

DISTRICT COURT TRUSTEES

OPERATION AND MISSION

- • Monitors and enforces court orders for child support payments
- • Holds hearings for contempt and modifications of child support

INTERACTION AND ADJACENCIES

- District Court
- Clerk of District Court
- Sheriff's Department
- Facilities Management
- Justice Information Management Systems

FACTORS INFLUENCING CHANGE

- Overall caseload is expected to increase along with demographic profile.

SPECIAL NEEDS

- Hearing rooms
- Security screening and monitoring of public and hearing areas with restricted access to staff zones.

CURRENT CONDITIONS

The District Court Trustees are located in the main courthouse in downtown Olathe. Their current space is sufficient for the short term, but there is little provision for the expected increase in case load and staff. The size of the hearing rooms is adequate; however there is extremely limited space for waiting or consultation outside the hearing rooms. This is a cause of concern due to the volatility of these type cases.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: District Court Trustees

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														
County Courthouse																
SPT SPACE - Court Trustee																
Childrens' Interview Rooms	CNF-006	6 Pers Conf Room 150 SF	150	1.35	1	150	203	1	150	203	1	150	203	1	150	203
Private Waiting	CNF-006	6 Pers Conf Room 150 SF	150	1.35	1	150	203	1	150	203	1	150	203	1	150	203
Interview Rooms - 4 @ 200	CNF-012	12 Pers Conf Room 300 SF	300	1.35	4	1,200	1,620	4	1,200	1,620	4	1,200	1,620	4	1,200	1,620
Conference/Training Rooms	CNF-020	20 Pers Conf Room 500 SF	500	1.35	1	500	675	1	500	675	1	500	675	1	500	675
Open Case Files	FILHD-10	Hi Dnsty File 240 SF	240	1.00	2	480	480	2	480	480	2	480	480	2	480	480
Closed Case File Storage	FILHD-10	Hi Dnsty File 240 SF	240	1.00	4	960	960	4	960	960	4	960	960	4	960	960
Receptionist Work Area	REC-0004	Reception Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Public Waiting	REC-0010	Reception Area 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Storage Closet	STOR00020	Storage Room 20 SF	20	1.35	12	240	324	12	240	324	12	240	324	12	240	324
Workroom (Copier, shredder, work table)	WKCP00200	Work/Copy/Eq Area 200 SF	200	1.35	2	400	540	2	400	540	2	400	540	2	400	540
		TOTAL:			29	4,500	5,571	29	4,500	5,571	29	4,500	5,571	29	4,500	5,571
SPT SPACE - Hearing Room																
Attorney/Family Interview Rooms	CNF-004	4 Pers Conf Room 100 SF	100	1.35	2	200	270	2	200	270	2	200	270	2	200	270
Typical Hearing Room 1 @ 800	CRTHEAR800	Hearing Room 800 SF(old)	800	1.35	1	800	1,080	1	800	1,080	1	800	1,080	1	800	1,080
Judicial Chambers	POFC0180	Private Office 180 SF	180	1.35	4	720	972	4	720	972	4	720	972	4	720	972
Soundlock Vestibule	REC-0004	Reception Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Waiting Area/Hearing Room	REC-0010	Reception Area 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Equipment Storage (closet in hearing room for equ	STOR00100	Storage Room 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
		TOTAL:			10	2,240	3,024	10	2,240	3,024	10	2,240	3,024	10	2,240	3,024
STAFF - Court Trustee																
Hearing Officer (Part Time)	POFC0120	Private Office 120 SF	120	1.35	4	480	648	4	480	648	4	480	648	4	480	648
Data Group Staff	WS02	WS Typ. 02 64 SF	64	1.40	4	255	357	5	319	446	6	383	536	6	383	536
Personnel Rep Investigators	WS02	WS Typ. 02 64 SF	64	1.40	3	191	268	3	191	268	3	191	268	3	191	268
Audit Group Staff	WS02	WS Typ. 02 64 SF	64	1.40	3	191	268	3	191	268	3	191	268	3	191	268
File Clerks	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	3	191	268	3	191	268	3	191	268
Receptionist	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	3	191	268	3	191	268	3	191	268
Hearing Officer Paralegals	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	2	180	252	2	180	252	2	180	252
Office Manager	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	2	135	189	2	135	189	1	90	126
Paralegals	WS03	WS Typ. 03 90 SF	90	1.40	8	720	1,008	8	720	1,008	8	720	1,008	8	720	1,008
Deputy Trustee	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	3	270	378	3	270	378	3	270	378
Lan Administrator	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Enforcement Group Staff	WS03	WS Typ. 03 90 SF	90	1.40	13	1,170	1,638	15	1,350	1,890	15	1,350	1,890	15	1,350	1,890
Customer Service Group Staff	WS03	WS Typ. 03 90 SF	90	1.40	6	540	756	6	540	756	6	540	756	6	540	756
Interstate Group Staff	WS03	WS Typ. 03 90 SF	90	1.40	12	1,080	1,512	15	1,350	1,890	15	1,350	1,890	15	1,350	1,890
		TOTAL:			61	5,269	7,352	73	6,199	8,654	74	6,263	8,744	73	6,218	8,681
		BUILDING TOTALS:				12,009	15,947		12,939	17,249		13,003	17,339		12,958	17,276

SPACE NEEDS ASSESSMENT: **District Court Trustees**

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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.			
Contingency Space Allowance (1% per year)									862		1,734		2,591			
TOTAL REQUIRED						12,009	15,947		12,939	18,112		13,003	19,072		12,958	19,867