards as developed by the State of Utah Division of Facilities and Construction Management (DFCM) apply to all judicial facilities. Additionally, building commissioning is required as part of the DFCM High Performance Building Standard. The design team shall coordinate with the envelope commissioning authority as specified in the State Standard.

### **2.4.9 Building Security Design**

Except under rare circumstances all courthouses should be planned with a single point of public entry to the facility.

The public entry of each courthouse should provide for the installation and operation of weapons and contraband screening equipment in a way that is as unobtrusive as possible and in a way that promotes efficiency. Extended delays at screening are not acceptable.

Dock and delivery areas should be secured and sized to permit the installation of screening equipment. Intercom and camera connection to the building security office should be provided. No one should be admitted without proper authorization.

Under normal circumstances, public parking should not be located under court buildings for security reasons.

Perimeter Security, defined as detection systems in staff and equipment used to monitor and safeguard public entrances, staffing, and monitoring security control rooms, and patrolling of interior and exterior areas of courthouses, shall be budgeted and included as part of the ongoing operations and maintenance (O & M) costs of a courthouse.

Visibility of public areas and screening areas is crucial in courts facilities. Creating pockets of exterior or interior space not readily visible from public areas should be avoided.

Escape routes for court staff to exit interface areas without traveling through public spaces should be provided. Protection of these routes via bullet resistant walls or millwork should be considered.

Holding facilities should be positioned within the building to accommodate efficient transport of prisoners throughout the courthouse. Prisoner transport routes should not interact with staff or public circulation paths. Holding areas should be designed to provide a clear view of prisoners from security monitoring stations. Adult holding and juvenile holding areas should be separated by both sight and sound and be designed to meet all applicable standards.

### **2.4.10 Interior Design Principles**

The interior design and finishes in court facilities should be aesthetically pleasing, durable and permanent. Materials such as stone, wood and tile should be used in lieu of plastics where feasible to portray the quality and character of the building while providing a more pleasing and durable finish. Interior materials should also be chosen to avoid adversely affecting indoor air quality.

U.S. Access Board  
Courthouse Access Advisory Committee



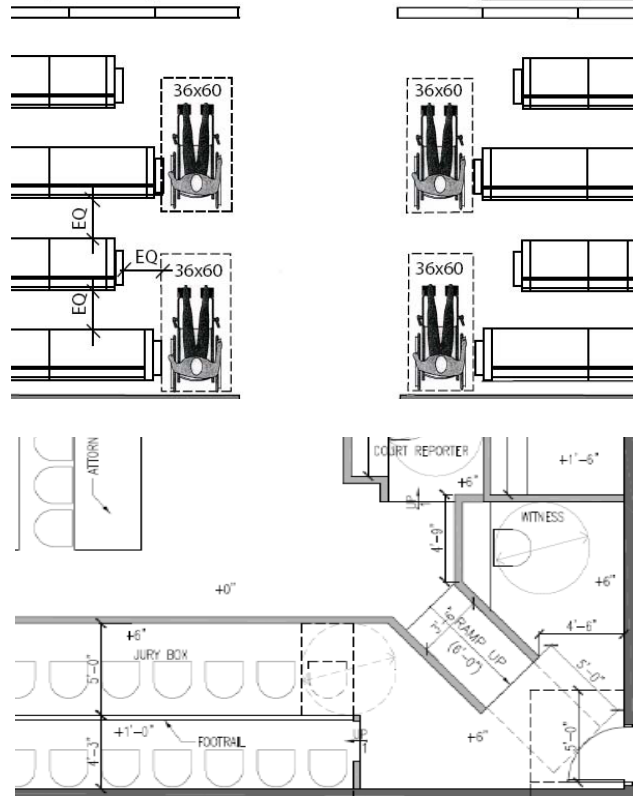
## Justice for All: Designing Accessible Courthouses

Recommendations from the  
Courthouse Access Advisory Committee

November 15, 2006



Page 1



### 2.5 ACCESSIBILITY AND UNIVERSAL DESIGN

All judicial facility grounds and buildings should be fully adaptable. This goes beyond basic Americans with Disabilities Act. The public spaces of any new State of Utah judicial facility should be universally accessible. The site as well as the building should be designed for optimal access, avoiding secondary accessible routes and inaccessible ramps. In addition, the primary building entrance should be universally accessible from the main street to the building entry. In addition, a minimum of one in four courtrooms must be accessible, with all courtrooms being adaptable.

The U.S. Access Board Courthouse Access Advisory Committee has created a whitepaper on accessible design for courthouse facilities, *Justice for All: Designing Accessible Courthouses*. This document presents common issues and conditions related to accessible design in courthouse spaces and should be used as a reference manual when designing judicial facilities.



## **2.6 SUSTAINABLE DESIGN**

Sustainability will be integral to the design and construction of all new court facilities. All new judicial facilities shall be designed to meet the State of Utah High Performance Building Standards.

### **2.6.1 Site Design**

The project site shall be designed with sustainability in mind. The paved areas should be minimized and concrete will be used in lieu of asphalt where possible to reduce the urban heat island effect.

Both stormwater quality and quantity should be controlled and stormwater should be retained and filtered on site to the extent feasible. Green roofs, porous paving, rain gardens, retention basins and other alternative landscape methods that control stormwater should all be considered.

The landscape will be primarily native or adapted vegetation and use drip and low water irrigation system. The use of drought tolerant plants is also encouraged. The irrigation system should have a weather station integrated into the system to ensure the irrigation responds to the temperature and precipitation levels. This will also make sure the irrigation levels are appropriate for the various seasons.

The site shall be designed and lit to ensure a safe environment for pedestrians. The site lighting will also be designed with full cut off light fixtures to minimize night sky light pollution.

### **2.6.2 Construction Practices**

Sustainable practices should also be followed during the construction of the project. A construction waste reuse and recycling program should be created and followed to minimize the amount of construction waste that is taken to the municipal landfill. An indoor air quality plan during construction shall also be required and followed through construction to ensure construction practices minimize potential contaminants in the building. This plan should address a number of items, including the cleanliness of the job site, proper installation and cleanliness of building air systems and proper ventilation of the building when hazardous materials are being installed.

Sustainable building materials, including local materials, materials with recycled content and low and no VOCs (volatile organic compounds) should be used to the extent feasible.

### **2.6.3 Indoor Environment**

The interior environment should create a healthy, comfortable, calming experience for the building users. This should be accomplished through the design of the building systems as well as the design of the building and finishes used.

The building shall be designed to meet the thermal comfort requirements set forth in ASHRAE standards. Both thermal and lighting controls should be provided in all occupied spaces. Operable windows should be considered to allow ventilation, daylight and views.

To provide a connection to nature and create a more comfortable interior environment, all courtrooms and individual offices should have access to daylight as well as photocell sensors to ensure the lights dim when ample daylight is available. Corridors and waiting areas should also have access to daylight if feasible.

Interior finishes and furnishings should meet all applicable sustainable standards. They should also be able to withstand the daily wear and tear by building users, as court facility users can be especially hard on finishes and furnishings. The final material selection should also consider the lifespan of the facility. A more natural palette with splashes of accent colors will last longer, thus being more sustainable than a trendy color palette that the users may want to replace within a decade.

### **2.6.4 Resource Conservation**

The building systems, including the building envelope, mechanical and electrical systems shall be designed to reduce resource consumption.

The building envelope shall have exterior, continuous insulation to provide a more effective thermal barrier. The envelope shall also be designed to reduce leakage. Each building facade should be designed to respond to the environmental conditions, ensuring the building is as efficient as possible. This includes designing and specifying glazing based on solar orientation, daylight needs, wind exposure and access to views.

The building mechanical systems will be designed to take advantage of the high performing building envelope. Effective and efficient building mechanical systems such as evaporative cooling, chilled beams, thermal ice storage and thermal displacement ventilation should be considered with each project. The building mechanical systems needs to provide a comfortable indoor environment while reducing energy use and promoting a healthy environment.

Occupancy sensors and photocell sensors shall be integrated into the design of the building to reduce energy use. Each office and workstation should be design with individual task lighting to allow a lower overhead lighting level, where feasible. High efficiency lamps and ballasts shall be used to further reduce the energy needed to light the facility.

Individual meters should be used to provide data on the energy used for the lighting systems and major mechanical systems in the building. This metering system can be tied to a display terminal in the public lobby area to help the building users understand the energy use and the efficiency measures implemented within the facility

#### **2.6.5 State of Utah High Performance Building Standard**

Currently, all buildings in Utah must meet the State of Utah High Performance Building Standards. It is vital that the sustainable measures pursued align with the goals of the facility and do not negatively affect the durability or performance of the facility.



## **2.7 STRUCTURAL SYSTEMS**

Courthouse structural systems shall be designed to support the function of the facility and ensure the building is structurally stable and operational for the next 60 to 100 years. This will require consideration of various structural systems to find a solution that meets the many requirements of the facility, including overall performance, flexibility and durability.

### **2.7.1 Meet the Current Structural Codes and Standards**

New projects shall comply with each of the latest adopted publications of the following codes and standards. In case of conflicts between these standards, or between standards and other information contained in program criteria, obtain written clarification from the Owner's representative prior to submitting proposal. Where discrepancies or differing interpretations occur, the most stringent (usually recognized as being the most costly) interpretation shall be enforced.

- International Building Code (Current Edition)
- American Institute of Steel Construction (AISC) with commentary
- ACI 318 Building Code Requirements for Reinforced Concrete
- American Iron and Steel Institute (AISI) specifications for the design of cold formed steel structural members
- American Welding Society ANSI/AWS D1.1 structural welding codes
- Steel Joist Institute (SJI) for joists and girders
- Steel Deck Institute (SDI)
- DFCM Design Standards (Current Edition)

### **2.7.2 Site Specific Criteria**

The structural systems in the facility shall be designed to meet specific site-driven requirements. Some of these requirements include:

- Soil bearing pressure characteristics based on a site specific geotechnical Investigation for the referenced site
- Wind velocity and exposure
- Roof live load and roof snow load
- Floor live load including partitions
- Footing depth, minimum
- Soil profile characteristics for ground acceleration - used for design
- Seismic criteria, with soil profile as directed in the soils report

### **2.7.3 Structural Design Considerations**

The structural framing system and framing components may vary depending upon different architectural requirements, service load needs, desired performance, and availability and economics of material. Additionally, column spacing is usually dictated by occupancy and functional needs. Different column spacing can suggest different framing scenarios.

Courthouse facilities are considered to be important services and community structures, and therefore need to reflect an importance factor for structural design. These important facilities should be designed for higher seismic forces in order to provide additional seismic resistance to prevent catastrophic collapse.

The environmental impacts of structural systems and materials should also be considered.

#### **2.7.4 Structural Flexibility, and Performance**

Courthouse facilities need to be designed for optimal flexibility. The design of the structural system should allow for future additions and renovations to the facility.

Courthouse buildings typically have a variety of floor and ceiling heights within a single level. The structural system design should not impede the functional space needs of the facility.

Courthouse buildings may require longer structural spans to meet the unique space needs. These spans should be designed to meet appropriate vibration criteria for building performance over time.

Courthouse buildings also have very specific acoustic requirements. The structure should be designed to reduce vibration and meet all applicable acoustic criteria.

#### **2.7.5 Structural Systems**

The structural system will be composed of the following components:

- Footing and foundation system
- Ground floor
- Upper floors
- Roof
- Exterior walls
- Steel frame structure (typical but not required)
- Lateral load resistance systems (wind, seismic, etc.)

The structural system shall be coordinated with the architectural systems as well as the mechanical, electrical and plumbing systems. Locations of exceptionally sized structural members shall be highlighted to allow coordination at interstitial spaces and avoid conflicts through the design and construction processes.

## 2.8 MECHANICAL SYSTEMS

The building mechanical system should be designed to provide a quiet, comfortable and healthy indoor environment while reducing building energy use.

### 2.8.1 Meet the Current Mechanical Codes and Standards

New projects shall comply with each of the latest adopted publications of the following codes and standards. In case of conflicts between these standards, or between standards and other information contained in program criteria, obtain written clarification from the owner's representative prior to submitting proposal. Where discrepancies or differing interpretations occur, the most stringent interpretation shall be enforced.

- Utah Boiler and Pressure Vessel Rules and Regulations
- DFCM Standards
- International Mechanical Code (IMC)
- International Building Code (IBC)
- International Plumbing Code (IPC)
- International Fuel Gas Code (IFGC)
- International Fire Code (IFC)
- National Electrical Code (NEC)
- NFPA #13, Installation of Sprinkler Systems
- NFPA #14, Installation of Standpipe and Hose Systems
- Other applicable NFPA and UL regulations
- ASHRAE handbooks

### 2.8.2 Heating, Cooling and Ventilation Systems

The heating and cooling system(s) should be responsive to the local climate and conditions of the area in which the court facility is being built. They should be designed for optimal efficiency and distribution.

The ventilation system should be appropriately sized for the building, system expectations and building zones. It is important that the building ventilation and heating and cooling systems are zoned appropriately for the building size, orientation and configuration. The level of individual control and specific system performance parameters will be outlined in the individual space standard section.

Specialty cooling systems for communications rooms or other equipment intensive areas should be defined early in the design process to ensure appropriate equipment is provided for these areas.

The operational requirements during power outages should also be discussed early in the design process to assess any special heating, cooling and ventilation needs such as designing a split system for courtrooms and other ongoing operational areas of the building. Specific needs for communication rooms and specialty equipment areas should also be determined early in the design process.

A variety of heating, cooling and ventilation systems exist and each new facility should conduct a life-cycle cost assessment study to analyze a variety of systems and work toward providing the most effective, durable, functional and efficient system for each building.

To control noise during all modes of operation, the mechanical heating, cooling and ventilation systems must include one or more of the following: sound traps and acoustical lining in duct work; a low-velocity and low-static-pressure fan systems; special low-noise diffusers.

### **2.8.3 Thermal Controls**

Thermal controls should be included for as many of the individual workstations as feasible for the facility. Thermal controls include, but are not limited to:

- Thermostat
- Operable window
- Window shade
- Air supply diffuser control
- Thermal radiant system

The automatic temperature control system shall be a state-of-the-art, microprocessor-based, distributed processing control system using proven products and technology.

### **2.8.4 Specialty Ventilation**

Carbon dioxide sensors should be located in all multi-occupant spaces to ensure adequate ventilation when the space is fully occupied.

Chemical storage areas such as print, copy rooms, janitors closets and any other chemical areas shall be enclosed and directly exhausted.

### **2.8.5 Plumbing**

Building plumbing systems should be designed to meet the needs of the user. There are three very distinct types of plumbing fixtures that should be used in a judicial facility, these are:

- High quality fixtures for judges' restrooms.
- Durable, efficient fixtures for public restrooms, including jury restrooms
- Correctional fixtures for prisoner holding areas. These should be anti-suicide and fully accessible fixtures

There are specialty plumbing considerations in holding areas, including floor drain requirements that should be coordinated and discussed early in the design process.

### **2.8.6 Fire Protection Systems**

The fire protection system should meet all current codes and standards. In addition, a standard water based fire protection system should be used, except where specialty electronics exist, such as a server room.

Concealed sprinkler heads should be used in public areas and courtrooms and specialty correctional sprinkler heads should be used in prisoner holding and interstitial areas.

Computer rooms may require specialty fire detection and suppression systems. This should be discussed during the project design.

## 2.9 ELECTRICAL SYSTEMS

The building electrical systems should be designed as efficiently and effectively as possible. It is important that the building power provide adequate service to the building in accordance with the referenced codes and standards, while taking into account any future expansion or build-out that may occur. It is also important not to over-design the systems to the point where it would cause inefficiencies in energy, maintenance or cost.

### 2.9.1 Meet the Current Electrical Codes and Standards

New projects shall comply with each of the latest adopted publications of the following codes and standards. In case of conflicts between these standards, or between standards and other information contained in program criteria, obtain written clarification from the owner's representative prior to submitting proposal. Where discrepancies or differing interpretations occur, the most stringent (usually recognized as being the most costly) interpretation shall be enforced.

- National Electric Code (NEC)
- ANSI (applicable sections)
- ASHRAE 90.1
- DFCM, Division of Facilities and Management, Design Criteria
- EIA/TIA, Electronics Industries Association/Telecommunications Industry Association.
- IBC, International Building Code
- IECC, International Energy Conservation Code
- IESNA Lighting Handbook and Recommended Practices as applicable
- International Building Code (Current Edition)
- IESNA Lighting Handbook and Recommended Practices as applicable
- International Building Code (Current Edition)
- NEMA
- NFPA 70, The National Electrical Code; NFPA 72, National Fire Alarm Code, and other applicable NFPA sections
- State of Utah Fire Marshal Requirements
- UL (applicable sections)

### 2.9.2 Lighting Systems

Building lighting should be designed to meet the needs of the users while being durable and efficient. A variety of lighting environments occur within a judicial facility. These include, but are not limited to:

- Prominent public locations
- Semi-public locations
- Courtrooms
- Conference and jury rooms
- Circulation areas
- Judges' chambers
- Office environments
- Interstitial and secure environments

Lighting should be all LED for efficiency and designed to provide optimal occupant comfort. This includes designing for reduced glare, adequately diffusing the light to reduce shadows and providing an adequate level of lighting to promote health and productivity.

The lighting should also be designed to minimize exterior light pollution at night.

### **2.9.3 Lighting Controls**

A variety of lighting control systems and schemes need to be considered for judicial facilities. Each of the lighting environments listed above will have an individual lighting control requirement. For example, courtrooms need a variety of lighting scenes depending on the proceedings whereas secure environments need continuous and ample lighting for security and visibility.

Occupancy and photocell sensors should be used to the extent feasible for energy savings in the building.

An example list of lighting controls is below.

- Offices: occupancy sensor with multi-zone switching and dimming. Integrate photocell sensors where applicable.
- Conference, group and meeting rooms: Occupancy sensors, multiple switches with programmable control. Integrate photocell sensors where applicable.
- Courtrooms: Multiple switches with programmable control. Integrate photocell sensors where applicable. Locate control stations at judges' entrance and at clerk station only.
- Lobby / corridors: Programmable control, integrated photocell sensors, un-switched emergency.
- Toilet rooms: Occupancy sensors, un-switched emergency
- Stock / storage rooms: Occupancy sensors.
- Mechanical / electrical rooms: Switched normal and emergency.
- Holding cells: Programmable control and emergency.
- Parking: Photocell and programmable control.
- Walkways: Photocell and programmable control.
- Courtyard: Photocell and programmable control.

The lighting should also be connected to the building automation system (BAS) to ensure the lights are turned off after hours.

### 2.9.4 Lighting Level (Fc)

Minimum maintained average foot-candle levels for typical spaces are listed below. Deviation from these criteria may be required to accommodate individual space needs or reduce energy consumption. Also see space standards for additional requirements.

- Offices: 30 plus task light
- Conference, group and meeting rooms: 0 - 50 variable
- Courtrooms: 0 – 50 variable
- Spectator seating: 25
- Lobby/corridors: 10-20
- Toilet rooms: 30
- Stock rooms / storage rooms: 30
- Mechanical / electrical rooms: 20
- Holding cells: 20
- Parking: 1 fc 4 to 1 min/max
- Walkways: 1-2
- Courtyard: 1 to 2fc at a 4 to 1 min/max

### 2.9.5 Power Distribution

Power distribution includes the systems required to deliver power to the building and distribute it within the building.

Power redundancy is preferred with a tie into two separate portions of a community's electric grid, if feasible.

Capacity for future growth needs to be designed into the system without compromising the efficiency of power to the facility prior to growth.

Raceways, conduit, cable tray and conductors shall all meet DFCM Design Standards. Additional raceways should be provided to accommodate growth and offer future flexibility.

Outlets should be located to allow for an amount of flexibility while not providing an unnecessary amount of outlets in general office environments. In addition, floor box outlets should be provided in multi-occupant spaces and should be coordinated with furniture locations during the design phase.

Electrical outlet locations should also be closely coordinated with the communications, audio/visual and security systems within the building.

**2.9.6 Power Quality**

As courthouse facilities have a large amount of very sensitive electrical, security and communications devices, it is important that a high quality power be distributed throughout the facility. The project team should understand the power quality available to the project and review means of improving quality if necessary.

**2.9.7 Electrical Efficiency**

Electrical efficiency is vital to the ongoing operational costs of the facility. A variety of methods of improving electrical efficiency should be considered, including but not limited to:

- Transformer sizing
- Redundancy requirements
- Circuit loading

**2.9.8 Systems Coordination**

A fault and coordination study should occur to indicate available fault current within the distribution system. The breaker and fuse selection should respond to the needs and issues identified in this study. Breakers should also be set at levels for optimum system coordination.

Coordinate locations that require surge protective devices (SPD) and “noise” protection within the facility.

**2.9.9 Uninterrupted Power Supply**

UPS should be provided to support data processing, building controls, security equipment and communications equipment. Either central UPS systems or distributed, rack-mounted UPS units may be considered. Coordinate systems requiring UPS with courts representatives and DFCM.

**2.9.10 Emergency Power**

An emergency generator is required for life safety functions, and as backup for commercial power to critical equipment items. Life safety functions include means of egress lighting, lighting to certain critical spaces, and power for the fire alarm system, security electronics and all smoke management equipment where required. The integration of additional systems, such as all or portions of the HVAC systems, building telephone system, data and file server equipment should be discussed during the project design.

The generator size, fuel supply and location should be determined early in the design processes and integrated into the site and building design. Discussion shall include the requirement for 100% generator backup for key courtrooms as well as the appropriate length of time for ongoing operation.

**2.9.11 Lightning Protection**

Lightning protection should be provided for all judicial facilities.



### **2.9.12 Fire Alarm Systems**

A fully addressable fire alarm system will be installed in accordance with code requirements and requirements of the Utah State Fire Marshal's Office. The system must comply with ADA requirements and report compatible alarm signals to the local state central monitoring system. System shall integrate with the building smoke management system to provide contract signal per smoke zone to the smoke management system.

## **2.10 BUILDING SYSTEMS MANAGEMENT**

### **2.10.1 Building Automation System**

A building automation system shall be integrated into the building design and be programmed to perform the following tasks:

- Maintain building temperature within a specified range
- Provide lighting based on a set occupancy schedule
- Monitor building mechanical and electrical system performance
- Send notification of failure or deviation from normal performance to building operation staff
- Monitor building energy use

The building automation system shall be designed to meet or exceed all applicable DFCM standards.

### **2.10.2 Fire System Management**

The fire system includes an audible and visual alarm system as well as the fire suppression system. All fire systems shall be designed to meet applicable fire and building codes. The fire alarm system shall be tied into the municipal fire service with alarm and notification as prescribed by the local fire authority.

A knock box with a building entrance key should be located outside the main building entrance with a visible annunciator panel in the main lobby of the building. If this system is not in the main lobby, it should be located to minimize conflicts with building security and shall not be located in the control or holding areas of the building.

The fire suppression system should be a wet-pipe sprinkler system at all interior locations and shall be connected to the alarm system.

### **2.10.3 Elevator Controls**

The elevator controls shall be tied to the building fire system and return to the main level in case of alarm. After this point, the elevators can only be controlled with the appropriate key override.

All elevator systems shall meet applicable building and fire codes.

## **2.11 ACOUSTIC DESIGN**

There are three main acoustical considerations, or conversely, problems, that must be addressed in a judicial facility: acoustical privacy, control of background noise, and proper acoustical design of the space. There are well-established standards for all three, and are especially critical in design of courtroom facilities, where clear speech intelligibility is critical. If these principles are adequately addressed, they will assure acceptable acoustical conditions. The criteria is:

### **2.11.1 Acoustical Privacy**

Proper design of structure to assure proper, air tight, isolated sealing of all possible sound leakage paths to minimize both speech and other noises between occupied spaces.

### **2.11.2 Control of Background Noise**

Adequate control of potential sound interference from sources outside occupied spaces. These include: noises inside or outside the facilities, and from or into critical occupied spaces (i.e. courtrooms, judges' chambers, jury rooms, private counsel rooms, HVAC systems, street traffic, etc.).

### **2.11.3 Acoustical Design**

Proper acoustical design of court room space must be adhered to in order to assure good intelligibility between the various participants. Typically, modern court rooms of any size will incorporate some form of speech reinforcement, in addition to the usual recording equipment for the court clerks; this can be combined into a single, coordinated electronic system. This, combined with an adequately quiet background noise level in the courtrooms, (< NC-30), and including sound-absorbing finishes (NRC 0.65-0.75) should assure effective voice communication as well as quality recordings of courtroom proceedings.

All of these requirements can be specified and provided for during design. Coordination between the designers and a qualified acoustical engineer followed by effective, timely inspections during the construction will ensure these criteria are met.

## **2.12 COMMUNICATIONS AND INFORMATION TECHNOLOGY**

- 2.12.1** Communications requirements and guidelines for courtrooms shall be as provided in the standards published by the Department of Administrative Services, Division of Information Technology Services, Facilities and Wire Management Group and the Administrative Office of the Courts. These requirements shall support the Computer Integrated Courtroom (CIC) operation and all related functions such as real time court reporting, on-line legal research, video court reporting, video conferencing, evidence presentation and records management.
- 2.12.2** Courthouse infrastructure should be designed to serve multiple computer platforms in the building's core (including a wide range of LANS, WANS and other systems) and provisions for wireless applications.
- 2.12.3** Courthouse infrastructure should permit the interface of the following systems through the use of communications protocols over connected wiring and cabling systems or wireless systems:
- Office automation
  - Management information systems

Provide sufficient vertical chases to serve multiple communicating systems, particularly support for multiple systems in the building backbone.

Provide vertical alignment and appropriate locations and distribution of floor telecommunications and electrical distribution closets for appropriate building zoning and services distribution.

Water pipes should not be installed over computer rooms or telecommunications closet or other water-sensitive areas. If substantial cause prevents implementation of this guideline, a close-looped water pipe system or equivalent must be used. As an overriding guideline, water suppression systems are not to be installed over computer rooms; instead, a gas extinguishing system or alternative system that meets building and state codes is to be installed.

Provide standby power for all information technology rooms and systems serving those rooms.

## **2.13 AUDIO VISUAL (AV) SYSTEMS**

The design of audio visual systems and infrastructure should support widespread distribution of multimedia applications including video technology for remote proceedings and conferences as well as staff training and public education.

These systems should support the increased use of remote access to court computer systems for case/document filing, fine payments and public information. Off-site connections to other court facilities, law offices and libraries or public assistance centers should be possible. In addition, the AV systems should support the deployment of assistive listening systems, TDD (Telecommunication Device for the Deaf) and non-English language interpreter services in courtrooms, offices and public use areas such as jury assembly and hearing rooms.

Complete audio and video (AV) systems will be provided in judicial facilities. AV systems will be specified for all courtrooms, jury rooms and select conference rooms. Locations for AV systems should be coordinated early in the design process. AV systems will include audio systems, video evidence presentation systems, video conferencing systems, courtroom monitors and multi-media presentation equipment and control systems. All AV systems should be coordinated with the court representatives to ensure full compliance with the needs of the courts.

### **2.13.1 Courtroom Audio Systems**

Gooseneck microphones with RF and GSM shielding, and very sensitive elements with cardioid pickup patterns, will be specified for effective capture of audio. Specify microphones for all bench area, witness, lectern, and counsel tables to ensure adequate audio quality. All microphones should be designed for optimal output and for minimizing background noise.

Where directed to do so during the design process, a boundary type microphone will be specified for bench conferencing in courtrooms. If included in the project, this microphone will directly feed to equipment necessary to facilitate making a record of bench conference proceedings. In addition, masking noise will be added to the speakers over the jury boxes during bench conferences in order to help minimize the possibility of jurors overhearing bench conferences.

Digital signal processors will be specified with individual processor blocks that include, but are not limited to, automatic mixers, telephone system interfaces, echo cancellors, parametric equalizers, compressors/limiters and matrix mixers. Provide seamless integration of the courtroom audio system and the court's VOIP telephone system. Digital signal processors will be specified with sufficient inputs to accommodate all microphones and other audio sources, and sufficient outputs to accommodate all amplifier channels, desk speakers, headphone outputs, record outputs and assisted listening systems. A four channel record output panel will be specified for each courtroom. The audio from each output will be segregated, as directed by the court, into groupings of microphones. For example, the court may wish to record opposing attorneys on different audio channels. Digital audio recording systems will be furnished and installed by the court.

Minimum 4-channel power amplifiers will be specified for faithful amplification of all input signals. The power amplifier inputs will be connected to individual direct outputs from the digital signal processor, and will provide 70 volt distribution of the audio signal to all ceiling speaker systems.

Speaker systems will be installed throughout the courtroom jury box, bench area, spectator area, and well area. In addition, perimeter area speaker systems will be installed in the judge's secretary office, clerk's offices, and holding cell areas for unruly defendants.

Unless directed to change to RF technology during the design process, a two-channel infrared wireless transmission system will be specified for each courtroom. Each listener wearing a headset will be able to select between the assisted listening system or a translation microphone input. If directed to do so during the design process, a translation system will be specified to facilitate an interpreter speaking in a second language. Interpreter microphone inputs will be located at the defense counsel table and the witness box.

Each prisoner holding area will be equipped with detention grade, recessed, ceiling mounted speakers and wall mounted volume controls. Locate speakers in the secure vestibules (sally ports) when cage style cell doors are specified. If solid cell doors are specified, locate speakers inside cells. Always locate volume controls in the associated secure vestibule. When a prisoner holding area serves two courtrooms, a courtroom audio selector switch is provided on the wall plate with the volume control to allow selection of the appropriate courtroom signal.

Provide a dedicated, transformer isolated, balanced, line level output over shielded audio cable from each courtroom digital signal processor to the Sheriff's security control room. The cable is furnished and installed and terminated to the audio equipment in the AV equipment rack by the AV contractor. Coil and label approximately 20 feet inside the security control room equipment racks in preparation for termination by the security contractor.

### **2.13.2 Courtroom Video Systems**

Video evidence presentation systems will be specified for all courtrooms. Video evidence systems will be digital, high definition (HD) systems deploying HD Base T switching and distribution technology. Video evidence systems will support resolutions up to 1920 x 1200, including 1920 x 1080 at 60 Hz frame rates, with 4:4:4 color sampling and 8-bit color depth. All resolutions will be supported in their native format without scaling. All video evidence systems will be High-bandwidth Digital Content Protection 2.2 (HDCP), High Definition Multimedia Interface 1.4 (HDMI) and Extended Display Identification Data (EDID) compliant.

Each counsel table and lectern position will be specified with one digital (HDMI) and one analog Video Graphics Array (VGA) input, including one analog stereo line level audio input. This input connectivity will be presented to users at each counsel table inside a connection panel with a flip-up lid and integrated patch cords flush mounted in the work surface of the counsel table. The input connectivity at the lectern will be presented in a floor box flush mounted in the floor, and will not include integrated patch cords. In addition, one video digital (HDMI) input will be specified at the

clerk position. These inputs will be used to accept AV signals from portable source devices such as lap top computers and tablets. No source devices (DVD players, document cameras, etc...) will be permanently installed in the courtrooms.

Video input signals will be selected, processed and distributed to LED flat panel monitors with a minimum native resolution of 1920 x 1080. One approximate 21.5" diagonal monitor will be specified for the judge, clerk, witness, lectern and each counsel table. One approximate 23" diagonal LED flat panel monitor will be specified for every two jurors. All monitors located on horizontal work surfaces will be installed on low-profile desk stands. Monitors located in jury boxes will be installed on pivot wall mount brackets affixed to the inside of the vertical millwork jury rails. A few large screen (approximately 55" diagonal) flat panel LED monitors will also be provided on roll-about stands. These monitors will be shared between courtrooms for display to the gallery, or other miscellaneous needs. The exact quantity of large screen monitors will be determined during the design process. The ability to annotate (write electronically on displayed video evidence) will not be provided.

Specify four HD pan/tilt/zoom cameras with a minimum native resolution of 1920 x 1080 in each courtroom. Locate cameras in recessed wall pockets. Position cameras to capture images of the judge, witness, defense counsel and prosecution counsel. Connect signals from the four cameras and the video evidence system to an HD 4-window processor which provides the ability for the Court to compose up to a 4-window image for video conferencing. Video conferencing equipment will be court furnished and installed inside the audio and video system equipment racks. Specify rack mount shelves for the court furnished equipment, and coordinate the required vertical rack space with the court during the design process. Specify adequate unused connectivity on audio and video equipment to accommodate the court furnished and installed video conferencing equipment.

### **2.13.3 Courtroom Controls Systems**

Fully integrated control systems will be specified for each courtroom. The control systems will be used to provide integrated remote control of all audio and video equipment, including video camera lenses and pan/tilt/zoom motors. In addition, the touch panels will be programmed to control the lighting systems and electric roll-up projection screens (if specified).

Human interface with the control systems will be accomplished using approximate 10" diagonal touch panels. One touch panel will be located at the clerk's position. If funding permits, a second touch panel will be located at the judge's bench. If insufficient funding is available for the judge's bench touch panel, specify a button control panel housed in a slanted face enclosure to control bench conferencing capability only.

#### **2.13.4 Chambers A/V Systems**

Each judge's chamber will be equipped with a ceiling mounted speaker, wall mounted volume control, and microphone input. This will make it possible for a judge to go "on record" (be recorded), and to teleconference from his/her chambers. It is noted, however, that the control system is not extended into judges' chambers; and therefore, this chamber functionality must be operated by a staff person on the touch panel at the clerk's position in the associated courtroom. Discuss this system

#### **2.13.5 Sequestered Witness A/V Systems**

The sequestered witness room will be provided with audio and video systems for two-way communication with courtrooms. Audio and video system equipment will include one camera, two monitors, one speaker, and one microphone.

#### **2.13.6 Conference Room A/V System**

Conference room AV systems will be specified for rooms as directed by the court. The systems will comply with the same general audio and video system standards identified for the courtrooms. The systems will include an audio system, video presentation system, and where directed by the court, video cameras and microphones to interface to court-furnished and installed video conferencing equipment. The video system will include large-screen display device(s), multiple locations for connection of AV source devices, and a resident DVD. All audio and video system equipment will be controlled via a touch panel control system.

#### **2.13.7 Paging System**

The building telephone system will be used as a paging system.

### **2.14 COMMISSIONING**

The state of Utah will hire a Commissioning Agent (CxA) as a part of the project team. The CxA will be engaged in the project from design development through construction and final training and be available to the owner through the one year warranty period, after substantial completion. The initial role of the CxA is to verify that the project design meets the Owners Project Requirements (OPR), as outlined in this document and subsequent owner documents, as well as the building systems Basis of Design (BOD). This will be completed through reviews of the construction documents at the design development and construction document phases of the project design. The CxA does not have the power to make or approve changes to the design, but they will suggest modifications and clarifications to be made to the project design, which will be coordinated and implemented by the project team.

The commissioning agent will also observe and track the installation of building systems to provide the owner verification that the building systems are installed and functioning efficiently and properly prior to building occupancy. According to the State of Utah Preamble for Commissioning, “The CxA is not to replace the design architect and engineers in verifying that the work is constructed per the plans and specifications. They are to supplement the efforts of the design team. Close communication and coordination between the design team, the CxA and DFCEM is required. It is the intent for the design team to continue to do both interim and final inspections noting items that do not comply with code or with the contract documents.”

#### **2.14.1 Commissioned Systems**

All courthouse facilities shall be commissioned as required in the State of Utah High Performance Building Standard. Each courthouse shall, at a minimum, have the following systems commissioned:

- Electrical systems
- Mechanical and plumbing systems
- Operable building control systems
- Audio and visual systems
- Telephone and data systems
- Building security systems
- Elevators and conveyance systems
- Lighting sensors and controls
- Refrigeration systems
- Emergency power generators and automatic transfer switching
- Uninterrupted power supply systems
- Life safety systems (fire alarm, egress pressurization, fire protection, smoke evacuation)
- Domestic and process water pumping and mixing systems
- Equipment sound control systems and testing
- Paging systems
- Renewable energy generating systems
- Building envelope

In addition to the above systems, the court security systems, emergency systems, and hardware systems will all be commissioned to guarantee the systems perform as designed.



## **3.0 Judicial Facility Security**

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Courthouse security is essential to the integrity of the judicial process and to the safety of courthouse occupants and users.

This section identifies items for coordination with the project architect, engineers, and design team. From a comprehensive security perspective, a court facility is unique. Three levels of security, requiring different types of access control, monitoring, and enforcement involvement are combined together in a single building. There will be a “public” level of security, a “judicial” level that restricts access to staff and judges by the public, and a “custody” level that is to be completely separate from the other two levels. Each level has increasing security demands and requirements.

### **3.1 SECURITY PLAN**

All court facilities in the state will have a written security plan on file with the Administrative Office of the Courts as required by the Judicial Council. These plans shall comply with Rule 3-414 of the Rules of Judicial Administration.

- 3.1.1** The required plan will address issues of security policy and responsibility, general procedures and staffing as well as anticipated design and technology requirements. It should provide for the uniform training of security personnel.

### **3.2 BUILDING SYSTEM IMPLEMENTATION**

The security systems that handle all three of the security “levels” will be installed as a single enterprise command and control system that will integrate the various elements of access control, alarm and duress monitoring, video surveillance, and voice communications. This integration will be IP-based and will follow the same requirements needed for the building’s voice and data structured cabling system. The security system equipment will therefore be sharing space with the IT and AV equipment in the same distributed termination rooms (communications, telecom, IT, etc) that are vertically stacked on each floor. In addition to these “satellite” equipment locations, a main security equipment location will need to be provided, preferably close to or in the primary control room where security operations and control will be performed by the court’s enforcement officers. The square footage requirement for the main equipment location is 30 – 35 square feet and the “satellite” locations will need 10 – 12 square feet per room.

### **3.3 ARCHITECTURAL ELEMENTS COORDINATION**

There are several architectural elements that have particular security involvement that deal primarily with entrances, exits, vehicle gates and parking, and after hours usage of the building. They are listed as follows:

#### **3.3.1 Public Entrances**

The main entrance to the courthouse shall provide enough room for the screening process. Consideration for the size and restrictive proximity distances between x-ray machines and magnetometers is required. Sufficient accessible space for queuing, space for those with and without items to be x-rayed, and room for officers to monitor and to “wand” is needed. A clear view of the entrance by the screening officers is essential.

#### **3.3.2. Public Exit**

Public exits placed in the same vestibule as the main entrance must have a physical separation, such as a floor to ceiling glass partition. There should be no physical contact between those entering and those exiting the building, and still within view of the screening officers.

#### **3.3.3 Public Emergency Exits**

These are exits not associated with the main entrance or are not in view of the enforcement officers, and are intended for use only in emergencies. There should be no more of these than required for life safety. These doors shall be locked from the outside with no external hardware. Delayed exit hardware on the door inside will allow free egress following a prescribed time delay. During this delay, alarms are being registered both locally at the door (audible alarm) and at the main security console. Video cameras will be positioned both inside and outside of each of these emergency exits.

#### **3.3.4 Courtroom Delayed Exits**

Doors that enter the judicial secure corridor from the courtroom are access controlled with card readers to restrict the public’s entrance to this part of the building. It may be required, due to room occupancy and life safety requirements, that at least one of these doors becomes an emergency exit. As with the public emergency exit, a delayed exit hardware device will be used. The card reader will override the delayed exit and attendant alarm for authorized judicial staff.

#### **3.3.5 Staff Entrances**

Staff entrances need to be considered as being accessed 24/7. The location of these doors in a new facility should consider several factors, like the proximity to lighted parking and building use by multiple agencies. These doors will always require an external card reader for access and then a separate code entry at a security keypad on the inside wall to disarm the intrusion detection system.

### **3.3.6 Multiple Agency Staff Entrances**

When multiple agencies (such as Guardian Ad Litem offices) are included in the planning for a new courthouse, staff doors that cause staff of these non-court agencies to access their offices through court employee designated areas can create risk management and accessibility issues including courthouse after hours security zone alarm problems. Every attempt should be taken to locate non court staff entrances for direct access after hours to their designated areas.

### **3.3.7 Judges' Secure Parking**

Secure parking for judges should be coordinated with their judicial entrances, and located close to the building. This parking should be a separate, privacy fenced-in space and accessed with a fully secure roll up or side roll gate. Gates are controlled by card reader and main control room operation with installed cameras and intercoms.

### **3.3.8 Staff Parking**

The parking areas for court employees shall be access controlled and entered through single arm gates with card readers. Intercoms at these gates are discouraged to limit the amount of "security" traffic at the main security console by folks who have forgotten their cards or don't have them.

### **3.3.9 Deliveries**

Security for delivery access is determined by the proximity of the trucks to the building. When deliveries are made inside the staff parking area, an intercom and remote gate opening would be needed to allow access to non authorized drivers. This would automatically alert the court security forces of an impending delivery. A second intercom is located at the dock location. This second intercom will be connected directly to the person responsible for deliveries. If deliveries are made directly to the building dock, bypassing the staff parking security gate, only the dock intercom is needed. The intercom should have a sign indicating that this is for deliveries only to eliminate most other nuisance calls. Deliveries should be discouraged in staff parking areas.

### **3.3.10 After Hours Access by Non Staff Persons**

Sometimes after hour appointments are made with non-staff visitors. Locating an intercom, as described for deliveries, outside a particular staff entrance would provide communication to the appropriate people inside the facility. These non-staff visitors would then be let in and escorted by the appropriate staff on site.

### **3.3.11 Vehicle Sally port for Prisoner Transportation**

The vehicle sally port is a fully enclosed building area constructed such that traffic is drive through, one way only, with no back up required. Overhead doors shall be used for both entrance and exit, sized in width and height for the expected mode of transportation. Accommodations for bus sized transports shall be provided in courthouses with four or more courtrooms, including expected growth potential. The sally port exit shall have vehicle sensors in the pavement outside for exiting vehicles to initiate closure of exit doors. The entrance shall be accessed by one of two ways. Card

readers shall verify authorization for those officers normally assigned to the courthouse with cards. An intercom and camera shall be installed for those without cards that will allow identification by the main security console operator who then operates the doors manually. The entrance and exit overhead doors, as well as any other perimeter man doors entering the sally port or holding areas, are all interlocked, thus restricting usage to one door being open at a time.

### **3.3.12 Secure Parking for Prisoner Transportation Vehicles**

Upon exiting the vehicle sallyport, the transportation vehicle can either leave the courthouse property or park in a secure parking area that is physically separated by structure and/or fence from all public parking and building grounds. Similar to the sally port, this area will again have a singular entrance and exit, controlled by card and/or intercom. Once inside the secure parking area, the transportation officers will then be able to enter the vehicle sally port through a man door using the same manner of authorization, either card or intercom.

### **3.3.13 Security Control and Equipment Rooms**

A main security control room shall be provided in the immediate area of the vehicle sallyport and the interior holding cells, with line of sight vision to all areas. This control room shall serve as the master of operations for all security technologies and any subsequent remote control stations located elsewhere in the courthouse. It is expected that officers will be a constant presence in this control room. A second control station, networked to the master station, shall be located at the main courthouse entrance screening area.

## **3.4 ALARM SYSTEM, INTRUSION AND DURESS**

This the first of several sections that define the individual elements of the overall security system: security alarms, access control, video surveillance, intercom, and electronic integration. Each of these elements will be dealt with separately, but keep in mind that all these systems will be integrated into a singular system operation, allowing the security officer to operate through a single control screen.

This security element is intended to provide alarms for unauthorized entry to the building after hours and functions in the same manner as a home burglar alarm system. When armed, door contact switches, motion detectors, and glassbreak sensors are used to detect and send alarm information to responsible parties, usually via telephone lines or data links.

### **3.4.1 Door Contact Sensors**

Sensors are installed on all perimeter doors, including outside doors on mechanical and electrical rooms. Door sensors are either 24/7 or “disarmed” depending on the door usage. Doors used on a regular basis during business hours will be disarmed. Generally unused doors, like the mechanical and electrical rooms, are always armed and will notify the enforcement officers of service entrance situations. All door switches are to be installed in the door frames (concealed) or integral to the door hardware.

### **3.4.2 Motion Detectors**

The intent of a motion detector is to provide a second layer of intrusion detection in addition to the door and window alarms. And if the threat exists, they can be especially useful for anyone hiding inside the building waiting for everyone to go home. However, motion detectors can present challenges for after hours presence by authorized staff and judges. Several strategies ought to be considered when deploying motion detectors, such as which areas should be disarmed and which areas should remain actively armed, automatic arming of the system based on time, and whether the constant entering of codes to arm or disarm is necessary.

### **3.4.3 Glassbreak Sensors**

These sensors are ceiling mounted, single gang faceplate type devices located in all first level spaces with ground accessible windows. These sensors are always armed (24/7), and alarms will always be sent to the security control screens. When the building intrusion system is armed, any and all alarms from any detector will be sent via the telephone dialer to responsible parties off site.

### **3.4.4 Duress Switches**

These manually operated switches are located in various places for the protection of staff and judicial personnel. In general, these location are anywhere court staff and the public interact, including but not limited to all public counters and reception desks in individual department suites. For courtrooms, switches are installed at the judge's bench and the clerk's bench. Judicial chambers and associated staff locations also have duress switches. All these switches are hard wired and permanently mounted to the underside of countertops and desktops. Wireless switches may be considered where hard wiring is not convenient or feasible. Activation of these duress switches causes a signal to be sent immediately to all the security control screens. The alarms alert the enforcement officers to the location of the duress situation with specific tones, flashing icons on the control screen floor plan, and camera video being called up automatically and displayed on the adjacent monitor screen. For courtroom duress, the audio signal from the sound system in the courtroom is also sent to the security control screen workstation area and heard through the master intercom station. This allows the officers to both see and hear what's going on before entering. The wired switches are a "hold-up" type that latches and requires an extra action at the switch to reset it.

### **3.4.5 Wireless Duress - Staff Locations**

Where staff personnel are working without a permanent station or in transitional offices, wireless switches with hard wired receivers mounted above the accessible ceiling are provided. These areas would include any court-designated office, such as probation and pre-trial.

### **3.4.6 Basic Alarm System Hardware**

The main panel shall be a standard type of central station-monitored alarm panel. The panel is required to interface and transmit alarms and control information using open architecture serial based data communication with the overall system integration hardware and software. The panel shall have a minimum of eight partitions and support both hard wired zones and addressable device zone wiring.

### **3.5 ACCESS CONTROL**

Access control is used to keep separate the three security levels – custody, judicial/staff, and public – and allow free access to those persons with authorization. Perimeters are to be established for each of these areas, with all door or access entrances controlled. The control of doors in the courthouse includes both card reader technology and manual door control from a security console, depending on the security level.

#### **3.5.1. Public Level Access**

Public entrance into the courthouse is provided through the screening process at the main entrance. There is an established physical boundary between the general public outside the courthouse and those who have been screened, with all public exits from the building being free egress. All exits are monitored by the security system. The public doors for entrance and exit have electrified hardware, ADA required automatic openers, and the locking function is controlled by the main access control system using both manual command and/or time and calendar programming.

#### **3.5.2. Judicial/Staff Level Access**

This perimeter is only for authorized persons, or those escorted by authorized persons. Access into this level from the public area is granted by card readers for staff or by passing through a controlled reception area. Card reader technology is used primarily in the public and judicial/staff areas and is intended to function independently and provide “automatic” operation of doors to authorized people.

#### **3.5.3. Custody Level Access**

Access into the custody level is allowed at very few locations, as it is the most secure. The only point where public and judicial/staff security levels interact with the custody level is in the courtroom, when those persons in custody are escorted from the adjacent holding cells into the courtroom. Primarily, remote manual door control is the method of access in the custody level. This requires a control officer to first determine the validity of a person’s entrance or exit and to then perform a manual action before any access is granted.

### **3.6. CARD READER CONTROLLED DOORS AND GATES (ALL LEVELS)**

#### **3.6.1. Cards Readers**

Provide proximity type readers, both wall and mullion mounted for interior applications, with a maximum read distance of five inches. Readers for vehicles shall have a maximum read distance of 10 inches. Card readers shall be hard wired to the nearest termination room on the same floor for connection to a networked door controller.

### **3.6.2 Door Status Monitoring**

The system monitors the status of the door – open or closed – using an installed contact switch in the door frame. Door status monitoring is required on all holding cell doors and all doors in defendant-in-custody paths of travel. This switch shall be a concealed type with an opposing magnet in the door. The status of the door is required by the access control system to monitor two alarm conditions. A “forced door” alarm will be sent if the door opens without an authorized signal sent (card or remote switch) and a “door ajar” alarm will be sent if the door is propped open and/or remains unsecured.

### **3.6.3 Request To Exit Function.**

Hardware must be provided to override a “forced door” alarm when someone exits through an access controlled door. This is a simple switch closure provided by a mechanical switch integrated as part of the exit hardware or crash bar.

### **3.6.4 Access Control System Panels.**

The access control system shall be a full-featured, credential-based control application delivered as a network appliance. The system’s architecture shall be fully distributed and shall exist either as a stand alone system component capable of interfacing digitally and being completely compatible with the integrated enterprise command and control system or being an actual part of the integrated system itself. The access control system shall have the following features:

- Built-in OBDC compliant database for personnel profile information
- Photo ID capability with video verification
- Interface with elevator for status and control
- Integration with common alarm panels for disarm on access
- Interlock and global “lockdown” functions
- Custom report generator
- Card format decoder to discover unknown card formats

### **3.6.5 Manual Door Control**

A single master brass key should be created for each judicial facility. This key shall be a restricted patented key system, which requires an authorized signature for replication. This key will be a manual override for electronically controlled hardware and devices throughout the facility as well as an additional level of control for the custody level.

In the custody level, electronic door control, card reader technology and manual door control shall be used.

- Holding cells. Holding cells are located at both the immediate entrance into the building connecting to the vehicle sallyport in a collective area and adjacent to each courtroom. The courtroom holding cell doors will be key locked, requiring an officer to be at the door when it is used. The cell doors in the collective holding area for the court building shall use electronic door control.

- Where the court facility is co-located with a secure holding facility (such as a county jail), both electronic and key door control shall be provided at the courtroom area holding cells.
- Movement doors (corridor, vestibule, sally port type). Depending on their proximity to the outside, these doors may or may not be controlled with remote electronics. Multiple security perimeters are set up in the custody level, with the perimeter doors closest to the outside being the most secure and requiring an officer at the main security console to open the door remotely. All sally ports, man traps, or sequential doors offering a free path through more than one door will require interlocks. Doors requiring remote electronic control by a control officer are supported with intercom communication and video surveillance, so the control officer can verify situations before opening the door.
- Card reader use in custody level. Cards readers can be used in the Custody level as long as they are supported by an additional perimeter of doors under electronic manual control
- Courtroom holding area vestibules. The holding cells are key locked, but the holding area vestibule doors can use card readers with an interlock function included. The courtroom holding cells and area are supported with intercoms and video surveillance cameras.
- Electronic door control system hardware. The system panels controlling the custody level doors shall be comprised of either relay panels or PLC input/output boards capable of communicating with the enterprise command and control system server and software. Discrete wiring is required to the locking hardware requiring relay type connections and control.

### **3.7 I INTERCOM**

Two-way communication between wall mounted field stations and the master stations is used in the custody security level for support of door control and activity awareness, and at locations on site where visitor access is granted from central control.

#### **3.7.1 Features**

**Call in.** Pushing the call button registers a call, requesting a response from the main security officer. This officer can choose to cancel the call or respond to it by selecting the remote station from the control screen. Once selected, the officer can respond using a push-to-talk button.

**Monitoring.** The officer can monitor the audio at any remote intercom station at any time by selecting the remote station. Exception: Audio from the courtrooms is monitored duress situations only.

**Location.** Field intercom stations shall be located at all places where assistance from the main security officer may be required. Ceiling mounted speaker stations are installed in holding cells to allow the monitoring function.



### **3.7.2 System Hardware**

Field stations. Provide heavy duty brushed aluminum or stainless steel faceplates, 11 AWG. Intercom stations shall be weatherproof, vandal resistant, and mounts on a two gang deep electrical box with adapter ring.

System equipment. Intercommunications system shall be an IP based communication network using a standard 10/100BaseTX ethernet network connection. System shall be capable of field station selection via the enterprise command and control system software and control screens.

Telephone/intercom station. This is a specialized intercom station for use where pushing the “Call In” button initiates the dialing of a pre-programmed telephone number of specific staff such as for deliveries. The station shall be heavy duty brushed aluminum or stainless steel faceplate, 11 AWG. Cabling for this intercom station is not IP based and shall be connected directly to the telephone board and facility telephone switch network.

## **3.8 VIDEO SURVEILLANCE**

This security system element shall be an IP based video system for direct interface to the IP based enterprise command and control system to allow video management of all live and captured video via the control screen and the coexistent viewing of selectable video views on additional video monitors at the control workstations.

### **3.8.1 Cameras**

All cameras shall be low light color, using megapixel and h.264 compression technology. They are to be housed in tinted dome type assemblies suitable for both ceiling and wall mounting. Generally, most of the cameras installed inside the building will be fixed view. At select locations, for better officer observation, pan, tilt and zoom cameras will be installed. Cameras installed outside on the perimeter and in the parking will have environmentally controlled dome assemblies. Camera locations shall be coordinated with the courts personnel during the design process, following the guidelines within this document.

### **3.8.2 Camera Locations - Public and Staff Areas**

Cameras will be installed inside the building to view all entrances and exits, security screening and checkpoints, public counters, reception desks, any locations with a duress button, and inside all elevators. Virtually all interior public areas will be monitored. At all “emergency exit only” or “delayed exit” doors, there will also be an exterior camera viewing the exit. Courtrooms will have two security cameras, one viewing the bench from the main gallery and the second viewing back into the gallery from the front of the courtroom. There will be general camera viewing of the secure corridors in the judicial and staff areas as well as the secure parking for both staff and judges.

### **3.8.3 Camera Locations - Custody Areas**

The custody security areas will have extensive video surveillance coverage. Not because line of sight will be obstructed, but more for the capturing and recording of all events taking place. Starting with the secure parking and transportation gates, fixed exterior cameras will view the entire course approaching the vehicle sally port, all card reader/intercom stations and both entering and exiting the overhead doorways and perimeter man doors. Interior-fixed cameras will view the inside of the sally port, the movement entrances and corridors, secure vestibules, transport stairwells, and all intercom locations. The intent is to have a camera view of at least 90% of the custody level areas. Heavy duty, vandal-resistant cameras will be installed in the holding cells and custody transport elevators.

### **3.8.4 Video Associations**

Video cameras will be installed in association with all intercom and duress locations. When any remote intercom station is selected by the officer in charge, the camera associated with that intercom will be automatically selected and displayed. The camera is not “called up” when the call in button is pushed, only when the officer selects the intercom station. This keeps the officer in complete control of the intercom and camera activations. When a duress button is activated, the video camera(s) associated with the button location are also automatically selected and displayed. In the case of the courtroom duress locations, audio from the courtroom is also automatically selected and heard on the intercom system.

### **3.8.5 Control Room Functions**

The main control room will have a maximum of four LCD flat screen video monitor screens per control officer, 24 to 28 inches diagonal, for viewing selected camera views. The video management features of the enterprise system shall allow the option of configuring various combinations of camera views and placing these multi-screen combinations on the various monitors, manually selecting any camera for full screen viewing, and reviewing previously recorded images. Manual selections can be made by “clicking” on the actual camera location on the floor plan display or by selecting an associated intercom station, which will open the audio channel for monitoring and display the camera view of the intercom location automatically. No keyboard entry or camera number memorization shall be required.

### **3.8.6 Digital Recording**

IP based camera systems have significant advantages for the capture, storage, and downloading of all recorded camera views. All cameras will remain active 24/7. The actual capture and storage of recorded material will be programmable. The use of megapixel camera technology will enhance the “forensic” analytics available for the reviewing of recorded material and zooming in for very acceptable detail.

### 3.8.7 Network Video Hardware

Provide a video management system (VMS) comprised of both hardware and software. Hardware shall be a network appliance/server providing the following features:

- Up to 16TB storage capacity per server
- Up to 128 channels per server (camera inputs)
- Flexible scalability
- DVD/RW drive on all systems
- Simple and flexible IP camera licensing
- RAID-5 capable
- iSCSI storage integration

Software shall have the following features:

- Be fully functional with Windows, Linux, and Mac clients
- PTZ camera control
- Supports megapixel and h.264 cameras
- Multi-camera playback and export
- Pre/post-alarm recording
- Event search and event monitoring
- Enterprise multi-level mapping and user setup
- Web server management for both live and recorded video

## 3.9 ENTERPRISE COMMAND AND CONTROL INTEGRATION

The integration of the security elements previously discussed into a single point of operation, monitoring and control for the law enforcement officer is approaching a more streamlined and coherent solution using IP based technology. Heretofore this integration was disparate and lacked interoperability using various types of communications and interfaces. Using a network architecture brings the converging world together onto a singular, open platform.

### 3.9.1 Integrated System Architecture

The integrated system shall be a distributed IP network appliance architecture with a central controller/server and multiple remote network nodes. These distributed network nodes place the termination of field cabling closer to the field sensors and devices. The system architecture shall be truly open and scalable. A truly open platform means no single reseller or manufacturer. It shall be scalable for the sake of standardization of the same equipment from small to large system applications. The IP network of ethernet switches and security network appliances will use a separate backbone cabling system than that of the primary building LAN system.

### 3.9.2 Integrated System Hardware

The central controller shall act as the server to the security network with an embedded software suite including web server, ODBC compliant database management system, and embedded application software. The distributed network appliances or nodes shall provide for the actual termination of wiring and devices.

### 3.9.3 Operation

The integrated security system shall be operated via a standard web browser and custom screen layouts for the management of all the different security elements. The graphical configurations shall incorporate all element devices into a single GUI for a single view of all systems for a particular segment of the building.

### 3.9.4 Control Function

#### 3.9.4.1 Door Alarms

All doors assumed by the law enforcement officers to be locked and secure shall have a contact indicator switch installed and be identified with an icon as a “monitored door” on the floor plan control screen. When a door becomes insecure, an alarm shall sound along with a visual indication of the icon. The alarm’s audio signal can then be silenced, but the visual alert will remain flashing until the door becomes secure again and the “reset” function is used.

#### 3.9.4.2 Intercoms

All intercom station and/or speaker locations (main holding cells) shall be identified with a specific icon. Selecting this icon (mouse click) shall provide immediate operation of the monitoring (listen) function. The “Push to Talk” function on the desk mounted master station shall allow two way communication. No handsets will be permitted. Court audio shall be heard only when the duress buttons in the court are activated.

#### 3.9.4.3 Duress

All wired duress button locations and wireless duress receiver locations shall be identified with specific icons located geographically on the control screen floor plan. Activated duress alarms shall provide an immediate, overriding alarm with both tone (distinctive from all other tones) and flashing visual indication of the screen icon. The tone can be silenced, but the alarm cannot be reset and cleared until the duress switch is locally reset.

#### 3.9.4.4 Intrusion Detection

Alarms from glassbreak sensors shall annunciate as a separate icon representing a particular detection zone of the first floor. Door switches and/or motion detector alarms generated in the building shall send alarm information to the main enterprise system only when the particular area is “armed.” Only a general text message on the main control screen is necessary as off site notification is already in process through the intrusion control system’s dialer.

#### 3.9.4.5 Custody Detention Grade Doors

All doors in the custody security level area shall be identified with icons showing the door and lock status. This includes both the doors that are operated by the officer from the main control screen and any door that is operated using a card reader. For those doors controlled from the main security control screen, selecting the door’s icon will release the lock which will immediately change the door status indicators and provide access.

#### 3.9.4.6 Card Access System Alarms

All card access door locations shall be identified with icons on the floor plan. Alarms generated by the access control system shall be indicated by a flashing change to the specific door icon and shall identify type of alarm being generated; “Door forced” or “Door ajar.”

#### 3.9.4.7 Video Cameras

All camera locations shall be indicated on the floor plan control screen. Selecting any camera icon will immediately “call up” video from that specific camera and display it on a designated call up monitor.

#### 3.9.4.8 Special Function Buttons

In addition to the device and door icons located geographically on the floor plan, there are to be other special function buttons that control system wide or “global” operations. These buttons are described as follows:

**Silence and Reset.** The “silence” button will turn off the audible tone for all alarms allowing the officer to respond and take care of the situation without the sound continuing. The visual flashing changes in the alarm icon will continue however, until the “reset” button is used. If the reason for the alarm has not been reset or remedied at the local point of initiation, such as closing the door or resetting the duress button, the alarm will again sound and flash. Once the alarm has been taken care of locally, using the “reset” button will return the screen back to normal.

**Swing Function.** The priority level of control between the master control screen and any distributed remote screens in the building is such that the master has all functions, controls, and annunciators enabled, whereas the remote screens, being more publicly located, will have limited functionality. The swing function allows the shifting of all functions and control between the master and the remote station for temporary purposes, either for convenience or in the case of emergency where the master control has been compromised. This is a function of the master control station only and the button will only be found on the screen at that station.

**Interlock Override.** In the custody security level, doors that may be open at the same time, and thus offer a free path to freedom, are “interlocked”, meaning that only one door can be open at a time. But there may be circumstances where both doors need to be open, such as bringing in a ladder for instance. The interlock override button will allow both doors to be opened, but with a tone and button indication on the control screen that cannot be silenced or ignored. Having both doors open is strictly a temporary thing and should not be left unattended or forgotten.

**Lockdown.** The “lockdown” button, when used, will override the function of the card readers on the access control system and cause pre-selected card readers to go “blind.” These doors will no longer respond to any card. The control of these doors now resides with the master control officer and this is the only time that the officer has any control over any card reader controlled door in the building.

**Custody Elevator Control.** The elevators in the custody level will be card access controlled through an interface with the actual elevator control system. Elevator status and control is made available to the main security system via the access control system element and gives the complete and singular control of the elevator's movement to any floor and the opening of the doors to the officer at the master control station of the elevator's movement to any floor and the opening of the doors.

## 4.0 Court Facility Types and Roles

### 4.1 SUPREME COURT AND COURT OF APPEALS

#### 4.1.1 Utah Supreme Court Role

*The Supreme Court is the “court of last resort” in Utah. The court consists of five justices who serve ten-year renewable terms. The justices elect a chief justice by majority vote to serve for four years, and an associate chief justice to serve for two years.*

*The Supreme Court has original jurisdiction to answer questions of state law certified from Federal Courts and to issue extraordinary writs. The Court has appellate jurisdiction to hear first degree and capital felony convictions from the District Court and civil judgments other than domestic cases. It also reviews formal administrative proceedings of the Public Service Commission, Tax Commission, School and Institutional Trust Lands Board of Trustees, Board of Oil, Gas, and Mining, and the State Engineer. The Supreme Court also has jurisdiction over judgments of the Court of Appeals by writ of certiorari, proceedings of the Judicial Conduct Commission, and both constitutional and election questions.*

*The Supreme Court conducts sessions regularly at the Matheson Courthouse in Salt Lake City, but the Court may sit in other locations occasionally.*

*The justices are assisted by law clerks, staff attorneys, a Clerk of the Court, and a staff of legal secretaries and front office clerks. Law clerks are recent law school graduates who do legal research on issues before the court. The staff attorneys screen the cases to be heard by the court and the Clerk of Court is responsible for processing legal matters filed with the court.*

*The Supreme Court also adopts rules of civil and criminal procedure and rules of evidence for use in the state courts and manages the appellate process. The Court also governs the practice of law, including admission to practice law and the conduct and discipline of lawyers. <http://www.utcourts.gov/courts/sup/>*

#### 4.1.2 Court of Appeals Role

*The jurisdiction of the Court of Appeals is complementary to that of the Supreme Court. The Court of Appeals hears all appeals from the Juvenile and District Courts, except those from the small claims department of a District Court. It also determines appeals from District Court involving domestic relations cases, including divorce, annulment, property division, child custody, support, visitation, adoption and paternity, and criminal matters of less than a first degree or capital felony. The Court also reviews appeals of administrative proceedings by state agencies including the Utah Industrial Commission and the Department of Employment Security Career Service Review Board. It also has jurisdiction to hear cases transferred to it by the Supreme Court.*

*Court of Appeals sessions usually are conducted in Salt Lake City, but the Court travels several times per year, holding court in different geographical regions of the state. The Court sits and renders judgment in rotating panels of three Judges. It is prohibited by statute from sitting en banc (all seven members at once).*

*The Judges are assisted by the Clerk of the Court, central staff attorneys, law clerks, legal secretaries, and deputy clerks. <http://www.utcourts.gov/courts/appell/>*

### 4.1.3 Supreme Court and Court of Appeals Facilities

Both the Supreme Court and the Court of Appeals require unique courtroom and support spaces. In addition, there is only one dedicated Supreme and Appellate Court facility in the state of Utah, which is in Matheson Courthouse. As Matheson was constructed in 1998 and will remain in service for these court processes for the next half century and beyond, there is not a foreseeable need to construct a new facility for either of these court functions. As such, the space requirements for these courts will not be addressed in detail in this document.

## 4.2 DISTRICT COURT

### 4.2.1 District Court Role

*The District Court is the state trial court of general jurisdiction. The District Court has original jurisdiction to try civil cases, criminal felonies, and certain misdemeanors. In addition, the Court serves as an appellate court to review informal adjudicative proceedings from administrative agencies. <http://www.utcourts.gov/courts/dist/>*

### 4.2.2 District Court Facilities

District courthouse facilities house a number of court related programs in addition to the courtrooms and courtroom support spaces. The following list is an example of the programs and spaces required in a typical district court facility.

- Building entry and lobby
- Security station
- Courtroom waiting
- Courtroom(s)
- Judicial office and support
- Clerk's office and support
- Court programs, offices and support
- Secure holding and circulation
- Building security and operations support

The list above is not inclusive of all programs that may be located in a district court facility. An architectural and building program will include all building programs and support spaces required by an individual district court. This program should be created with input from the appropriate local court representatives to ensure all necessary programs are included and adequately addressed.



## 4.3 JUVENILE COURTS

### 4.3.1 Juvenile Court Role

*The Juvenile Court is a court of special jurisdiction. The Juvenile Court is of equal status with the District Court.*

*The Juvenile Court has exclusive original jurisdiction over youths, under 18 years of age, who violate any federal, state or municipal law, and any child who is abused, neglected or dependent. The court has the power to determine child custody, support and visitation in some circumstances; to permanently terminate parental rights, and to authorize or require treatment for mentally ill or retarded children. The court may also place children under the supervision of the court's probation department; place children in the custody or care of foster homes, group homes, special treatment centers, or secure institutions. The Court works closely with the Office of Guardian ad Litem on cases involving abuse, neglect or dependency.*

*The Juvenile Court, unlike other state courts of record, administers a probation department. Probation officers prepare dispositional reports, supervise youth who have been placed on probation by the Court, conduct evaluations, and submit reports on the progress of each juvenile. A clerical division prepares the legal documents and maintains the official court record.*

*All appeals from the Juvenile Court are heard in the Court of Appeals. <http://www.utcourts.gov/courts/juv/>*

### 4.3.2 Juvenile Court Facilities

Juvenile court facilities are very similar to district court facilities, with the addition of probation. The following list is an example of the programs and spaces required in a typical juvenile court facility.

- Building entry and lobby
- Security station
- Courtroom waiting
- Courtroom(s)
- Judicial office and support
- Clerk's office and support
- Probation offices and support
- Court programs, offices and support
- Secure holding and circulation, per Rule R547-7 and R547-3 for juvenile holding
- Building security and operations support

The list above is not inclusive of all programs that may be located in a juvenile court facility. An architectural and building program will include all building programs and support spaces required by an individual district court. This program should be created with input from the appropriate local court representatives to ensure all necessary programs are included and adequately addressed.

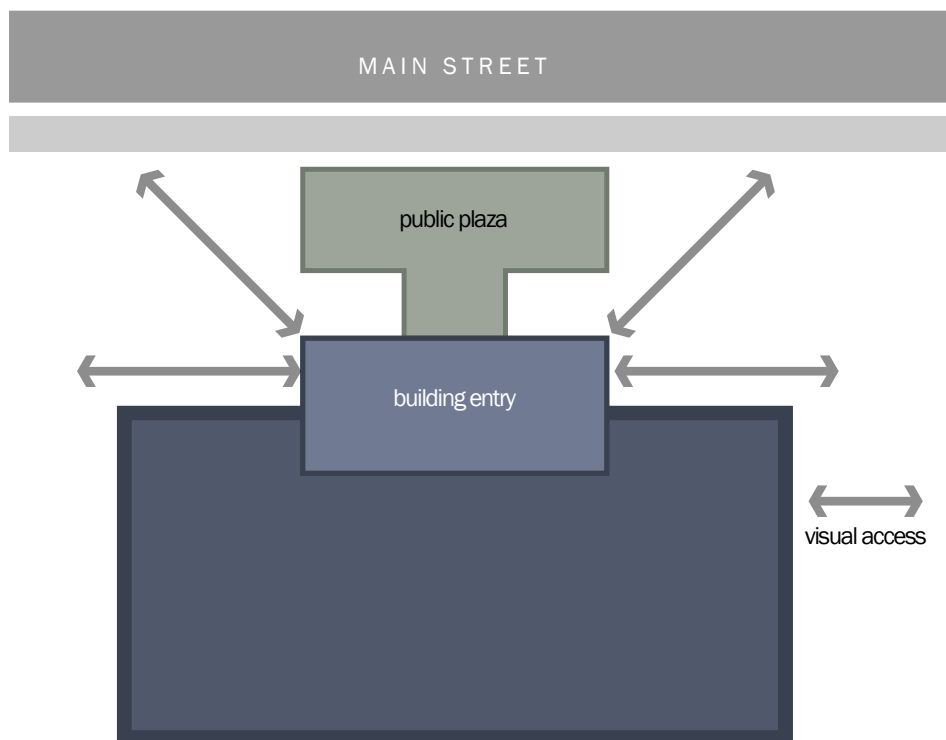
There are a number of existing court facilities that house both juvenile and district court programs in a single facility. Where this occurs, the architectural program shall outline the space and program needs associated with both juvenile and district courts as well as define any shared support spaces.

## 4.4 DEPARTMENT ADJACENCY REQUIREMENTS

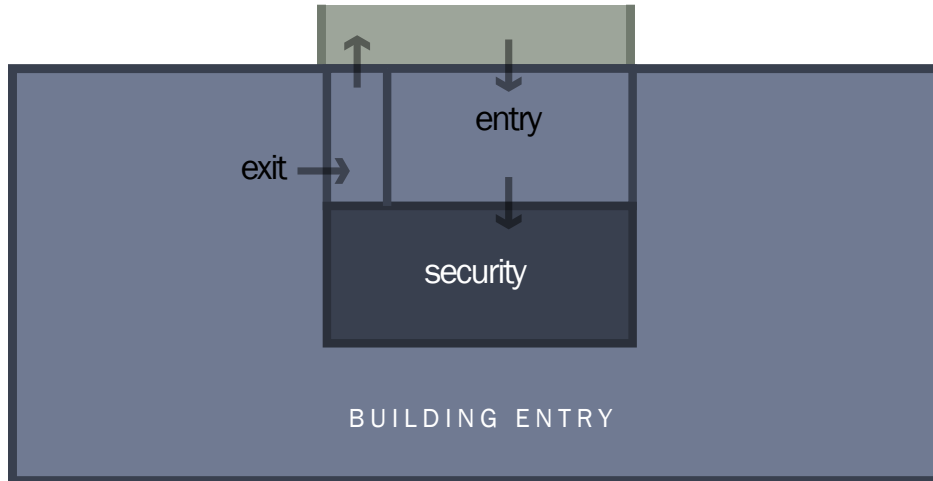
### 4.4.1 Basic Adjacency Requirements

Because both district and juvenile court facilities have similar programs, and both facility types function in a similar manner, similar adjacency requirements exist for these judicial facilities.

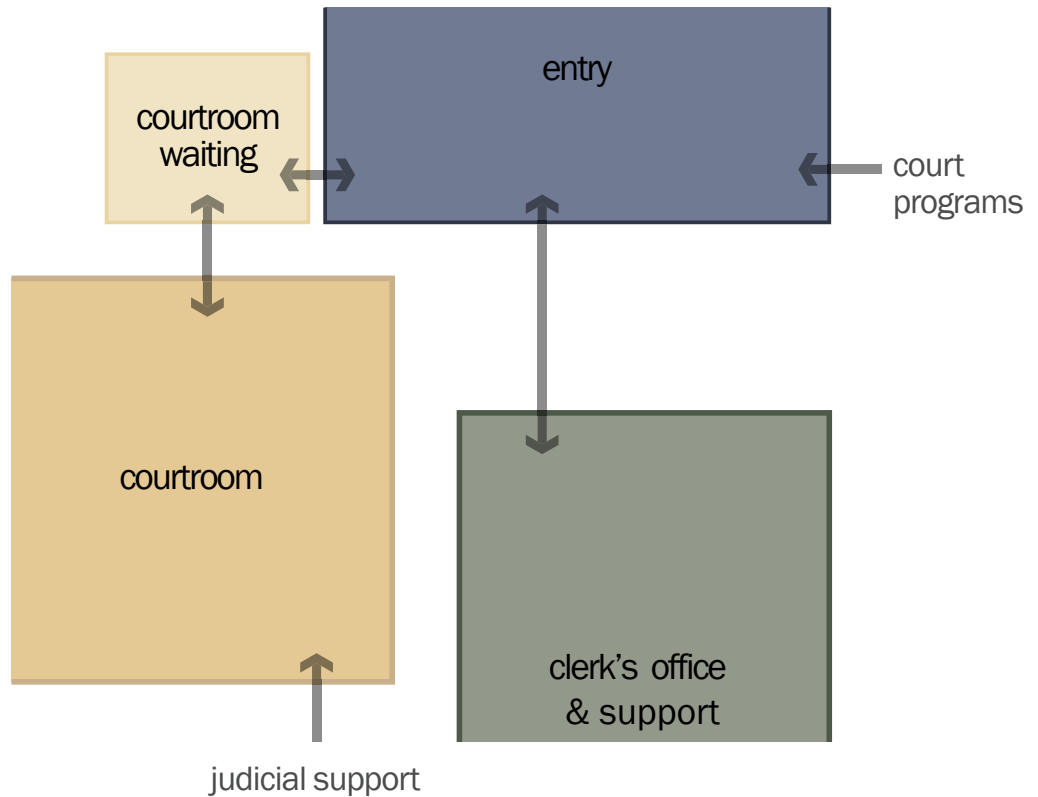
The first requirement is that the building entry and lobby be prominently located so that the general public has both visual and physical access to the entry from the main streets and parking areas. [public]



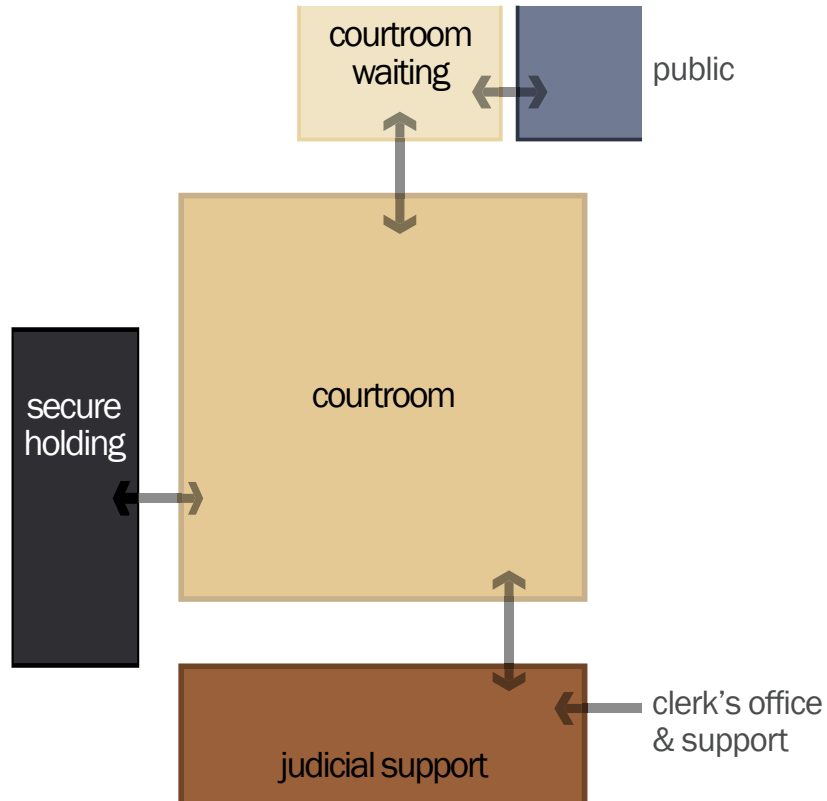
Building security shall be located immediately within the building entry to ensure all who enter the facility are adequately screened. [public]



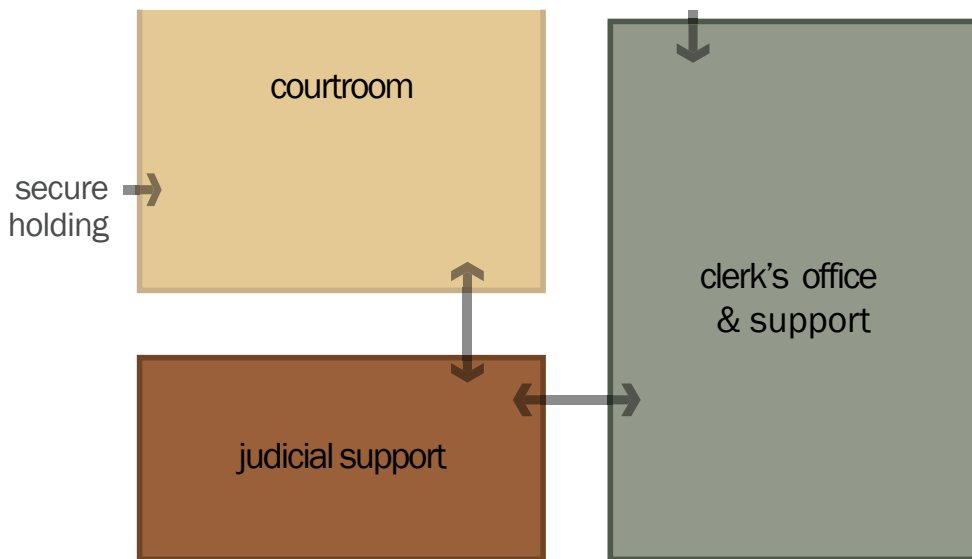
Courtroom waiting should be both visibly and physically accessible directly off the building entry. [public]



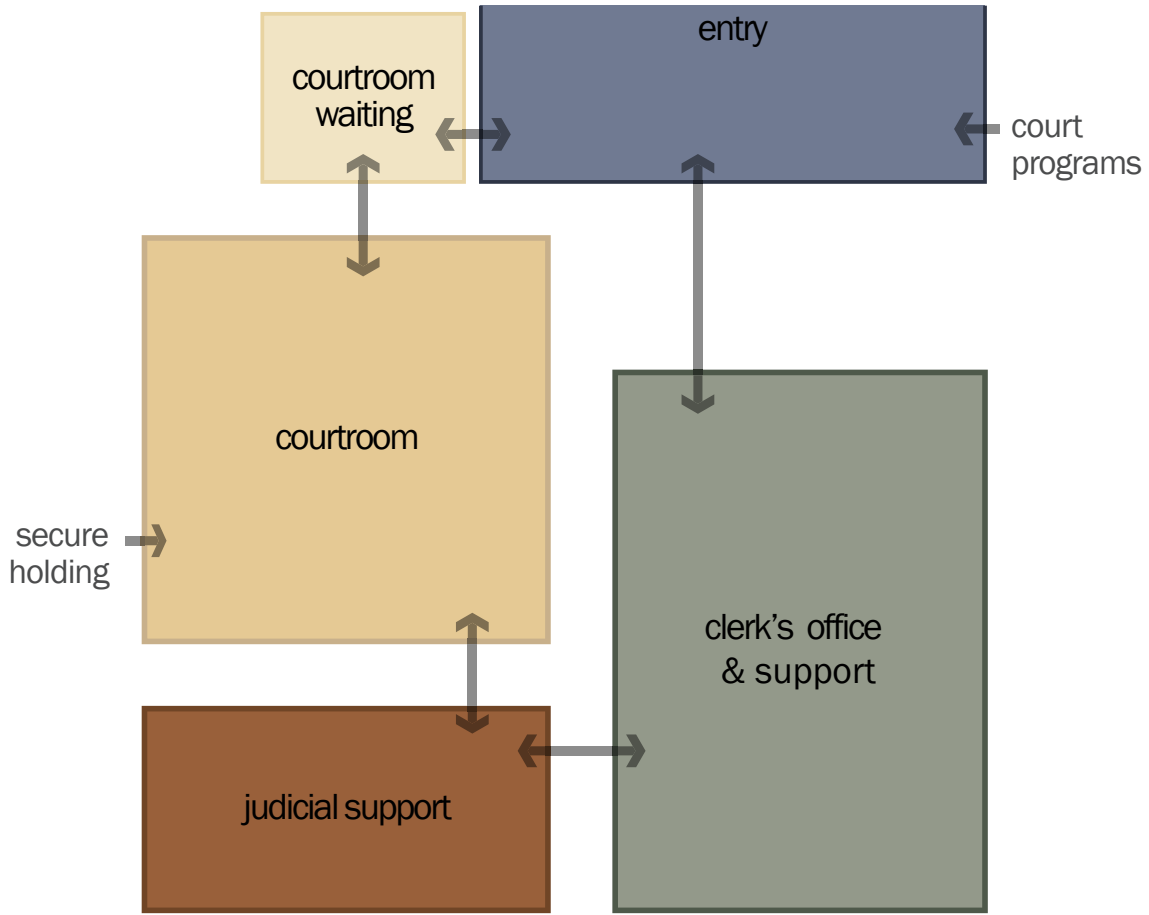
Courtrooms should be near courtroom waiting as well as adjacent to secure prisoner holding and near judicial support areas. Courtrooms are a key interface between the public and secure areas of a court facility. [interface]



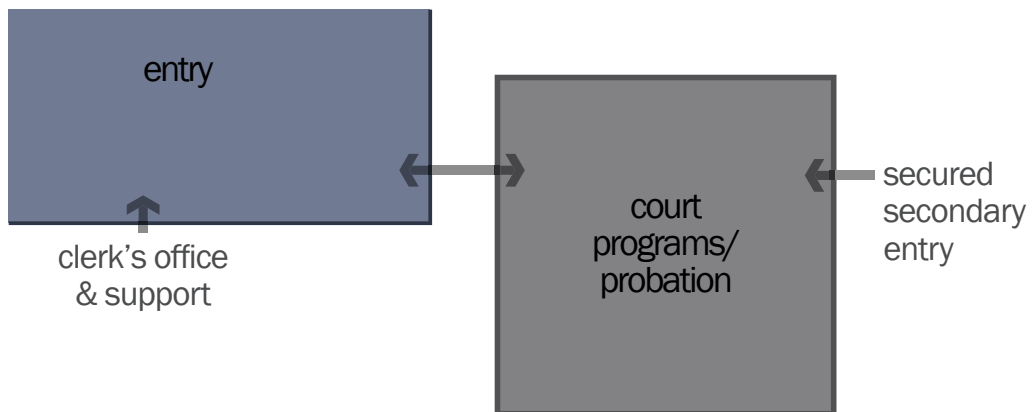
Judicial office and support shall have convenient access to the courtrooms as well as have access to the clerk's area as well as court programs, offices and support spaces. [secure]



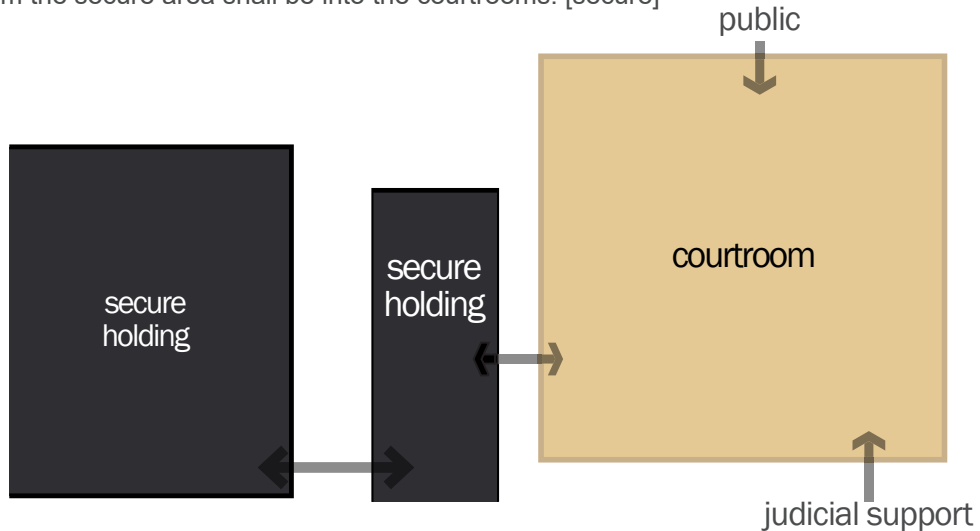
Clerk's office and support as well as court programs, offices and support spaces should be located to provide access from the public areas as well as access from the secure areas of the facility. [interface] [secure]



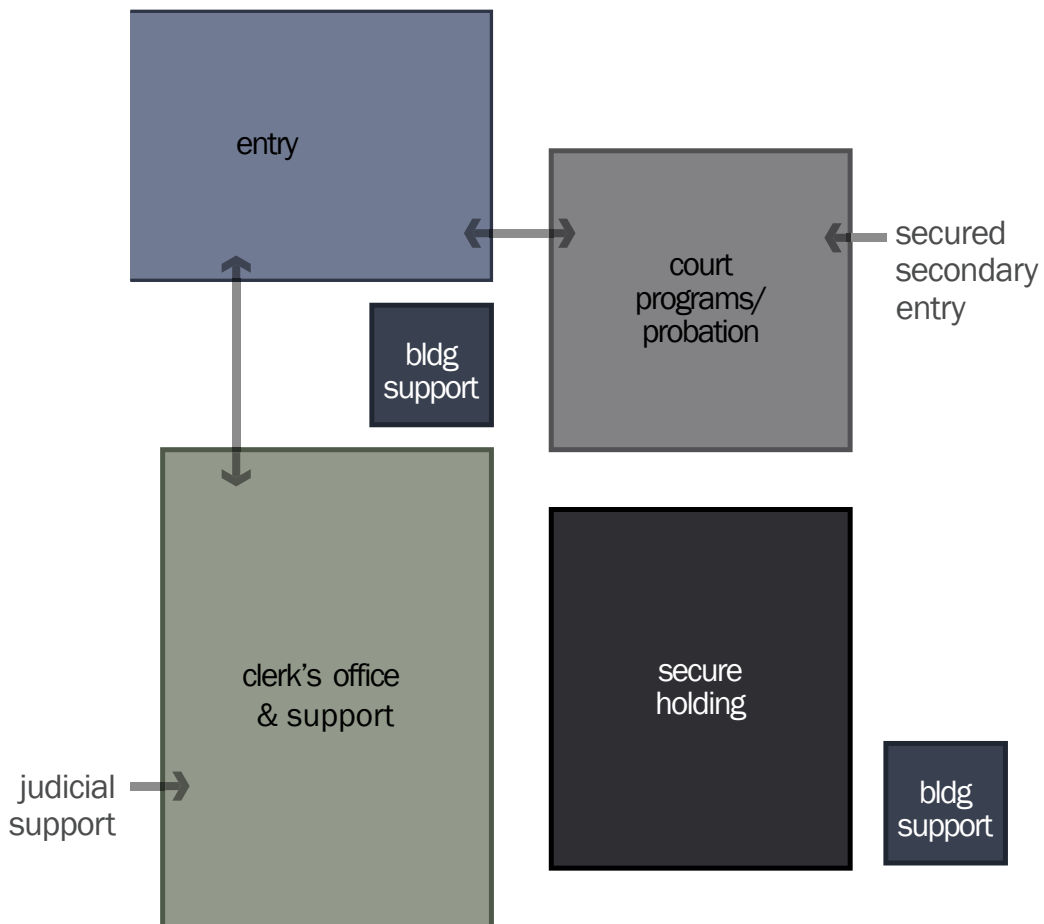
Probation and other court programs should be accessible from the main building entrance. Probation does not need any interface with the courtrooms, judicial support or secure holding and circulation areas. [secure]



Secure holding and circulation shall be separated from all other building areas. The only direct access from the secure area shall be into the courtrooms. [secure]



Building security shall be located within the entry lobby as well as in the secure holding area. Building operations support should be accessible from the public entry, but should be located away from court programs and office areas and near service access areas. [secure]



## 5.0 Judicial Facility Space Standards

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This section provides an extensive (though by no means all-inclusive) list of court-related spaces and defines key design criteria for each. The information is divided into the major categories of:

- Space and occupant type
- Space usage characteristics
- Key architectural design features
- Functional system requirements, including lighting, mechanical, controls, etc...
- Audio / visual Systems
- Security systems and requirements

The criteria outlined in this section should be observed in all courthouse design projects in the state unless specific exemption is provided by the AOC in writing. These criteria should be understood as minimum requirements.

The following courtroom and support space standards for the State of Utah reflect optimal standards for court set configuration. Various elements of the court set may be modified in accordance with local courtroom practices as there is no single courtroom design that is best suited for every jurisdiction. In general, however, the courtroom design must contribute to the effective administration of justice, convey an appropriate sense of decorum and be sufficiently flexible to accommodate future changes in practice and procedure.

It is understood that this document presents current courtroom design standards and acknowledges that these will change based on courts needs, technology advances and other unforeseen events. This document will be updated as needed to reflect the most current standards feasible.

## **5.1 BUILDING ENTRY AND LOBBY**

### **5.1.1 Space Type and Usage**

The building entry and lobby is open to the general public. Once the public has entered the building they must proceed through security prior to having access to the public areas of the court facility.

This space is also a transitional space from the building entry to the public areas in the clerk's office or the courtroom waiting areas.

### **5.1.2 Architectural Design Features**

Key design features include:

- A generous sized building lobby that portrays the quality and character of a courthouse building
- An entry vestibule leading directly into the security station
- A separate exit vestibule, visible from the entry security station
- Ample daylight
- High quality and durable finishes, including but not limited to stone, wood, glass and metal

The building entry shall be designed to allow visual access from the security station to the building entry point(s) and exit point(s). Blind spots from the security station to the entry and lobby areas should be avoided.

The building lobby shall be designed to allow both visual and physical access to the courtroom waiting areas as well as the adjacent public terminal portion of the clerk's office.

Public restrooms are required directly adjacent to the entry lobby. Drinking fountains are also required adjacent to the lobby area.

### **5.1.3 System Requirements**

The entry lobby is primarily a circulation space that does not need to be fully conditioned, however, consideration should be given to the security officers comfort. The temperatures can shift within a ten degree temperature range with the seasons to save energy. This energy savings should be balanced with the need to maintain a comfortable temperature at the sheriff's station in the security area.

Daylight is required in the front entry lobby. East, south and west facing window areas should be appropriately shaded to minimize glare and negative solar gains.

The security station should be shaded from direct sunlight to avoid impacting visibility.

Appropriate power should be provided to the security area to meet computer and security equipment needs and minimize inference with pedestrian flow.



#### 5.1.4 Audio / Visual

Cameras should be located to monitor the front entry, allow the sheriff's visual access to all areas within the entry and lobby and monitor the exit, adjacent corridors and staff areas.

#### 5.1.5 Security

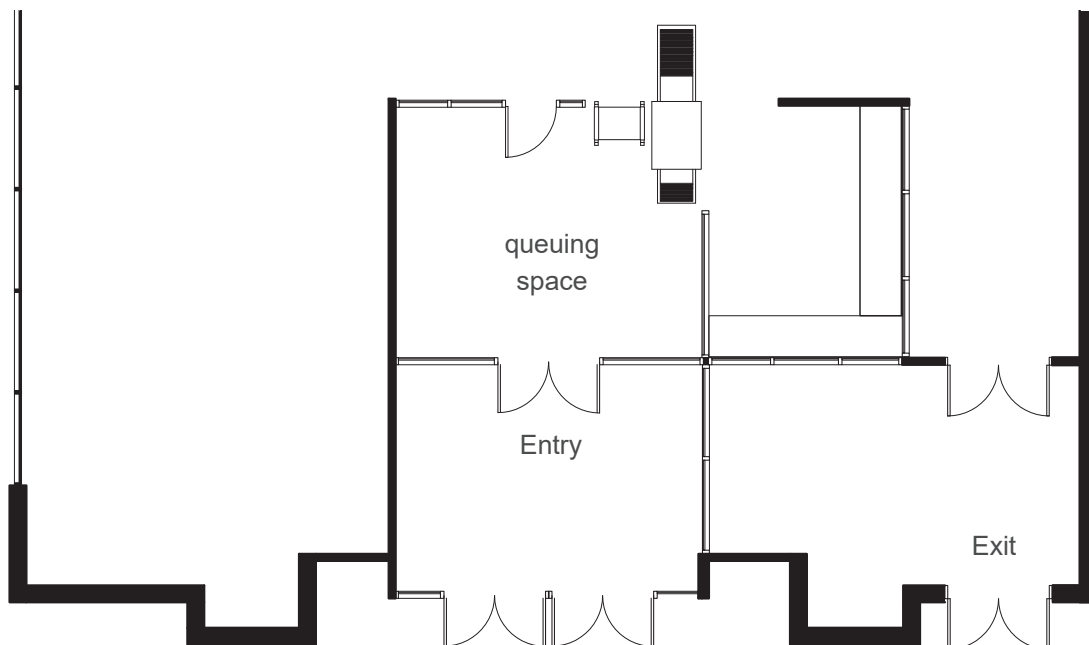
The security station requires an x-ray machine, magnetometer and area to search a person. These should be integrated into the building architecture.

Ample space for queuing after the entrance and before going through security is required as people tend to enter a court facility in groups.

A security station should be provided to accommodate a desk to house security camera monitors, alarm announcements and general office space for the sheriffs. This space can be part of or separate from the security checkpoint. The front of the security checkpoint should be constructed of bullet resistant materials that meet Underwriters Laboratory test UL 752 Level 1 ballistic standards to ensure the bailiffs have a safe haven in the event of a shooting at the entry or lobby.

The entry lobby should be designed for uninterrupted visual access from security station to the building entry and exit doors and most lobby areas.

All exits other than the main public exit shall have delayed egress hardware and camera call ups upon alarm. These may have card key override as needed by staff.



## **5.2 COURTROOM WAITING**

### **5.2.1 Space Type and Usage**

It is important that the traffic patterns of the general public and persons having business before the court not be overlooked. When court is in session, persons will typically congregate in hallways by courtroom entrances while waiting for their cases to be called. These include defendants and their families (often with small children), the private bar, law enforcement officers, witnesses, the press and members of the general public.

It is recommended that a public waiting space (200-350 SF per courtroom) be provided for each courtroom. A single waiting area is sufficient for up to four courtrooms in a cluster and on a single level. If courtrooms are in clusters of fewer than four, or are on different floors, one waiting area should be paired with each courtroom cluster. A single waiting area should be provided for smaller jurisdictions and be in sight of the courtroom it serves.

Courtroom waiting will generally be unoccupied during the majority of the day as it is in use prior to and after court proceedings.

### **5.2.2 Architectural Design Features**

The courtroom waiting area should be located directly off the corridor serving a court room. It should be large enough to accommodate as many people as can fit in the courtroom spectator seating area.

Key design features include:

- Ample daylight
- High quality and durable finishes, including but not limited to stone, wood, glass and metal
- High quality, resilient flooring such as tile
- Bench type seating for visitors

Courtroom waiting should have convenient access to public restrooms and drinking fountains.

Courtroom waiting shall be easily accessed, and ideally visible from, the entry lobby area.

**5.2.3 System Requirements**

As the waiting area is not a regularly occupied building space, it does not need to be conditioned within a tight range. The temperatures can shift within a reasonable temperature range with the seasons to save energy.

Thermal controls are not required in this space.

**5.2.4 Audio / Visual**

Cameras shall be located to allow the sheriffs full visibility of the courtroom waiting area.

Sound-absorbing materials should be used on ceilings or on walls to reduce the impact of general conversation noise outside the courtroom.

**5.2.5 Security**

Security cameras are the only security elements required in this space.

It is important that the waiting areas are designed to avoid hidden corners, ensuring that public areas are fully visible to the camera.

### **5.3 COURTRROOM**

#### **5.3.1 Space Type and Usage**

The courtroom is the primary functional space within a court facility. It is also a key interface between the public space, secure holding areas and secure judicial support areas.

The physical dimensions of the courtroom should be sufficient to promote the appropriate formality of the proceedings. In order to accommodate state and local codes regarding proper fire exiting requirements, all courtrooms must have two public entry/exits accessible from a public circulation corridor, each located from the other at least half of the diagonal distance of the courtroom's length.

Ceiling heights should be proportional to room dimensions and allow for an elevated bench. In a standard courtroom a minimum ceiling height is 12 feet in the well and no less than 10 feet in the spectator area.

Key components of a courtroom include:

- Judge's bench
- Clerk's station
- Jury box
- Witness box
- Attorneys' tables
- Bailiff workstation
- Exhibits
- Spectator seating

#### **5.3.2 Architectural Design Features**

The design of a courtroom should express the serious nature and function of the court. The courtroom should be dignified and business-like, although attractive and in conformance with the building in which it is housed. In addition, all courtrooms should have access to natural daylight where possible.

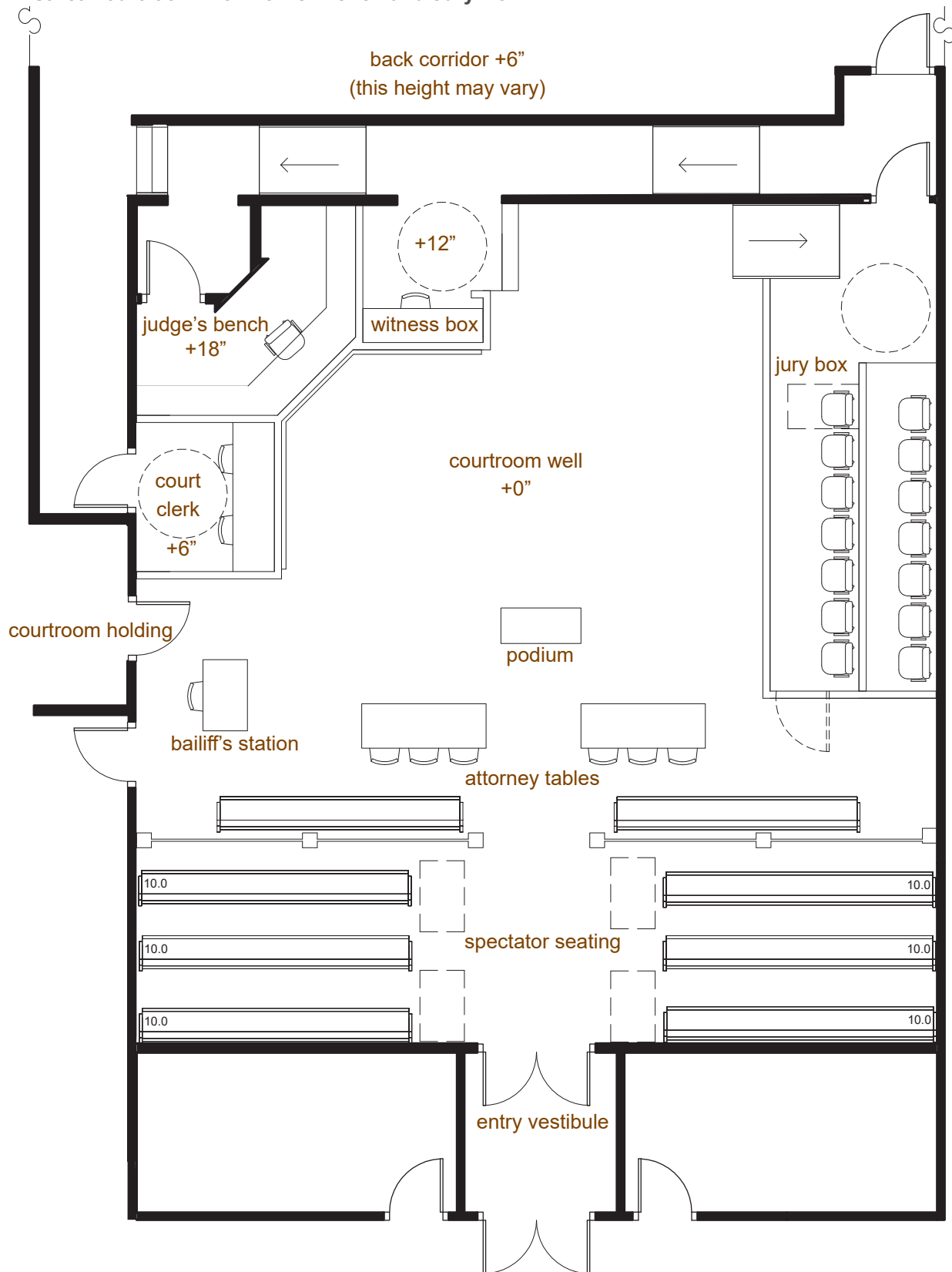
The finishes within the courtroom should be both high quality and durable. Generally carpet should be used on the floor, wood or wood accents and wall covering on the walls and a painted gypsum ceiling are typical in a courtroom.

All spaces within the courtroom shall be fully accessible, or be able to be adapted to be fully accessible in accordance with the U.S. Access Board Courthouse Access Advisory Committee's white paper on accessible design for courthouse facilities, referenced in Section 2.5 of this document.

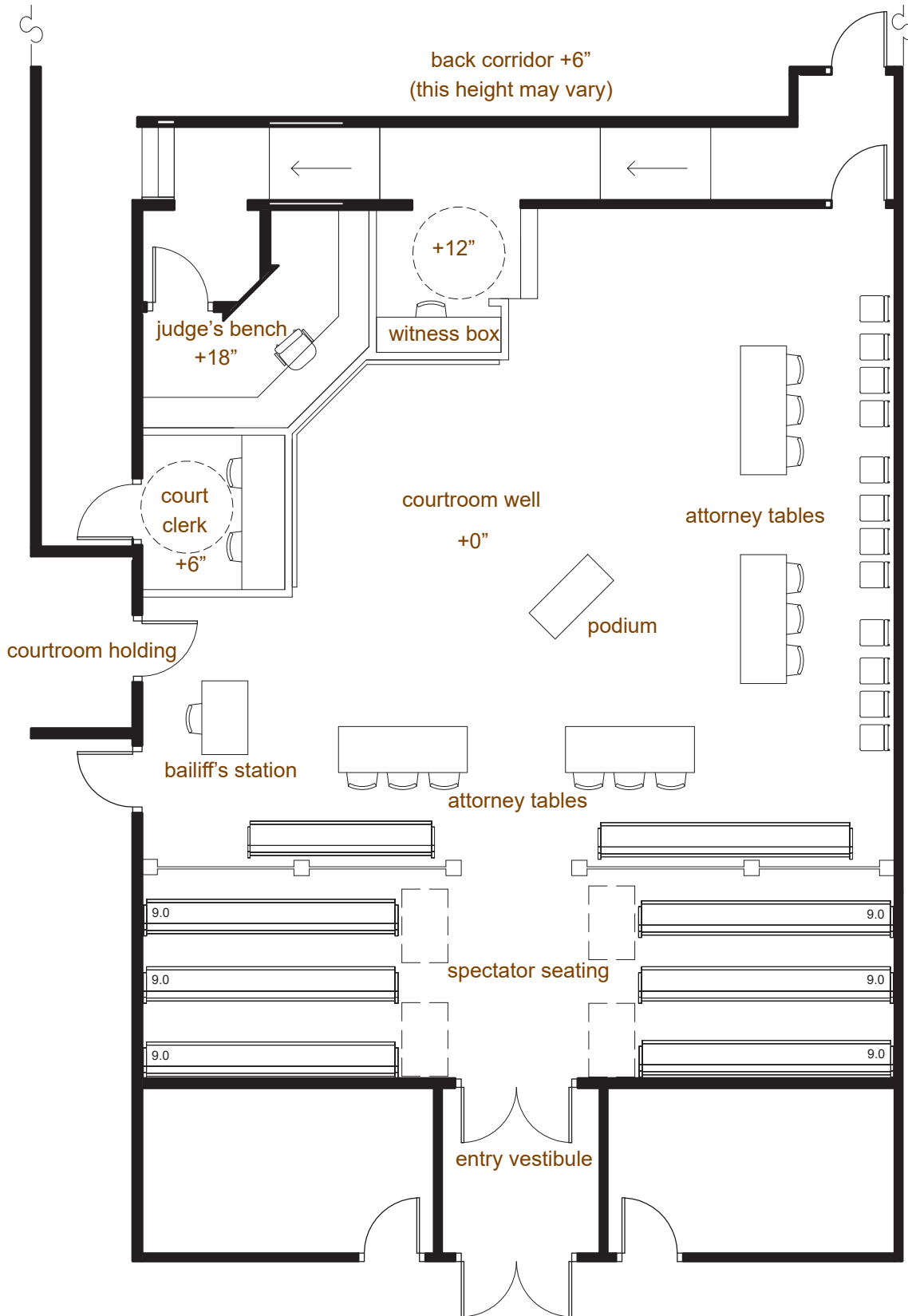
**District and Juvenile Courtroom Space Standards include:**

Large Courtroom Area:	2,200 - 2,500 SF, not including ADA compliant ramping (large jury and large spectator seating)
Standard Courtroom Area:	1,600 - 1,800 SF, not including ADA compliant ramping
Acoustics:	Noise Reduction Coefficient .65-.75 Noise Criteria 20-30 Sound Transmission Class - 55 Public Address Audio Recording
Daylight:	Integrate daylight design through high clerestory windows. Direct visual access from the exterior into the courtroom should be avoided where it poses a security risk for occupants.
Daylight control:	Automatic shades and blackout blinds should be integral to window systems.
Lighting:	Various lighting scenes are required for general court proceedings, including general illumination, presentation mode and others as needed.
HVAC:	Courtrooms are individually zoned space, CO2 sensor controlled, with an individual thermostat.
Technology:	Per Courtroom Technology Standards.
Security:	Per Security Standards outlined in Section 3 of this document.

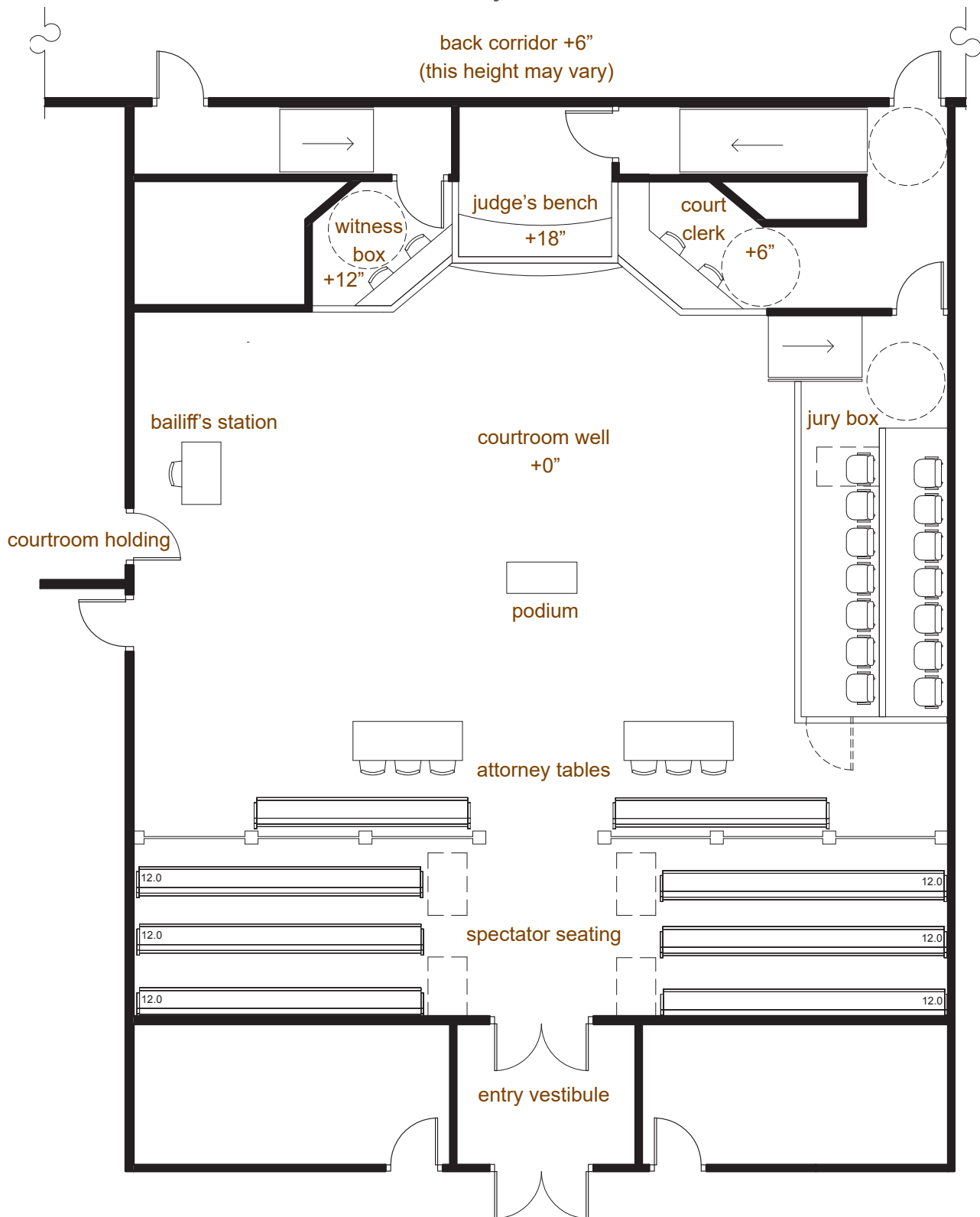
**District Courtroom with Corner Bench and Jury Box**



Juvenile Courtroom with Corner Bench

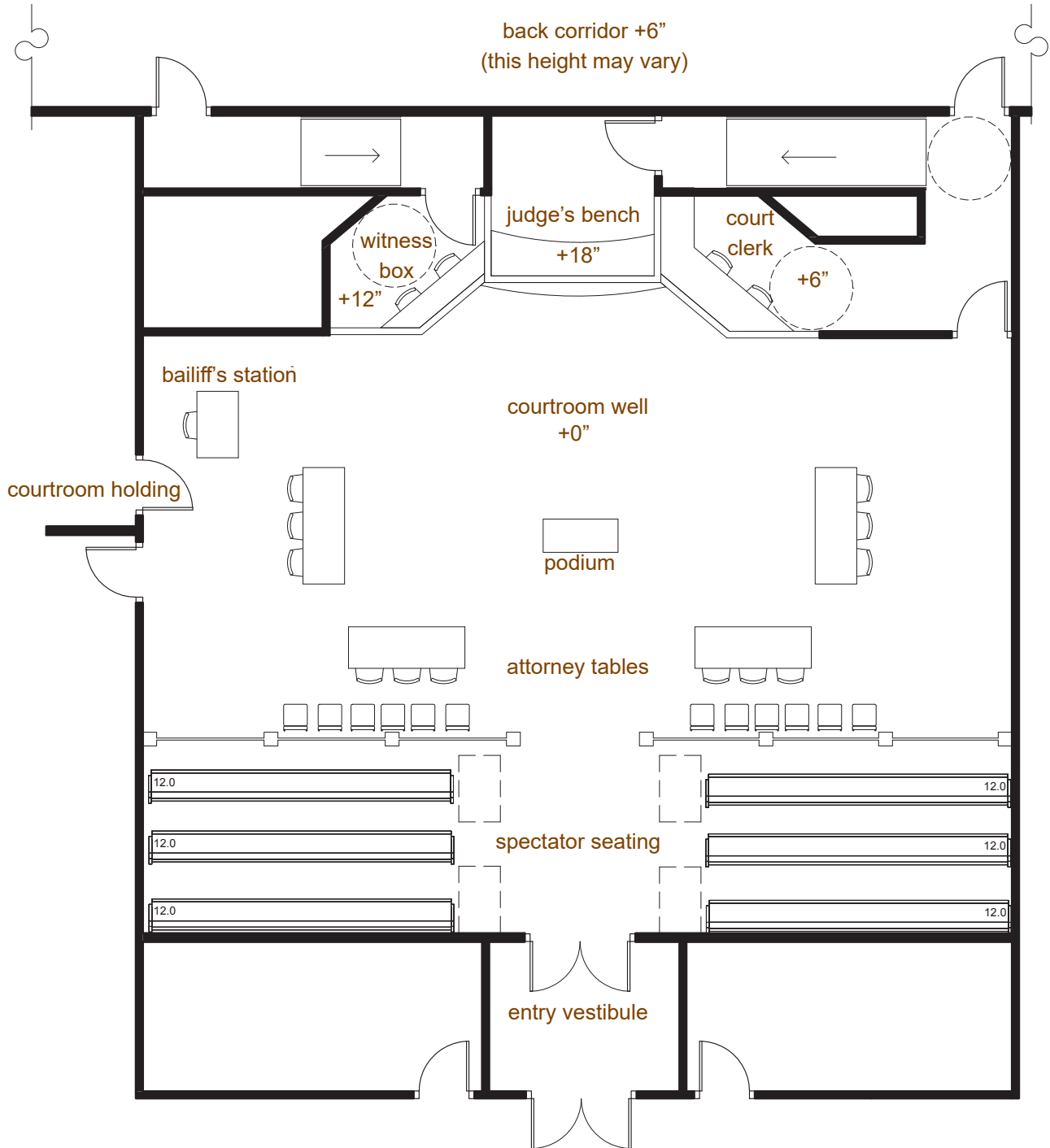


District Courtroom with Center Bench and Jury Box





Juvenile Courtroom with Center Bench



### 5.3.2.1 Judge's Bench

The judge's bench should be the focal point of the courtroom. It should be designed and constructed to impart an appropriate sense of authority and dignity to the judicial office. The bench shall accommodate the following functions:

- Facilitate the judge's control of court proceedings and the interaction of the judge with courtroom participants.
- Allow unobstructed view of the witness, jury and counsel, simultaneously.
- Inhibit direct public access to the judge.

The bench should be situated either in a corner orientation or centered at one end of the courtroom.

The height of the bench should be three risers, (18" inches is standard) or at a level so the judge's line of sight is not obstructed.

The following shall be included in the design of the bench:

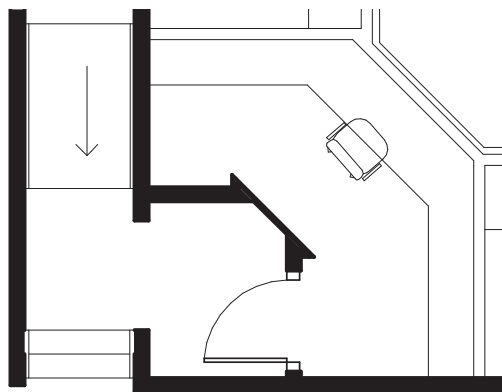
- Judges must have sufficient leg room under the bench.
- The sides of the judge's bench may be lowered to facilitate the transfer of documents and verbal communication with the clerk.
- It should be configured to permit bench conferences out of the hearing of the jury.
- The front of the bench should be designed to allow attorneys to refer to files and documents during a bench conference and prevent attorneys from resting their arms and elbows on the top of the bench.
- The judge's desktop should be spacious. A minimum of 6' x 2' is recommended.
- Several drawers should be provided for forms, supplies, and personal items, as well as adequate shelving for volumes of the code of laws.
- A microphone for sound reinforcement should be provided and should have an on-off switch on the unit.
- A flush mounted or flat screen computer monitor shall be integrated into the bench and a computer terminal shall be integrated into the bench design.
- The front of the desk should be constructed of bullet resistant materials that meets Underwriters Laboratory test UL 752 Level 1 ballistic standards.
- A concealed duress alarm should be located at the bench to notify the sheriffs in case of an emergency.
- An individual thermal comfort control should be provided within the bench area.

- Computer equipment such as monitors, keyboards, and CPUs should be hidden from public view.

It is recommended that the space between the judge's desk and the opposing wall be at least five feet. This will allow the judge to easily move his or her chair for bench conferences and to reach for reference books.

### Space Requirements

Area:	48 SF, min.
Furnishings:	1 executive chair
Acoustics:	Ability to hear all courtroom proceedings from bench, audio amplification as needed
Equipment:	storage drawer, file cabinet as needed, <b>flag poles for U.S. and Utah flags</b>
Lighting:	Standard overhead and task lighting at the bench, access to courtroom lighting controls
Technology:	Computer, video, controls, flat screen monitor, audio speakers, microphone, electrical and data port, video connection
Security:	Duress alarm, bullet resistant front, controlled access from secure corridor card reader access in and out of courtroom



### 5.3.2.3 Clerk's Station

The clerk requires immediate physical and communicative proximity to the judge. The clerk handles a substantial volume of documents and files and frequently must pass them to or receive them from the judge.

The following shall be included in the design of the clerk's station:

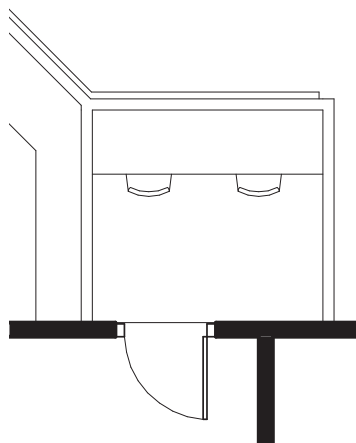
- Space to comfortably seat two clerks.
- Access to courtroom controls including temperature, lighting levels, window shades, audio and visual controls as required.
- A concealed duress alarm should be located at the bench to notify the sheriffs in case of an emergency.
- The clerk's station should be elevated 6" above the floor of the well.
- The privacy screen should be constructed of bullet resistant materials.

### Space Requirements

Area:	60 SF, min.
Furnishings:	2 task chairs
Acoustics:	Courtroom acoustic amplification controls
Equipment:	2 storage drawers, 2 lockable file cabinets, printer cabinet
Lighting:	Standard overhead and task lighting, access to courtroom lighting controls
Technology:	2 computers, courtroom controls, 2 flat screen monitors, audio speakers, microphone, electrical and data port, printer and scanner as needed
Security:	Duress alarm, bullet resistant front, controlled access from secure corridor card reader access from both sides

There should be two entries to the courtroom from the back corridor. The clerks should not have access from their work area to the well. It is important that the courtroom entries are placed such that the judge is not interrupted by clerk's entering and exiting courtroom while proceeding in process.

Note all court facilities to have voice over internet protocol (VoIP). There should be a minimum of four voice and data jacks that will accommodate a minimum of 8 IP addresses to allow ample computer and communications equipment as well as scanners for electronic records.



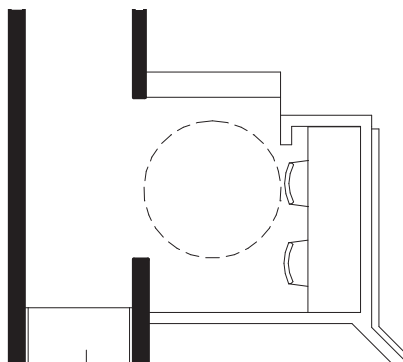
### 5.3.2.4 Witness Box

The witness box should be placed between the jury and the judge and allow clear visibility to the witness by both the jury and judge. The witness box shall include the following design elements:

- The box shall be elevated 12" and be in clear view of the judge, jury, attorneys' tables and spectators.
- The box shall be large enough to accommodate 2 people.
- The box should be enclosed on two or three sides depending upon the entry location.
- The width of the box should be large enough to accommodate an ADA turning circle and the height should shield the witness only from the waist down so that all non-verbal gestures can be easily viewed.
- A moveable microphone should be mounted unobtrusively in the box, and be able to clearly receive the testimony of children and soft-spoken witnesses.

### Space Requirements

Area:	50 SF, min.
Furnishings:	2 chairs
Acoustics:	Courtroom acoustic amplification system
Lighting:	Standard overhead and task lighting
Technology:	Flat screen monitor, microphone
Security:	Bullet-resistant front



### 5.3.2.5 Jury Box (District Courtroom Only)

Jurors are temporary “officers of the court” and should be accorded the comfort and courtesies appropriate to their important role in the trial process. Although jury service is a civic duty required of all eligible citizens, many jurors serve at great personal sacrifice of wages and time. Further, many are completely unfamiliar with the judicial process and find it intimidating, confusing, and mentally taxing. The prominent position of a well-appointed jury box in a courtroom should serve to facilitate their understanding of court proceedings. The following shall be incorporated into the design of the jury box:

- Large courtroom to seat 14 jurors.
- **Standard courtroom to seat 8 jurors.**
- Juvenile courtroom will not have a jury.

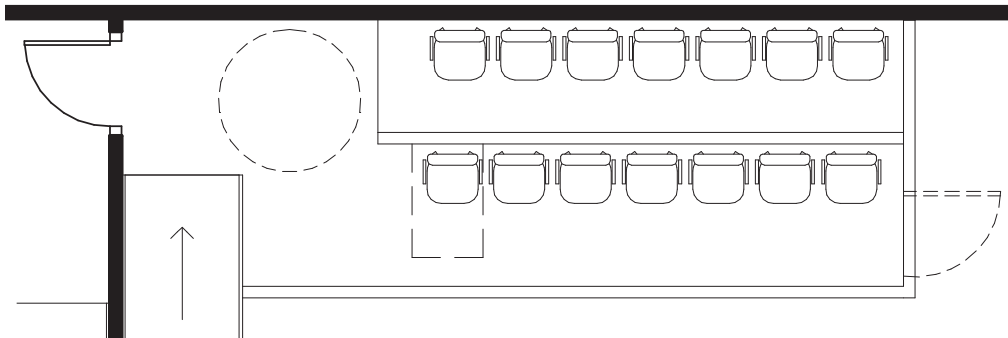
The standard jury box should accommodate 8 jurors. One courtroom in each facility needs to accommodate a 14 person jury box. Space should also be provided for a disabled juror. The disabled juror space can occupy one of the required seats.

- ADA access should be provided to the level of the first tier.
- The jury box should be situated so that the attorneys’ tables, witness box, Judge are in full view.
- The jurors themselves should be in view of the court as well as the spectators to ensure the perception of an open and public trial. However, the jury box should be sufficiently distanced from the spectator area to inhibit any physical or verbal contact. Seven feet from the center of the first juror’s chair to the bar is adequate. This leaves an additional 2-3 feet from the edge of the bar to the center of the nearest spectator’s seat.
- Seating placement can vary, but a two-tiered configuration with the front row on one riser and the back on two risers is preferred.
- The jury box should not extend past either the witness box or the attorney’s tables to ensure at least a 90-degree view of all participants.
- The main entrance to the jury box should be opposite to the spectator seating.
- Jury chairs should be medium to medium-high backed and provide good back and seat support. Theater fixed-seating type should swivel left to right but not tip front to back and should be designed so they do not create distracting noise when swiveled.
- Depth of jury box from inside courtroom wall to inside of rail to be no less than 48 inches for the top tier and 60 inches at the bottom tier to accommodate monitors and ADA access.

In multi-use courthouses where juvenile court is collocated, it is not necessary for all courtrooms to have a jury box. The Facility Program may determine the appropriate number of courtrooms that accommodate a jury.

### Space Requirements

Area:	15 SF per juror, not including ADA ramping
Furnishings:	8 to 14 juror chairs
Acoustics:	Ability to hear all proceedings in courtroom, acoustic amplification as necessary
Lighting:	Standard overhead lighting
Technology:	Flat screen monitors (size, location and quantity determined during design process), audio speakers
Security:	Enclosed jury box from the waste down





### 5.3.2.6 Attorney's Tables

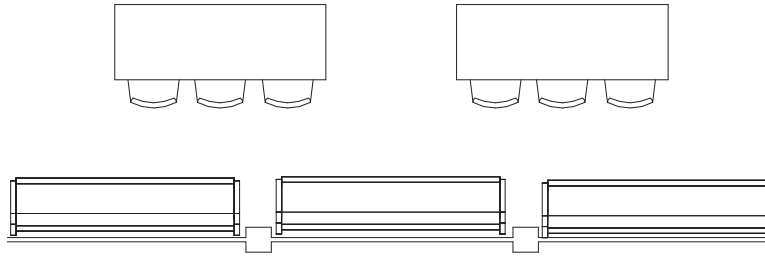
Attorney tables and their placement should facilitate attorneys' in-courtroom work and movement throughout the well. The tables' positioning should insure that litigants are in full view of the judge, court reporter and jury. The tables' distance from each other, the spectators, and the jury should be such that private conversations cannot be overheard. This usually requires at least five feet between tables and eight feet from the nearest juror or spectator.

The following should be considered in laying out the attorney's tables or well area:

- The tables should be at least seven feet in length if multiple litigants or attorneys are common.
- The tables shall have a privacy panel at the front and two sides.
- District courts should accommodate at least two tables, while the well should accommodate four table in all juvenile courtrooms.
- For security reasons, the tables should not have drawers or a recess underneath the tabletop.
- Each table should have access to electrical outlets and data port as necessary for court proceedings. All wiring shall be integrated into the table, hidden from public view.
- Microphone floor jacks should be located under tables. A portable microphone should be provided for each courtroom.
- The distance between the back of the table's chairs and the bar should be sufficient to comfortably accommodate a row of chairs along the bar for staff, paralegals, etc.
- The space at each end of the tables should permit easy movement to and from the tables.

### Space Requirements

Area:	Varies
Furnishings:	3 to 4 chairs per table, tables as needed
Acoustics:	Courtroom acoustic amplification as needed
Lighting:	Standard overhead and task lighting
Technology:	One flat screen monitor per table, audio speakers, microphone
Security:	General courtroom security



### 5.3.2.7 Bailiff

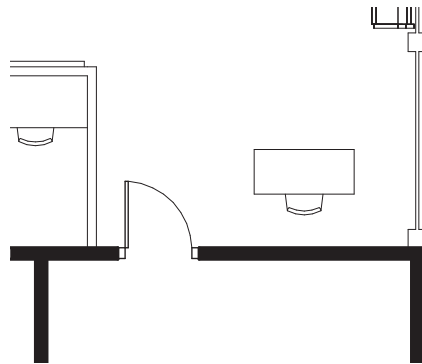
The bailiff is principally responsible for security and to maintain order in the courtroom. The bailiff typically escorts witnesses to and from the witness box, escorts jurors to and from the jury box, handles heavy or hazardous evidence, and announces the entry of the judge. As such, the bailiff has multiple stations in the courtroom depending upon the type of proceedings at any given moment. The jury box entrance should provide space when defendants in custody are testifying. Otherwise, a chair can be provided near the defendant's table in criminal trials, or by the jury box nearest to the spectator seating.

In non-jury trials where defendant security is a concern, the bailiff should be stationed between the clerk and the spectator area. However, this may depend on the design of the well and the discretion of the judge.

### Space Requirements

Furnishings:

Fixed table and moveable chair



### 5.3.2.8 Charts and Exhibits

After exhibits are introduced into evidence and marked by the clerk, they should be displayed on a shelf in full view of the court. Hazardous exhibits such as firearms, drugs, toxic substances and objects that could be used as weapons should be placed away from the witness and jury boxes, and the defendant's table. Usually, the clerk station or an adjacent bailiff's station is the most suitable location and adequate shelving should be provided for their display.

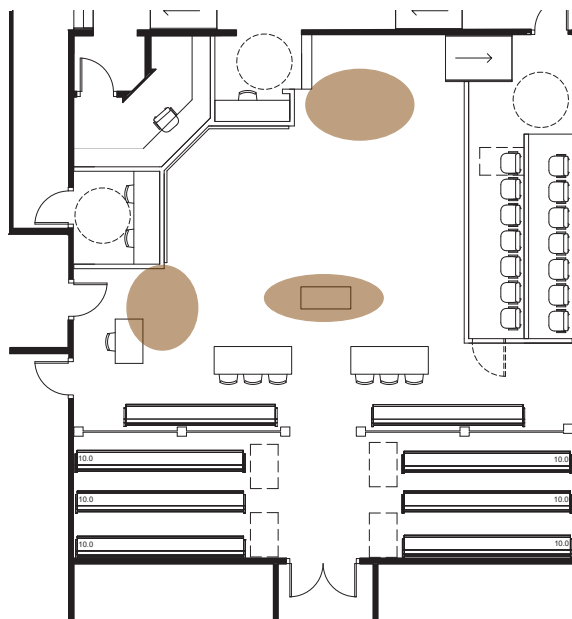
It is recommended that each courtroom have a secured evidence storage area where the clerk may secure items. The location of the secured storage should be out of any traffic patterns, away from the spectator's area and inconspicuous. The lockable storage should be able to accommodate a variety of documents upon shelving and have several small compartments to safeguard weapons or drugs. The storage must be sturdy, lockable and immovable.

Charts and displays are best presented digitally on flat screen monitors, or if physical displays are necessary, either between the witness box and the jury box, so those addressing the court may point to them or across from the jury box if their detail is large enough to be seen at a distance.

Flat screen monitors should be located at the bench, clerk's station, attorney's tables and multiple locations in the jury box.

### 5.3.2.9 Presentation Podium

A presentation podium should be located directly in front of the bench, within full and clear view of the bench, jury, witness box and clerk's station. The podium should be designed to accommodate persons with varying abilities, including persons in a wheelchair.



### 5.3.2.10 Spectator Seating

As a general rule, trials must be open and public. Persons who wish to view trials and hearings, whether they are press or ordinary citizens, have a right to both see and hear the proceedings. Seating for spectators, in particular notorious criminal trials, usually overwhelms even the largest courtrooms. Generally, the size of the juror impanelment should determine the minimum number of spectator seats in a standard courtroom. All prospective jurors should be able to be seated in the spectator area, without overflow into the jury box or other area.

Multi-courtroom facilities should consider the feasibility of one large media courtroom to accommodate unusual spectator demand. This courtroom can also be designed for high security trials and be equipped with audio-visual and news media features not normally required for most trials. The large courtroom is likely to be used as the arraignment courtroom (depending on local policy and preference) and should be equipped with a video arraignment capability. This courtroom could also have a judge's bench designed for three-judge appellate panels.

The following should be considered when laying out the spectator seating area:

- Fixed benches shall be used as they can accommodate more people per linear foot. They are also comparatively easy to maintain and show wear less quickly.
- The bar separating the spectator seating is primarily a decorative element, but should be included as a physical barrier between the spectator and the proceedings. If a gate is provided it should be a single double swing leaf that provides 32 inches clear for ADA access.
- The seating must conform to all building code regulations and allow for disabled movement to the well. The front row of seats should be distanced somewhat from the bar for sound and physical separation. Adequate exiting distance around ADA accessible seating should be provided.
- Electrical outlet access under seating at the first row of seating in a large courtroom should be provided for media access.

Public entry to the courtroom should be through a vestibule for noise control and security. The inner set of doors should have glass panels large enough to permit visual identification of courtroom activities and participants without physical intrusion into the courtroom.

### 5.3.3 System Requirements

All courtrooms should be adequately lighted, particularly in the well.

The lighting design shall incorporate the following:

- Occupancy sensors to ensure minimum lighting levels upon entrance into the courtroom.
- Multi-level switching or programmed scenes to allow appropriate lighting to accommodate all court proceeding visual needs.
- LED lamps for reduced energy consumption.
- Appropriate task lighting at attorney's tables, clerk's station, the bench and presentation podium.

Daylight should be available in all courtrooms, as the design permits. Appropriate shading to minimize disruptive glare and negative solar heat gain should be integral to the window system. Solar control and black out blinds shall be installed at all windows for optimal daylight control.

The air conditioning and ventilation system should incorporate the following:

- Air handling equipment must be silent in the courtrooms.
- All courtrooms should have individual climate controls.
- The mechanical system design should be able to handle future needs as well as present demands.
- CO2 sensors should be located in all courtrooms to ensure adequate ventilation.
- No mechanical systems (air handlers or other machinery) will be installed immediately above courtrooms.

### 5.3.4 Audio / Visual

All courtrooms should be designed to accommodate installation of equipment for audio and/or audio/video systems as presented in Section 2 of this document.

### 5.3.5 Security

The courtrooms should be situated so that public and secure staff circulation areas are separated and secure routes for defendants in custody can be established. Courtrooms in multi-story buildings should be located on upper floors, which may provide quieter and more secure space.

Courtroom security systems shall meet the standards set forth in Section 3 of this document.

## **5.4 JUDICIAL OFFICE AND SUPPORT**

### **5.4.1 Space Type and Usage**

Judicial office and support spaces include the following:

- Judge's chambers
- Jury deliberation conference rooms
- Victim/witness area

### **5.4.2 Architectural Design Features**

The design of the judicial office and support spaces should resemble a high quality office environment. The judge's chambers in particular should reflect the high standing of a judge through the quality and character of the architecture.

#### **5.4.2.1 Judge's Chambers**

Judge's chambers must be conducive to efficient work practices. This includes the reception of visitors, legal research, in-chamber hearings and conferences and private telephone conversations.

Judge's chambers should be adjacent to or very near the courtroom. If on a corridor, the area should not be accessible by the public, but be convenient to the clerk of the court, judicial assistants, law clerks and court attaches.

Key components of a judge's chamber include:

- Ample work space
- Small meeting or conference space or soft seating area
- A coat and robe closet
- Adjacent, private toilet room and robing area

High quality and durable finishes should be used. These may include wood, fabric wall covering, high quality carpet and tile flooring.

Walls should continue to the floor or roof deck above and be insulated for acoustic isolation. If the chambers enter directly from the courtroom, the door and adjoining wall should be sound insulated.

Judge's chambers shall have access to natural light, but visual and physical security should be considered when locating windows in the chambers.

**Space Requirements**

Area:	300 SF to 320 SF, as needed based on conferencing requirements
Furnishings:	1 executive chair, credenza, executive desk, small conference table and 4 side chairs, book shelves (soft seating may be used in lieu of conference table and chairs)
Acoustics:	Noise reduction coefficient .65-.75  Noise criteria 20-30  Sound transmission class 55 at the chambers and 45 at adjacent toilet room  Audio recording
HVAC:	Standard office HVAC with an individual thermostat and noise attenuation
Lighting:	Standard overhead with task lighting at the desk
Technology:	Computer, flat screen monitor, printer, microphone and audio and video recording as needed, electrical and data ports,
Security:	Duress alarm, controlled card reader access from secure corridor

#### 5.4.2.2 Jury Deliberation Conference Rooms

Jury deliberation conference rooms should be near the courtroom in a private or semi-private area. The rooms should be soundproofed to prevent people in adjacent areas from hearing the deliberations. Long and sometimes emotional deliberations can increase feeling of claustrophobia and general unease, interfering with the decision-making process. If windows are provided they should not allow jurors to view public events outdoors or allow public view into the space.

The jury deliberation conference room shall include the following:

- A conference table and chairs to comfortably accommodate the maximum jury size for the court facility. Because exhibits may be placed on the table, its finish should be scratch resistant and durable.
- Private ADA accessible toilet facilities that do not open directly into the jury room. The toilet room may be adjacent to the jury deliberation conference room.
- A drinking fountain with a water bottle filling station or a sink with cups should also be provided in the jury deliberation room area.

The room should be designed to function as a conference room when not in use by a jury. To accomplish this, the following shall be included in the space:

- Electrical and telecommunication access for conference A/V equipment.
- A white board or other electronic tablet device.



**Space Requirements**

Area:	420 SF, not including the restroom
Furnishings:	14-18 conference chairs, conference table to seat a full jury comfortably
Acoustics:	Noise reduction coefficient .65-.75 Noise criteria 20-30 Sound transmission class 50 Public address system
Equipment:	White board and markers
HVAC:	Standard HVAC with individual thermostat and CO2 sensor
Lighting:	Preset lighting scenes for general illumination, presentation and task lighting over the table. Occupancy and daylight sensors as needed
Technology:	Computer, video, flat screen monitor, audio speakers, electrical and data port, video connection as needed for conference functionality
Security:	Duress alarm, controlled access from secure corridor card reader access in and out of the deliberation room

### 5.4.2.3 Victim/Witness Area

With the advent of victim's rights movements nationwide, there is now general consensus in the criminal justice system that victims of violent crime and witnesses in criminal trials deserve sensitive and compassionate treatment. One of the most traumatic aspects of court process for victims and witnesses are the numerous and prolonged appearances necessary in many cases. These proceedings normally require that all parties appear at the courthouse at the same time and congregate in the same public areas. This often results in victims having to physically associate with their alleged assailants and the defendant's family. The intermingling of defendants and witnesses for the prosecution always has the potential for intimidation and conflict. The opportunity for a mistrial due to improper communication is also increased.

In view of the recognized rights of victims and witnesses to be shielded from further intimidation and trauma, it is recommended that victim/witness areas be provided for their use while awaiting trial. These can be multi-functional rooms that can accommodate both victim/witness waiting and attorney-client conferences. These areas should provide sight and sound separation from public waiting areas and should be able to accommodate attorney/client conference functions. These areas should be adjacent to the courtrooms or in a non-public zone such as on a judicial staff corridor.

It is recommended that individual victim/witness areas be a minimum of 120 net square feet and larger for group and long-term waiting. The areas should be comfortably and attractively furnished with access to nearby restroom facilities and drinking water.

**Space Requirements**

Area:	120 SF, min.
Furnishings:	Small conference table and 4 side chairs, small couch and side table
Acoustics:	Noise reduction coefficient .65-.75 Noise criteria 20-30 Sound transmission class 50 Public address system
Equipment:	White board or other digital display board and markers
HVAC:	Standard with individual thermostat
Lighting:	Preset lighting scenes for general illumination, presentation and task lighting over the table. Occupancy and daylight sensors as needed
Technology:	Flat panel display, electrical and data port
Security:	Controlled access from secure corridor card reader access in and out

### 5.4.3 System Requirements

All office, conference and work spaces, including judge's chambers, should have access to daylight, be adequately lit with electric lighting and meet the thermal comfort needs of the users.

The lighting design shall incorporate the following:

- Occupancy sensors to ensure lights are not on when spaces are unoccupied.
- Multi-level switching or programmed lighting scenes to allow appropriate lighting to accommodate visual needs.
- LED lamps for reduced energy consumption and reduced ballast noise.
- Appropriate task lighting at work stations, desks and presentation locations.

Daylight should be available in all regularly occupied spaces. Appropriate shading to minimize disruptive glare and negative solar heat gain should be integral to the window system. Solar control and black out blinds should be considered at all windows for optimal daylight control.

The air conditioning and ventilation system should incorporate the following:

- Air handling equipment must be silent in the judge's chambers.
- All judicial support spaces should have individual climate controls.
- The mechanical system design should be able to handle future needs as well as present demands.
- CO2 sensors should be located in the courtrooms, jury room and other densely occupied spaces.
- No mechanical systems (air handlers or other machinery) will be installed immediately above jury rooms, judge's chambers, or where deliberations occur.

### 5.4.4 Audio / Visual

All judicial support areas should be designed to accommodate installation of equipment for audio/video systems as presented in Section 2 of this document.

### 5.4.5 Security

Judicial support is located in the secure areas of the building. The security systems required for these spaces are defined in Section 4 of this document.

## **5.5 CLERKS' OFFICES AND SUPPORT**

### **5.5.1 Space Type and Usage**

The clerk serves the public, the courts and the bar. As such, the clerk's office should be located near a high traffic area in the courthouse to provide rapid public access. Design of the courthouse entrance (including security function), clerk's office entrance and counter work area is important to creating an efficient and orderly traffic flow. The office should also be adjacent to private zones for access to judges, staff and routine functions. This provides separation between the public and the clerk's work area, yet does not inhibit the transaction of business. Because this is a high traffic area, public seating should be considered near the clerk's reception area, this area should also have writing surfaces available.

The clerk's office should have access to judicial corridors and other private courthouse zones. This access will enable the staff to transport files, evidence and funds without intersecting public areas.

### **5.5.2 Architectural Design Features**

Typical clerk workstations in large offices are usually best suited for open office configurations. This allows for frequent communication, ease of movement to files and public counters and effective supervision of employees. Administrative staff should have private or open offices as appropriate. The individual workstations shall include the following:

- Be in an open work environment with approximately 64 net square feet each, in addition to internal circulation space between stations.
- Be clustered by division.
- Use flexible systems furniture for ease of re-configuration.
- Have access to a collaboration space or conference room.
- To the extent feasible, each work station should have visual access to daylight and a view to the exterior.

Counter workstations should provide between five and seven running feet of counter per workstation depending on function. The counter workstation should be separated from the public counter with a glass partition that allows for visual and acoustic access as well as the ability to pass paperwork, but provides a physical separation between the staff and public.

**Space Requirements**

Area:	Varies  55-75 SF open office work stations  120 SF small office  150-180 SF administrative offices
Furnishings:	Systems Furniture, including desk, file storage, office supply storage, personal storage, task lighting  Desk chair  Guest chair as needed
Acoustics:	At enclosed offices - noise reduction coefficient .65-.75  Noise criteria 30-35  Sound transmission class 45
HVAC:	Standard with shared thermostat and CO2 sensor in open office areas
Lighting:	General illumination and task lighting. Occupancy and daylight sensors as needed
Technology:	Computer, printer and scanner as needed electrical and data port. Telephone.
Security:	Controlled access from secure corridor card reader access in and out from all access points

### 5.5.3 System Requirements

All office environment work spaces should have access to daylight, be designed for optimal visual and thermal comfort and have access to lighting controls.

The Lighting system shall incorporate the following:

- Occupancy sensors for work areas.
- Reduced overhead lighting with task specific lighting systems.
- Daylight integrated lighting systems.
- LED lamps.
- Consistent color rendering.
- Quiet ballasts.

The air conditioning and ventilation system should incorporate the following:

- Air handling equipment should be quiet enough to not interrupt general work.
- All executive offices should have individual climate controls. Individual climate controls should be incorporated as feasible in open office environments.
- The mechanical system design should be able to handle future needs as well as present demands.
- CO2 sensors should be located in open office areas and other densely occupied spaces.

### 5.5.4 Audio / Visual

All clerk's office and support areas should be designed to accommodate installation of equipment for audio/video systems as presented in Section 2 of this document.

### **5.5.5 Security**

Because the clerk's office has the responsibility to safeguard the records of the court, as well as evidence, fees and fines, security concerns should receive careful attention. The single most important security feature of the clerk's office is its ability to separate the public from vulnerable zones and to maintain a secure envelope for the transportation of documents, money, or evidence. This can be accomplished through counter separation and private corridors.

Semi-public circulation within the clerk's office should also be designed to inhibit unauthorized contact with confidential files or funds. This can be accomplished through the use of a dedicated area for public document inspection (e.g. title searches). Court evidence should be secured in a separate, locked area with limited key access. Evidence room walls should extend through interstitial space to the structure above. Lockable compartments should be used for the storage of dangerous evidence such as weapons, drugs or toxic substances.

The security systems required for these spaces are defined in section 4 of this document.

### **5.5.6 Filing Technology**

Everything will be electronically filed in the near future. However, there are currently paper storage needs that need to be accommodated. The needs are unique to each facility and each district, and will need to be addressed with each individual facility.

Filing and retrieval is a primary activity of the office, and filing systems typically consume a great deal of space. Each office should be evaluated to determine filing demands so that sufficient space will be allocated to this function. The use of lateral filings, flat files, microfiche and document retention schedules can significantly impact the square footage necessary to store active documents. As a general rule, pigeonhole filing is the least space efficient system, followed by file cabinets. Open shelf, sliding shelf and rotary shelf systems are almost always more space efficient, and are now used almost exclusively in new court facilities. These space efficient systems (particularly sliding shelf and rotary type systems) when filled with files generally place considerable weight load on the floor structure in the areas of the building where these systems are in operation. Especially, where the clerk's office area is above grade or where there is basement or sally port area below the clerk's office, it should be determined whether additional structural support to the floor of the clerk's office is required to accommodate these space efficient filing systems.

Because it is uncertain what role technological advancements will have on information management in the courts, prudent design of new facilities and renovations should allow for maximum flexibility. The increased use of computers and electronic data storage are broad based trends that will continue in the future. Many courts employ microfiche systems, imaging, computerized indexing of files, and advanced word processing systems. New facilities should be made cable-ready to interface with rapid technological development. Because such development can outdistance planners ability to anticipate during the life of a project, it is crucial that flexibility in function be designed into the clerk work areas.



## **5.6 COURT PROGRAMS, OFFICES AND SUPPORT**

Court programs are distinct court related offices that benefit from being in close proximity to the courtroom, judges and clerk functions. These include, but are not limited to, alternative dispute resolution, pro se assistance, domestic violence assistance, guardian ad litem and probation offices and support.

### **5.6.1 Space Type and Usage**

These spaces are typically office type spaces with offices, conference rooms, waiting areas and staff support areas. The size of each of these offices and suites vary depending on the judicial facility type (district or juvenile court) as well as the location and the distinct judicial district needs.

### **5.6.2 Architectural Design Features**

Court programs, office and support spaces shall be designed to reflect the quality and character of the court facility, while maintaining a comfortable and healthy work environment for court programs staff and visitors.

Durability of systems and finishes is key in these heavily used areas.

### 5.6.2.1 Alternative Dispute Resolution Suite

All new court facilities should include space designated for alternative dispute resolution, or mediation. Typically this will be a small cluster of conference rooms with a waiting area. In a facility with 1-3 juvenile courtrooms, a single large conference room of 240 SF and two supporting caucus rooms, 160 SF each, should be sufficient with waiting sized at another 300 SF. In larger facilities with four or more juvenile conference rooms, more mediation rooms and a larger waiting area may be required. In these larger facilities there should be one caucus room for each mediation conference room.

#### Space Requirements

Area:	160 SF, small conference room (caucus room) 240-320 SF, large conference room (mediation room)
Furnishings:	6-8 conference chairs per small conference room, 16 conference chairs per large conference room, conference table sized as needed
Acoustics:	Noise reduction coefficient .65-.75 Noise criteria 20-30 Sound transmission class 50 Public address system
Equipment:	White board and markers
HVAC:	Standard with individual thermostat and CO2 sensor
Lighting:	Preset lighting scenes for general illumination, presentation and task lighting over the table. Occupancy and daylight sensors as needed
Technology:	Computer, video, flat screen monitor, audio speakers, electrical and data port, video connection
Security:	Duress alarm, controlled access from secure corridor card reader access in and out of the conference room

### 5.6.2.2 Pro Se Assistance

People who represent themselves in court without the assistance of an attorney are called “pro se” or “self-represented” litigants. Pro se litigants are responsible for learning about and following the procedures that govern the court process.

All new facilities should include space designated for pro se assistance. This is intended to provide an area where members of the public who are seeking to represent themselves can find information and assistance. The space may include the following:

- Form racks
- Public computer access terminals
- Staff workstations. It may also provide a small conference room where staff can hold private interviews if necessary.
- A minimal area of 240 SF for the open area is recommended in the absence of a fully defined program statement.
- This space may be a shared pro se assistance and public abstract space

#### Space Requirements

Area:	240 SF (or as required based on program needs)
Furnishings:	Desk, chair(s), task light
Acoustics:	Noise reduction coefficient .65-.75 Noise criteria 35-40 Sound transmission class 45 Public address system
HVAC:	Standard with shared thermostat and CO2 sensor
Lighting:	General illumination and task lighting at bookshelves and work station(s)
Technology:	Computer terminal, printer, electrical and data port(s)
Security:	Public access as well as controlled card reader access from clerk's area, if necessary

### 5.6.2.3 Assistance Center

All new facilities should provide space for an assistance center. This will be a centralized area that will provide work space for protective order teams composed of representatives of cooperating agencies and where victims of domestic violence can report to receive services. This space will be defined on a project by project basis, and often resembles a small conference room.

#### Space Requirements

Area:	150 SF (or as required based on program needs)
Furnishings:	Table and 4-6 chairs
Acoustics:	Noise reduction coefficient .65-.75 Noise criteria 30-35 Sound transmission class 45
Equipment:	White board and markers
HVAC:	Standard with individual thermostat
Lighting:	General lighting, occupancy and daylight sensors as needed
Technology:	Electrical and data ports
Security:	Accessible from public areas only. No controlled access

#### 5.6.2.4 Guardian Ad Litem

A guardian ad litem is a lawyer appointed by the court to look after the interests of an infant, child or incompetent during court proceedings. All new facilities will provide space for the Guardian Ad Litem program.

Typically this will be a small cluster of offices with a conference room and a waiting area. In a small facility, two offices at 165 SF each and a small conference rooms of 240-320 SF may be sufficient with waiting sized at another 200 SF. In larger facilities, more offices and a larger conference room and waiting area may be required. A child waiting area, staff toilets and a staff work and storage area should be considered for inclusion in this suite.

The guardian ad litem area should be directly accessible from the public area and it shall not have access to the secured court areas.

#### Space Requirements

Area:	Varies
	165 SF attorney office
	180 SF administrative offices
	240 SF - 320 SF conference room
Furnishings:	Systems furniture, including desk, file storage, office supply storage, personal storage, task lighting
	Desk chair
	Guest chair as needed
	Conference table and chairs as needed
Acoustics:	Noise reduction coefficient .65-.75
	Noise criteria 30-35
	Sound transmission class 45
Equipment:	Projection screen, white board and markers at conference room
HVAC:	Standard with shared thermostat and CO2 sensor in conference rooms
Lighting:	General illumination and task lighting, occupancy and daylight sensors as needed
Technology:	Computer, printer and scanner as needed electrical and data port Telephone

### 5.6.2.5 Probation Offices and Support

Probation is one of the many dispositional alternatives that a judge has available to use when juveniles appear before them for disposition. Probation is a legal status that allows a juvenile who has been adjudicated delinquent to remain in their home under certain conditions set forth by the court and the probation division.

Juvenile court facilities typically have a probation office suite within the judicial facility. This suite includes probation offices, conference and training facilities, urinalysis toilet room, drug testing lab, work space, storage and toilet rooms for staff.

A secondary access from the exterior directly to probation with a waiting area should also be considered in juvenile court facilities. Probation should have limited access to secure building areas.

#### Space Requirements

Area:	Varies  150 SF small office  160 SF administrative offices  120 SF urinalysis toilet room and testing lab
Office Furnishings:	Systems furniture, including desk, file storage, office supply storage, personal storage, task lighting  Desk chair  2 guest chairs, min.
Acoustics:	Noise reduction coefficient .65-.75  Noise criteria 30-35  Sound transmission Class 45
HVAC:	Standard with shared thermostat
Plumbing:	Toilet, sink and lab support for the urinalysis and drug testing area
Lighting:	General illumination and task lighting, occupancy and daylight sensors as needed
Technology:	Computer, printer and scanner as needed electrical and data port Telephone
Security:	Controlled access from public area, secure corridor card reader access in and out from all access points

### 5.6.3 System Requirements

All office environment work spaces should have access to daylight, be designed for optimal visual and thermal comfort and have access to lighting control.

The lighting system shall incorporate the following:

- Occupancy sensors for work areas.
- Reduced overhead lighting with task specific lighting systems.
- Daylight integrated lighting systems.
- LED lamps.
- Consistent color rendering.

The air conditioning and ventilation system should incorporate the following:

- Air handling equipment should be quiet enough to not interrupt general work.
- All executive offices should have individual climate controls. Individual climate controls should be incorporated as feasible in open office environments.
- The mechanical system design should be able to handle future needs as well as present demands.
- CO2 sensors should be located in open office areas and other densely occupied spaces.

### 5.6.4 Audio / Visual

All court programs, offices and support areas should be designed to accommodate installation of equipment for audio/video systems as presented in Section 2 of this document.

### 5.5.5 Security

Because the court program spaces need to be accessible from public spaces, it is vital that they be well monitored and secured at access points. This will allow for the appropriate flow of staff and visitors in these spaces.

The security systems required for these spaces are defined in Section 4 of this document.

### 5.6.6 General office Areas

Clerical spaces shall be planned as much as possible on an open concept utilizing open office workstations to maximize flexibility.

Workstation sizes will be assigned on a functional basis as opposed to a pay grade basis, however, planners will make every effort to see that similar positions are assigned similar standards.

## **5.7 SECURE HOLDING AND CIRCULATION**

Holding and circulation spaces are highly secured areas dedicated to prisoner holding and building and prisoner security and control functions. These areas shall be separated from all other court functions. There should be direct access from the central building holding to smaller courtroom holding areas. This circulation should not intersect with any other building circulation or judicial facility program.

The central holding and control areas should be directly adjacent to the vehicular sally port to avoid transporting prisoners in public view.

The central holding area should include a secure vestibule, control room, group holding cells, as well as staff toilets as required.

The central holding area shall be connected to a smaller courtroom holding area through a secured prisoner circulation route. This route shall not be open to any other regularly occupied building uses or areas. Smaller facilities may utilize the central holding as the courtroom holding, based on courtroom quantity and facility needs.

### **5.7.1 Space Type and Usage**

These spaces will only be used by sheriffs and prisoners and will only be occupied by prisoners as needed for court. The sheriffs will use the control and circulation areas for building security as well as prisoner security.

### **5.7.2 Architectural Design Features**

Secure holding areas shall comply with the Utah State Department of Corrections and current federal correctional standards for lighting, ventilation, heating and cooling and circulation spaces.

The finishes shall be industrial grade, vandal proof, highly durable and void of any finishes or systems that could be used by a prisoner as a weapon.

All spaces within the holding areas shall be visible from the sheriffs control station or desk.



### 5.7.2.1 Courtroom Holding

Courtroom related clusters would typically contain three cells. Each holding cell should have a combined toilet-wash basin and a shelf secured table and chair for writing and study. All fixtures shall be tamper-proof. All cells shall contain floor drains.

The ceilings and walls should have smooth surfaces that can be cleaned and disinfected easily.

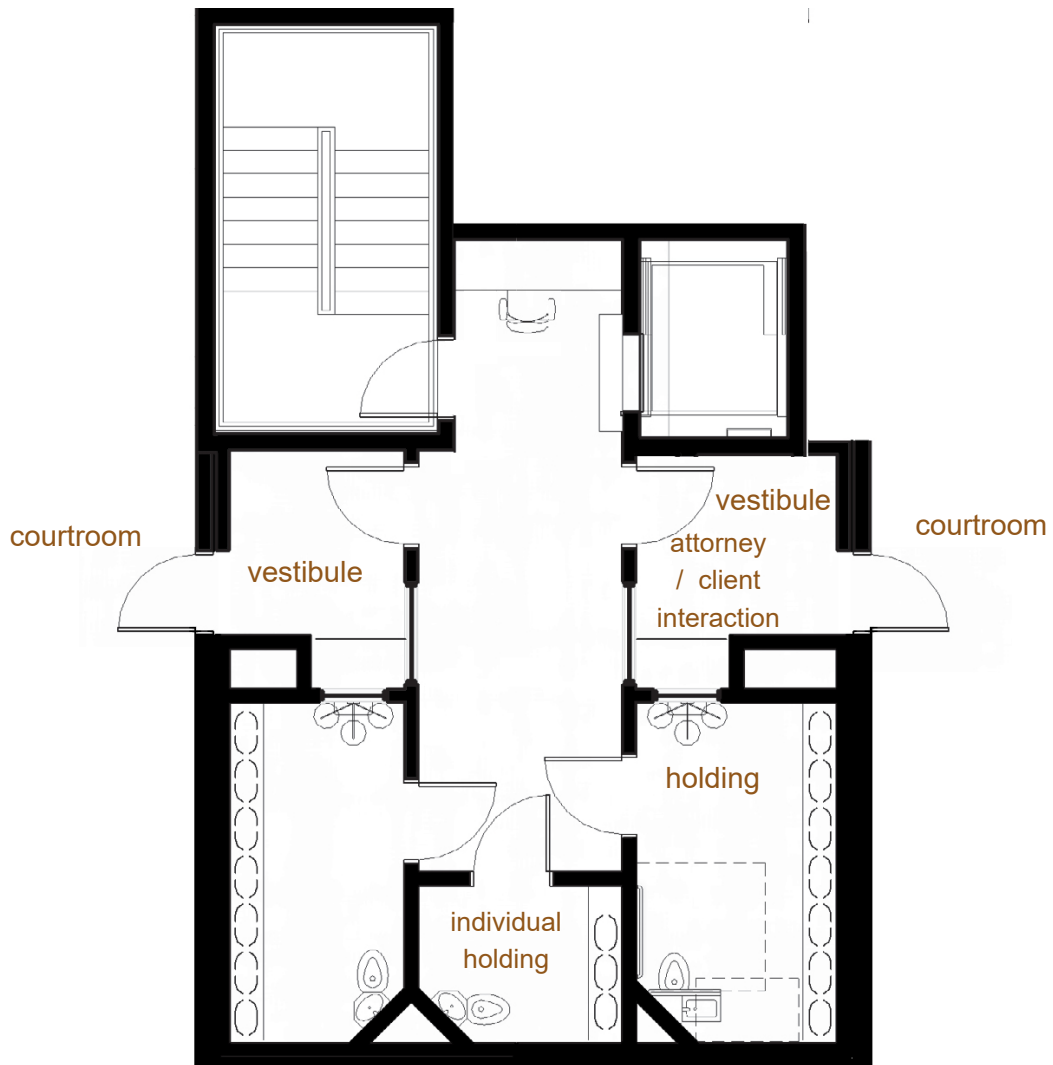
All cell doors shall have a glass panel installed so that prisoners may be viewed by security personnel. Multiple holding cells shall have adequate sound separation to prevent inter-cell communication between prisoners.

The cells should be as close as possible to the courtroom, and the entire area must be soundproofed so that sound from the holding cell is not transmitted to the courtroom.

The courtroom holding cells may also include an area for attorney/client conversations. This space should allow for the passing of papers and acoustic transactions.

#### Space Requirements

Area:	Varies 60 SF, min.
Furnishings:	Concrete bench
Plumbing:	Stainless steel toilet-wash basin, floor drain
Acoustics:	Noise reduction coefficient .65-.75 Noise criteria 50 Sound transmission class 50
HVAC:	Standard, tamper resistant
Lighting:	General illumination, tamper resistant
Security:	Highly controlled access, security camera in all cells and at all points of holding areas



### 5.7.2.2 General Holding

Temporary holding cells for prisoners awaiting court appearances should conform to Utah State Department of Corrections and current federal correctional standards for lighting, ventilation, heating and cooling. Single cells should be a minimum of 60 net square feet and 15 net square feet should be allocated per person in group holding cells.

Each holding cell should have a combined toilet-wash basin. All fixtures shall be tamper-proof. All cells shall contain floor drains.

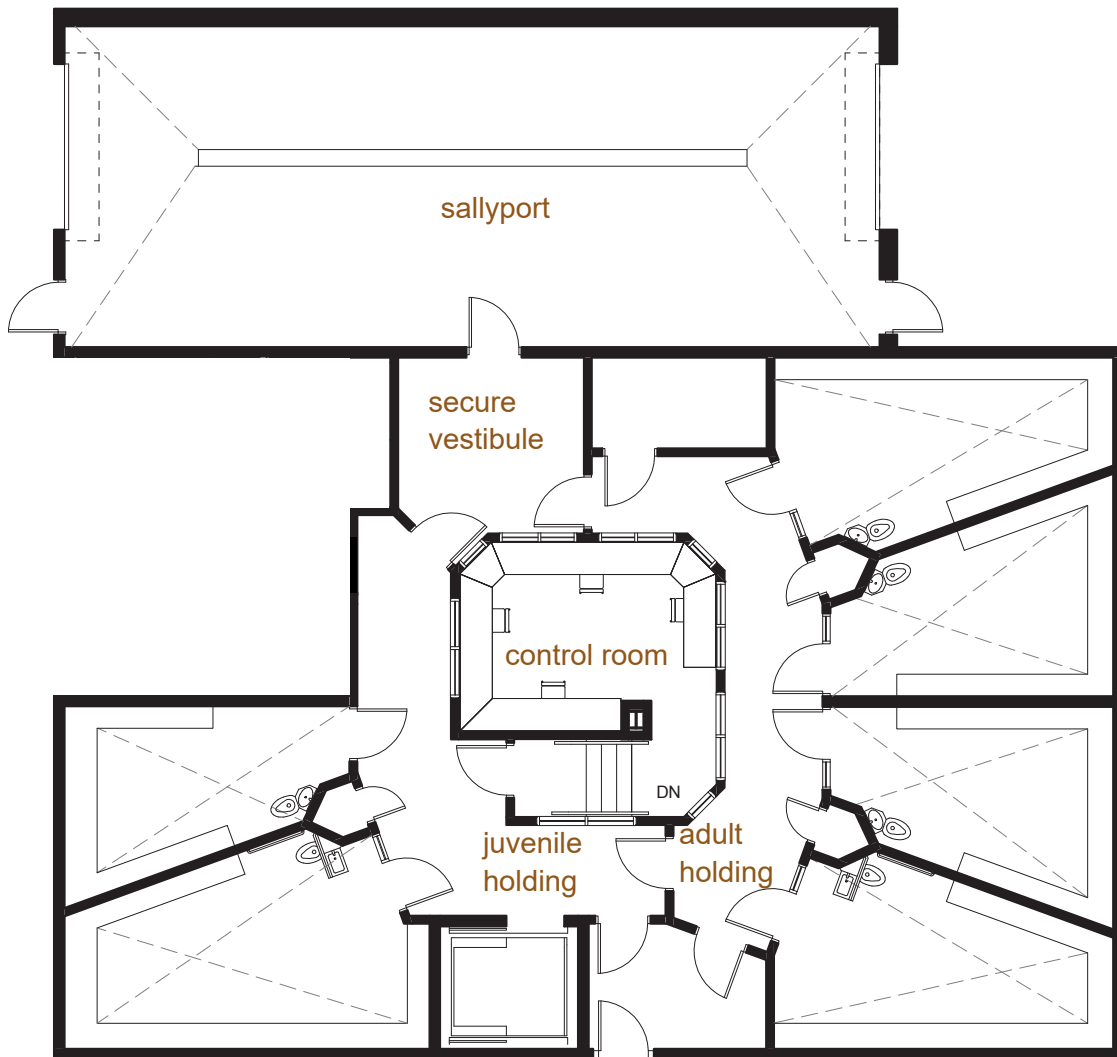
The ceilings and walls should have smooth surfaces that can be cleaned and disinfected easily.

All cell doors should have a glass panel installed so that prisoners may be viewed by security personnel. Ideally, multiple holding cells should have adequate sound separation to prevent inter-cell communication between prisoners.

Juvenile holding must be sight and sound separate from adult holding.

#### Space Requirements

Area:	Varies  60 SF, min. and 15 SF / person, min.
Furnishings:	Bench, concrete
Plumbing:	Stainless steel toilet-wash basin, floor drain
Acoustics:	Noise reduction coefficient .65-.75  Noise criteria 30-35  Sound transmission class 45
HVAC:	Standard, tamper resistant
Lighting:	General illumination, tamper resistant
Security:	Highly controlled access, security camera in all cells and at all points of holding areas



### 5.7.2.3 Prisoner Circulation

Prisoner circulation should be separated from all other building circulation. The sheriffs should be able to take the prisoners from the main holding area to the courtroom holding without exposing public or staff to the prisoners and vice versa.

The prisoner circulation routes should be durable, easy to clean and disinfect and contain tamper resistant mechanical and lighting systems.

Any elevators should also have tamper resistant finishes.

#### Space Requirements

Area:	Varies
Plumbing:	Floor drains as needed for cleaning
Acoustics:	Noise reduction coefficient .65-.75 Noise criteria 30-35 Sound transmission class 45
HVAC:	Standard, tamper-resistant
Lighting:	General illumination, tamper-resistant
Security:	Highly controlled access, security cameras to view all circulation areas

### 5.7.2.4 Control Room

The security control room is a central visual and communications center from which the sheriffs can monitor and control the building security and holding areas. This space can also function as a check-in counter for prisoners.

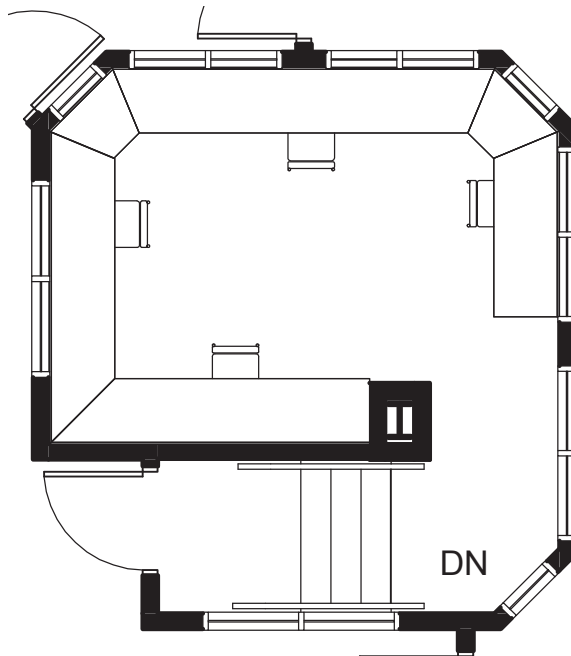
The control room shall be centrally located in the general prisoner holding area, adjacent to the vehicular sally port. It should also be adjacent to the prisoner circulation area(s).

The control room should have 360 degree visual access to holding area. The glass shall be bullet-proof, one-way glazing for optimal security.

The control room should also be raised a minimum of 12 inches above the adjacent floor for optimal visibility to surrounding holding and circulation areas.

### Space Requirements

Area:	Varies  75 SF per workstation
Furnishings:	Counter, office chairs as needed, security glazing, personal storage cabinets, equipment storage cabinets as needed
Plumbing:	Drinking fountain or water cooler
Acoustics:	Noise reduction coefficient .65-.75  Noise criteria 30-35  Sound transmission class 45
HVAC:	Standard, individual thermal control
Lighting:	General illumination with full dimming capability, task lighting at work stations
Technology:	Annunciator, duress, security panels, multiple monitors for security camera control
Security:	Highly controlled access



### 5.7.2.5 Vehicular Sally Port

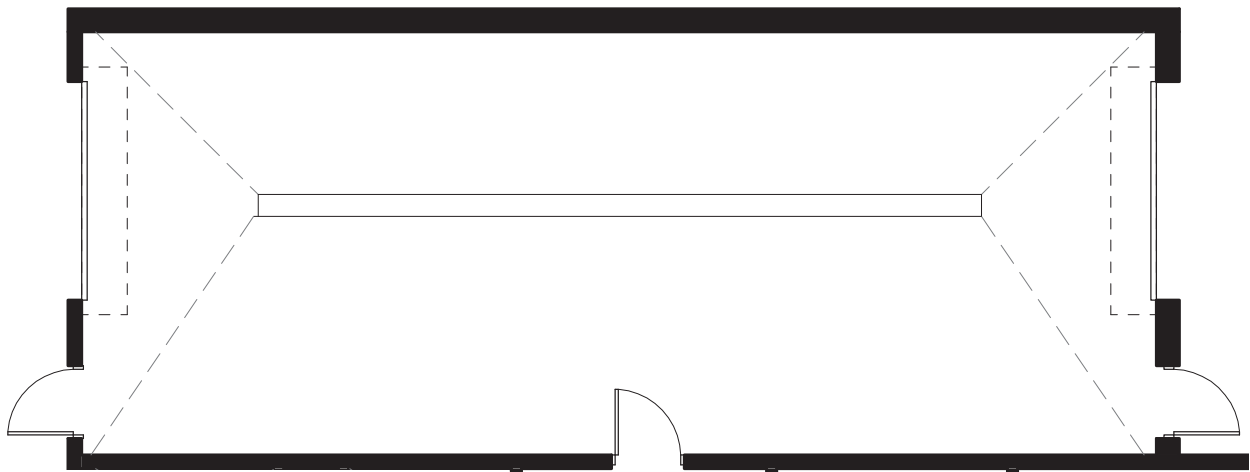
Each facility should provide a secure vehicular sally port for prisoner delivery with immediate and secure access to the centralized detention holding/staging area to accommodate prisoners in transit to and from the courthouse.

The sally port shall be located to have direct access to the central holding through a secure vestibule. Prisoners should not be required to pass any other regularly occupied building areas between the sally port and holding cells.

The sally port shall have an overhead entry door and a second overhead exit door for optimal security and building access control. A prisoner transport vehicle should not have to back out of the sally port.

#### Space Requirements

Area:	800 SF, large enough to accommodate one to two large van transport vehicles
Equipment:	12 gun capacity metal gun locker (capacity may vary based on facility size and need)
Plumbing:	Floor drains with grease trap
HVAC:	Semi-conditioned space. Heating as needed to avoid freezing fire protection
Lighting:	General illumination, tamper resistant
Security:	Highly controlled access at entry overhead door and exit overhead door. Cameras for security control, duress button



### **5.7.3 System Requirements**

All holding areas should be designed for security and durability.

The lighting system shall incorporate the following:

- Occupancy sensors at work areas.
- Adequate lighting for optimal visibility for both cameras and Sheriffs.
- LED lamps.
- Consistent color rendering.

The air conditioning and ventilation system should incorporate the following:

- Air handling equipment should be tamper resistant where accessible to prisoners.
- Sheriffs stations to have climate control. No areas accessible by prisoners should have access to climate control.
- The mechanical system design should be able to handle future needs as well as present demands.

### **5.7.4 Audio / Visual**

All court holding and support areas should be designed to accommodate installation of equipment for audio/video systems as presented in Section 2 of this document.

### **5.7.5 Security**

These are the areas that require the highest level of security in the building. The security systems required for these spaces are defined in Section 4 of this document.



## 5.8 COURTHOUSE SUPPORT AND MAINTENANCE

It is essential that all court facilities in the state be properly maintained. Experience has shown that incomplete and/or ineffective upkeep can lead to uncomfortable working conditions, unacceptable disrepair and unnecessary loss of dignity for both the facility and the judicial system.

Representatives of the Department of Facilities Construction and Management, Facility Management and Maintenance Division, will be contacted and included in planning and design of all court projects to insure that adequate life cycle provisions are made.

### 5.8.1 Space Type and Usage

All new court facility programs will include specific space provisions for maintenance and housekeeping functions. At a minimum, these will include general building receiving, storage, housekeeping supply storage (including approved chemical storage), recycling collection, maintenance shops and supplies and properly sized housekeeping closets throughout the facility.

### 5.7.2 Architectural Design Features

The building support and maintenance spaces shall be designed to meet the State of Utah Division of Facilities Construction and Management (DFCM) standards.

Attention will also be given to the provision of appropriate storage for ground keeping equipment.

#### 5.8.2.1 Deliveries and Receiving

Each facility should provide a delivery area to receive office supplies, custodial goods and other building materials as needed. This area shall be separate from the main building entrance as well as separate from the sally port access. This area should be both durable and secure.

A receiving room and staff office should be adjacent to a secure exterior access point. The staff office shall provide seating for 1-2 staff and a work bench.

#### Space Requirements

Area:	Varies, dependant on building needs
Equipment:	Storage cabinets for mail and building supplies, standard office equipment and work bench in office area
Plumbing:	Floor drains in receiving area
HVAC:	Semi-conditioned receiving space with heating as needed to avoid freezing fire protection, office with standard HVAC and shared thermal controls
Lighting:	General illumination, occupancy sensors and task lighting as needed
Security:	Controlled access

### 5.8.2.2 Utility Closets

Utility closets shall be provided as needed in the building. These shall meet DFCM standards.

### 5.8.2.3 Custodial Support and Storage

Custodial closets, storage space and office areas shall be provided as needed in the building. These shall meet DFCM standards.

### 5.8.2.3 General Building Storage

General building storage shall be provided as needed in the building. The specific size and location of the storage areas shall be coordinated with the building users and maintenance staff. These areas shall meet DFCM standards.

## 5.9 SHARED SPACES

It is the intent of the judicial system to plan and design facilities that are efficient and cost sensitive. For this reason, every project should seek opportunities to develop as much shared or common use space as possible in order to minimize unnecessary redundancies.

The following types of areas should be considered for common use: training rooms, conference rooms, staff toilets, vending, food services, break rooms, media rooms and computer server rooms. Any smoking accommodations should be remotely located from the building in accordance with state law.

Facility programs should reflect this interest and specifically identify where such common use has been planned.

In each courthouse such spaces as may be needed should be set aside for public access, offices, conference rooms and public accommodation.

# A Space Standard Matrix

SPACE	AREA (NSF)	DESCRIPTION	TECHNOLOGY												SECURITY				ACOUSTICS			LIGHTING			FURNITURE / FINISHES				
			EQUIPMENT						INFRASTRUCTURE						SECURITY				ACOUSTICS			LIGHTING			FURNITURE / FINISHES				
			Computer (CPU, monitor, keyboard)	Video (camera, monitor, recorder)	Controls (touch screen, panel)	Other (printer, scanner, etc)	Large Flat Screen Monitor	Personal Flat Screen Monitor	Audio (Mic, Speaker, Recorder)	Public Address	Telephone / VOIP	Data Port	Video Connection	Remote Data Links	Remote Video Links	Zone Assignment	Key Locked	System Controlled Access	Duress Alarm	Camera Surveillance	Audio Monitoring	Bullet Resistant Materials	Noise Reduction Coefficient	Noise Criteria	Sound Transmission Class	Standard	Task	Emergency	Furniture
<b>Courtroom</b>																													
Large Courtroom, ADA accessible	2,200 - 2,500*	Multi-litigant trials, high volume proceedings, ceremonial functions, appellate panels	x	x		x	x	x	x	x	x	x	x	2	x			x	x		0.65 -0.75	25-30	55	x		x	See Section 5.3	3	2
Standard Courtroom	1,600-1,800*	Routine civil & criminal proceedings, jury trials	x	x		x	x	x	x	x	x	x	x	2	x			x	x		0.65 -0.75	25-30	55	x		x	See Section 5.3	3	2
Small Courtroom	1,250-1,400*	Non-criminal courtroom, no access to holding	x	x		x	x	x	x	x	x	x	x	2	x			x	x		0.65 -0.75	25-30	55	x		x	See Section 5.3	3	2
<b>Courtroom Workstations/Positions</b>																													
Judge's Bench		Raised platform for Judge - generally 18" is sufficient	x	x	x	x		x	x	x	x	x	x			x	x			x				x	x		See Section 5.3		
Clerk Workstation		Raised platform for Clerk workstation in courtroom - generally 6"	x	x	x	x		x	x	x	x	x	x			x	x			x				x	x		See Section 5.3		
Witness/Interpreter Box		Raised platform for witness & interpreter in courtroom - generally 12"					x	x				x								x				x			See Section 5.3		
Jury Box (large)		12 jurors + 2 alternates					x	x	x		x													x			See Section 5.3		
Jury Box (standard)		8 jurors					x	x	x		x													x			See Section 5.3		
Counsel Tables		Includes seating- 2 to 4 tables	x	x			x	x	x	x	x	x												x			See Section 5.3		
Bailiff workstation		Fixed workstation							x								x							x			See Section 5.3		

### Zone Assignment

- 1 - Public
- 2 - Interface
- 3 - Secure Staff
- 4 - Interstitial Holding

### Furniture

Office Set 1 - System furniture to include: desk, desk chair, file storage, personal storage, credenza, 4 visitor chairs, small conference table

Office Set 2 - System furniture to include: desk, desk chair, file storage, personal storage, 2 visitor chairs

Office Set 3 - Systems furniture to include: desk, desk chair, file storage, personal storage

### Floors

- 1 - Carpet
- 2 - Resilient flooring
- 3 - Access floor w/carpet
- 4 - Sealed concrete
- 5 - Tile or Stone

### Ceilings

- 1 - Acoustic ceiling tile
- 2 - Specialty ceiling
- 3 - Secure ceiling
- 4 - Gypsum ceiling

\* Courtroom area does not include ADA ramping. This is in addition to the areas listed above.



SPACE	AREA (NSF)	DESCRIPTION	TECHNOLOGY												SECURITY					ACOUSTICS			LIGHTING			FURNITURE / FINISHES			
			EQUIPMENT						INFRASTRUCTURE						SECURITY					ACOUSTICS			LIGHTING			FURNITURE / FINISHES			
			Computer (CPU, monitor, keyboard)	Video (camera, monitor, recorder)	Controls (touch screen, panel)	Other (printer, scanner, etc)	Large Flat Screen Monitor	Personal Flat Screen Monitor	Audio (Mic, Speaker, Recorder)	Public Address	Telephone / VOIP	Data Port	Video Connection	Remote Data Links	Remote Video Links	Zone Assignment	Key Locked	System Controlled Access	Duress Alarm	Camera Surveillance	Audio Monitoring	Bullet Resistant Materials	Noise Reduction Coefficient	Noise Criteria	Sound Transmission Class	Standard	Task	Emergency	Furniture
Judicial Office Support																													
Judicial Waiting	200	Judicial waiting					x	x					1	x			x							x			Waiting chars	1	1
Judicial Reception	100	Reception work station between public and secure staff area	x		x		x	x	x				2		x	x	x						45	x		x	Reception Set	1	1
File/Storage	Varies	As needed for facility operations						x	x				3										45	x			High density file storage	1	1
Copy/Work	Varies	Near Judicial Assistant work areas - either open area or separate room	x		x			x	x	x		x	3										35	x			Millwork, copy and print equipment	2	1
Clerk of the Court																													
Private Workspace																													
Clerk of Court/ Division Administrator	180	Management office	x		x		x	x		x	x		3	x		x					0.65-0.75	30-35	45	x	x		Office Set 1	1	1
Assistant Clerk of Court	140	Professional office	x		x		x	x		x	x		3	x							0.65-0.75	30-35	45	x	x		Office Set 2	1	1
Director Office	140	Professional Office	x		x		x	x		x	x		3	x							0.65-0.75	30-35	45	x	x		Office Set 2	1	1
Manager Office	110	Professional Office	x		x		x	x		x	x		3	x							0.65-0.75	30-35	45	x	x		Office Set 2	1	1
Coordinator Office	90	Professional Office	x		x		x	x		x	x		3	x							0.65-0.75	30-35	45	x	x		Office Set 3	1	1
Law Clerk Office	90	Professional Office	x		x		x	x		x	x		3	x							0.65-0.75	30-35	45	x	x		Office Set 3	1	1
Standard Workstation	64	Open office	x		x		x	x		x	x		3								0.65-0.75	30-35	45	x	x		Office Set 3	1	1
Supervisor Workstation	72	Open office	x		x		x	x		x	x		3								0.65-0.75	35-40	N/A	x	x		Office Set 3	1	1
Counter Workstation	64	Open office	x		x		x	x		x	x		2		x	x	x				0.65-0.75	35-40	N/A	x	x	x	Office Set 3- w/ transaction counter	1	1

**Zone Assignment**

- 1 - Public
- 2 - Interface
- 3 - Secure
- 4 - Holding

**Furniture**

Office Set 1 - System furniture to include: desk, desk chair, file storage, personal storage, credenza, 4 visitor chairs, small conference table

Office Set 2 - System furniture to include: desk, desk chair, file storage, personal storage, 2 visitor chairs

Office Set 3 - Systems furniture to include: desk, desk chair, file storage, personal storage

**Floor**

- 1 - Carpet
- 2 - Resilient flooring
- 3 - Access floor w/carpet
- 4 - Sealed concrete
- 5 - Tile or stone

**Ceilings**

- 1 - Acoustic ceiling tile
- 2 - Specialty ceiling
- 3 - Secure ceiling
- 4 - Gypsum ceiling

SPACE	AREA (NSF)	DESCRIPTION	TECHNOLOGY														ACOUSTICS			LIGHTING			FURNITURE / FINISHES						
			EQUIPMENT							INFRASTRUCTURE							SECURITY						Furniture	Floors	Ceilings				
			Computer (CPU, monitor, keyboard)	Video (camera, monitor, recorder)	Controls (touch screen, panel)	Other (printer, scanner, etc)	Large Flat Screen Monitor	Personal Flat Screen Monitor	Audio (Mic, Speaker, Recorder)	Public Address	Telephone / VOIP	Data Port	Video Connection	Remote Data Links	Remote Video Links	Zone Assignment	Key Locked	System Controlled Access	Duress Alarm	Camera Surveillance	Audio Monitoring	Bullet Resistant Materials				Noise Reduction Coefficient	Noise Criteria	Sound Transmission Class	Standard
<b>Support Spaces</b>																													
Copy Room	Varies	As needed for facility operations	x		x			x	x	x				3	x						0.65-0.75	35-40	35	x	x		Millwork, copy and print equipment	2	1
File Storage	Varies	As needed for facility operations						x	x					3	x						0.65-0.75	35-40	N/A	x			High density file storage	1	1
Public Counter	Varies	As needed for facility operations	x		x	x	x	x	x					2		x		x			0.65-0.75	35-40	N/A	x		x		1	1
Public Research Terminals	18 each	Pro Se assistance and document viewing terminals	x					x	x	x				1				x			0.65-0.75	35-40	N/A	x			Counter top and chairs	1	1
Counter Queuing	50/station							x	x					1				x			0.65-0.75	35-40	N/A	x				5	2
File Viewing	Varies	As needed for facility operations	x								x			2				x			0.65-0.75	35-40	N/A	x				1	1
Evidence Storage	100		x											3		x					0.65-0.75	35-40	N/A	x				1	1
Mail Room	100	May be enclosed or open	x						x	x	x			3										x	x		Millwork	2	1
Counting Room	100	Secure currency counting and storage room	x							x	x			3		x	x	x						x	x		Countertop and safe	1	1
Staff Toilets	Varies	As needed for facility operations												3							0.65-0.75	40	35	x				5	4
Personal Health Room	100								x	x				3										x				1	1
<b>Court Administration</b>																													
<b>Private Workspace</b>																													
Court Executive	250	Management office	x		x	x			x	x		x		3	x	x					0.65-0.75	30-35	45	x	x		Office Set 1	1	1
Executive Assistant	110	Professional office	x		x	x			x	x	x			3	x						0.65-0.75	30-35	45	x	x		Office Set 2	1	1
Coordinator Office	90	Professional office	x		x	x			x	x	x			3	x						0.65-0.75	30-35	45	x	x		Office Set 3	1	1

**Zone Assignment**  
1 - Public  
2 - Interface  
3 - Secure Staff  
4 - Interstitial Holding

**Furniture**  
Office Set 1 - System furniture to include: desk, desk chair, file storage, personal storage, credenza, 4 visitor chairs, small conference table  
Office Set 2 - System furniture to include: desk, desk chair, file storage, personal storage, 2 visitor chairs  
Office Set 3 - Systems furniture to include: desk, desk chair, file storage, personal storage

**Floor**  
1 - Carpet  
2 - Resilient flooring  
3 - Access floor w/carpet  
4 - Sealed concrete  
5 - Tile or Stone

**Ceilings**  
1 - Acoustic ceiling tile  
2 - Specialty ceiling  
3 - Secure ceiling  
4 - Gypsum ceiling



SPACE	AREA (NSF)	DESCRIPTION	TECHNOLOGY													SECURITY			ACOUSTICS			LIGHTING			FURNITURE / FINISHES							
			EQUIPMENT						INFRASTRUCTURE							System Controlled Access	Duress Alarm	Camera Surveillance	Audio Monitoring	Bullet Resistant Materials	Noise Reduction Coefficient	Noise Criteria	Sound Transmission Class	Standard Task	Emergency	Furniture	Floors	Ceilings				
			Computer (CPU, monitor, keyboard)	Video (camera, monitor, recorder)	Controls (touch screen, panel)	Other (printer, scanner, etc)	Large Flat Screen Monitor	Personal Flat Screen Monitor	Audio (Mic, Speaker, Recorder)	Public Address	Telephone / VOIP	Data Port	Video Connection	Remote Data Links	Remote Video Links														Zone Assignment	Key Locked		
<b>Support Spaces</b>																																
Copy/Work	Varies	Near administrative work areas - either open area or separate room	x		x				x	x		x		3	x											35	x			Millwork, copy and print equipment	2	1
Judicial Counsel Board Room	Varies - 30 SF/ person	Executive conference room, near Court Executive Office	x	x	x	x	x	x	x	x	x	x	x	3	x						0.65-0.75	30 -35	50	x		x		Conference table and chairs, built-in millwork w/sink for coffee service	1	2		
<b>Court Programs</b>																																
<b>Private Workspace</b>																																
Program Director	180	Management office	x		x		x		x	x		x		3	x		x				0.65-0.75	30 - 35	45	x	x		Office Set 1	1	1			
Chief Probation Officer	160	Management office	x		x		x		x	x		x		3	x		x				0.65-0.75	30 - 35	45	x	x		Office Set 1	1	1			
Probation Supervisor	160	Management office	x		x		x		x	x		x		3	x		x				0.65-0.75	30 - 35	45	x	x		Office Set 1	1	1			
Probation/Intake Office	150	Professional office	x		x		x		x	x		x		3	x		x				0.65-0.75	30 - 35	45	x	x		Office Set 2	1	1			
GAL Attorney	165	Professional office	x		x		x		x	x		x		3	x						0.65-0.75	30 - 35	45	x	x		Office Set 2	1	1			
CASA Coordinator	160	Professional office	x		x		x		x	x		x		3	x						0.65-0.75	30 - 35	50	x	x		Office Set 2	1	1			
Coordinator Office	140	Professional office	x		x		x		x	x		x		3	x						0.65-0.75	30 - 35	45	x	x		Office Set 2	1	1			
<b>Open Workstations</b>																																
Administrative Assistant	72	Legal assistant, executive assistant	x		x		x		x	x		x		3		x					0.65-0.75	30 - 35	25	x	x		Office Set 3	1	1			
Open Workstation	64	General clerical	x		x		x		x	x		x		3		x					0.65-0.75	30 - 35	N/A	x	x		Office Set 3	1	1			

**Zone Assignment**  
1 - Public  
2 - Interface  
3 - Secure Staff  
4 - Interstitial Holding

**Furniture**  
Office Set 1 - System furniture to include: desk, desk chair, file storage, personal storage, credenza, 4 visitor chairs, small conference table

Office Set 2 - System furniture to include: desk, desk chair, file storage, personal storage, 2 visitor chairs

Office Set 3 - Systems furniture to include: desk, desk chair, file storage, personal storage

**Floor**  
1 - Carpet  
2 - Resilient flooring  
3 - Access floor w/carpet  
4 - Sealed concrete  
5 - Tile or Stone

**Ceilings**  
1 - Acoustic ceiling tile  
2 - Specialty ceiling  
3 - Secure ceiling  
4 - Gypsum ceiling

SPACE	AREA (NSF)	DESCRIPTION	TECHNOLOGY													ACOUSTICS			LIGHTING			FURNITURE / FINISHES								
			EQUIPMENT						INFRASTRUCTURE							SECURITY			Noise Criteria	Sound Transmission Class	Standard Task	Emergency	Furniture	Floors	Ceilings					
			Computer (CPU, monitor, keyboard)	Video (camera, monitor, recorder)	Controls (touch screen, panel)	Other (printer, scanner, etc)	Large Flat Screen Monitor	Personal Flat Screen Monitor	Audio (Mic, Speaker, Recorder)	Public Address	Telephone / VOIP	Data Port	Video Connection	Remote Data Links	Remote Video Links	Zone Assignment	Key Locked	System Controlled Access								Duress Alarm	Camera Surveillance	Audio Monitoring	Bullet Resistant Materials	Noise Reduction Coefficient
Office Support Spaces																														
File/Work/Storage	64	General allocation in open office configuration	x			x				x	x	x									0.65-0.75	35 - 40	N/A	x			High density file storage	2	1	
Copy Area	Variable	To be sized by anticipated equipment	x			x				x	x	x									0.65-0.75	35 - 40	35	x			Millwork, copy and print equipment	2	1	
Reception/Waiting	10 SF/per person		x			x				x	x	x									0.65-0.75	35 - 40	45	x	x	x	Office Set 3 w/ transaction counter	1	1	
Child Waiting	Variable	Special scale, furniture and finish treatment																							x			Low scale furniture	1	1
Urinalysis Toilets	60	Specimen collection																							x				5	4
Lab (supplies and specimen storage)	60	Contains storage cabinets for supplies and specimen storage	x							x	x	x													x	x		Built-in counter with sink, under cabinet fridge for specimen storage	2	4
Conference/Interview Rooms																														
Large Conference Room	320	Conference room for up to 16 persons	x	x	x	x	x	x	x	x	x	x	x	x	x							0.65-0.75	30 - 35	50	x		x	Conference table and chairs, white board and A/V as needed	1	2
Medium Conference Room	240	Conference room for up to 12 persons	x			x	x	x		x	x	x	x									0.65-0.75	30 - 35	50	x			Conference table and chairs, white board and A/V as needed	1	2
Small Conference Room / Caucus Room	160	Conference room for 6-8 persons																				0.65-0.75	30 - 35	50	x			Conference table and chairs, white board and A/V as needed	1	1
Mediation Room	160-340 (based on need)	Mediator plus up to 7 persons																							x			Conference table and chairs, white board	1	2

**Zone Assignment**  
1 - Public  
2 - Interface  
3 - Secure Staff  
4 - Interstitial Holding

**Furniture**  
Office Set 1 - System furniture to include: desk, desk chair, file storage, personal storage, credenza, 4 visitor chairs, small conference table

Office Set 2 - System furniture to include: desk, desk chair, file storage, personal storage, 2 visitor chairs

Office Set 3 - Systems furniture to include: desk, desk chair, file storage, personal storage

**Floor**  
1 - Carpet  
2 - Resilient flooring  
3 - Access floor w/carpet  
4 - Sealed concrete  
5 - Tile or stone

**Ceilings**  
1 - Acoustic ceiling tile  
2 - Specialty ceiling  
3 - Secure ceiling  
4 - Gypsum ceiling



SPACE	AREA (NSF)	DESCRIPTION	TECHNOLOGY												SECURITY				ACOUSTICS			LIGHTING			FURNITURE / FINISHES						
			EQUIPMENT						INFRASTRUCTURE						System Controlled Access	Duress Alarm	Camera Surveillance	Audio Monitoring	Bullet Resistant Materials	Noise Reduction Coefficient	Noise Criteria	Sound Transmission Class	Standard	Task	Emergency	Furniture	Floors	Ceilings			
			Computer (CPU, monitor, keyboard)	Video (camera, monitor, recorder)	Controls (touch screen, panel)	Other (printer, scanner, etc)	Large Flat Screen Monitor	Personal Flat Screen Monitor	Audio (Mic, Speaker, Recorder)	Public Address	Telephone / VOIP	Data Port	Video Connection	Remote Data Links															Remote Video Links	Zone Assignment	Key Locked
Interview Room	120	Conference room for up to 6 persons, location and security needs vary	x	x	x		x	x	x								x								50	x			Conference table and chairs, white board and A/V as needed	1	1
<b>In-Custody Holding</b>																															
Vehicle Sally Port	800 SF / bay, min.	Secure prisoner van enclosure adjacent to central holding													4	x	x	x									x	x	See section 5.7	4	5
Secure Vestibule	100-200	Secure vestibule separating transport from holding areas												4	x		x										x	x	See section 5.7	4	3
Control Room	200-300	Security staff work area and central building control room	x	x	x	x	x	x		x	x	x	x	x	4	x	x				0.65-0.75	30 - 35	45	x	x	x	Counter with integrated power and data, task chairs and water cooler	2	3		
Group Holding	160-200	Large holding area												4	x		x									x	x	See section 5.7	4	3	
Individual Holding	60	Individual holding area												4	x		x									x	x	See section 5.7	4	3	
Intake Alcove	80	Intake between public and secure holding areas												4	x		x									x	x	See section 5.7	4	3	
Security Office	90-110	Staff workstation	x			x		x		x	x			4	x			x			0.65-0.75	30 - 35	25	x	x	x	Office Set 3	1	1		
Shared Workroom	varies based on staff	shared workroom and break area for security staff	x			x		x		x	x			4	x											x		Conference table and chairs, individual touch-down work areas	1	1	
Staff Break Room	150	Kitchen area adjacent to shared workroom												4												x			2	1	
Staff Toilet	72 each													4												x			5	4	

**Zone Assignment**  
1 - Public  
2 - Interface  
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**Furniture**  
Office Set 1 - System furniture to include: desk, desk chair, file storage, personal storage, credenza, 4 visitor chairs, small conference table  
Office Set 2 - System furniture to include: desk, desk chair, file storage, personal storage, 2 visitor chairs  
Office Set 3 - Systems furniture to include: desk, desk chair, file storage, personal storage

**Floor**  
1 - Carpet  
2 - Resilient flooring  
3 - Access floor w/carpet  
4 - Sealed concrete  
5 - Tile or stone

**Ceilings**  
1 - Acoustic ceiling tile  
2 - Specialty ceiling  
3 - Secure ceiling  
4 - Gypsum ceiling  
5 - Open

SPACE	AREA (NSF)	DESCRIPTION	TECHNOLOGY												SECURITY					ACOUSTICS			LIGHTING			FURNITURE / FINISHES				
			EQUIPMENT						INFRASTRUCTURE						SECURITY					ACOUSTICS			LIGHTING			FURNITURE / FINISHES				
			Computer (CPU, monitor, keyboard)	Video (camera, monitor, recorder)	Controls (touch screen, panel)	Other (printer, scanner, etc)	Large Flat Screen Monitor	Personal Flat Screen Monitor	Audio (Mic, Speaker, Recorder)	Public Address	Telephone / VOIP	Data Port	Video Connection	Remote Data Links	Remote Video Links	Zone Assignment	Key Locked	System Controlled Access	Duress Alarm	Camera Surveillance	Audio Monitoring	Bullet Resistant Materials	Noise Reduction Coefficient	Noise Criteria	Sound Transmission Class	Standard	Task	Emergency	Furniture	Floors
<b>Building Support</b>																														
Lobby/Information	60	Typical staffed Information station in lobby area	x	x	x	x	x	x	x	x				1	x		x	x							x	x	x	See section 5.1	5	2
Loading Dock	300	Typical dock platform/slot - does not include vehicle area	x		x				x	x	x			2		x		x							x				4	5
Receiving Area	120+	Variable by facility and expected deliveries - sized to hold screening equipment.	x		x				x	x	x			2		x		x							x				4	5
Recycling Collection Area	100+	Bin park (individual bins @ 20 NSF ea. x number anticipated)												3	x										x				4	5
Recycling Stations (distributed)	20 ea	Distributed throughout the facility												1/3															4	5
Mail Room	120+	Small facility minimum - larger facilities and special conditions larger	x		x				x	x				3							0.65-0.75	35 - 40	35	x	x		Millwork mail cubbies	2	1	
Communications Room	400	Minimum entry point for telephone and computer lines -generally larger - very large if new telephone switching is required.	x	x	x				x	x	x	x	x	3		x									x		x		6	5
Communications Closets	120	Minimum one /floor - greater allocation based on distance calculations	x	x	x				x	x	x	x	x	3		x									x		x		4	5

**Zone Assignment**  
1 - Public  
2 - Interface  
3 - Secure Staff  
4 - Interstitial Holding

**Furniture**  
Office Set 1 - System furniture to include: desk, desk chair, file storage, personal storage, credenza, 4 visitor chairs, small conference table

Office Set 2 - System furniture to include: desk, desk chair, file storage, personal storage, 2 visitor chairs

Office Set 3 - Systems furniture to include: desk, desk chair, file storage, personal storage

**Floor**  
1 - Carpet  
2 - Resilient flooring  
3 - Access floor w/carpet  
4 - Sealed concrete  
5 - Tile or stone  
6 - Anti-static access floor

**Ceilings**  
1 - Acoustic ceiling tile  
2 - Specialty ceiling  
3 - Secure ceiling  
4 - Gypsum ceiling  
5 - Open



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## C Rule 3-414 Court Security

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### **INTENT:**

To promote the safety and well being of judicial personnel, members of the bar and citizens utilizing the courts.

To establish uniform policies for court security.

To delineate responsibility for security measures by the Council, the administrative office, local judges, court executives, and law enforcement agencies.

### **APPLICABILITY:**

This rule shall apply to all courts.

Statement of the Rule:

#### (1) Definitions.

(1)(A) Court security. Court security includes the procedures, technology, and architectural features needed to ensure the safety and protection of individuals within the courthouse and the integrity of the judicial process. Court security is the joint effort of law enforcement and the judiciary to prevent or control such problems as, disorderly conduct, physical violence, theft, bomb threats, prisoner escapes, assassinations, and hostage situations.

(1)(B) Presiding judge. As used in this rule, presiding judge includes the judge of a single-judge courthouse. The presiding judge may delegate the responsibilities of this rule to another judge.

#### (2) Responsibilities of the Council.

(2)(A) The Council shall ensure that all design plans for renovation or new construction of court facilities are reviewed for compliance with The Utah Judicial Facility Design Standards.

(2)(B) The Council shall promulgate general security guidelines to assist local jurisdictions in the development of court security plans. These guidelines and local security plans may supplement but shall not conflict with the following minimum requirements. If a facility fails to conform to the following requirements, the security plan for the courthouse shall note the deficiency, and the presiding judge and court executive shall use reasonable efforts to obtain funding for necessary modifications.

(2)(C) As a condition for the certification of a new justice court or the continued certification of an existing justice court, the justice court shall file an acceptable local security plan with the Court Security Director and shall file amendments to the plan with the Court Security Director as amendments are made. The local security plan shall provide for the presence of a law enforcement officer or constable in court during court sessions or a reasonable response time by the local law enforcement agency upon call of the court.

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(3) Responsibilities of the Administrative Office.

(3)(A) The state court administrator shall appoint a Court Security Director who shall:

(3)(A)(i) review, approve and keep on file copies of all local security plans; and

(3)(A)(ii) periodically visit the various court jurisdictions to offer assistance in the development or implementation of local security plans.

(3)(B) The state court administrator shall appoint a court executive in each judicial district to serve as a local security coordinator.

(4) Responsibilities of the court executive.

(4)(A) The court executive designated as the local security coordinator shall:

(4)(A)(i) in consultation with the law enforcement administrator responsible for security and with the judges responsible for the security plan, develop and implement a local security plan for each court of record facility within the district;

(4)(A)(ii) annually review the local security plan with the presiding judge and the law enforcement administrator to identify deficiencies in the plan and problems with implementation;

(4)(A)(iii) file an acceptable local security plan with the Court Security Director; and

(4)(A)(iv) file amendments to the plan with the Court Security Director as amendments are made.

(4)(B) The local security plan for a courthouse and any amendments to it shall be approved by a majority of the judges of the district of any court level regularly occupying the courthouse. Voting shall be without regard to court level. As used in this subsection the term “judges of the district of any court level occupying the courthouse” shall include all judges of the district court of the district and all judges of the juvenile court of the district regardless of whether a particular judge occupies the courthouse so long as at least one judge of that court level occupies the courthouse. The term also includes the justices of the Supreme Court, the judges of the Court of Appeals and all justice court judges who actually occupy the courthouse.

(4)(D) The court executive shall provide a copy of the current local security plan and annual training on the plan to all employees, volunteers and security personnel.

(4)(E) The local plan shall clearly delineate the responsibilities between court personnel and law enforcement personnel for all areas and activities in and about the courthouse.



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- (4)(F) The court clerk or probation officer, under the supervision of the court executive, shall provide timely notice to transportation officers of required court appearances and cancellation of appearances for individuals in custody. The court shall consolidate scheduled appearances whenever practicable and otherwise cooperate with transportation officers to avoid unnecessary court appearances.
- (4)(G) To the extent possible, the clerk of the court shall establish certain days of the week and times of day for court appearances of persons in custody in order to permit transportation officers reasonable preparation and planning time. The court shall give priority to cases in which a person in custody appears in order to prevent increased security risks resulting from lengthy waiting periods.
- (5) Responsibilities of law enforcement agencies.
- (5)(A) The law enforcement agency with responsibility for security of the courthouse, through a law enforcement administrator, shall:
- (5)(A)(i) coordinate all law enforcement activities within the courthouse necessary for implementation of the security plan and for response to emergencies;
  - (5)(A)(ii) cooperate with the court executive in the development and implementation of a local security plan;
  - (5)(A)(iii) provide local law enforcement personnel with training as provided in this rule;
  - (5)(A)(iv) provide court bailiffs; and
  - (5)(A)(v) provide building and perimeter security.
- (5)(B) The law enforcement agency responsible for court security shall be as follows:
- (5)(B)(i) The Department of Public Safety for the Supreme Court and the Court of Appeals when they are in session in Salt Lake County. When convening outside of Salt Lake County, security shall be provided by the county sheriff. The Department of Public Safety may call upon the Salt Lake County Sheriff for additional assistance as necessary when the appellate courts are convening in Salt Lake County.
  - (5)(B)(ii) The county sheriff for district courts and juvenile courts within the county.
  - (5)(B)(iii) The county sheriff for a county justice court and the municipal police for a municipal justice court. The county or municipality may provide a constable to provide security services to the justice court. If a municipality has no police department or constable, then the law enforcement agency with which the municipality contracts shall provide security services to the justice court.



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(6) Court bailiffs.

- (6)(A) Qualifications. Bailiffs shall be “law enforcement officers” as defined in Section 53-13-103. At the discretion of the law enforcement administrator and with the consent of the presiding judge, bailiffs may be “special function officers” as defined by Section 53-13-105.
- (6)(B) Training. Prior to exercising the authority of their office, bailiffs shall satisfactorily complete the basic course at a certified peace officer training academy or pass a waiver examination and be certified. Bailiffs shall complete 40 hours of annual training as established by the Division of Peace Officer Standards and Training. Bailiffs shall receive annual training on the elements of the court security plan, emergency medical assistance and the use of firearms.
- (6)(C) Physical and mental condition. Court bailiffs shall be of suitable physical and mental condition to ensure that they are capable of providing a high level of security for the court and to ensure the safety and welfare of individuals participating in court proceedings. Bailiffs shall be capable of responding appropriately to any potential or actual breach of security.
- (6)(D) Appointment. The appointment of a bailiff is subject to the concurrence of the presiding judge.
- (6)(E) Supervision. The court bailiff shall be supervised by the appointing authority and perform duties in compliance with directives of the appointing authority.
- (6)(F) Responsibilities. Court bailiff responsibilities shall include but are not limited to the following.
- (6)(F)(i) The bailiff shall prevent persons in custody from having physical contact with anyone other than the members of the defense counsel’s team. Visitation shall be in accordance with jail and prison policies and be restricted to those facilities.
  - (6)(F)(ii) The bailiff shall observe all persons entering the courtroom, their movement and their activities. The bailiff shall control access to the bench and other restricted areas.
  - (6)(F)(iii) The bailiff shall search the interior of the courtroom and restricted areas prior to the arrival of any other court participants. Similar searches shall be conducted following recesses to ensure the room is clear of weapons, explosives, or contraband.
  - (6)(F)(iv) Bailiffs shall wear the official uniform of the law enforcement agency by whom they are employed.
  - (6)(F)(v) Bailiffs shall comply with the directives of the judge or commissioner with respect to security related activities and shall perform other duties incidental to the efficient functioning of the court which do not detract from security functions. Activities wholly unrelated to security or function of the court, including personal errands, shall not be requested nor performed.

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(6)(F)(vi) Bailiffs shall perform responsibilities provided for in the local court security plan.

(2)(B)(x) The bailiff shall maintain a clear line of sight of all courtroom participants and shall be between individuals who are in custody and courtroom exits.

(7) Weapons.

(7)(A) Weapons generally.

(7)(A)(i) A courthouse is presumed to be free of all weapons and firearms unless a local security plan provides otherwise in accordance with this rule. No person may possess an explosive device in a courthouse. Except as permitted by this rule, no person may possess a firearm, ammunition, or dangerous weapon in a courthouse.

(7)(A)(ii) All firearms permitted under this rule and a local security plan:

(7)(A)(ii)(a) and carried upon the person shall be concealed unless worn as part of a public law enforcement agency uniform;

(7)(A)(ii)(b) shall remain in the physical possession of the person authorized to possess it and shall not be placed in a drawer, cabinet, briefcase or purse unless the person has physical possession of the briefcase or purse or immediate control of the drawer or cabinet or the drawer or cabinet is locked; and

(7)(A)(ii)(c) shall be secured in a holster with a restraining device.

(7)(B) Persons authorized to possess a firearm or other weapon.

(7)(B)(i) The following officers may possess a firearm and ammunition in a courthouse if the firearm is issued by or approved by the officer's appointing authority, if possession is required or permitted by the officer's appointing authority and the local security plan, and if the officer presents valid picture identification:

(7)(B)(i)(a) "law enforcement officer" as defined in Section 53-13-103;

(7)(B)(i)(b) "correctional officer" as defined in Section 53-13-104;

(7)(B)(i)(c) "special function officer" as defined in Section 53-13-105;

(7)(B)(i)(d) "federal officer" as defined in Section 53-13-106; and

(7)(B)(i)(e) a private security officer, licensed under Utah Code Title 58, Chapter 63, Security Personnel Licensing Act, hired by the court or the court's banker to transport money.

(7)(B)(ii) A judge or law enforcement official as defined in Section 53-5-711 may possess in a courthouse a firearm and ammunition for which the judge or law enforcement official has a valid certificate of qualification issued under Section 53-5-711 if possession is permitted by the local security plan.

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(7)(B)(iii) A court commissioner may possess in a courthouse a firearm and ammunition for which the court commissioner has a concealed weapons permit, but only if the court commissioner has obtained the training and annual retraining necessary to qualify for a certificate issued under Section 53-5-711 and if possession is permitted by the local security plan.

(7)(B)(iv) A person permitted under subsections (i), (ii) or (iii) to possess a firearm nevertheless shall not possess a firearm in a courthouse if the person is appearing at the courthouse as a party to litigation. A person possessing a firearm in a courtroom shall notify the bailiff or the judge.

(7)(B)(v) If permitted by the local security plan, a court employee or volunteer may possess in a courthouse an otherwise legal personal protection device other than a firearm. An employee or volunteer shall not possess a personal protection device while appearing as a party to litigation. An employee or volunteer shall not possess a firearm while on duty.

(7)(C) Firearm training requirements.

(7)(C)(i) To requalify for a certificate issued under Section 53-5-711 a judge shall annually complete with a passing score a range qualification course for judges and law enforcement officials established by the Department of Public Safety or a course established by any law enforcement agency of the state of Utah or its political subdivision for the requalification of its officers.

(7)(C)(ii) The cost of firearms, ammunition, initial qualification, requalification and any other equipment, supplies or fees associated with a certificate of qualification issued under Section 53-5-711 shall be the responsibility of the judge or court commissioner and shall not be paid from state funds.

(8) Security devices and procedures.

(8)(A) Metal detectors. The use of metal detectors or other screening devices, Where present, shall be used by the law enforcement agency responsible for security/bailiff services. (8)(B) Physical search. Searches of persons in or about the courthouse or courtroom shall be conducted at the discretion of the law enforcement agency responsible for security when the local law enforcement agency has reason to believe that the person to be searched is carrying a weapon or contraband into or out of the courthouse or when the court so orders. No other person is authorized to conduct such searches. Written notice of this policy shall be posted in a conspicuous place at the entrance to all court facilities.

(8)(A)(i) All persons in custody shall be kept in a holding cell, restrained by restraining devices, or supervised at all times while in court unless otherwise specifically ordered by the judge in whose courtroom the individual appears.

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(8)(B) Extra security. In anticipated high risk situations or a highly publicized case, the law enforcement agency responsible for security should, on its own initiative or in response to an order of the court, provide extra security including additional personnel, controlled access, etc. A written operational plan outlining and assigning security duties should be developed in conjunction with the presiding judge, the court executive and the Court Security Director.

(9) Transportation of persons in custody.

(9)(A) The federal, state, county or municipal agency with physical custody of a person whose appearance in court is required is responsible for transportation of that person to and from the courtroom.

(9)(B) The transportation officer shall:

(9)(B)(i) remain present at all times during court appearances;

(9)(B)(ii) be responsible for the custody of such persons;

(9)(B)(iii) support the court bailiff in the preservation of peace in the courthouse and courtroom;

(9)(B)(iv) provide advance notice of the transportation and of any extraordinary security requirements to the law enforcement agency responsible for court security, to the judge, and to the bailiff;

(9)(B)(v) comply with any regulations of the county sheriff regarding the transportation of persons in custody to court; and

(9)(B)(vi) return the person in custody to the proper place of confinement.

(9)(C) The law enforcement agency responsible for court security shall provide assistance to the transportation officer as circumstances dictate.

# D Utah Building Code Appeals Board Resolution 2006-1

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## UTAH BUILDING CODE APPEALS BOARD

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In the Matter of Consideration of :  
Appeal of Utah Administrative Office of :  
the Courts regarding the Building Code : **RESOLUTION NO: 2006-1**  
and Delayed Egress Doors, State :  
Courthouses, hearing on April 25, 2006 :

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It appearing that Utah Building Code Appeals Board (hereinafter "Board") that the above-entitled matter came before this Board for hearing on April 25, 2006 at 3:00 p.m., Room 4112, State Office Building, Salt Lake City, Utah 84114;

It appearing that the following Board members were appointed by the Director of the Division of Facilities Construction and Management of the Utah Department of Administrative Services (hereinafter "DFCM") and were present throughout the hearing and deliberation of the above-entitled matter; Judge Sandra Peuler, Third District Court, as Chair of the Board; Ron Ivie, Building Official/Fire Marshall, Park City, Utah; Roger Evans, Plans Examiner, Park City, Utah; Jack Robertson, Architect, Salt Lake City; and Brad W. Slater, Weber County Sheriff;

It appearing that a presentation was made at the hearing by officials from DFCM as well as the Utah Administrative Office of the Courts (hereinafter "AOC") regarding the above-entitled matter; and

After considering all presentations at said hearing, documents presented and expertise provided from Board members; the following is hereby:

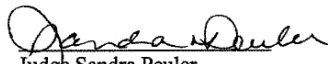
**RESOLVED**, by the Board, that it finds and declares that:

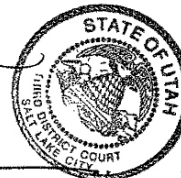
Occupancy in courtrooms in Courthouses under the jurisdiction of the State of Utah AOC shall have occupancy limits posted at 49 people. When so posted for all Courtrooms in a particular Courthouse, then the occupancy rating under the Building Code is a Class B occupancy which allows for the subject control devices of delayed egress on doors. However, if at any time a Courtroom in such a courthouse exceeds 49 people, then the AOC is responsible to take special precautions to manage safe evacuation procedures; and

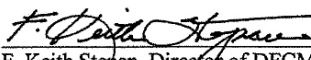
State of Utah Courthouses may have delayed egress doors including, but not limited to, doors related to stairwells and exiting. However, when a courtroom exceeds the 49 person occupancy limit, the AOC is responsible to take special precautions to manage safe evacuation procedures.

DATED THIS 21 day of July, 2006.

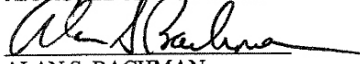
### UTAH BUILDING CODE APPEALS BOARD

By:   
Judge Sandra Peuler  
Board Chair



  
F. Keith Stepan, Director of DFCM  
Administrator for the Board

APPROVED AS TO FORM:

  
ALAN S. BACHMAN  
Assistant Attorney General

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## **E Excerpt from Justice for All: Designing Accessible Courthouses**

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Recommendations from the Courthouse Access Advisory Committee

November 15, 2006

This report contains recommendations of the Courthouse Access Advisory Committee for the U.S. Access Board's use in developing and disseminating guidance on accessible courthouse design under the Americans with Disabilities Act and the Architectural Barriers Act. This is not a regulation.

### **CONTENTS**

- Acknowledgements
- Members of the Courthouse Access Advisory Committee
- I. Introduction
- II. Recommendations for Accessible Courthouse Design
- III. Recommendations for Accessible Court Suite Design
- IV. Access to Raised Elements in Courtrooms and Courthouses
- V. Recommendations for Outreach and Marketing of Information on Accessible Courthouse and Courtroom Design
- VI. Background
- Appendices

### **ACKNOWLEDGEMENTS**

The Courthouse Access Advisory Committee is grateful to the many organizations and individuals who participated in its meetings and provided comment and insight on different aspects of courthouse accessibility. The real-world experiences shared by those involved in courthouse management and design, accessibility, and disability rights were valuable to the Committee's information gathering efforts.

The Committee toured courthouses in different cities as part of its quarterly meetings. These tours were extremely beneficial to the Committee's work by illustrating how accessibility has been addressed in a various types of courthouses. The Committee appreciates the cooperation and hospitality of those who arranged and conducted these tours, including justices, court managers, facility operators, and architects associated with the:

- City of Phoenix Municipal Courthouse
- Sandra Day O'Connor U.S. Courthouse in Phoenix
- Superior Court of the District of Columbia
- District of Columbia Court of Appeals
- Cook County Domestic Violence Courthouse in Chicago
- California Supreme Court in San Francisco
- Superior Court of California, County of San Francisco
- Federal Courthouse in Miami

- 
- Miami-Dade Family Court
  - Edward W. Brooke Courthouse in Boston
  - John Adams Courthouse in Boston

The Committee also thanks the following entities for hosting its meetings in San Francisco, Washington, D.C., and Boston: the California Administrative Office of the Courts, the California Judicial Council, the District of Columbia Courts' Education and Training Division, the Massachusetts Division of Capital Asset Management, the Massachusetts Administrative Office of the Trial Court, and the Boston Society of Architects.

In addition, the Committee appreciates the expertise, information, and guidance provided by various individuals in scheduled presentations and briefings to the Committee, including: Chief Judge Annice M. Wagner of the DC Court of Appeals, Chief Judge Rufus G. King, III, of the Superior Court of D.C., Michael Kazan of Gruzen Samton, Architects, Planners, and Interior Designers LLP; Francis Burton, Coordinator of the Office of Court Interpreting Service for the D.C Superior Court; Beverly Prior, Randy Dahr, Edward Spooner, Charles Drulis, and Frank Greene of the American Institute of Architects' Academy of Architecture for Justice; Mary Lamielle of the National Center for Environmental Health Strategies, Inc.; Susan Molloy of the National Coalition for the Chemically Injured; Professor Rebecca Morgan, Dr. Karen Griffin, Dan Payne, and Professor Roberta Flowers of Stetson University; Danielle Strickman of the Disability Independence Group; Daniel Holder of the Miami-Dade County Office of ADA Coordination; Chief Justice Robert A. Mulligan of the Massachusetts Administrative Office of the Trial Court; and David Perini, Liz Minnis, and Polly Welch of the Massachusetts Division of Capital Asset Management.

#### Members of the Courthouse Access Advisory Committee

- Accessibility Equipment Manufacturers Association, Gregory L. Harmon
- Administrative Office of the U.S. Courts, Gate Lew, AIA
- American Institute of Architects, James L. Beight, AIA and Andrew Goldberg, Assoc. AIA
- American Bar Association, Honorable Norma L. Shapiro
- Arizona State Bar Association, James B. Reed
- California Administrative Office of the Courts, Honorable Frederick P. Horn, Gordon "Sam" Overton, and Linda McCulloh
- Conference of State Court Administrators, Steven C. Hollon and James T. Glessner
- Cook County (IL) Government, Warrick Graham, AIA
- David Calvert, PA
- Disability Rights Legal Center, Eve L. Hill and Paula Pearlman
- District of Columbia Courts, H. Clifton Grandy
- Disabilities Law Project, Rocco J. Iacullo
- Hearing Loss Association of America, Marcia Finisdore and Diana Bender
- HDR Architecture, Inc., Luis F. Pitarque, RA
- Hellmuth, Obata and Kassabaum, Inc., Robert W. Schwartz, AIA
- International Code Council, Kimberly Paarlberg, RA and Phil Hahn



- 
- Lift-U Division, Hogan Manufacturing, Don W. Birdsall
  - Michael Graves & Associates, Thomas P. Rowe, AIA and Michael A. Crackel, AIA
  - Michigan Commission for the Blind, Patrick D. Cannon
  - Montana Advocacy Program, Philip A. Hohenlohe
  - National Association for Court Management, Roy S. Wynn, Jr.
  - National Center for State Courts, Chang-Ming Yeh
  - National Fire Protection Association, Nancy McNabb, AIA and John C. Biechman
  - New Hampshire Governor's Commission on Disability, Cheryl L. Killam
  - Ninth Circuit for the U.S. Courts, Honorable Michael R. Hogan
  - Paralyzed Veterans of America, Maureen McCloskey and Mark Lichter, AIA
  - PSA-Dewberry, Inc., Marlene Shade, AIA
  - Steven Winter Associates, Inc., Stephanie Vierra
  - Superior Court of the District of Columbia, Honorable Patricia A. Broderick
  - T.L. Shield & Associates, Tom Shield
  - Tenth Judicial Circuit Court of Florida, Honorable Susan W. Roberts and Nick Sudzina
  - U.S. Department of Justice, Janet L. Blizzard and Tracy Justesen
  - U.S. General Services Administration, Robert L. Andrukonis, AIA and Thomas Williams, AIA
  - U.S. Judicial Conference, Securities and Facilities Committee, Honorable Joseph F. Bataillon
  - United Spinal Association, Kleo J. King

Also active in the work of the Committee were:

- Bob Gammon, American Disabilities Consultants
- Nina Gladstone, Spillis Candela DMJM
- Katherine McGuinness, Kessler McGuinness & Associates, LLC

Access Board Representatives and Staff

- Denis Pratt, AIA, Board Member
- Elizabeth Stewart, DFO/ Board Member
- Dave Yanchulis, Staff Member/ DFO
- Earlene Sesker, Staff Member
- Meriel Brooks, Staff Member
- Rose Bunales, Staff Member
- Tanya Johnston, Staff Member

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## I. INTRODUCTION

The design of courthouses poses challenges to access due to unique features, such as courtroom areas that are elevated within confined spaces. Determining the best way to provide access to these spaces can be difficult. While the U.S. Access Board has established guidelines for courthouses which cover access to courtrooms, many have sought guidance on how access can best be achieved. Additional information is needed that explores new or innovative design solutions. In October, 2004, the U.S. Access Board organized an advisory committee to develop such guidance and to promote access to courthouses as part of an overall plan for targeted outreach on different aspects or spheres of accessibility.

The Courthouse Access Advisory Committee's (CAAC) 35 members included designers and architects, disability groups, attorneys, members of the judiciary, court administrators, representatives of the codes community and standard-setting entities, government agencies, and other volunteers with an interest in the issues to be explored. The members were selected among applications the Board received in response to a published notice. The Committee was charged with developing design solutions and best practice recommendations for accessible courthouses. In addition, the Committee's charter called for recommendations on outreach and educational strategies for disseminating this information most effectively to various audiences.

Over the course of its two-year charter, the Committee met quarterly in different cities and toured various types of courthouses in each location. Committee meetings were held in Phoenix, Chicago, San Francisco, Miami, Boston, and Washington, D.C. In developing its recommendations, the Committee followed a consensus-based model according to protocols governing Federal advisory committees. Three Subcommittees organized by the Committee covering court suites, courthouse spaces other than courtrooms, and education and outreach met extensively in between committee meetings.

As a result of this process, the CAAC was able to more closely examine and understand regional differences and approaches to courthouse access issues, as well as differences between local, state, and federal court systems. This led to more effective communication among a larger group of individuals who serve and contribute to the courts systems. The most significant lesson the CAAC learned from its investigation is that the most accessible designs arose in court systems that considered access at the outset of the project and involved people with disabilities at that point. Additionally, whenever flexibility was built into the courthouse, courtrooms, and services, it was easier to accommodate and/or provide the required or requested services for people with disabilities. Architectural elements of the courthouse and courtrooms only go so far in supporting the larger picture of courthouse access. So it was determined that addressing program services and promoting better communication and education among the judicial associations were critical components to effectively solving access issues. The final CAAC documents have been developed with a cross-disciplinary focus and are intended to support and communicate an integrated process as the way to address and resolve courthouse access issues for the most successful outcome.

This document is comprised of the reports from each Subcommittee as adopted by the Committee.

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## **Courthouse Design**

The report's recommendations cover access to areas and elements of courthouses other than courtrooms, including building entrances, interior and exterior routes, egress, signage and wayfinding, jury assembly areas, clerks' offices, and conference rooms. This information clarifies how existing guidelines can be met and includes best practice recommendations for optimum accessibility. It also identifies common access problems and details effective design solutions.

## **Court Suite Design**

Best practice recommendations and their related spaces, including judges chambers, jury deliberation suites and in-custody defendant holding. Design solutions addressed in the report cover access to courtrooms. Elements particular to courtrooms included entrances, witness stands, jury boxes, judges' benches, clerk's stations and other work stations, and assistive listening systems, among others. Guidance is provided on how to achieve access most effectively while preserving traditional and necessary features of courtroom design. Recommendations also address associated spaces, including jury deliberation rooms, holding cells, and judges' chambers.

## **Education and Outreach**

The report provides recommendations for outreach, marketing, and partnership strategies to promote accessibility to courthouses and to disseminate the Committee's design guidance among target audiences, including design professionals, judicial officers, court managers, court staff, and disability groups. The Committee recommends that a website be the main avenue for disseminating this information, and its report provides recommendations for the structure, content, and marketing of such a website. The report contains suggestions for tailoring website material to various audiences and provides narrative content for web pages. Recommendations also address training courses for architects and designers and for judges and court administrators.

The remaining document can be found at <http://www.access-board.gov/caac/report.htm>