

Thirteenth Judicial Circuit

Hillsborough County, Florida



CRIMINAL & JUVENILE COURTHOUSE FACILITIES IMPROVEMENT STUDY



Administrative Office of the Courts

May 2015

CONTENTS

1. EXECUTIVE SUMMARY
 - 1.1 Introduction
 - 1.2 Historical Overview of Courthouse Construction
 - 1.3 Statement of Project Need
 - 1.3.1 Replace existing physically deficient criminal courthouse facilities
 - 1.3.2 Expand the capacity for criminal court proceedings
 - 1.3.3 Improve court operational efficiency
 - 1.3.4 Increase courthouse security
 - 1.3.5 Relocate the Jury Services for Criminal Court functions
 - 1.3.6 Establish an Adult Assessment Center
 - 1.3.7 Relocate the Juvenile Assessment Center and Juvenile Detention Center
 - 1.3.8 Deliver services currently not provided due to space restrictions
 - 1.4 Site Options and Planning Considerations
 - 1.4.1 Downtown Court District
 - 1.4.2 Falkenburg Road Jail Site(s)
 - 1.5 Legislative Authority for Hillsborough County BOCC
 - 1.6 Overview of Public/Private Partnership Opportunities in Other Court Jurisdictions
 - 1.7 Financing Considerations
2. BACKGROUND AND TRENDS ASSESSMENTS
 - 2.1 Overview of Current Courthouse Space
 - 2.2 Preliminary Report of Existing Facility Conditions
 - 2.2.1 Physical Deficiencies
 - 2.2.2 Security Deficiencies
 - 2.2.3 Technology and Infrastructure Deficiencies
 - 2.3 Growth in Court Facility Needs
 - 2.3.1 Historic Population Growth
 - 2.3.2 Crime Trends
 - 2.3.3 Judicial Allocations Trends
 - 2.3.4 Courthouse Security Trends
 - 2.3.5 Courtroom Technology Trends
3. DESIRED FUNCTIONALITY AND SUMMARY OF REQUEST
 - 3.1 Overview of Functionality and Key Concepts
 - 3.1.1 Security Planning
 - 3.1.2 Technology Planning
 - 3.2 Public Access
 - 3.2.1 “User-friendly” Courthouse
 - 3.2.2 ADA Accommodations
 - 3.3 Courtroom Design
 - 3.3.1 A Judge’s Bench
 - 3.3.2 Witness stand
 - 3.3.3 Court Reporter Station
 - 3.3.4 Clerk’s Station(s)
 - 3.3.5 Court Interpreter

- 3.3.6 Bailiff's Station
- 3.3.7 Litigants' Tables
- 3.3.8 Jury Box
- 3.3.9 Spectator Seating
- 3.3.10 Mini Super Pod
- 3.3.11 Ancillary Justice Programs Station
- 3.4 Robing Rooms
- 3.5 Courtroom Support Functions on Courtroom Floors
 - 3.5.1 Jury Deliberation Rooms
 - 3.5.2 Court Interpreter Interview Room
 - 3.5.3 Attorney/Client Conference Rooms
 - 3.5.4 Victim/Witness Waiting Rooms
 - 3.5.5 Law Enforcement Waiting Rooms
 - 3.5.6 Attorney Work Area
 - 3.5.7 Clerk Evidence Storage
 - 3.5.8 AOC AV Staging
 - 3.5.9 Media Tech Room and Press Conference Room
- 3.6 Courtroom Support Functions in Other Areas of the Courthouse
 - 3.6.1 Grand Jury Room
 - 3.6.2 Jury Assembly Room
 - 3.6.3 Public Waiting Space/Lobby
- 3.7 Court and Constitutional Offices
 - 3.7.1 Administrative Office of the Courts
 - 3.7.1.1 Judicial Chambers
 - 3.7.1.2 Judicial Conference Rooms
 - 3.7.1.3 Judicial Library
 - 3.7.2 The Clerk of the Circuit Court
 - 3.7.3 Hillsborough County Sheriff's Office
 - 3.7.4 State Attorney's Office
 - 3.7.5 Public Defender's Office
 - 3.7.6 Ancillary Justice Programs
 - 3.7.6.1 Probation Services
 - 3.7.6.2 Adult Assessment Center
 - 3.7.6.3 Juvenile Assessment Center
- 3.8 Building Support Functions
- 3.9 Summary of Desired Functionality

APPENDICES:

- Appendix A: Internal Workgroups
- Appendix B: AOC and Hillsborough County Workgroup
- Appendix C: Current Hillsborough County Renovation Projects for Courthouse Complex
- Appendix D: Space Summary Tables
- Appendix E: Detailed Space Allocation for Current Criminal and Juvenile Delinquency Courtrooms



1.1 Introduction

The 13th Judicial Circuit Criminal and Juvenile Courthouse facilities, commonly referred to as the Courthouse Annex, have entered into a phase in which the building conditions are lacking adequate functionality due to physical deficiencies in the structures. In addition, currently there is insufficient space nor does it meet anticipated trends in case filings, judicial allocations, security and technology trends.

In 1993, Ranon & Partners, Architects, with Space Management Consultants, courts programming and design consultants, were contracted by the Hillsborough County Board of County Commissioners to determine the current and projected space needs of the 13th Judicial Circuit courts system. Though the criminal courthouse facilities did not provide for the separation of circulation systems normally recommended for a criminal and juvenile court facility, the decision of the court was that the level of security was acceptable and new construction should be planned for housing the civil and family law court divisions and their related functions. To relocate the criminal court functions, Hillsborough County would have incurred significantly increased costs. This arrangement, although not entirely adequate, secure or efficient, was acceptable at that time; however, the court revisited the issue a decade later.

On April 17, 2013, the Hillsborough County Board of County Commissioners approved funding for a feasibility study focused on the development of a plan for a new criminal and juvenile courts complex at the Falkenburg Jail site. This new project could be an opportunity to enhance the effectiveness and operations of the outmoded courthouse, while providing the safety and secure environment that the workforce and public need. Working in conjunction with the architect, the Chief Judge and Court Administrator established a series of work groups to encourage active involvement in the planning process. Pre-design steps included an initial assessment of the current facility deficiencies as part of the preparation of a needs assessment. Three internal workgroups were first established:

- Circuit Workgroup
- Juvenile Workgroup
- County Workgroup

Members of these workgroups are identified in *Appendix A*. The workgroups met August 19 – August 28, 2013 to identify information related to current space allocation, physical condition of the facility and provide examples of existing deficiencies and problems with the building. During November and December, 2013, the Court Administrator also conferred with the constitutional officers regarding space needs, resulting in follow up meetings throughout the first part of 2014. Subsequently, the Administrative Office of the Courts (AOC) staff provided research related to workload growth and preliminary estimate of current and future space requirements to Hillsborough County Real Estate & Facilities Services related to replacing the existing criminal and juvenile courthouse facilities. Ranon & Partners, Inc. will develop the Criminal Courthouse Master Plan, which began as a component of the Falkenburg Master Plan. AOC and Hillsborough County staff then convened a workgroup, identified in *Appendix B*, to address planning and financing considerations.

1.2 Historical Overview of Courthouse Construction

The 13th Judicial Circuit Courthouse Complex, in downtown Tampa, was built in phases between 1950-2003. While the primary entrance to the courthouse complex for the public is now through the George Edgecomb Family and Civil Courthouse, located at 800 East Twiggs Street, a connecting bridge provides access to the Criminal, Misdemeanor and Juvenile Delinquency divisions in the Courthouse Annex.

The South Annex built in 1963, with the primary entrance initially facing Kennedy Boulevard, was designed to accommodate criminal and misdemeanor courts and related support spaces for the State Attorney and Clerk. The North Annex was built in 1984 for expanded criminal courts, misdemeanor courts, juvenile courts, District Court of Appeals, and Public Defender offices. In 1988, Peat Marwick Main & Company developed the first Facilities Master Plan, which was presented to the Hillsborough County Board of County Commissioners; a follow-up study was submitted in July 1991 and subsequently a Courts Modernization Committee was appointed by then Chief Judge, F. Dennis Alvarez. In 1993, a Request for Professional Services was advertised and awarded to Ranon & Partners, which included a feasibility/cost benefit analysis that resulted in the newly constructed George Edgecomb Family and Civil Courthouse, as well as renovations to the North Tower and the then “main” courthouse, which currently provides space for the State Attorney’s Office and the Clerk of the Court, as well as, the courtroom for Civil Traffic. In addition, the county purchased the 700 Twiggs Street building, which currently provides space for the Public Defender, Hillsborough County Sheriff’s Office and the Administrative Office of the Courts. At the time, the conclusion of the study was that Courthouse Annex did not have the “best circulation system to separate public, staff, and criminal defendants; however, it was acceptable.” Today, the Courthouse Annex also suffers from congested existing operations that prevent major expansions, limitations of site area for expansion, low existing ceiling heights, non-stacking floor plates at the North Tower, and a column grid that is incompatible with acceptable courtroom sight angles.

Hillsborough County has since completed multiple renovations to the Courthouse to increase the number of courtrooms and address circulation patterns but they have not been long term solutions nor have they addressed anticipated growth. Even with the current \$8 million allocated for improvements, as identified in *Appendix C*, related to the projected needs for the next 10 years, there are limitations to what can be accomplished within the existing structure and adjoining property. Today after more than 50 years from the initial construction of the South Annex building and the expansions that followed, the Courthouse Annex has surpassed its maximum capacity and it can no longer function to meet either today’s functional requirement or future growth needs. While building obsolescence is a contributing factor to the need for a new criminal courthouse space, issues associated with functional obsolescence cannot be corrected with renovations.



Figure 1: North Criminal Courthouse Annex Re-roof and Wall cladding is one of current County renovation projects.

1.3 Statement of Project Need

The Courthouse Annex's problems have been mounting since the last study in 1993, as court and county officials have attempted to work within the existing structure to accommodate growing case volumes, statutory changes, additional judges, and mandated new programs. The public is often disadvantaged as they are crammed into inadequate space, stalled by overloaded calendars, and shuffled from one office to another because of inadequate way finding and inefficient layout of public access areas. In the meantime, court administration and county staff are left with very few options to remedy inefficiencies within existing building limitations.

Current court facility design standards incorporate advancements in building technologies, as well as address the impact of the rapid changes in information that require efficient and flexible trial court operations that today's 13th Judicial Circuit's Criminal and Juvenile Court facilities do not allow. The construction of a new criminal courthouse will correct the primary functional and physical deficiencies, immediately accomplish the improvements needed for the 13th Judicial Circuit and Hillsborough County Courts and enhance its ability to serve the Hillsborough County citizens and others requiring court services in the following manner:

1.3.1 Replace existing physically deficient criminal courthouse facilities

Construct a new courthouse to replace the overcrowded, physically deficient and outdated downtown Criminal Courthouse Annex, located in downtown Tampa.

1.3.2 Expand the capacity for criminal court proceedings

Increase size and space to allow for current congestion and anticipated population growth.

1.3.3 Improve court operational efficiency

Use multi-purpose, adaptable space as embraced by many courthouse planners in future buildings. Create modular design and furniture layout to accommodate multiple types of court proceedings and court-related functions to improve access to justice and overall public service.

1.3.4 Increase courthouse security

Correct the functional deficiencies of the current building, including separate circulation systems and maximize physical security by decreasing transportation and holding of in-custody defendants, thus reducing associated operational costs.

1.3.5 Relocate the Jury Services for Criminal Court functions

Maximize the efficiencies by separating civil and criminal jury services to better serve the public.

1.3.6 Establish an Adult Assessment Center

Gather information on all individuals charged with 2nd and 3rd degree felonies, as well as misdemeanors, who are not released from jail within 72 hours at a newly established Adult Assessment Center to determine their eligibility for a structured contractual release. In March 1998, a Strategic Planning Committee Final Report was submitted to the Public Safety Coordinating Council which recommended a Felony Adult Assessment Center; further analysis of this proposal could be reviewed and updated.

1.3.7 Relocate the Juvenile Assessment Center and Juvenile Detention Center

The Juvenile Assessment Center, currently located at 8605 North Branch Avenue, Tampa, Florida, is a central unit for processing young offenders and truants in Hillsborough County. Several agencies provide services at this intake facility, including the Agency for Community Treatment Services, the Hillsborough County Sheriff's Office, the Department of Juvenile Justice, the Tampa Police Department, the Hillsborough County School District, the University of South Florida and the Hillsborough County Department of Children's Services. However, the proximity of the space is away from the HCSO jail facilities and the courthouse so it bears consideration of relocating for upgrading facilities and coordination of services and to assist law enforcement officers when processing cases.

The Hillsborough Juvenile Detention Center is operated by the Florida Department of Juvenile Justice. The current facility is a 93 bed, hardware secure facility that serves youth detained by various circuit courts. Youth are detained pending adjudication, disposition or placement in a commitment facility. Likewise, colocation of facilities may yield long-term efficiencies and bears further consideration.

1.3.8 Deliver services currently not provided due to space restrictions

Provide basic services not currently rendered to the public due to space restrictions, such as: adequate sized courtrooms, jury deliberation rooms, victim and witness waiting rooms, attorney/client waiting rooms, and ADA accessibility throughout the space.

1.4 Site Options and Planning Considerations

Two primary options for consideration exist for new construction, both requiring a conceptual timeline of ten years to complete the project. Cost estimates could range from \$200-\$300 million. Once a determination is made to proceed with the project, the conceptual timeline for either site option would be approximately ten years.

1.4.1 Downtown Court District

Alternate sites in the downtown area considers new construction only for a new criminal court tower due to the limitations of the smaller site footprint. This option allows for a smaller investment in new construction for support agencies, as neither the State Attorney nor Public Defender would need to relocate; however, it does not address the inmate transportation issues.

1.4.2 Falkenburg Road Jail Site(s)

Co-location of the criminal courthouse with jail facilities offers advantages of increased security and reduced transportation costs of in-custody defendants. There is a tract of land currently occupied by County facilities adjoining the Falkenburg Jail that is recommended for primary consideration. In addition to achieving efficiencies for both the court and the Sheriff, the location is outside of hurricane evacuation zones and more convenient to the center of population of the County and 13th Judicial Circuit. This options requires relocation of court support functions currently located downtown (Clerk, State Attorney, Public Defender), and County functions currently within proposed footprint adjoining Falkenburg Jail.

1.5 Legislative Authority for Hillsborough County Board of County Commissioners

Florida Statutes 29.008 County funding of court-related functions.—

(b) “Construction or lease” includes, but is not limited to, all reasonable and necessary costs of the acquisition or lease of facilities for all judicial officers, staff, jurors, volunteers of a tenant agency, and the public for the circuit and county courts, the public defenders’ offices, state attorneys’ offices, and for performing the court-related functions of the offices of the clerks of the circuit and county courts. This includes expenses related to financing such facilities and the existing and future cost and bonded indebtedness associated with placing the facilities in use.

1.6 Overview of Public/Private Partnership Opportunities in Other Court Jurisdictions

Difficult economic times may provide unique opportunities for public projects as we operate with a “leaner government.” Public-private partnerships (P3) may significantly reduce up-front costs for part or all of the facility or may be limited to certain aspects of the building, i.e., food court. Many states have realized that P3s are becoming integral to the overall capital investment and infrastructure strategy of the nation, as indicated by the Brookings Institution. While P3s may save the public money and improve services, government must explore the potential risks and benefits. P3s are built on the premise that the government can maximize the value of the public’s assets by taking advantage of the private sector’s profit motive and market discipline but a well-designed P3 balances public and private sector capabilities and interests.

Courthouse construction may offer an opportunity for a public-private partnership, such as Long Beach Judicial Partners LLC, (LBDP), which continues to operate and maintain the 545,000 square-foot state-of-the-art courthouse in Long Beach, California, and includes retail leasable space. This court building was the first social infrastructure project in the United States procured under the principles of Performance-Based Infrastructure (PBI) contracting. Under the PBI agreement, the Judicial Council of California owns the building and the Superior Court of Los Angeles occupies approximately 80% of the space. The JCC pays LBJP an annual, performance-based service fee for 35 years.

Other jurisdictions that are also reviewing P3 projects to help government overcome budget constraints to deliver public services include:

- Brooklyn Supreme and Family Courthouse (New York)
- Travis County Civil and Family Courthouse (Texas)
- Houston Municipal Court/Police Department Complex (Texas)
- Marion County Criminal Justice Complex (Indiana)

1.7 Financing Considerations

The George Edgecomb Family and Civil Courthouse is scheduled to be paid off in 2026, at which point the revenues from Court Facilities fines will be available for future Bonds. Through 2026, the revenues from the fines are dedicated to repayment of the existing debt. There is a statutory provision which would allow the BOCC to increase the fines to \$30.00 per fine (from \$20.00 per fine), in order to increase bonding capacity through 2026 and beyond; however, the additional net revenue generated as a result of the increase in the fine amount would be insufficient to cover the project costs so other sources of funding must be identified.

To initiate the project, the courts could potentially leverage available \$3,000,000 in designated funds in the County Court Facility Improvement Project Fund Reserves. This will allow for initial planning and/or grant match opportunities. In addition, exploring grant funding and other Public/Private Partnerships will allow the courts to work with Hillsborough County officials to continue master planning and site options and pursue financing opportunities.



Section 2: Background and Trends Assessments

2.1 Overview of Current Courthouse Space

While there are seven locations that serve the public for the 13th Judicial Circuit in Hillsborough County, Florida, four buildings serve as home to courtrooms, as indicated in Table 1. Our state has a two-tiered court system. Circuit courts are sometimes referred to as courts of general jurisdiction and also hear appeals from county court cases, i.e., circuit judges preside over felony cases and county judges preside over misdemeanor cases.

TABLE 1
Current Allocation of Space for Courtrooms by Location and Division

George Edgecomb Family/Civil Courthouse		Criminal Courthouse Annex	Civil Traffic	Plant City Courthouse
800 E. Twiggs Street Tampa, FL		800 E. Twiggs Street Tampa, FL	419 Pierce Street Tampa, FL	401 Michigan Street Plant City, FL
General Civil Division <ul style="list-style-type: none"> • Business • Jimmy Ryce • Tobacco Litigation • Asbestos • Mortgage Foreclosure 		Criminal Justice & Trial Division <ul style="list-style-type: none"> • Sex and Child Abuse Offenses • Post Conviction Relief • Violation of Probation • Drug Court 	Civil Traffic Division	General Civil Division
Probate, Guardianship & Trust Division		First Appearance Division		Unified Family Court Division
Unified Family Court Division <ul style="list-style-type: none"> • Domestic Relations • Title IV D Child Support • Juvenile Dependency • Dependency Drug Court • Dependency Specialty 	County Criminal Division <ul style="list-style-type: none"> • Domestic Violence • Veterans Court • Civil Traffic 		Violence Injunctions	
County Civil Division			Probate Guardianship Division	

Source: Judicial Directory (by division) 6/2/14

The existing 29 courtroom Criminal Courthouse Annex is the 13th Judicial Circuit’s primary court facility for both criminal and juvenile delinquency matters. The first floor of the Criminal Court Annex is commonly referred to as “Felony Row” because the primary use is designated for courtrooms in the Criminal Justice & Trial division, representing more than 50% of the felony divisions, including the Violation of Probation division. The Preliminary Presentation Court is also held on Felony Row, which was initiated in 1991, to allow for first appearance hearings to be conducted via a three-way, closed circuit television. The AOC has a designated Media Pool Room, allowing media outlets a space to download and upload feeds from the affiliate that serves as the pool camera or to monitor courtroom feeds. The primary entrance for defendants in custody is on the first floor through Hillsborough County Sheriff’s Office’s secured sally port.

An Information Booth in the Courthouse Annex serves the public, responding to almost 23,000 inquiries annually, as well as, providing authorized personnel access to judicial chambers and holding cells. However, it is important to note once again that the public actually enters the Courthouse Annex through the George Edgecomb Family and Civil Courthouse, which requires crossing a bridge and often seems confusing, as well as, challenging to the public as they attempt to walk through a labyrinth of courtrooms and offices from differing agencies.

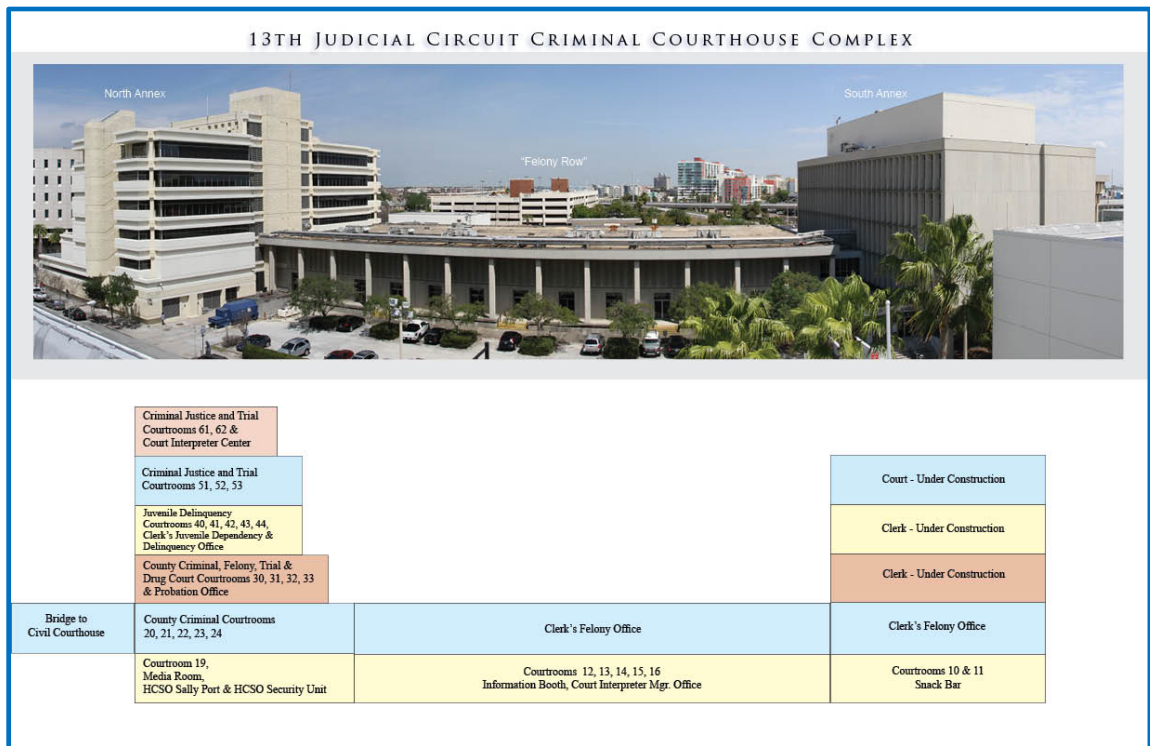


Figure 2: Criminal Courthouse Annex Use as of December 2014

As mentioned previously and denoted in Figure 2 above, a bridge connects the Edgecomb Family Civil Courthouse to the Criminal Courthouse Annex. Courtrooms are located on the first floor of the Annex and in the North Tower for floors 2-6. The Clerk of the Court uses the second floor in the South Tower as their Felony Office, though a portion is still shell space and floors 3-6 in the South Tower have remained shell space since vacated by the State Attorney. In the Spring of 2015, felony judicial chambers and the Information Booth were relocated from the first floor to the second floor. (see Appendix C for additional Hillsborough County Renovation Projects for the Courthouse Complex).

County Criminal courtrooms are located on the first and second floors of the Criminal Courthouse and span throughout the North Tower. The third floor is dedicated for drug court, trial courtrooms, and a county courtroom, which includes Domestic Violence cases, as well as, non-criminal non-traffic cases, i.e. Animal, Water Restrictions. Four courtrooms are located on the fourth floor and each is designated for Juvenile Delinquency; in addition, the Clerk of the Court's office for Juvenile Dependency & Delinquency is located on this floor. The fifth and sixth floors are used for felony divisions and the Court Interpreter Center.

In 2012, the number of accused felony defendants averaged over 1,000 each month, with accused misdemeanor defendants averaging just below 2,000 monthly. Even with the advent of technology for arraignments, the building is subjected to an average of more than 110 in-custody defendants moving through the corridors each day.

The primary Criminal Court Annex entrance is designated for attorneys and staff indicating that individuals pass through this secure access point more than 13,500 times each month. Historical data indicates that another 12,200 individuals who enter through the George Edgecomb Family Civil Courthouse, which is designated as the public entrance, walk across the bridge to the Courthouse Annex.

2.2 Preliminary Report of Existing Facility Conditions

The Criminal Courthouse Annex building does not meet the county’s needs or the growing demand for court services today or for the future. The building has out-lived its useful life for the demands of the currently programmed use.

The general building condition, layout, and key issues that may be addressed include overlapping issues in three major areas:

2.2.1 Physical Deficiencies

Some of the existing courtrooms were created in spaces originally designated for office space. There are structural support columns in 20% of the courtrooms that obstruct view of judges, attorneys, jurors, and/or spectators. As indicated in Figure 3, there are several obstructed views in Courtroom 10, which precludes the ability of the judge to have a clear view of the entire courtroom.



Figure 3: Obstructed views in Courtroom 10

In addition to obstructed views in the courtrooms, there are other physical deficiencies noted within the structure, as indicated below:

- Overcrowded public spectator areas in the courtrooms and little designated public waiting space in the hallways outside courtrooms
- No separate space for detainees for arraignment dockets so juror chairs are used, often causing sanitary issues
- Litigation “well” areas in courtrooms are too small to accommodate members of the bar and/or treatment providers
- Limited conformance with current accessibility regulations due to structural limitations
- Only three elevators for the North Tower for access to courtrooms
- Limited public stair access to each floor (one new stair is currently under construction at North Tower)
- Little or no flexibility in the arrangement of courtrooms or hallways to accommodate growth of the court system

- Insufficient office space to accommodate AOC staff dedicated to support criminal and juvenile divisions
- Most courtrooms do not offer impaneled jurors direct access to deliberation rooms
- Aging existing facilities and infrastructure, difficult to renovate while fully occupied

Seating capacity varies across courtrooms, often creating overcrowding issues for the Hillsborough County Sheriff's Office bailiffs to manage, particularly with regard to larger dockets for arraignments, pre-trial conferences, or nonjury trials for traffic. Seating varies in each courtroom, requiring in-custody defendants to often sit in the first few rows of the courtroom. Because of the layout of the courtroom and to ensure the safety of everyone present, restricted access in the spectator seating area is required, as indicated in Figure 4.



Figure 4: Restricted use of spectator seating in criminal courtrooms for security.

Alternatively, in-custody defendants are typically seated in the jury box during many initial criminal proceedings; in these cases, care has been taken to cover the jury seats with plastic to ensure they are not soiled. It is not uncommon for the bailiffs to restrict access to the courtroom when overcrowding is an issue because security becomes paramount; the result of this arrangement compromises the public's right to be present countered with the security risk to those in the courtroom, presenting daily dilemmas for judges and the Hillsborough County Sheriff's Office.

Both the North and South Towers of the Criminal Courthouse Complex were built prior to the enactment of the American's with Disability Act of 1990, which, in addition to access to the building, applies to courtrooms, i.e., spectator seating, press areas, jury boxes, witness stands, judges' benches and other courtroom stations. While courtrooms have been upgraded for ADA compliance, physical limitations of the building preclude meeting the standards without providing accommodations. This is a substantial operational burden for court functions.

1Only three elevators provide service to the courtrooms on floors 2 through 6 of the Criminal Courthouse Annex; there are no public stairs that provide access to the courtrooms on floors 3

through 6, creating long wait times as indicated in Figure 5. During the past five years, there have been 20 times when the elevators were reportedly inoperable, sometimes all three at once.



Figure 5: Only three elevators provide service to courtrooms in the Criminal Courthouse Annex, often creating significant wait times for attorneys, staff, judges and the public, for excessive time of up to 30 minutes during high traffic periods.

Other temporary malfunctions have also been reported such as the call buttons not working or “running too slow,” with accounts of 30-minute wait times to gain access to the elevator; judges have also been affected by these issues as indicated in Figure 6. Because the stairwell is a secure area, there have been accounts when the doors were opened to let people go up or down, only to set off the alarms.

From: Fuente, William
Sent: Monday, March 09, 2009 3:40 PM
To: Helpdesk, Helpdesk
Cc: Yanez, Nancy; Battles, Emmett L.; Casselton, Jeannie
Subject: elevators - 5th floor annex

When I come to or leave my office after hours (after 5pm or so, or on weekends), I cannot get an elevator to come back to, or up to, the 5th floor, and I have to resort to using the stairs to leave the building. I am able to get up to 5th from 1st or 2nd floor on elevators w/o any problem, but for some reason, the elevator will not respond to commands to return to the 5th floor later. I note that if I take the stairs down to the 4th floor and try from there, the elevator will respond to that floor.

Judge Battles and I frequently are here beyond 5pm w/ jury trials, and I often come to the office on the weekends, so this proves to be a problem, especially if I am carrying a briefcase and files.

Nancy mentioned a few weeks ago that the elevator people had worked on or had otherwise addressed this or a similar problem, however, I experienced this issue both Saturday and Sunday.

Please advise if something can be done.
Thanks

Figure 6: Email correspondence illustrates issues with elevator access

The current jury assembly room, located in the George Edgecomb Courthouse, has a seating capacity of 368 and is inadequate to handle the average jury pool for circuit and county courts, which has exceeded 460. Any expansion of the current assembly room would require relocations of adjoining Clerk functions. In 2013, there were more than 24 weeks when the jury pool exceeded 500, causing jurors to remain in spillover accommodations, until called into the courtroom, as indicated in Figure 7. Even with additional seating within the public spaces allocated, jurors must share the hallway seating with other individuals in the courts, and often are forced to endure an uncomfortable environment and stand because of the lack of space. Even with civil and criminal trials taking place at different facilities, criminal panels seat twice the number of jurors for their trials.

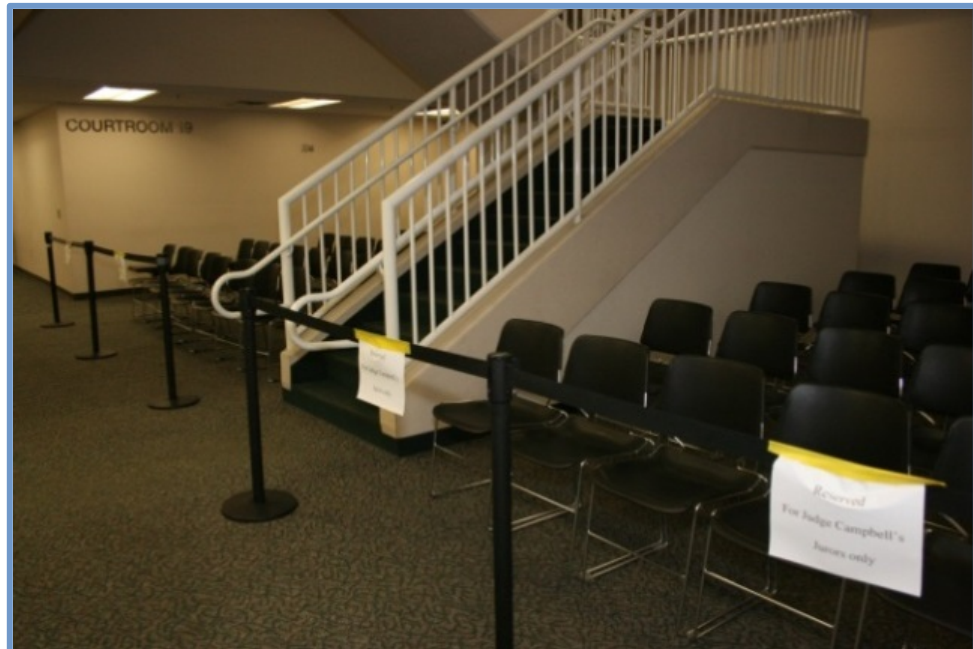


Figure 7: More than 700 citizens reported for jury duty in November 2013, resulting in the court installing temporary chairs for the overflow of jurors in a public area.

2.2.2 Security Deficiencies

A high-volume of in-custody criminal defendants moves throughout the building each day and it is imperative to provide an effective and safe environment to all judges, court staff, clerks, attorneys and other authorized users that use the corridors of the courthouse. The Hillsborough County Sheriff's Office sally port offers a secure entrance to the courthouse and then holding cells are scattered throughout the facility, though not in the same manner on each floor. While the current criminal courthouse facility does provide a separate elevator for in-custody defendants, the security of corridors where judicial suites are located is compromised as in-custody defendants are escorted in through these areas to holding cells and/or courtrooms, as indicated in Figure 8.



Figure 8: Lack of adequate circulation patterns create security risks, as judges and in-custody defendants often walk the same corridors.

The current courthouse facilities are not designed to accommodate the types of movement that occur in the modern court operations. In addition to no consistent separate circulation systems for judges, staff and defendants in custody throughout each floor, other security deficiencies are indicated below:

- Inadequate holding cells (layout and configuration)
- No secure consultation areas for attorneys and in-custody defendants to meet
- No separate victim and witness waiting spaces
- Moving in-custody juvenile defendants through the public space poses the highest security risk to court, public and is in violation of *Florida Rule of Juvenile Procedure 8.100*.

The third floor has a primary holding cell area, which serves all courtrooms on that floor. The first, second, fifth and sixth floors have smaller holding cells that are adjoined to the courtrooms, though not every courtroom has a connecting holding cell; a typical holding cell can be seen in Figure 9. Multiple holding cell areas require additional Hillsborough County Sheriff's Office deputies to adequately manage the in-custody defendants. The more scattered the holding cells, the less visibility deputies have of in-custody defendants, requiring a greater ratio to provide supervision.



Figure 9: Holding Cells on “Felony Row” requires more security than new model of super mini-pods.

Co-mingling of victims and witnesses and other trial participants in the hallways can cause inadvertent consequences, as indicated in Figure 10. Overcrowded areas make it more difficult to maintain security, which in some cases has resulted in new charges being filed. Victim/witness waiting rooms could alleviate these issues.

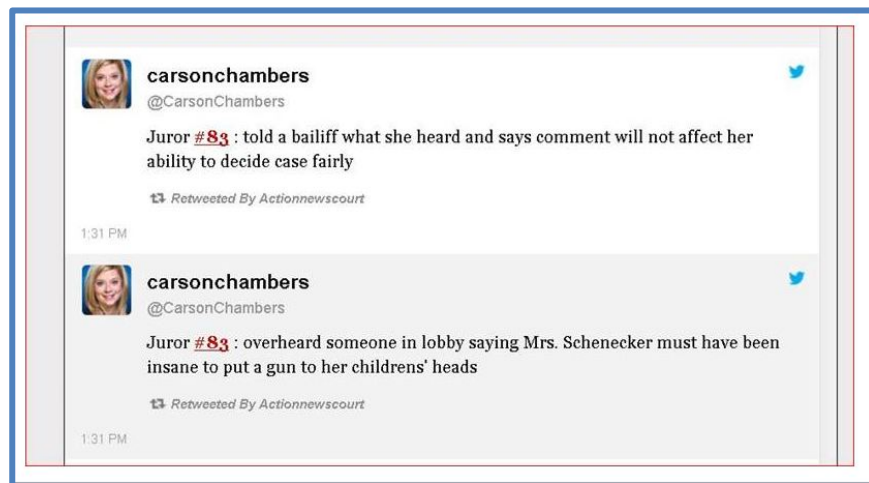


Figure 10: Tweet from Media regarding Juror who overheard comments in hallway in 2014 case.

The configuration of fourth floor courtrooms requires in-custody juvenile defendants to be escorted through the same hallways that are often crowded with witnesses, family members and other court users. Handcuffs, chains, irons, and strait jackets must be removed prior to court appearances for in-custody juvenile defendants, unless there is a flight risk or no less-restrictive alternative to restraints to prevent flight or physical harms. As seen in Figure 11, moving in-custody juvenile defendants with restraints through a public area violates the Florida Rules of Juvenile Procedure, yet with the layout of the current courthouse facility, there is no separate circulation pattern for juveniles to access the courtrooms, nor a holding cell adjacent to courtrooms. This requires Department of Juvenile Justice personnel to escort defendants through public hallways and waiting room and then remove shackles just prior to entering the courtroom. Plans to update the circulation pattern are underway and will offer improvement but still have limitations given the constraint of the physical premises.



Figure 11: Juveniles transported from holding cell through public hallways to Juvenile Delinquency Courtroom violates Florida Juvenile Rules of Procedure

2.2.3 Technology and Infrastructure Deficiencies

Throughout the life of the building, there have been a number of retrofits, i.e., HVAC, ceilings, sprinkler systems, etc. that creates issues today as the space for retrofitting becomes more confined, as indicated in Figure 12. In addition, there are areas in need of asbestos abatement, which creates issues for both Facilities and Technology staff and contractors. Delays and court disruptions are inevitable with courtroom construction because contractors must avoid “hot” areas, find safe ways to maintain separation with current operations. Years of abandoned cabling and other systems has created populated cable trays and penetrations, therefore tripling labor burdens, as compared with construction in the George Edgecomb Civil/Family Courthouse.



Figure 12: Retrofitting the Criminal Courthouse Complex, built in 1962, leaves little space for new technology due to previous retrofits.

Without a complete remodel of a courtroom, cabling is gaffer taped to the floor, as per industry standard. When constructing courtrooms in the George Edgecomb Civil/Family Courthouse, contractors use floor box connections related to the furniture layout, so as to provide electrical power, data, audio, and video. This eliminates safety hazards and decreases maintenance issues for the cables but is not an option in the Criminal Courthouse Annex.

Deficient space in courtrooms inhibits any widespread, more flexible division of work for judges. For example, judges will often volunteer to provide coverage for a trial docket but the layout of the courtroom provides an obstacle to moving forward because of the size or layout of the courtroom. All divisions, with the exception of trial divisions, experience higher volumes of participants, with defendants, attorneys and public spectators, on arraignment dockets. In addition, there are a number of courts that are designed to hold defendants accountable but they also engage in evidence-based treatment, which involves more ancillary justice partners' participation in the courtroom. For example, Violation of Probation courtrooms and Drug Court courtrooms should be designed differently from the traditional layout of a courtroom. Courtrooms that can be reconfigured to encourage more flexibility than the limited, traditional adjudication space will provide more efficiency. This will allow for them to be easily modified as the law, programs and legal procedures change.

2.3 Growth in Court Facility Needs

Judicial and AOC increases over the next 30 years in Hillsborough County are projected to track closely to population and caseload growth, though changes in the population projection are expected to mirror in the court system, such as a slower growing, older, more diverse nation.

2.3.1 Historic Population Growth

Close to home, it is important to note that as the population of Hillsborough County has continued to soar as indicated in Figure 13 and Table 2, census data also indicates that the poverty level for years 2007-2012 is estimated to be 15 percent.

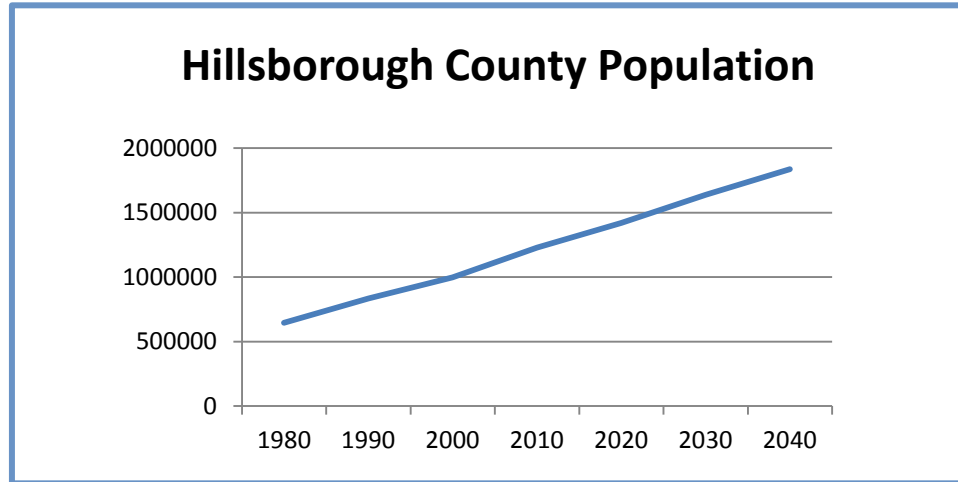


Figure 13: Based on Census Bureau 2010 and University of Florida Bureau of Economic and Business Research Projections 2020-2040

TABLE 2
Hillsborough County Population Projection

2010	2013	2015	2020	2025	2030	2035	2040
1,229,226*	1,274,171*	1,313,974	1,432,501	1,543,143	1,643,467	1,736,221	1,823,183
Annual growth rate		6.9% from 2010	9.0% from 2015	7.7% from 2020	6.5% from 2025	5.6% from 2030	5.0% from 2035

Source: U.S. Census Bureau, the University of Florida Bureau of Economic and Business Research and Pew Center.

*Based on actual population.

2.3.2 Crime Trends

The AOC reviews research and crime trends to assist in planning for the future. In a recent study, data was reviewed from 1980 through 2010 from the Crime Trends Data Archive. Results indicated that age structure and divorce rates are robust predictors of crime rates, with higher crime in areas with a larger percentage of persons aged 15 – 29 and where divorce rates are higher. Results reaffirmed findings in other studies on non-violent property crime, by showing that higher incarceration rates tend to yield lower crime rates, but at a diminishing rate as incarceration reached very high levels. Another pattern that emerged was the estimated adverse effects of elevated unemployment and depressed wages on non-lethal crime (both violent and property) are weaker in the face of elevated levels of income maintenance payments (i.e., SSI, Snap, family assistance). In regard to criminal justice factors, at least for

non-lethal violence and non-violent property crime, arrest certainty for these crimes is a robust predictor of lower crime rates. Non-violent property crimes are significantly lower in counties with higher imprisonment rates and in counties situated within states that have higher imprisonment rates. (*Expanding the Scope of Research on Recent Crime Trends*, by Eric P. Baumer, FSU College of Criminology & Criminal Justice, etc., U.S. Dept. of Justice, November 2012).

Currently, there are more than 11,000 felony offenders in the community under the supervision of the Department of Corrections. In addition, the misdemeanor correction agency supervises over 4,000 misdemeanor offenders on probation. Another shift in the paradigm of the criminal justice system during this time period was alternative sanctioning. The Administrative Office of the Courts has two programs to assist the criminal courts: Drug Court Programs and Juvenile Diversionary Programs. Staff in those programs has been in temporary office locations since the renovation of the George Edgecomb Family/Civil Courthouse, so neither of the programs is located in close proximity to members of the judiciary they serve.

The most significant trend in criminal courts in recent history has been arrests for drug crimes as they increased steadily for adults from 1970-2000. According to the Uniform Crime Reports, drug arrests were more likely to involve possession than sale by 2001 and then arrests for drug possession was more likely to involve marijuana, as opposed to heroin or other drugs and arrests for drug sales generally decreased.

2.3.3 Judicial Allocations Trends

Several methodologies are employed in projecting future case filings in each division, including historical annual rate of growth. In addition, each year the trial courts make a determination for new judges, using a Delphi-based Weighted Caseload System, which is a method based on the complexity of the various kinds of cases that are filed with the courts and how much time is needed for judges to handle these cases. The Florida Supreme Court then issues its opinion certifying the need for new judges throughout the state to the legislature, which is an annual requirement imposed upon the court by the state Constitution. The legislature has the final say as to whether those judgeships are created and funded. Because of space limitations, there have been years when the calculation warranted a request but the facilities were simply not available in our jurisdiction.

Table 3 reveals the rise in case filings, population, and judgeships and Figure 14 shows the steady increase of ratio of judgeships to cases since 1980 even with the new allocation of judicial resources. Over time, case weights are influenced by complex and dynamic factors, including changes in legislation, court rules, legal practice, technology and administrative factors. Examples of such factors include the availability of supplemental judicial officers and senior judges to the development of specialized courts, such as drug courts. In *Assessing the Need for Judges and Support Staff*, the National Center for State Courts states that the weighted caseload technique is the best method for measuring case complexity and determining the need for judges. Focusing on raw case counts without understanding the differences in the work associated with each case type creates the potential for the misperception that equal numbers of cases filed for two different case types result in equivalent workloads.

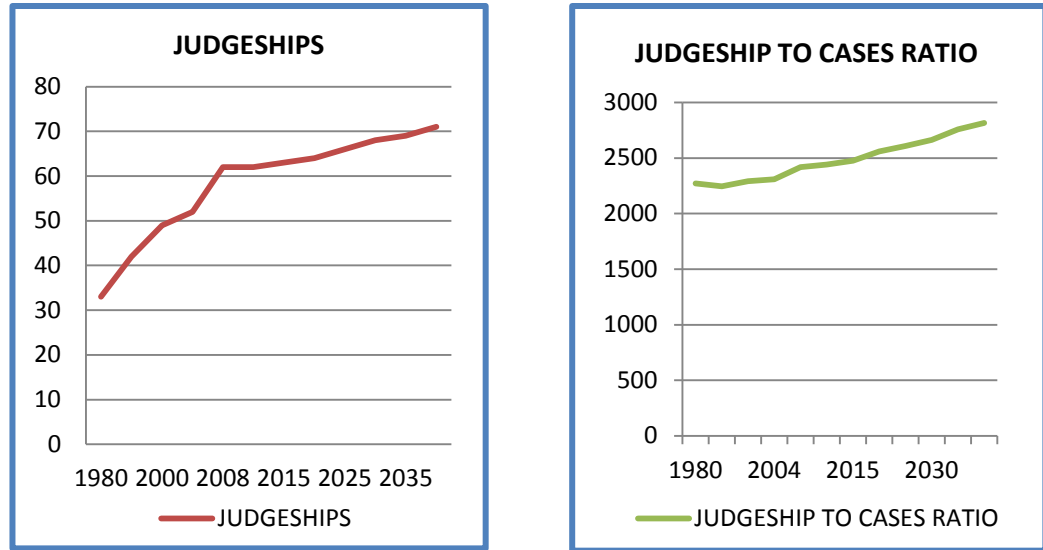


Figure 14: Historical Overview of Allocation of 13th Judicial Circuit Judiciary

TABLE 3
Population and Case Filing Ratio to Judgeships

Historic and Projected County Population and Case Filing Ratio to Judgeships					
YEAR	JUDGESHIPS	CASE FILINGS	COUNTY POPULATION	JUDGESHIP TO CASES RATIO	JUDGESHIP TO POPULATION RATIO
1980	33	75,003	646,960	2,273	19,605
1990	42	94,394	834,054	2,247	19,858
2000	49	112,238	1,003,269	2,291	20,475
2004	52	120,134	1,099,688	2,310	21,148
2008	62	149,927	1,180,118	2,418	19,034
2012	62	151,389	1,254,851	2,442	20,240
2015	63	155,975	1,302,400	2,476	20,673
2020	64	163,930	1,420,400	2,561	22,193
2025	66	172,289	1,532,200	2,610	23,215
2030	68	181,075	1,639,400	2,663	24,109
2035	69	190,309	1,740,600	2,758	25,226
2040	71	200,015	1,836,800	2,817	25,870

Source: Judgeship information current and historical from Office of State Court Administrator, Tallahassee, Florida; Case filing information current and historical from Office of State Court Administrator, Tallahassee, Florida Population information current and historical from U.S. Census Bureau Population information future estimates from University of Florida Bureau of Economic and Business Research (medium projections) ; Case filings and judgeship future projections were based on “Examining the Work of State Courts 2007” by the National Center for State Courts, Bureau of Justice Statistics, and the Conference of State Court Administrators, in which it was set forth that in general incoming caseloads increase at a rate of 1 percent per year while the number of judicial officers increases at a rate of .5 percent per year.

As mentioned previously, though the certification process may warrant a request based on the weighted caseload formula, this circuit has not requested the number of judges the calculations indicate are needed because of space and resources required outside the judiciary. The forecast for the county criminal division indicates the need for 6.4 additional judges for 2013/14; there has been an historical shortfall in this area for more than two decades but in

2012, the 13th Judicial Circuit only requested 3 additional judges for the county criminal division, in part due to the lack of available courthouse space. In the last five years of judicial certifications, 55% of the requests for judges were for the criminal or juvenile delinquency divisions. Based on historical information related to judicial certifications and legislative appropriations for new judges, projections indicated that in the next 10-20 years, the number of judges will increase to 71 circuit and county wide. Therefore, we forecast 10 new criminal courtrooms and one juvenile courtroom.

2.3.4 Courthouse Security Trends

The data from the Center for Judicial and Executive Security (CJES) shows that the numbers of violent incidents in courthouses has gone up every decade since 1970, as indicated in Figure 15. A breakdown of the CJES research data show that 199 incidents (shootings, bombings and arson attacks) occurred in those forty years. CJES documented more than 200 other incidents in a 2012 publication, *Disorder in the Court ---Incidents of Courthouse Violence*, such as knifings and other assaults, bomb plots and incidents of violence that stop just short of shooting, bombing or arson.

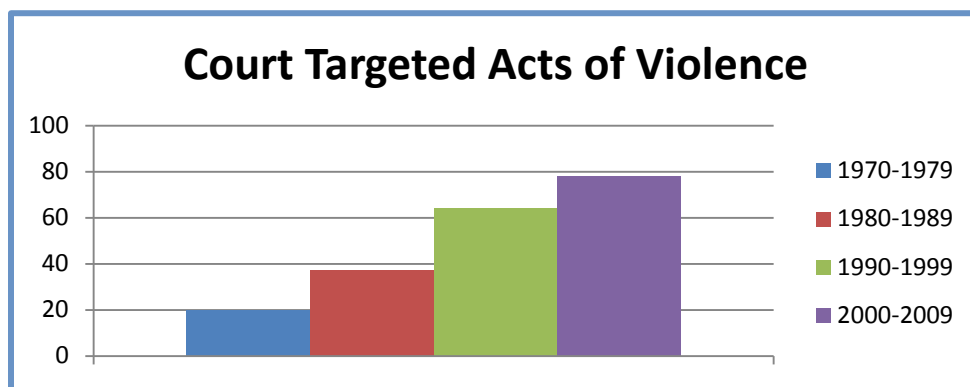


Figure 15: 2010 CJES's Judicial Counter-Violence Initiative Study, Court Targeted Acts of Violence

Most courthouses across the nation were never built or intended to be retro-fitted with expansive security networks but the threats posed today, it is impossible to ignore this reality.

In 2009, the Hillsborough County Sheriff's Office modified access procedures at the Edgecomb and Criminal Courthouse Annex buildings to streamline the security process; access to the courthouse facilities by the general public is limited to the three lobby doors at the Edgecomb Courthouse main entrance. In addition, a restricted access point is available for persons who have proper identification at the south end of the Criminal Courthouse Annex building which faces Jefferson Street. Signage is posted at the entrance that states all persons are subject to search by security and includes a listing of items prohibited from the facility.

In addition to screening through magnetometers and use of a hand wand and physical search, if necessary, CCTV cameras were added to the courthouse building. Circulation zones were created where possible to separate, restrict or secure areas or routes for the judges and court staff, in-custody defendants and the public. Key card systems now controls access based on administrative authority.

2.3.5 Courtroom Technology Trends

Without doubt re-engineering work processes toward further automation will be beneficial to Hillsborough County taxpayers as it saves both time and money. Today's litigation is filled with terabytes of data, as the landscape has changed to include digital bank records, video from police cars, surveillance cameras, or at the very least, scanned documents. Courtrooms not designed for the 21st century require temporary technology retrofits.



Section 3: Desired Functionality and Summary of Request

3.1 Overview of Functionality and Key Concepts

A new Criminal Courts Complex will improve the court's functioning and its ability to serve the public by replacing and consolidating court operations related to these proceedings; it will allow expansion of court services by adding courtrooms (to accommodate 10 new judgeships) for a total of 40 courtrooms and allow for future growth, as indicated in Appendix D. The primary recommendation recognizes the need for long-term growth, as well as, immediate needs for multi-purpose, time-sharing and flexibility of spaces. This principle of scalable space and modular furniture can be applicable to courtrooms that are designed according to the needs of individual dockets, as well as, areas such as the Jury Auditorium, which can also be used for training and special events. Identifying adjacent space that will allow for flexibility will be essential in design of the Jury Auditoriums, courtrooms and office space.

Two issues that dramatically impact the public, even before entering the courthouse complex, are security and technology. Whether a member of the public, an attorney, a witness, a litigant, family member, or any Hillsborough County citizen, it is essential that we anticipate the needs for public access to justice.

3.1.1 Security Planning

A new building will also provide more security, as it will be designed for three separate patterns of circulation throughout the structure. In-custody defendants will be separated to prevent escape or the risk of harm to others; judges, who often receive threats, will be isolated from contact with others; and the court or related agency staff will maintain a separate accessibility to courthouse areas, from the public and jurors, which will also increase efficiency in supporting court operations. A new criminal courthouse complex will increase security in the transport and holding of in-custody criminal defendants, as well as correct the functional deficiencies of the current building. In addition, a new layout and design will also provide mini-superpods that can be efficiently monitored and staffed by the Hillsborough County Sheriff's Office.

Efforts to separate circulation for juvenile delinquency should be incorporated into the design. Not only will this assist in dealing with in-custody defendants, it will also assist in the circulation patterns associated with the public entering the building so that they can be routed accordingly.

Just as with the design used in the George Edgecomb Family and Civil Courthouse, entrances should be kept to a minimum. Separate entrances for the judiciary, public, attorneys, staff and jurors should be considered as part of the circulation pattern. It will also be compliant with all

current disabled access standards for all spaces within the building, i.e., courtrooms, restrooms, elevators, hallways, etc.

3.1.2 Technology Planning

The new Criminal and Juvenile Court Annex will be equipped with technology advances that are required that will serve the judges in providing the efficient administration of justice.

The new courtrooms, judicial suites and hearing rooms will be equipped with hi-tech solutions for information flow, evidence presentation and record keeping. They will also be equipped with large format displays, tablet PCs, audiovisual and video conferencing, and include a central audio/video controlled equipment and monitoring center; this audiovisual equipment will include the capability of electronic court reporting. To ensure the best communication between essential parties, network connectivity will be robust and provide sufficient accessibility for all users. In addition, all parties, including pro se litigants, will have access to scanning, copying and printing services, either in the courtroom or within close proximity to the courtroom, as opposed to one centralized business center. In addition, an internal cable network will be designed to provide the judiciary, staff, and constitutional officers with access to live courtroom footage, where determined appropriate.

The new courthouse facilities will have no vibration noise due to mechanical systems (heating, air-conditioning, elevators, plumbing, etc.). Jury deliberation rooms and courtrooms will be soundproof. Courtrooms will be free from outside noise disturbance and constructed to assure that all participants in the well area are able to hear the proceedings, plus assistive sound amplification will be made available, when required.

The proposed courtroom concept will provide for:

- Judges to selectively display all formats of digital media to those within the courtroom needing to view it via touchscreen control,
- Judges to view, create, and execute Orders electronically from the bench, their office, and from mobile devices,
- Video conferencing to decrease inmate transport, decrease public interaction, decrease expert witness expense, and rare language interpretation expense,
- Seamless movement of electronic documents between all appropriate parties.
- Electronic biometric recognition and processing of associated parties,
- Wireless network access for Court personnel as well as partner agencies. (A segregated wireless network will also be provided for the general public to use),
- Attorneys to present material and exhibits electronically to the judge prior to introducing the material to other parties within the courtroom,
- Attorneys to videoconference with in-custody defendants from mobile devices and specialized kiosks within the court complex,
- Court Interpreters and Court Reporters to use centralized remote centers to maximize staffing efficiencies, when appropriate,
- Parties to use evidence presentation components that are built in to the courtroom, for a more efficient method of presenting evidence to the court,
- An accurate audio record as systems and interior finishes will be designed to provide maximum intelligibility,

- Additional lobby waiting areas outside of the courtrooms for interested parties with the ability to view and listen to courtroom proceedings that will be integrated into courtroom design, decreasing public traffic within the courtroom,
- A more productive environment, as lighting will be tailored to each courtroom area and complemented with natural lighting sources,
- Jury rooms to be integrated to provide deliberating jury members access to review evidence and relevant pleadings,
- Holding cells to be capable of video conference communication to any of the courtrooms, when needed, ensuring the safety of the courtroom participants, and
- Electronic way-finding for efficient movement of public through accessible areas.

3.2 Public Access

Studies on procedural justice by the National Center for State Courts and New York University have substantiated that the perception of being treated fairly by the court engenders a greater willingness to voluntarily comply with court directives. In addition to treating litigants with respect, appropriate structural surroundings reduce levels of anxiety and promote public trust and confidence in the judicial process.

3.2.1 “User-friendly” Courthouse

A new facility will be more “user-friendly” and easier for the public to navigate. A centralized hub may serve as the focal point for the primary entrance, designated for the public’s use. Intake and high volume offices should be located just inside the public entrance. Appendix Supplementary Space Summary Tables indicate these high traffic areas, which should be considered for first and/or second floor space to eliminate the need for the public to navigate the higher floors that can be used for administration purposes.

Ample elevators for public use, as well as wider public staircases, and/or escalators that provide both up and down service will be beneficial to citizens navigating the courthouse. Courtrooms can be located on floors with no other operations, as robing rooms can offer space for judges during brief recesses and judicial chambers, which require less public access, can be located on separate floors.

In addition, clear directional signage, kiosks or data displays, and mobile way-finding will aid in reducing traffic to upper floors, enhance public satisfaction and improve efficiency in delivering public service. Workstations designed to permit private viewing and printing of case-related materials will be included in the lobby and common areas. Way finding signs that protrude from the wall are often more noticeable, along with consistent color, style and wording that clearly identifies when users have arrived at specific destinations, i.e., division courtrooms, agency offices, or service locations. Electronic copies of all daily calendars will be posted at a central location and each courtroom will have that room’s calendar posted immediately outside. Where appropriate bilingual signage will be used and in larger public waiting spaces, a public address system will be considered.

Offer central location for all services, currently referred to as the Court Business Center: copiers, fax, computer terminals available for legal research and related uses, based on first-come, first-served basis. Users will be limited to one hour per day and require a key card to

access the computers from the desk after providing valid driver's license or identification card. In addition, the court may offer limited services, such as self-serve copiers on other floors.

3.2.2 ADA Accommodations

Our court facilities must be accessible to those who require assistance as required through the Americans with Disabilities Act, with facilities designed to meet the Florida Accessibility Code. In courtrooms, every participant in the well area will have a clear and adequate view of all other participants. Seating in the courtroom, for attorneys, jurors and spectators, will be wider and also accommodate wheelchairs. New standards for judges' benches and courtroom stations also apply to the design of new courtrooms. All courtrooms will be equipped with sound amplification equipment for the hearing-impaired.

National recommendations include:

- At least one-half of the courtrooms will have a permanently installed assisted listening system.
- Four percent of the occupancy load of the courtrooms will have receivers. Placement of the devices will include the jury box, spectator area, litigant/counsel tables and witness stand.

Other accessibility systems or services will include:

- Audio enhancement,
- Real-time transcription,
- Interpreting services
- Environmental controls, and
- Sound amplification systems.

Sound reinforcement systems will consist of microphones, electronic mixers, signal processors, amplifiers, and loudspeakers. The sound system will be designed to operate automatically with automatic mixers and controlling microphones. Microphone switches will be provided at each microphone, which will function as off-auto. Automatic volume controllers will be used to help compensate for variations in voice levels and microphone distances. Systems will also be provided with electronics equalization to compensate for the acoustic properties of the finished courtrooms, speakers and microphones.

3.3 Courtroom Design

The most complex part of the design and focal point of the courthouse will be the courtrooms; in fact, the arrangement of the site plan and overall floor plan is based on the layout of the courtroom. Imagery and function are essential as there is ample evidence this relationship has a beneficial effect on behavior of participants and enhances security within the courtroom. Furnishings and finishes will reflect the seriousness and solemnity of the proceedings, without being oppressive, yet it is important to be ever mindful that judicial proceedings have a strong ceremonial component and will therefore reflect judicial images in its design.

Security and technology are essential elements of the design, as indicated in previous sections. Specific recommendations for courtroom design include:

- Larger courtrooms, wells and gallery*

- Modular layout of floors and walls (flexible set up will allow set up for different types of proceedings, i.e., arraignments, voire dire, jury trials, special accommodations for the disabled, etc.**
- Center layout of courtroom, as opposed to corner layout
- Line of sight planning, i.e., every participant in the well will have a clear view of every other participant and the inmate detainee area will allow for ease of supervision
- Low contrast or natural lighting augmented by incandescent task lighting above the bench, clerk's station and litigant/counsel tables

* The largest well in a courtroom currently is 38x38 (CR 15) and the largest gallery for spectator seating is 38x29 in the traffic division. As mentioned previously, all criminal courtrooms will be modular and flexible in design but will be a standard size. Increasing the size by 15% will make the well in each courtroom 44x44 and the gallery 44x34 for criminal courtrooms. Juvenile courtrooms do not require the same size gallery, though there are many ancillary justice providers who attend, so it is estimated that the size of those courtrooms will be 25% smaller than criminal courtrooms.

**In addition to increasing the size of the courtrooms to accommodate the growth in the number of participants, both inside the well and the spectator area, the use of modular design and furniture will allow for flexibility and scalability of the courtroom layout, as the type of docket dictates the need for space requirements. For example, on arraignment dockets, more defendants/detainees are in the courtrooms, as well as increased numbers of attorneys who represent the defendants. Alternatively, once the proceeding advances to jury trial, the layout will change to accommodate jurors and defendant(s) and counsel inside the well, but the "bar" may be moved back to allow for additional members of the public, i.e., family, media, etc. In addition, the needs of specialized divisions can be accommodated, such as larger area for detainees in the Violation of Probation division or larger area for ancillary justice partners in Drug Court. Should there be a shift in the way divisions are established, the courtroom can be repurposed without construction costs. Issues that have been identified for consideration in the design of the courtroom are listed in the section below.

Proposed space requirements for criminal courtrooms are: 3,432 square feet; proposed space requirements for juvenile delinquency courtrooms are: 2,746 square feet. See Appendix Supplementary Table 1 Space Summary for Courtroom Floors.

As indicated in Figure 16, the use of modular courtrooms with mini-super pods ensure visibility of in-custody defendants but also provide a secure core with a vertical circulation path (red), which increases security. Seating can be adjusted, depending on the type of the docket. Jurors no longer will be seated in an area that was occupied by in-custody defendants prior to the proceeding and the

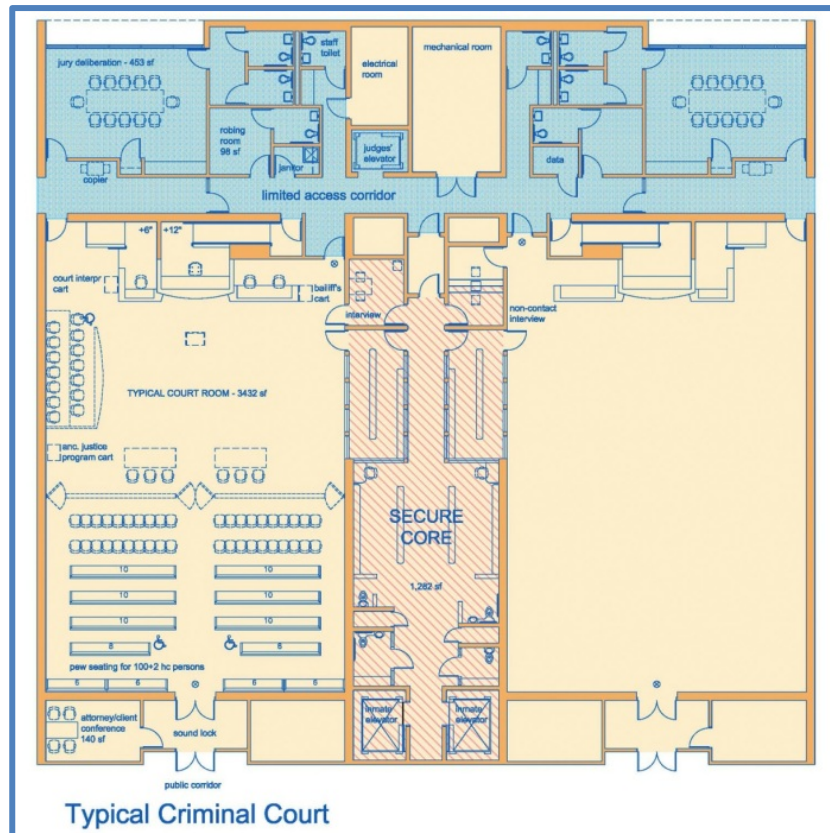


Figure 16: Proposed Layout of Typical Courtrooms

courtroom will be ADA compliant. In addition, the flow of the courtrooms, indicates separate circulation patterns for jurors (blue) so that they will not be escorted to and from the courtroom or to jury deliberation rooms through public corridors.

Issues associated with each of the elements required are listed below:

3.3.1 Judge's Bench

- separate exit/entrance
- raised work area above floor level
- ability to hear and see all court participants
- ability to be heard in all parts of the courtroom
- adequate lighting (natural, if possible)
- auxiliary lighting in the event of emergency
- technology access

3.3.2 Witness Stand

- visible to the bench, attorneys and court reporter
- audible throughout the courtroom
- rail and shelf
- technology access

3.3.3 Court Reporter Station

- ability to observe witness, judge and attorneys
- ability to hear every word spoken on record
- lockable drawer for storage, if required

- lighting similar to judge
- require space for two stations
- technology access

Microphones and video cameras should be controlled by the judge. Microphones should be located at the bench, clerk’s workstation, witness stand, lectern, jury box, and litigant/counsel tables.

3.3.4 Clerk’s Station(s)

- require two stations, as opposed to traditional one station as new technology introduced into process lighting, similar to judge
- access to temporary evidence storage with restricted access
- technology access

3.3.5 Court Interpreter

- require access to defendant (if direct, require lockable drawer for storage of microphones, headsets, etc.)
- technology

3.3.6 Bailiff’s Station

- located in back of courtroom for fingerprinting and use for post-judgment activities
- provide space with no barrier between protectee
- lockable drawer

3.3.7 Litigants’ Tables

- two separate tables with at least 3 seats at each table located as to allow private conversations
- easy access to the judge’s bench and witness stand
- ability to be heard at bench when speaking conversationally
- lighting similar to judge’s bench
- clear view of court proceedings
- technology access

3.3.8 Jury Box (designated specifically for jurors and not for multipurpose use with defendants)

- rail and display shelf with adequate lighting
- moveable chairs with footrest*
- exit/entry outside spectator area offering direct access to jury deliberation rooms
- full view of litigant/counsel tables, witness box, judge and audiovisual exhibit area
- technology access

3.3.9 Spectator Seating

- separated by rail from well area
- clear view of court proceedings
- 8-12 square feet per person

3.3.10 Mini Super Pod

- allow for easy supervision

- circulation path separate from judiciary and jurors
- designate space other than jury box
- consider security glazing box that will still allow for communication with judge, attorney and/or court interpreter

Mini-Superpods will be available to ensure proper visibility of in-custody defendants. This will also allow for space to keep individuals separate, as necessary but reduce the security required, as long as line of sight is available. An average of 375 square feet per criminal courtroom will be planned.

Proposed space requirements for the Mini-Superpods is: 13,500 for criminal courtrooms and 1,500 for juvenile delinquency courtrooms.

3.3.11 Ancillary Justice Programs Station

- provide access to defendant
- lockable drawer
- technology

More information is provided about Ancillary Justice Programs in Section 3.8; however, both misdemeanor and felony probation providers will have a dedicated space in the courtroom to begin initial processing of defendants and then provide direction for follow up in the courthouse.

3.4 Robing Rooms

If the judges' chambers are located away from the courtrooms, robing rooms will be provided adjacent thereto. Direct access from the robing room to the bench in the courtroom will be provided. This room will be equipped with a desk, complete workstation, phone and data lines. The robing room will also have a restroom or private access to judges' restroom.

Proposed space requirements for the Robing Rooms are an additional: 100 square feet.

3.5 Courtroom Support Functions on Courtroom Floors

Because of the flow of dockets in the courtroom, both support functions and public functions should be located within close proximity of the courtrooms.

3.5.1 Jury Deliberation Rooms

The jury rooms will be comfortable, well ventilated and designed to minimize stress as citizens may deliberate from only a few minutes to several days, as well as spend considerable time in the deliberation room during trial recesses or periods of time when they have been excluded from court proceedings. The room will protect the privacy of the jurors and their deliberation, assuring confidentiality through soundproofing. The room will be at least 280 square feet, with a minimum width of 14 feet. This will allow sufficient space for multimedia equipment related to evidence presentations. Additional space will be provided for a vestibule, kitchenette, and two toilets.

To minimize contacts with outside persons, the jury room will be designed to eliminate the need for persons to leave the room. Men and women's toilet facilities will be located off the

entrance vestibule. These will be soundproofed so that they may be used without embarrassment and the doors will not open directly into the main jury room.

To provide confidentiality, it is important that the jury deliberation room not adjoin the attorney conference or witness-waiting rooms. A bailiff may supervise the jury from a security station outside the jury deliberation room but there will also be a signaling or contact system for jurors to notify the bailiff of any special needs.

The jury deliberation room will be accessible from the courtroom by private corridor and jurors will not have to pass through the public-seating area of the courtroom to enter the jury deliberation room.

Although telephones are not allowed in jury deliberation rooms, a telephone jack, data jack and electrical outlets will be installed for use by others when the room is not in use by jurors. Cable connections for video monitors will allow for jurors to view multimedia evidence and review transcripts.

Proposed space requirements for the Jury Deliberation Rooms with bath are: 450 square feet.

3.5.2 Court Interpreter Interview Room

A designated area to assist in storage of equipment on the courtroom floors and provide space for interviewing witnesses/defendants will be available.

Proposed space requirements for the Court Interpreter Interview Rooms are: 120 square feet.

3.5.3 Attorney/Client Conference Rooms

Small meeting areas for attorneys to confer with clients and witnesses, out-of-custody, will be soundproofed to maintain privacy of conversations and be wheelchair accessible; these rooms may also be utilized by experts and doctors to interview and evaluate defendants, as well as for depositions. Arrangements for in-custody conference rooms will be allocated in space by Hillsborough County Sheriff's Office, as supervision is required. Two to four rooms per courtroom may be provided. A viewing panel in the door or some means of identifying when the room is occupied should be provided.

Each room should be equipped with phone capabilities, power, data and Wi-Fi access to allow attorneys to use electronic files. The rooms should be located close enough to the criminal courtrooms to allow attorneys and court reporters to travel between the courtroom and the deposition room without causing delay of court proceedings.

Will be located outside each courtroom. Proposed space requirements for the Attorney/Client Conference Rooms are: 2,520 square feet.

3.5.4 Victim/Witness Waiting Rooms

Proceedings almost always require that all parties appear at the courthouse at the same time and congregate in public areas. This often results in victims having to physically associate with their alleged assailants and the defendant's family and friends. This intermingling has the potential for intimidation and conflict.

There will be at least one, preferably two, victim/witness waiting room per floor. Each room will provide 15 to 20 square feet per person, with a minimal size of 150 square feet. These rooms will provide sight and sound separation from public waiting areas and will be accessible to the courtroom through the courtroom vestibule or nonpublic zone, if escorted by bailiff or court personnel. All rooms will be soundproof and in keeping with the basic premise of courthouse design, the function of the room will be interchangeable.

Will be located on each courtroom floor. Proposed space requirements for the Victim/Witness Waiting Rooms are: 450 square feet.

3.5.5 Law Enforcement Waiting Rooms

Space designated for law enforcement officers outside the public corridors where they can be readily available once court begins is more efficient than waiting in offices or hallways. Here they can complete reports, review testimony, make phone calls, etc.

Planning will consider at least 25 square feet per officer. The space will be located near the courtrooms and readily accessible from the public corridor.

Will be available for each division. Proposed space requirements for the Law Enforcement Waiting Rooms are: 660 square feet.

3.5.6 Attorney Work Area

Space for the exclusive use for attorneys conducting business in the courthouse is a convenience for members of the bar as well as an indirect benefit to the efficiency of court processes. Whether used between hearings or trials or for group meetings, attorneys who use this space are more likely to be readily available when needed in court. Furthermore, having a dedicated space helps to prevent lawyers from waiting in support areas, interrupting the work of court personnel.

Will be available for each division. Proposed space requirements for the Attorney Work Areas is: 660 square feet.

3.5.7 Clerk Evidence Storage

During trials, the clerk will require temporary secure storage for evidence on each courtroom floor. This will prevent the clerk from transporting evidence during recesses.

Will be available for each division. Proposed space requirements for the Clerk Evidence Storage is: 300 square feet.

3.5.8 AOC AV Staging

While there are some courts that continue the use of stenographic court reporting for taking the record, the use of electronic audio and video recording and playback equipment for the purposes of taking the court record now has become standard. All courtrooms will be equipped with video and audio recording and playback capabilities. Because there may still be times when a stenographic court reporter is needed, all courtrooms also will be equipped with a station for court reporters, with necessary electrical outlets, data and audio hook up.

Proposed space requirements for the AOC AV Staging are: 300 square feet.

3.5.9 Media Tech Room and Press Conference Room

The needs of the media have also changed with technology; requirements based on the print media alone are no longer adequate in today's new environment. The court has established media guidelines that are subject to Florida Supreme Court Rule of Judicial Administration 2.450, *Technological Coverage of Judicial Proceedings*, as well as, Administrative Order S-2007-038, *Photographing, Recording or Broadcasting Courthouse Facilities*, which delineates procedures and accommodations to ensure full access to the courthouse without compromising the right of any litigant to a fair and orderly trial and to preserve the peace and ensure the safety and security of persons and property.

Partnering with five local news affiliates, the courthouse has worked to retrofit a technological infrastructure for pool members. In addition to wiring of individual courtrooms, a media pool room has video and audio multiple feeds for recording and the ability to feed ENG trucks via boxes mounted on the exteriors of the court building. While current facilities have differing physical layouts and technical capacities that affect set-up required for coverage, a uniform installation of cables will be more efficient and less obtrusive. Extensive fiber-optic services will be made available for the media, though pooling arrangements will continue to be the sole responsibility of the media.

While the media room will be wired as indicated above and a space dedicated for this purpose, the local affiliates will be responsible for the equipment. To date, national affiliates benefit from the Media Pool coordination, but how that pool rotates and designates resources will remain independent of the courts.

Because of the space limitations of the Administrative Office of the Courts, no press room for "stand up" video feeds for on-camera reporters has been dedicated for the media. This space can also be used to work on stories and interview interested parties. The location of the media room will be flexible as it will not require restricted or secure access. Based on the number of local affiliates and one national affiliate, 150 square feet will be sufficient allocation of space for the media room and an additional 150 square feet of space for the "press room."

Proposed space requirements for the Media Tech and Press Conference Room are: 350 square feet.

3.6 Courtroom Support Functions in Other Areas of the Courthouse

While the most critical need is to expand the size and number of courtrooms, there are other support functions that are essential services for the public.

3.6.1 Grand Jury Room

The new Criminal and Juvenile Courthouse will include a Grand Jury Room with allocated space for 15 to 21 persons, waiting room and an attorney conference room. Because of the nature of the duties of the grand jury, a separate entrance will be provided for jurors. The space required is similar to a juvenile courtroom though the configuration will differ.

Proposed space requirements for the Grand Jury are: 3,000 square feet.

3.6.2 Jury Assembly Room

All amenities will be provided within a controlled area in order to make jurors feel safe and comfortable.

The jury assembly room will consist of two distinct spaces: an assembly or orientation area with classroom like seating and a waiting lounge for prospective jurors. An initial reception area will be provided for jurors to check in with the clerks. An adjacent work station will be sufficient for clerks to call jury panels, prepare jury lists, authorize parking permits and arrange payments to jurors. The clerk staff does not need to be located permanently in the jury assembly room, as this space may also be repurposed. Space will be available for passive recreation, such as reading, computer, etc. The space required is approximately 15 square feet per juror. In addition, assistive listening devices and provisions for visually impaired video presentations will be made and all other requirements of the ADA Accessibility Guidelines will be in compliance.

Proposed space requirements for the Jury Auditorium are: 25,000 square feet.

3.6.3 Public Waiting Space/Lobby

Court facilities will include public waiting areas with access to drinking fountains, and restrooms, in or near courtrooms and offices. Food service and basic first aid services will be available.

Proposed space requirements for the primary public lobby entrance, excluding cafeteria services are: 11,000 square feet.

3.7 Court and Constitutional Offices

In addition to the Trial Court Administrator providing administrative and support to the judiciary, other constitutional officers, including the Hillsborough County Clerk of the Court, State Attorney, Public Defender and the Hillsborough County Sheriff's Office also have offices directly related to court functions. In addition, there are ancillary justice organizations that are included in providing services to the public.

The design and image of offices will be similar to that of a general professional office setting. The layout will be organized by function and established to promote efficiency and comfort.

Typical spaces include a reception area, support staff work areas, private offices, workstations, office support areas, such as photocopy and workroom, supply and equipment storage, file storage and conference rooms.

The general public will enter from the public circulation zones. Judges and staff will enter from private or restricted zones. All areas will be accessible to persons with disabilities. Lighting, acoustics and interior finishes will be appropriate to that of a professional setting; natural lighting is desirable in work areas. Every office and workstation will have electrical receptacles and cabling for both voice and data.

Initial efforts have been dedicated to obtaining existing staffing and projected staffing levels for each constitutional office represented in the courthouse, as well as ancillary justice programs that are

affiliated with the courthouse. In addition, if specific space requirements will be recognized, they are indicated in the narrative but the square footage will be determined in consultation with the architect.

3.7.1 Administrative Office of the Courts

The Court Administrator performs a range of functions to assist the chief judge in carrying out administrative duties related to operation of the county and circuit courts within the circuit. He is responsible for ensuring there are adequate resources available, including personnel and budgetary. The duties range from management of court programs to facilities management. Other duties include: jury management, public information, case flow management, information systems, court reporting, court technology, certified process servers, dispute resolution alternatives, interagency coordination, analysis in criminal justice areas, as well as other business operations. Both county and state funding sources are allocated to support staff and contractual services but Florida statutes dictate the division of responsibilities of these funding sources.

Primary business functions can continue to be performed at the George Edgecomb Courthouse but direct services, as well as providing on-site supervision of staff by Court Operations Management will be available. Court Technology and Court Facility Services will provide essential crew on-site, as well as dedicated servers required.

Supply and records storage, copy/workrooms will be available for each AOC program, as well as the judicial suites and the Legal Department. Court Operations Management will function as the Administrative Office of the Courts' central office and will have a reception area, as well as a large conference room, smaller conference rooms and interview rooms for shared use by court program staff who meet with defendants, families, treatment providers and facilitate case staffings. Drug Court Programs, Elder Justice Center, Juvenile Diversion and Mediation will also require reception areas. Depending on the location and proximity to each other, they may share conference rooms, which may be used for meetings, as well as case reviews or staffings; however, the Legal Department may require a separate conference room area/library. While the technology infrastructure will be located at the George Edgecomb Courthouse facility, space requirements for technology will need to be allocated.

In addition to office space, Facilities will have a mail area, workshop and warehousing; the receiving area will be considered in the overall design. Based on proximity, staff restrooms, break rooms, can be allocated on the premise of shared space.

Proposed space requirements for the office space for the AOC is: 13,225 square feet.

3.7.1.1 Judicial Chambers

The judicial chamber areas contains the judge's private office, judicial assistant's office and support spaces, which typically include a reception area, private toilet and space for files, supplies and office equipment. All chamber areas will be allocated the same amount of space.

All persons visiting the chambers will be able to do so by passing through a secure or monitored entrance. The judge will be able to reach his or her courtroom by means of a private corridor.

Proposed space requirements for the Judicial Chambers, which includes a suite for office space for a judicial assistant are: 410 square feet.

3.7.1.2 Judicial Conference Rooms

Conference rooms are planned for meeting space for each division of court.

Proposed space requirement for the Judicial Conference Rooms are: 380 square feet.

3.7.1.3 Judicial Library

The courthouse will have a collection of legal reference materials that may be used by the judges, which includes a depository for federal and state publications. The library will be used primarily for legal research. This space will offer "soft seating" reading and quiet discussion area, seven large work tables, seven public computer work stations. This space may also serve as the area for meetings of judges and staff.

Proposed space requirement for the Judicial Library are: 900 square feet.

3.7.2 The Clerk of the Circuit Court

As the official record keeper of the County courts, the Clerk of the Circuit Court has the responsibility for providing the support services that keep Hillsborough County's courts running smoothly. Duties include the following: processing all civil and criminal cases, including traffic; courtroom support for judges; receiving appellate petitions; conducting mortgage foreclosure and tax lien sales; securing and disposing of all evidence entered by the court; assisting victims of abuse through the Domestic Violence Program; and providing assistance to the public in filing for a simplified divorce, or a small claims action.

Because the clerk's office is the center of much of the court's activity, the location is critical for public interaction; the office will be highly visible and located near the public entrance to the court areas. At the same time, the location of the clerk's office will allow for efficient staff movement between the office and other court areas, such as courtroom and chambers. Also, the use of kiosks throughout floors with courtrooms will allow the public to access information directly and to provide any required payments immediately upon leaving court hearings.

The Clerk of the Circuit Court will have space to accommodate on-site Administrative staff and technology support, four criminal departments, the Evidence Department, Jury Services, and a Centralized Payment Processing Center to meet the needs of employees, as indicated in Table 3. The Administration, Juvenile, Evidence and Jury Services will require reorganization as there are responsibilities to both civil and criminal divisions of court, i.e. Juvenile Dependency will remain with the Unified Family Court division, while Juvenile Delinquency will move. The Centralized Payment Processing Center will be introduced to create new efficiencies for the criminal divisions to increase the percentage of defendants who pay fines/fees before leaving the courthouse. With the advent of e-filing in the civil division, more staff efficiencies have been created; therefore, even with the anticipated growth of the judiciary, employees will be distributed to new roles within the courtroom.

In addition to office space, the clerk will have a safe to store evidence, as referenced previously in this section, as well as additional access to temporary evidence storage with restricted

access on each courtroom floor as referenced in 3.5.3 Courtroom Layout, Clerk's Station(s). In addition, conference/training rooms within each department, as well as staff only break rooms and restrooms, will be available. Based on limitations of the current building, the clerk has requested small evidence rooms adjacent to each courtroom with limited access provided to the clerk only. Kiosks are also suggested to better serve the public by providing general information, accept payments, provide a conduit for case research, make copies, etc.

To accommodate growth, movable walls and modular furniture have been requested. In addition to locating departments in close proximity to one another, egress/digress for clerk staff will be back hallways and staff only elevators.

3.7.3 Hillsborough County Sheriff's Office

The Sheriff provides a critical role in the services to the public and the judiciary, from staffing the metal detection screen stations at each entrance to the courthouse to transporting defendants who are in-custody to designated courtrooms.

Fingerprinting following conviction will be done in the courtroom to comply with Florida Statute. Currently bailiffs obtain initial fingerprints following conviction, which accompany the judgment and defendant to the receiving facilities, if placed in custody. For large dockets, i.e., disposition, pre-trial conferences, a central temporary process would ensure efficient security, as the goal would be to isolate in-custody defendants from other regular courtroom proceedings.

In-custody defendants will be separated from the public, while at the same time maintaining their safety and constitutional rights. Even though the proximity of the jail may be adjacent to the courthouse, it is more efficient to include holding and staging areas within the courthouse for securing and transporting in-custody defendants.

The central holding area will consist of the following elements:

- A control center,
- Staging area,
- Holding cells (men and women with sight and sound separation), and
- Visitation booths.

Sufficient staging areas for transporting in-custody defendants will be provided near a sally port entrance, as well as secure elevators. Group-holding cells will allow a minimum of 15 square feet per person, excluding benches. The minimum size of a group cell will be at least 150 square feet. Individual cells for segregating in-custody defendants will be at least 52 square feet.

Attorney/client meeting booths will be approximately 60 square feet and divided with appropriate security glazing or a wire mesh to separate the parties. Temporary holding cells for prisoners awaiting court appearances will conform to state and American Correctional Association standards for lighting, ventilation, heating and cooling in short-term holding and detention facilities.

Court floor holding facilities will be located on each floor with criminal courtrooms but will be serviced by a designated prisoner elevator that transports in-custody defendants to and from the central holding area. Group holding cells will allow 15 square feet per defendant. These facilities will be soundproofed so as to avoid any disruption of court proceedings.

In addition to those HCSO personnel requiring office space, bailiffs are assigned to criminal and juvenile courtrooms. As indicated in Table 4, HCSO is also responsible for the sally port, Superpod, as well as holding cells. The supervision of in-custody defendants and witnesses when in conference with attorneys or evaluation by experts and doctors is also required but for details on this arrangement and other specifications related to security of the courtrooms and the complex, contact the HCSO directly.

Proposed space requirements for the Inmate Processing Area/Central Temporary Holding/Court Floor Holding Cells will be estimated after conferring with the Hillsborough County Sheriff's Office.

3.7.4 State Attorney's Office

The State Attorney prosecutes criminals throughout Hillsborough County, encompassing the city of Tampa, Temple Terrace and Plant City. Article V, Florida Constitution, and [Section 27, Florida Statutes](#), along with various other statutes, set out the authority and guidelines for the office of the State Attorney.

In addition to the general office activities, attorneys will be able to interview witnesses and police officers, conduct legal research, maintain case files, conduct investigations, and prepare written reports and documents. These activities require reception and waiting areas, interview rooms, record storage areas, clerical office, private attorney offices, conference rooms, library, mail sorting and clerical workrooms, as well as supply and equipment storage areas and staff lounge. The SAO also would benefit from allocation of training space.

The office will be located in an area of the courthouse that is easily accessible to the law enforcement officers. It should also be accessible to the courtrooms. Attorneys will have private access to the Grand Jury Room. In a multi-story building, it would appropriately be located on an upper level floor, away from the congestion of the first floor.

3.7.5 Public Defender's Office

Florida's Public Defenders represent adults and children charged with criminal offenses and clients held in civil commitment under the "Baker Act" and the "Sexually Violent Predator Act." Assistant public defenders represent defendants who are determined indigent and appointed to the office by the Clerk of Court or a judge. These attorneys are supported by investigators, disposition specialists, and legal assistants. Third-year law students and graduates not yet admitted to the Florida Bar (called certified legal interns) also work with the Public Defender's Office; they investigate cases, research the law, and, after receiving special training, may represent individuals in court.

3.7.6 Ancillary Justice Programs

Only those court-related functions envisioned to support a new Criminal & Juvenile Court Complex are targeted to participate in the feasibility study. In addition to the judiciary and

Administrative Office of the Courts, they presently include fellow constitutional officers, the Clerk of the Court, the Hillsborough County Sheriff, the State Attorney and the Public Defender. Both felony and misdemeanor probation services are provided by the Florida Department of Corrections and the Salvation Army, respectively, while the Department of Juvenile Justice provides probation services to those in the jurisdiction of the juvenile delinquency divisions. In addition, other ancillary justice partners offer services to defendants and provide reports to the court, including substance abuse and mental health treatment providers and domestic violence treatment program providers.

3.7.6.1 Probation Services

Probation services are the most visible ancillary justice service and are provided by separate agencies, according to the division of court. Adult Felony Probation is the responsibility of the DOC, who provide community supervision; the priorities of an officer include: protecting the public, monitoring and enforcing conditions of supervision imposed by the Court or releasing authority, addressing non-compliance of conditions of supervision with the Court or releasing authority, and making appropriate referrals to available local community resources in order to assist the offender. There are ten offices throughout Hillsborough County.

In addition to space in the courtroom where the probation officer takes initial information, the officer directs the offender to an office in the courthouse where the offender receives specific reporting instructions.

Misdemeanor probation services are provided by an agency that contracts with the Hillsborough County Board of County Commissioner. This includes all criminal misdemeanor charges as well as criminal traffic offenses such as Driving under the Influence (DUI) and Driving with License Suspended (DWLS). The probation department conducts monthly contact with each probationer and monitors the compliance with special conditions of probation as ordered by the Court. This may include the payment of restitution to victims of the offense, payment of fines and court costs to the Clerk of the Circuit Court, performance of community service, or substance abuse assessment and treatment. The Correctional Services also includes the Misdemeanor Intervention Program (MIP) in cooperation with the Hillsborough County State Attorney's Office. MIP is designed to provide pre-trial diversion and supervision for cases which do not merit full criminal prosecution.

Because of the high volume of public traffic involved, these probation offices will be located near the main entry of the facility.

Every youth under the age of 18 charged with a crime in Florida is referred to the Department of Juvenile Justice. A referral is similar to an arrest in the adult criminal justice system. The Department provides a recommendation to the State Attorney and the Court regarding appropriate sanctions and services for the youth. When making a recommendation, the Department has several

options that allow the youth to remain in his or her home community. Youth who remain in the community are supervised by a Juvenile Probation Officer.

Other ancillary justice partners that provide services to defendants will also benefit from having designated space in the facility. These agencies may be represented in the Assessment Centers. If a decision is made not to include Assessment Centers on-site, some components of those services may still be offered in the court in a more efficient manner, if space is allocated appropriately. For example, initial evaluations are completed by substance abuse and mental health providers in the courtrooms in the current structure but this process could be more streamlined and effective.

3.7.6.2 Adult Assessment Center

Follow up on the recommendation to the Public Safety Coordinating Council and the Board of County Commissioners in 1998 to establish a Felony Adult Assessment Center/Contractual Release Program. The Strategic Planning Committee Final Report (March 20, 1998) stated that the Assessment Center would serve the purpose of gathering information on all individuals charged with 2nd and 3rd degree felonies who are not released from jail within 72 hours to determine their eligibility for structured contractual release. The Felony Adult Assessment Center would gather information on:

- Reputation with law enforcement
- Criminal history
- Likelihood of reporting to court if released
- History of compliance with court orders
- Residential status and history
- Employment status and history
- Physical health
- Drug/alcohol involvement
- Family support
- Home environment
- Gang involvement
- Threat to community

The structured contractual release would allow those individuals who guideline to a non-state prison sanction and would normally receive community supervision, to be released either to a residential drug treatment facility, half-way housing, electronic monitoring or day reporting.

In addition, any misdemeanor defendants who are not served by the current jail diversion program, established as a result of the Mental Health and Substance Abuse Leadership Group in 2011, could also be assessed for jail release according to similar guidelines to create additional cost savings to the county.

Proposed space requirements for the Adult Assessment Center are: 3,000 square feet.

3.7.6.3 Juvenile Assessment Center

The Hillsborough County Juvenile Assessment Center (JAC) is a 24-hour centralized adolescent receiving, processing, and intervention facility. As a multiagency collaborative approach to systematizing the processing of juveniles, the JAC is resulting in greater efficiency across the juvenile justice and treatment service systems, their increased coordination, enhanced responsiveness to public safety issues, and improved services for troubled youth and their families. The JAC permits the simultaneous achievement of required legal and social service intervention of juveniles taken into custody. The JAC performs preliminary screening and in depth assessment, followed by referral for additional evaluation or treatment. The JAC's comprehensive information system collects data on the prevalence of abuse and neglect; alcohol/other drug use; mental health problems; educational history and needs; delinquency; dependency; and Florida Department of Health and Rehabilitative Services and DJJ service history, family and social functioning, human service needs, referral patterns, and HIV risk behavior.

Proposed space requirements for the Juvenile Assessment Center is: 3,000 square feet.

3.8 Building Support Functions

In addition to the space requirements above, support spaces are also required for public restrooms, staff restrooms, public circulation, elevators and escalators, the loading dock, mail room, loading dock security screening, custodial spaces, janitorial closets, maintenance spaces, electrical closets, telecommunications closets, computer rooms, trash collection, recycling areas, vending areas, cafeteria, vending storage space and shared spaces such as conference rooms.

3.9 Summary of Desired Functionality

As indicated in Figure 17, the overall floor plan would be based on the two criminal courtroom modules that generate a floor plan that repeats itself; these new modular courtrooms increase access by eliminating physical barriers that currently exist and also addressing the larger juror pools and public that have an interest in the judicial branch of government. This plan will allow an increase of 10 courtrooms to address growth through 2040 and provide room for expansion. It enhances security with separate circulation patterns for public, juror, and judges and in-custody defendants and creates public navigation and ADA access. The new space also creates victim/witness waiting rooms, attorney/client conference rooms, law enforcement waiting rooms and attorney work areas, which provide a service to the public and assist in the efficiency of dockets. Heavier traffic will remain on lower floors for ease of way-finding for the public, as well as, enhanced security.

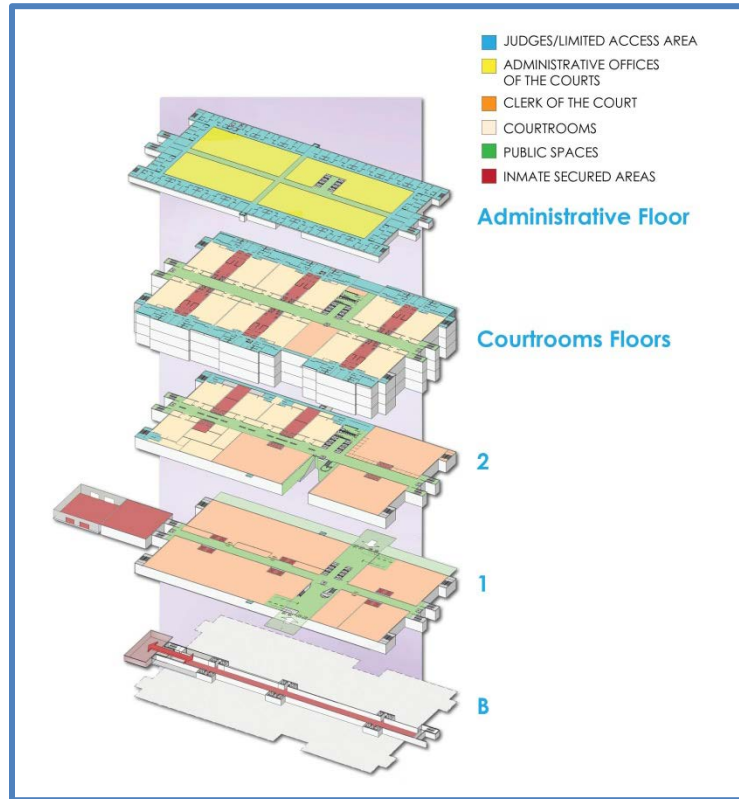


Figure 17: Building Axonometric for the Court

The bottom floor of the building will be a secured area only for processing in-custody defendants. Public spaces will be limited to the lower floors, with distinct circulation patterns. Courtroom and associated functions will be on dedicated floors, with administrative floors for the clerk, judiciary and Administrative Office of the Courts, on higher level floors.



Appendix A: Internal Workgroups

Circuit Work Group Participants

Judge Ronald Ficarrotta
Judge Laurel M. Lee
Judge Matthew C. Lucas
Judge Ashley B. Moody
Judge Daniel L. Perry
Judge Samantha L. Ward
Michael L. Bridenback*, Trial Court Administrator
Charles Cramer, Trial Court Technology Officer, Administrative Office of the Courts
Yolanda DeVesta, Judicial Assistant to the Honorable Denise A. Pomponio
Jim Downum, Drug Court Programs Manager, Administrative Office of the Courts
Jill Ibell, Senior Court Operations Consultant, Administrative Office of the Courts
Kirby Jungers, Director of Facilities Management, Administrative Office of the Courts
Major James P. Livingston, Court Operations Division, Hillsborough County Sheriff's Office
Maritza Lopez, Court Interpreter Center Manager, Administrative Office of the Courts
Rick Melendi, Chief Deputy Administrator and Director of Court Operations
Jennifer Mooney, Senior Staff Attorney, Thirteenth Judicial Circuit
Chris Nauman, Assistant General Counsel, Thirteenth Judicial Circuit
Kendra Ray, Director of Felony, Hillsborough County Clerk of Court
Kathy Regan, Chief Deputy of Court Operations, Hillsborough County Clerk of the Court
David Rowland, General Counsel, Thirteenth Judicial Circuit
Ginger Schechter, Judicial Assistant to the Honorable Ashley B. Moody
Lt. Carlos Somellan, Judicial Protection Bureau, Hillsborough County Sheriff's Office
Angie Smith, Director of Strategic Planning, Administrative Office of the Courts

Juvenile Work Group Participants

Judge Rex M. Barbas
Judge Lisa D. Campbell
Judge Jack Espinosa, Jr.
Judge Katherine G. Essrig
Judge Christopher C. Sabella
Judge Ralph C. Stoddard
Judge Caroline C. Tesche
Mona Baker, Judicial Assistant to the Honorable Caroline C. Tesche
Michael L. Bridenback*, Trial Court Administrator
Kim Cash, Judicial Assistant to the Honorable Manuel Menendez, Jr.
Charles Cramer, Trial Court Technology Officer, Administrative Office of the Courts
Jill Ibell, Senior Court Operations Consultant, Administrative Office of the Courts
Kirby Jungers, Director of Facilities Management, Administrative Office of the Courts
Major James P. Livingston, Court Operations Division, Hillsborough County Sheriff's Office
Maritza Lopez, Court Interpreter Center Manager, Administrative Office of the Courts
Monica Martinez, Juvenile Diversionary Programs Manager, Administrative Office of the Courts
Rick Melendi, Chief Deputy Administrator and Director of Court Operations
Chris Nauman, Assistant General Counsel, Thirteenth Judicial Circuit
Lisa Pride, Director of Juvenile, Hillsborough County Clerk of the Court
Kathy Regan, Chief Deputy of Court Operations, Hillsborough County Clerk of the Court

David Rowland, General Counsel, Thirteenth Judicial Circuit
Lt. Carlos Somellan, Judicial Protection Bureau, Hillsborough County Sheriff's Office
Angie Smith, Director of Strategic Planning, Administrative Office of the Courts
Dyann "Rocky" Valdez, Judicial Assistant to the Honorable Rex Barbas

County Work Group Participants

Judge John N. Conrad
Judge James V. Dominguez
Judge Jennifer X. Gabbard
Judge Lawrence M. Lefler
Judge Frances M. Perrone
Michael L. Bridenback*, Trial Court Administrator
Charles Cramer, Trial Court Technology Officer, Administrative Office of the Courts
Jill Ibell, Senior Court Operations Consultant, Administrative Office of the Courts
Kirby Jungers, Director of Facilities Management, Administrative Office of the Courts
Major James P. Livingston, Court Operations Division, Hillsborough County Sheriff's Office
Maritza Lopez, Court Interpreter Center Manager, Administrative Office of the Courts
Lynn Meehan, Court Operations Manager, Administrative Office of the Courts
Rick Melendi, Chief Deputy Administrator and Director of Court Operations
Chris Nauman, Assistant General Counsel, Thirteenth Judicial Circuit
Kathy Regan, Chief Deputy of Court Operations, Hillsborough County Clerk of the Court
David Rowland, General Counsel, Thirteenth Judicial Circuit
Aileen Shaw, Director of Misdemeanor, Hillsborough County Clerk of the Court
Angie Smith, Director of Strategic Planning, Administrative Office of the Courts
Lt. Carlos Somellan, Judicial Protection Bureau, Hillsborough County Sheriff's Office
Beth Schatzberg, Judicial Assistant to the Honorable Walter R. Heinrich
Donna Tevlin, Judicial Assistant to the Honorable Jennifer Gabbard
Brandi Williams, Director of Traffic, Hillsborough County Clerk of the Court

*Facilitator

Appendix B: AOC and Hillsborough County Workgroup

Josh Bellotti, Director of Real Estate & Facilities Services, Hillsborough County
Swati Bose, Architect, Hillsborough County
Michael L. Bridenback, Trial Court Administrator
Thomas Fass, Assistant County Administrator, Hillsborough County*
Tom Fesler, Director of Business & Support Services
Bill Hand, Architect/Project Manager, Hillsborough County
Eric Johnson, Strategic Planning/ERP Implementation, Hillsborough County
Kirby Jungers, Director of Facilities Management, Administrative Office of the Courts
Mark Martinet, Budget Manager Capital Team, Hillsborough County
Angie Smith, Director of Strategic Planning, Administrative Office of the Courts
Brandon Wagner, Operations and Legislative Affairs Officer, Hillsborough County
Julie Wisdom, Debt & Financial Analysis Manager, Hillsborough County

*Facilitator

Appendix C: Current Hillsborough County Renovation Projects for Courthouse Complex

Court Annex:

- Reroofing of North Tower and South Tower
- Replacement of exterior windows at South Tower.
- Interior renovations of 3rd, 4th and 5th Floors of South Tower, which includes construction of two new Circuit Criminal Courtrooms at the 5th Floor.
- Interior Renovations of 1st and 2nd Floors of Center Annex.
- Interior Renovation of 4th Floor North Tower (includes two new Juvenile Courts and associated offices)
- Addition of exterior Stair Tower at North Tower
- Addition of 1 elevator at Center Annex and 1 elevator at South Tower
- Replacement of HVAC air handling equipment in South Tower
- Various Life Safety Upgrades and associated (limited) asbestos abatement

Edgecomb Courthouse:

- Interior renovation at 3rd Floor to construct three new Civil Hearing Rooms and associated offices.

As of December 2014

Appendix D: Space Summary Tables

APPENDIX SUPPLEMENTARY: TABLE 1

Space Summary

Courtroom Floors Dedicated for Criminal & Juvenile Courts Complex

Courtroom Floors	Current Square Footage	Projected Staffing 2020	Comments	Proposed Square Footage
Circuit Criminal Courtrooms	32,539	21	3,432	72,072
Robing Rooms	n/a	21	100	2,100
Jury Deliberation Rooms	4,528	21	450	9,450
Court Interpreter Interview Room	In CR	3	120	360
Mini-superpod and keep separates	5,181	per 4 courtrooms	1,500	7,875
Attorney/Client Conference Rooms	In CR	21	120	2,520
Victim/Witness Waiting Room	n/a	3	150	450
Attorney Work Area	n/a	3	220	660
Law Enforcement Waiting Room	n/a	3	220	660
Clerk Evidence Storage	440	3	100	300
AOC AV Staging	80	3	100	300
Media Tech and Press Conference Room	265	1	350	350
Subtotal	43,033			97,097
County Criminal Courtrooms	12,148	14	3,432	48,048
Robing Rooms	n/a	14	100	1,400
Mini-superpod and keep separates	1,499	per four courtrooms	1,500	5,250
Attorney/Client Conference Rooms	In CR	14	120	1,680
Victim/Witness Waiting Room	n/a	3	150	450
Attorney Work Area	n/a	1	220	220
Clerk Evidence Storage	n/a	2	100	200
AOC AV Staging	80	2	100	200
Subtotal	13,727			57,448
Civil Traffic Courtroom	3,883	1	Highest volume of litigants	3,432
Subtotal	3,883			3,432
Subtotal	60,643			157,977
Building Circulation/Mechanical/Engineering	15,161		35%	55,291
Subtotal of Criminal Courtrooms	75,804			213,268
Circuit Juvenile Courtrooms	2,871	5 (P)	2,746	13,730
Robing Rooms	n/a	5	100	500
Juvenile Detainee Processing Area	705	1	1,500	1,500
Juvenile Intake Process	2,569	8 interview rooms (150) Reception Large Interview Room	1,200 500 300	2,000
Attorney/Client Conference Rooms	n/a	1	120	120
Victim/Witness Waiting Room	n/a	1	150	150
Attorney Work Area	n/a	1	220	220
Clerk Evidence Storage	n/a	1	100	100
AOC AV Staging	35	1	100	100
Subtotal	6,180			18,420
Building Circulation/Mechanical/Engineering	1,491		35%	6,447
Subtotal of Juvenile Delinquency Courtrooms	7,671			24,867
TOTAL	83,475			238,135

APPENDIX SUPPLEMENTARY TABLE 2
Space Summary
AOC Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex

AOC	2013 Staffing Level	Current Square Footage	Projected Staffing 2020	Comments	Proposed Square Footage
AOC Business Functions					
Court Operations Mgmt*	1 Director 1 Program Coordinator 1 Media Liaison 2 Support Staff	385	1 Director (P) 1 Program Coordinator (P) 1 Media Liaison (WS) 2 Support Staff (WS) 1 Large Conference Room 2 Small Conference Room 5 Interview Rooms	175 150 80 80 624 470 120	2,729
Court Technology*	Currently integrated with CCTS at Edgecomb Courthouse	3,012	2 Court Technologists (WS) 1 Network Engineer (WS) Equipment Room (P) Data Center <i>See CR floors for AV Staging</i>	160 80 200 8,100	8,700
Court Facilities*	Currently integrated with Court Facilities at Edgecomb Courthouse	979	1 Multi-trades Workers (P) 2 Multi-trades Workers (WS) 1 Customer Service Agent (WS) Mailroom Workshop Warehouse	120 80 80 150 150 150	810
Certified Process Server*	1 Program Coordinator	229	1 Program Coordinator (WS)	80	80
Court Business Center*		1,244	Central Operating Space Public Copiers (5)	750 150	1,500
AOC Court Operations/Due Process					
Court Interpreting	1 Manager 1 Support Staff 7 Court Interpreters 2 Freelance Workstations (SH)	1,088	1 Manager (P) 1 Support Staff (WS) 7 Court Interpreter (WS) 2 Freelance Workstations	120 80 64 64	776
Court Reporting*	14 Stenographers 29 Digital Court Reporters	1,896	1 Manager (1P) 14 Stenographers (WS) 40 Digital Court Reporters (WS)	120 64 64	3,576
Civil Traffic Hearing Officer**	1 Hearing Officer 1 Support Staff	423	1 Hearing Officer (P) 1 Support Staff (SP)	260 150 Located where access to public/attorney	410
AOC Court Programs					
Drug Court Programs*	1 Manager 6 Drug Court Specialists	1,788	1 Manager (P) 6 Drug Court Specialists (WS) 3 Contractor Stations (WS) Records (medical)	120 80 80 100 (Require access to Interview rooms and privacy for calls	940

				to treatment providers)	
Elder Justice Center*	1 Court Counselor	388	1 Court Counselor (WS)	64 Access to Interview room	64
Juvenile Diversion***	1 Manager 2 Support Staff 6 Court Counselors 1 Clinical Case Manager 3 Contractor Stations	2,626	1 Manager (P) 2 Support Staff (WS) 6 Court Counselors (WS) 1 Clinical Case Manager (P) 3 Contractor Stations (WS) Records (medical)	120 80 80 120 80 100 Access to Interview room/close to Delinquency Courtrooms/privacy to coordinate Rx & case plan. If Juvenile is in separate facility, should be co-located there.	1,220
Mediation*	1 Mediation Room	276	1 Mediator (WS) Mediation Room	80 200	280
Mental Health Case Management*	1 Case Manager	80	2 Case Managers (P)	120 Access to Interview Room	240
Subtotal		14,414	108		21,325
Legal Department					
Administrative*	2	160	1 (P)	150	150
Paralegal*	1	155	1 (SP)	150	150
Staff Attorneys*	11	1,314	22 (P)	120	2640
Law Clerks/Legal Interns*	8	772	14 (WS)	80 Need access to judicial library	1120
Subtotal	23	2,401	38		4,060
Judges (Chambers)					
Circuit Criminal****	16	4,160	21 (P)	260	5,460
County Criminal****	9	1,820	14 (P)	+ bathroom, suite with j.a; need access to judicial library	3,640
Circuit Juvenile****	4	1,040	5 (P)		1,300
Subtotal	29	7,020	40		10,400
Judicial Assistants (Chambers)					
Circuit Criminal****	16	2,400	21 (P)	150	3,150
County Criminal****	9	1,050	14 (P)		2,100
Circuit Juvenile****	4	600	5 (P)		750
Subtotal	29	4,050	40		6,000
Other Judicial					
Judicial Library*		305	1	900	900
Judicial Conference Rooms	n/a	n/a	3	380	1,140
Subtotal		305			2,040
TOTAL		28,190	226		43,825

*currently at Edgecomb Courthouse ** currently at SAO Building ***currently at Twiggs St
****currently at Annex n/a = currently not allocated anywhere

APPENDIX SUPPLEMENTARY: TABLE 3

Space Summary

Clerk Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex

Clerk	Current Square Footage	Projected Staffing 2020	Comments	Projected Square Footage
Clerk Court Admn – Court Op	575	1 Chief Deputy (P) 1 Support Staff (SP) Reception Area	175 150 250	575
Circuit Criminal	11,314	1 Director (P) 6 Managers (P) 3 Front Counter/CSR (WS) 68 Back employees (WS) Reception	150 120 64 64 500 High volume	5,914
County Criminal	5,595	1 Director (P) 5 Managers (P) 3 Front Counter/CSR (WS) 3 Indigency Screening (WS) 35 Back employees (WS) Reception	150 120 64 64 64 500 High Volume	3,874
Traffic	8,366	1 Director (P) 6 Managers (P) 13 Front Counter/CSR (WS) 54 Back employees (WS) Reception	150 120 64 64 1,000 Highest volume	6,158
Evidence	598	1 Director (P) 1 Manager (P) 2 Back Employees (WS) Vault <i>(temp storage on CR floors)</i>	150 120 64 200 Secure location.	598
Centralized Payment Processing	n/a	1 Manager (P) 10 Front Counter/CSR (SP) 4 Back employees (WS)	150 120 64	1,606
Jury Services	5,593	1 Director* 1 Manager (P) 1 Secretary (SP) 2 CCIs (WS) 6 Back employees (SH)* Front Counter Auditorium	150 120 80 80 80 300 20,000 (locate near Food Court)	21,290
Information Technology	n/a	Staging area	400	400
Mailroom	200		200 Near loading dock	200
Subtotal	32,241			40,615
Juvenile Delinquency	4,312	1 Director (P) 2 Managers (P) 1 Front Counter/CSR (WS) 15 Back employees (WS) Reception	150 120 64 64 500	1,914
Subtotal	4,312			1,274
TOTAL	36,553	250		42,529

APPENDIX SUPPLEMENTARY: TABLE 4
Space Summary
 SAO Square Footage Dedicated for Criminal & Juvenile Courts Complex

SAO	2013 Staffing Level	Projected Staffing 2020	Comments	Projected Square Footage
SAO	1	1	345	345
Executive Director	1	1	250	250
Chief Assistant	1	1	200	200
Chief of Investigations	1	1	175	175
Legal Assistants	Currently incorporated in support staff	40(P)	120	4,800
Support Staff	171	148(WS)	80	11,840
Bureau Chiefs	20	24	150	3,600
Victim Assistant Program Manager	1	1	120	120
Administration Director and CTO	1	1	120	120
Division and Specialized Attorneys	128	174	120	20,880
VAP Staff	28	28	120	3,360
Interns		6	80	480
Subtotal	353	426		46,170
WHSE File Storage				7,000
Grand Jury Room				3,000
Evidence Storage Vault		1	150	150
NCIC Workroom & RAP room		+ 3 (WS)	250 80 Must be secured area	490
Computer/Training Classroom		1	300	300
IT		1	800	800
Graphics/Storage		1	750	750
Main Conference Room		1	500	500
Staff Conference Rooms		2	200	400
Mail Room		1	250	250
Reception Area		Admn Sex Crimes VAP	200 150 150 Locate on first floor with secure entrance	500
Deposition Rooms		4	150 Needs to be sound proof; accessible from first floor; hold minimum of 6 people.	600
Subtotal				14,740
TOTAL		426		60,910

APPENDIX SUPPLEMENTARY: TABLE 5

Space Summary

PD Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex

PD	2013 Staffing Level	Projected Staffing 2020	Comments	Projected Square Footage
Public Defender	1	1 (P)	345	345
Assistant Public Defender	0	1 (P)	256	256
Genera/Administrative Counsel	1	1(P)	175	175
Chief Investigator	1	1 (P)	175	175
Human Resources Director	1	1 (P)	175	175
Finance Director	.5	1 (P)	175	175
Technology Director	.5	1 (P)	175	175
Bureau Chiefs	5	6 (P)	225	1,350
Division Chiefs		30 (P)	175	5,250
Attorneys (Trial & Specialized)	124	149(P)	120	17,880
Support Staff in Intake	88.5	50(WS)	64	3,200
Administrative Assistants	*	35(WS)	64	2,240
Legal Assistants	*	39 (P)	80	3,120
Volunteers, Interns, Pepin Students	36	50 (WS)	64	3,200
			Needs to be located near classroom, computer lab	
Subtotal Staff	258.5	366		37,716
Reception area		1	2,000 Needs to be located on lower floor, near security; visibility premium; provide window to reception; include separate waiting areas for law enforcement (150) and social services (150). Juvenile Intake to be moved on a courtroom floor.	2,000
Large Deposition Rooms		2	175 Needs to be sound proof; accessible from first floor; hold minimum of 10 people.	350
Deposition Rooms		12	150 Needs to be sound proof; accessible from first floor; hold minimum of 6 people.	1,800
Video Deposition Rooms		6	100 Set up for law enforcement personnel at off-site facilities; accommodate attorneys & court reporter	600
Large Conference Room		1	500 Locate on Admin floor	500
Small Conference Room		1	150 Locate on Admin floor	150
Felony Attorneys Conference Room		1	750 Accommodate 40 attorneys	750

Misdemeanor Conference Room		1	500 Accommodate 30 attorneys	500
Juvenile Conference Room		1	200 Accommodate 12 attorneys	200
Computer Training Room		1	6,200	6,200
Mock Courtroom		1	1,200 Hold mandatory interactive training weekly	1,200
Classroom for Pepin Students				500
Computer Lab for Pepin Students				500
Court Reporter Rooms				150
IT				150
File Room				2,500
Graphics/Storage				100
Evidence Storage Vault				100
Mail Room				100
Clothes Closet				100
Subtotal				18,450
TOTAL		366		56,166

APPENDIX SUPPLEMENTARY: TABLE 6
Space Summary
HCSO Square Footage Dedicated for Criminal & Juvenile Courts Complex

HCSO	Current Square Footage	Projected Staffing 2020	Comments	Projected Square Footage
Administrative Security Room	900			800
Administrative offices	618	Major (P) Lt (P) Support (WS)	175 120 80	375
1 st floor lobby offices	100	Storage and interview room for initial detainees from security	200	200
Bailiff Squad Room	3,854	12 supervisors 2 support 1 conference room Squad room Work stations		3,000
Sally port	4,705		4,800	4,800
Superpod	4,415		5,614	5,614
Mini-superpod and keep separates*		Criminal Courts (see courtroom floors table)		
Mini-superpod and keep separates		Juvenile Delinquency Courts (see courtroom floors table)		
TOTAL	14,592			14,789

*1st floor holding cells currently under construction.

APPENDIX SUPPLEMENTARY: TABLE 7
Space Summary

Ancillary Justice Programs Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex

Ancillary Justice Programs	Current Square Footage	Projected Staffing 2020	Comments	Projected Square Footage
Department of Corrections	319		Located in courthouse; high volume	300
Misdemeanor Probation	205		Located in courthouse; High volume	300
Subtotal Criminal Courts	524			600
Department of Juvenile Justice	302			300
Subtotal Juvenile Courts	302			300
Subtotal Courthouse Space*	826			900
Juvenile Assessment Center			Locate near Detention facilities	
Adult Assessment Center			Located near Booking facilities	3,000
Misdemeanor Probation			Located in courthouse or SAO/PD	8,000
Subtotal Other Ancillary Justice Space*				
TOTAL				

*Ancillary Justice Programs' space to be located in courthouse for misdemeanor and felony probation reporting after court appearance; same requirements for juvenile. **See narrative for description of proposed services that may be incorporated into the courthouse from other agencies or off-site at jail or detention facilities to improve efficiencies.

APPENDIX SUPPLEMENTARY: TABLE 8

Space Summary

Overall Summary of Space Dedicated for Criminal & Juvenile Courts Complex

Overall Detailed Space Program				
Division or Functional Area	Projected Need			Total
	Current	Projected	SF	
Criminal Courtrooms (Circuit and Criminal)	24	35	3,432	120,120
Other Space Dedicated on Criminal Courtroom Floors			34,425	34,425
Juvenile Delinquency Courtrooms	4	5	2,746	13,730
Other Space Dedicated on Juvenile Courtroom Floors			4,690	4,690
AOC Offices and Judicial Chambers			43,825	43,825
Clerk of the Court			42,529	42,529
State Attorney			60,910	60,910
Public Defender			56,166	56,166
Hillsborough County Sheriff's Office			14,789	14,789
Ancillary Justice Programs' Courthouse Office Space*			900	900
Subtotal			n/a	392,084
Food Court/Vending Machine Alcoves	4,400		8,000	8,000
Shell Space – Future Expansion			24,300	24,300
Other Ancillary Justice Program Space**				900+
Subtotal			n/a	32,300+
Interdepartmental Circulation/Restrooms/Bldg Support ⁱ Building Envelope/Mechanical/Electrical ⁱⁱ			35%	145,699+
Total Building Gross Area				570,083

**Space does not include ancillary justice programs that may be co-located within the courthouse, i.e., Juvenile Assessment Center, Adult Assessment Center, or Misdemeanor Probation.

Secured Parking Component: Judges (40), Judicial Assistants (40), AOC & Legal Staff (150), Senior Judge (2); Clerk (235); HCSO (120); SAO (426); PD (366)

Non-secure Parking: HCSO (10 reserved parking for marked patrol vehicles near main door) + (15)

Appendix E: Detailed Space Allocation for Current Criminal and Juvenile Delinquency Courtrooms

Current Summary of Criminal and Juvenile Delinquency Courtrooms				
DIVISION	Number of Courtrooms	Approximate Square footage	Hearing Room Attached	Comments
First Appearance	First Appearance/Emergency division (CR 17)	773	n/a	
Felony	12 division courtrooms* (CR 10, 11, 13, 14, 15, 16, 18, 30, 32, 33, 61, 62) 3 Trial courtrooms (CR 51A-53A) 1 Violation of Probation courtroom (CR 19) *includes specialty court divisions, Sex and Child Abuse Offenses, Drug Court) **two additional courtrooms are under construction in 2014	31,766	Jury rooms not attached in CR 13, 14, 30, 32, 33, 61, 62	Design, size and configuration differ. ADA compliance addressed in separate section. CR 10 does not allow for inmate transfer outside presence of public. Jury box is inadequate in CR 33. Seven Jury rooms allocated for felony courtrooms on first floor; two jury rooms are not attached.
Misdemeanor	5 division courtrooms (CR 12, 20-24, 31)	12,148	Jury rooms not attached in CR 12, 22, 23,31	Only two jury rooms are attached to courtrooms
Juvenile Delinquency	4 division courtrooms (CR 40, 42-44)* *Renovations required on this floor because of inmate circulation, which will result in two additional courtrooms. **Renovations under construction in 2014 to improve circulation but will still have limitations	2,871	n/a	
Civil Traffic	1 division courtroom (CR 100)	3,883	n/a	