

## **COURT SERVICES**

### ***OPERATION AND MISSION***

Court Services provides supervision and investigations for the Criminal Courts, and mediation and evaluations for the Civil Courts. These actions are taken in the interest of Court-ordered clients. The roles of their three departments (Adult, Juvenile, and Domestic) are multi-faceted.

### ***INTERACTION AND ADJACENCIES***

- Mental Health
- Department of Corrections
- District Court
- Facilities Management
- District Attorney
- Clerk of the District Court
- Sheriff's Department
- Juvenile Intake and Assessment Center
- Justice Information Management Systems
- Affiliates (community-based service providers)

### ***FACTORS INFLUENCING CHANGE***

- Population growth, caseload growth, and sentencing guidelines will continue to increase workload and staffing levels.

### ***SPECIAL NEEDS***

- Classroom
- Security screening and monitoring for visitors and restricted access to staff areas.
- Co-location with a division of the Sheriff's Department for additional security presence and effecting arrests.
- Mediation and interview rooms

### ***CURRENT CONDITIONS***

Court Services occupies 18505 W. 119th Street and appears adequate for their current operational needs. Some provision for growth is available. The most critical problem at this time is limited parking for staff and visitors. There are insufficient spaces for staff, with little available for the average of 20-30 clients present at their facility at any one time. Further exacerbating this parking deficiency are the regular classes conducted by Court Services personnel, which bring an additional 50-75 people to the site generally late afternoon early evening.



**JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN**

**SPACE NEEDS ASSESSMENT: Court Services**

Current Space: Sq. Ft.

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Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
	Room Std.	Description														
<b>County Courthouse</b>																
<b>SPT SPACE - COURT SERVICES</b>																
Reception/Waiting - 30 @ 15 (Triage Ctr)	REC-STND	Reptn Area - 1 pers stand	15	1.35	30	450	608	30	450	608	30	450	608	30	450	608
Staff Area - 1 @ 150 (Triage Ctr)	WKCP00160	Work/Copy/Eq Area 160 SF	160	1.35	1	160	216	1	160	216	1	160	216	1	160	216
Interview Cubicles - 6 @ 48 (Triage Ctr)	INTRV0048	Interview Room 48 SF	48	1.35	6	288	389	7	336	454	8	384	518	8	384	518
Holding Room (Sheriff Arrest Area) 1 @ 40	CELL-001	1 Person Holding 60 SF	60	1.35	1	60	81	1	60	81	1	60	81	1	60	81
Conference Room 1 @ 240	CNF-012	12 Pers Conf Room 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Interview Rooms 12 @ 120 (Req. by Corrections)	INTRV0100	Interview Room 100 SF	100	1.35	12	1,200	1,620	12	1,200	1,620	12	1,200	1,620	12	1,200	1,620
Client Waiting 1 @ 420	REC-0016	Reception Area 480 SF	480	1.35	1	480	648	1	480	648	1	480	648	1	480	648
UA Testing (Male and Female Testing Area)	RSTRM0060	Restroom 60 SF	60	1.35	2	120	162	2	120	162	2	120	162	2	120	162
UA Toilets 2 @ 45	RSTRM0060	Restroom 60 SF	60	1.35	2	120	162	2	120	162	2	120	162	2	120	162
Storage Closet (Supply/Equipment Storage) 2 @ 6	STOR00050	Storage Room 50 SF	50	1.35	2	100	135	2	100	135	2	100	135	2	100	135
Work Room/Supplies (Copier, shredder, work tab	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
		<b>TOTAL:</b>			<b>59</b>	<b>3,398</b>	<b>4,587</b>	<b>60</b>	<b>3,446</b>	<b>4,652</b>	<b>61</b>	<b>3,494</b>	<b>4,717</b>	<b>61</b>	<b>3,494</b>	<b>4,717</b>
<b>STAFF - COURT SERVICES</b>																
Correctional Intake Officers	WS01	WS Typ. 01 53 SF	53	1.40	6	315	441	6	315	441	6	315	441	6	315	441
Court Service Officers	WS01	WS Typ. 01 53 SF	53	1.40	8	420	588	8	420	588	8	420	588	8	420	588
Receptionist	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Clerical Workstations	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Court Unit Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
CSO and ISO Carrels	WS05	WS Typ 05 - CARREL 30 SF	30	1.40	12	360	504	12	360	504	12	360	504	12	360	504
		<b>TOTAL:</b>			<b>29</b>	<b>1,313</b>	<b>1,838</b>	<b>29</b>	<b>1,313</b>	<b>1,838</b>	<b>29</b>	<b>1,313</b>	<b>1,838</b>	<b>29</b>	<b>1,313</b>	<b>1,838</b>
		<b>BUILDING TOTALS:</b>				<b>4,711</b>	<b>6,425</b>		<b>4,759</b>	<b>6,490</b>		<b>4,807</b>	<b>6,554</b>		<b>4,807</b>	<b>6,554</b>

**JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN**

**SPACE NEEDS ASSESSMENT: Court Services**

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
<b>Court Services</b>																
<b>SPT SPACE</b>																
Classroom - 1 @ 1250	MP-060	Multi Purpose Rm 1200 SF	1200	1.20	1	1,200	1,440	1	1,200	1,440	1	1,200	1,440	1	1,200	1,440
Break Room - 1 @ 216	BRK-006	Break Area - 225 SF	225	1.35	1	225	304	1	225	304	1	225	304	1	225	304
Small Classroom - 1 @ 300	CLSRM-010	10 Pers Classroom 350 SF	350	1.35	2	700	945	2	700	945	2	700	945	2	700	945
Mediation Rooms - 3 @ 168	CNF-006	6 Pers Conf Room 150 SF	150	1.35	3	450	608	4	600	810	5	750	1,013	6	900	1,215
Conference Room - 1 @ 168	CNF-006	6 Pers Conf Room 150 SF	150	1.35	2	300	405	2	300	405	2	300	405	2	300	405
Central Files - 30 @ 16	FILLAT-001	Lateral File Unit (ea)	16	1.35	30	480	648	20	320	432	10	160	216	5	80	108
Interview Rooms - 16 @ 80	INTRV0080	Interview Room 80 SF	80	1.35	16	1,280	1,728	18	1,440	1,944	20	1,600	2,160	22	1,760	2,376
Reception/Waiting - 30 @ 15	REC-STND	Rcptn Area - 1 pers stand	15	1.35	30	450	608	35	525	709	40	600	810	45	675	911
Staff Toilets - 2 @ 60	RSTRM0060	Restroom 60 SF	60	1.35	2	120	162	2	120	162	2	120	162	2	120	162
Security Screening - 1 @ 240	SCURTY0240	Security Station 240 SF	240	1.35	1	240	324	1	240	324	1	240	324	1	240	324
Copy/Fax/Printer Stations - 6 @ 35	WKCP00040	Work/Copy/Eq Area 40 SF	40	1.35	7	280	378	7	280	378	8	320	432	9	360	486
Copy/Work/Storage - 1 @ 128	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Imaging Area - 1 @ 140	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Officer Station - 1 @ 80	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		<b>TOTAL:</b>			<b>98</b>	<b>6,055</b>	<b>7,999</b>	<b>96</b>	<b>6,280</b>	<b>8,303</b>	<b>95</b>	<b>6,545</b>	<b>8,660</b>	<b>99</b>	<b>6,890</b>	<b>9,126</b>
<b>STAFF</b>																
Court Services Administrator	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Unit Directors	POFC0120	Private Office 120 SF	120	1.35	4	480	648	4	480	648	4	480	648	4	480	648
Secretaries	WS01	WS Typ. 01 53 SF	53	1.40	6	289	404	8	420	588	9	473	662	10	525	735
Div./Youth Court Officers	WS02	WS Typ. 02 64 SF	64	1.40	8	510	714	9	574	803	10	638	893	11	701	982
PSI Officers	WS02	WS Typ. 02 64 SF	64	1.40	8	510	714	9	574	803	10	638	893	11	701	982
Adult Probation Officers	WS02	WS Typ. 02 64 SF	64	1.40	16	1,020	1,428	25	1,594	2,231	27	1,721	2,410	28	1,785	2,499
Domestic Officers	WS02	WS Typ. 02 64 SF	64	1.40	5	319	446	6	383	536	7	446	625	8	510	714
Juv. Probation Officers	WS02	WS Typ. 02 64 SF	64	1.40	8	510	714	12	765	1,071	14	893	1,250	16	1,020	1,428
Div./Youth Court Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
Para CSO	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	3	270	378	3	270	378	3	270	378
Juv. Probation Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Adult Probation Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
PSI Supervisor	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Secretarial Supervisors	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
		<b>TOTAL:</b>			<b>67</b>	<b>4,808</b>	<b>6,698</b>	<b>85</b>	<b>5,959</b>	<b>8,309</b>	<b>93</b>	<b>6,458</b>	<b>9,008</b>	<b>100</b>	<b>6,893</b>	<b>9,617</b>
<b>BUILDING TOTALS:</b>																
Contingency Space Allowance (1% per year)						<b>10,863</b>	<b>14,696</b>		<b>12,239</b>	<b>16,612</b>		<b>13,003</b>	<b>17,668</b>		<b>13,783</b>	<b>18,743</b>
									<b>1,155</b>			<b>2,422</b>				<b>3,795</b>
<b>TOTAL REQUIRED</b>						<b>15,573</b>	<b>21,121</b>		<b>16,997</b>	<b>24,256</b>		<b>17,809</b>	<b>26,644</b>		<b>18,589</b>	<b>29,091</b>