

# Scott County Courthouse

DAVENPORT IOWA

SEPTEMBER 21, 1999

FACILITY MASTER PLAN



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## Acknowledgments

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Hon. Douglas McDonald ..... *Associate Court Judge*  
Hon. Gary McKenrick ..... *Associate Court Judge*  
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## Other Agencies

- Karen Hibven-Levi.....*District Court Administrator  
Douglas and Waterloo Counties  
Black Hawk County Courthouse  
Waterloo, IA*
- Carroll Edmondson.....*District Court Administrator  
Linn and Johnson Counties  
Linn County Courthouse  
Cedar Rapids, IA*
- Jerry Baetty.....*State of Iowa Administrative Office of the Courts  
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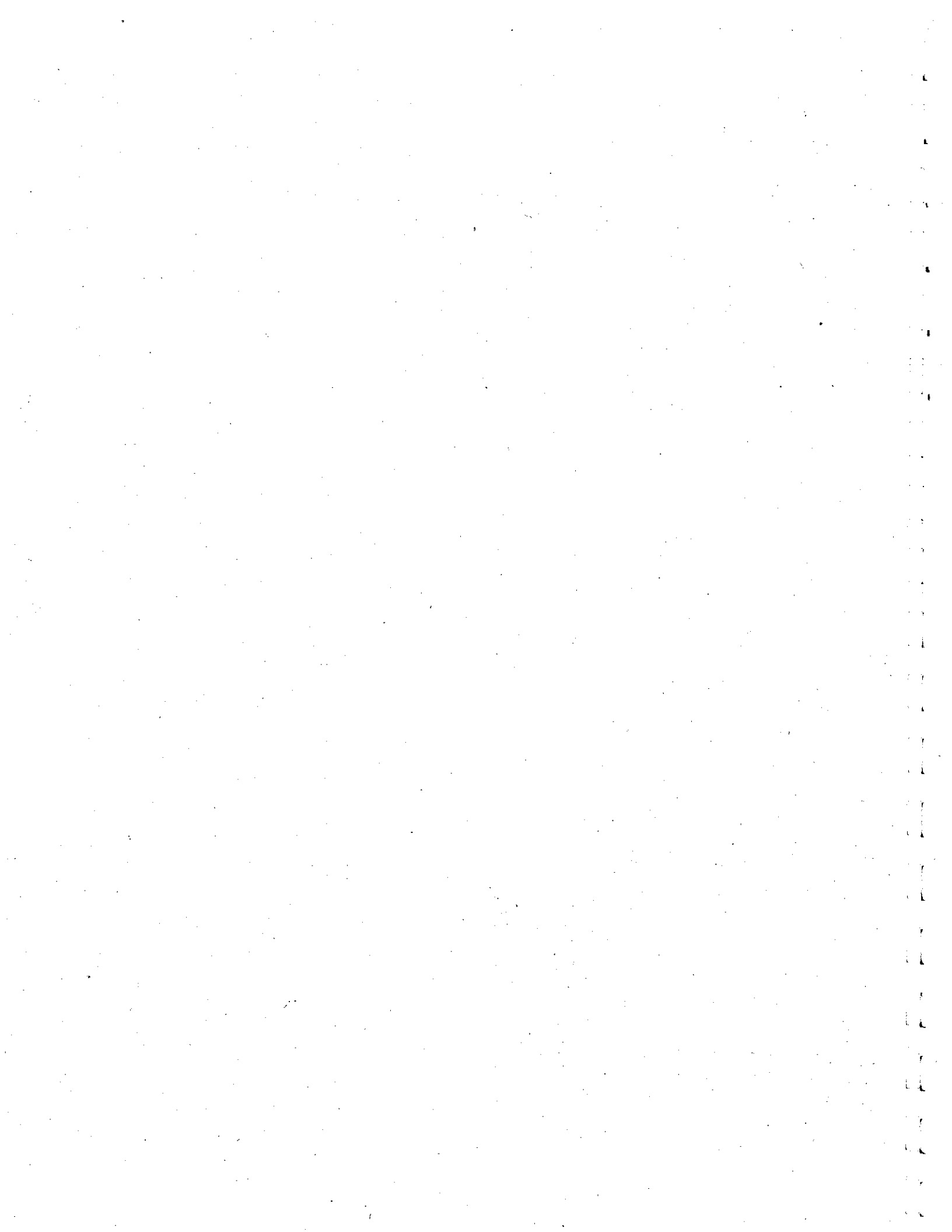
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EXECUTIVE SUMMARY



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## *Section One*

### **Executive Summary**

#### **PROJECT SCOPE AND MISSION**

In March, 1999, the HLM Design Team was directed to conduct an assessment of existing facilities, evaluate the condition and capacity of the existing architectural and engineering systems, develop and refine a master plan for continued use of the existing facility, and prepare estimates of project costs and a phased implementation plan to enable improvements to be built as funds become available over a ten-year period.

#### **PROJECT APPROACH**

The HLM Planning Team conducted a four-phase work effort over a five month period between May and September 1999.

- **Phase One: *Inventory and Projections***, included a technical and physical review of existing system capacities and conditions, current space occupancies, operational analysis of the existing system, and a functional evaluation of the suitability of spaces and the basic infrastructure of the building to support the activities of the courts and court-related agencies. Planning standards were developed for office, support and specialized spaces within the building, based on comparison to other nearby counties, national court planning standards and comparison with existing Scott County space allocations and standards.
- **Phase Two: *Needs Assessment***, included interviews, direct observations, and workshops with key court and court-related agency representatives to discuss current operations, anticipated space requirements, and specific functional and spatial requirements of the agencies and courts. Based on the input gathered in interviews, planning sessions, and special meetings, a preliminary space program was developed and used as the basis for the development of several design options. The program database summarizes personnel and support space requirements for the system for 5, 10, and 20 years, based on the planning assumptions in the projections.
- **Phase Three: *Master Plan Options***, included development of a number of specific design options for reuse of the existing facilities and potential use of other facilities on the Courthouse site to meet

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the current and anticipated space requirements of the courts. The Design Team reviewed four options for the possible renovation and deployment of courts and court-related agencies in the existing (and expanded) court facility. During Phase Three, cost estimates and an outline of a sequenced plan for phased implementation were developed for the project. Please refer to Section Eight of this report for additional information and detail regarding the phasing strategy for the project.

- **Phase Four: Master Plan Report**, included final documentation and refinement of the selected Master Plan Option, and included development of a sequenced plan for phased implementation through a series of individual improvement projects which can be undertaken over the 10-year period as funds become available.

## National Standards and Guidelines

The needs analysis and final master plan for facilities for the Scott County Courts and court-related agencies follows recommended design practices and approaches outlined in national guidelines for court planning and design, including:

- *The Courthouse: A Planning and Design Guide for Court Facilities*. National Center for State Courts. Hardenbergh, Griebel, et.al. Williamsburg, VA. 1999.
- *Court Security Guide*, National Association for Court Management, Security Guide Subcommittee. Williamsburg, VA. 1995.
- *The American Courthouse*. American Bar Association. Chicago, IL. 1973.

## EXISTING FACILITIES

The Scott County Courthouse is located in downtown Davenport, and is bordered by Fourth Street on the South, Western Avenue on the West, the elevated railroad tracks on the north, and Ripley Street on the east. The courthouse is located on the southeast corner of the 5.42 acres site; the County Annex Building/Juvenile Detention Center is located on the southwest corner of the site, and the attached Adult Corrections Center is on the north side of the courthouse. The site is essentially flat with a slight slope to the west and south.

Presently, the Scott County Courthouse houses the County Board and Administration Offices, the Treasurer, Auditor, Recorder and Assessor

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offices. The courthouse provides nine courtrooms for the District and District Associate Courts, and the County Board Room serves as a Magistrate Courtroom when not used for County Board functions. Office spaces are provided for the Supreme Court Justice, the Clerk of the Courts, Sheriff's Department, District Court Administration, and the County Attorney. The basement houses facilities shared by the court and the county, including the snack bar, the print shop, file/storage room(s), evidence storage room, computer room(s), and offices for the County Administration, Emergency Management Agency, Sheriff's Department Radio Dispatch Room, and Buildings and Grounds.

## EXISTING COURTHOUSE

A multi-disciplinary team of architectural programming and design professionals, and mechanical and electrical engineering professionals, spent several days on site: A) Visually assessing the physical conditions of the building and its systems; B) Reviewing project documentation (original construction drawings and previous reports); and, C) Conducting interviews with building maintenance personnel regarding the condition and operations of the building.

## Summary of Remodeling Issues

Although the courthouse was originally designed and constructed per the standards of the day, major renovation to the building obligates the County to upgrade the building to new standards. As portions of the building are remodeled, the building will be upgraded to comply with current life safety codes, ADA, and environmental materials regulations. To protect the county's investment of the interior remodeling, the building enclosure maintenance remodeling should be accomplished along with the interior remodeling.

**Life Safety Issues.** Due to changes in the building code since the building was built, there are a number of improvements which should be made to the building as renovations are undertaken to meet current requirements of the building code of the City of Davenport and the 1991 Uniform Building Code (UBC). The UBC covers building construction type, exiting, fire resistance ratings, mechanical, electrical, and fire protection issues. For a detailed list of upgrades, please refer to Section 4 of this report.

**Accessibility Issues.** The 1992 Americans with Disabilities Act (ADA) summarizes requirements for accessible routes to the building; parking; accessible routes within the building including doors, ramps and

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elevators; toilet rooms; signage; and public seating. A recent amendment to the ADA, *Section 11. Judicial, Legislative and Regulatory Facilities*, has been included in Section Three of this report. Please refer to Section Four of the report for a detailed floor-by-floor narrative describing the issues related to accessibility, and potential solutions required to correct these issues.

**Environmental Issues.** State and federal statutes regulate environmental materials in the building, such as asbestos. Please refer to Section Four for a floor-by-floor narrative describing various issues and improvements which should be made as renovations are undertaken on various levels of the facility.

**Maintenance Issues.** Maintenance issues are defined as building systems that are not structural or life safety related, and include the building enclosure systems and interior finishes. Section Four also summarizes key maintenance upgrades and facility improvements which should be provided during the renovations of the courthouse.

**1983 Jail Addition.** A detailed review of this building was not conducted as part of this study. However, a separate study prepared by the County indicates that by removing the interior non-bearing walls, the existing Jail would provide good space in an excellent location for needed Courthouse and storage expansion.

## **Functional Evaluation**

The Scott County Courthouse has served the needs of the courts and county administrative departments for more than 40 years. Over that time frame, the operational requirements of the courts, court-related agencies, and county departments have changed. In addition, the caseload, number of judicial positions, and court-related personnel required to handle the caseload within the court system have increased, creating serious space shortfalls and crowded conditions within the courthouse.

The largest impetus for the development of the current plans for the Scott County Courthouse and the related projects at the Bicentennial Building is the need for additional space for courts and court-related agencies. Additional space is needed to accommodate the newly appointed District Judge to the Seventh Judicial District. Space requirements for this position will include the need for courtroom areas (courtroom, attorney/client conference, public waiting, jury deliberation,



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chambers and court-related staff areas, and additional witness-waiting areas). New courtroom areas should be built to provide appropriate prisoner, public, and private separations, sufficient public waiting, and appropriate relationships and adjacencies to the clerk's office, and other court-related agencies.

Additional space is needed to accommodate the functions of the ½-time District Judge position that will be operating from the Scott County Courthouse beginning in 1999. Compounding this problem is the likely addition within one year of another District Judge to the bench in Scott County, with its series of attendant space needs and spatial adjacency requirements. At the same time, there are significant space shortfalls in the offices of the County Attorney, the Clerk of Courts, the Sheriff's Department and other agencies.

One of the primary directives in developing the Master Plan for the Scott County Courthouse was to reuse the existing Scott County Courthouse for court functions for the Seventh Judicial District. Several inherent conditions exist in the current Scott County Courthouse which are inconsistent with current planning standards for state and county courts.

First, the spacing between columns in the building measures approximately 20 feet on-center to a maximum of 25 feet on-center. This creates unobstructed areas of approximately 500 square feet between columns. Due to the requirements for accessibility for physically challenged courtroom parties, attorneys, witnesses, or jurors, current standards for non-jury courtrooms typically prescribe the need for columns spaced 30 or more feet apart, at minimum<sup>1</sup>. Current standards for courtroom design for jury courtrooms (required for the District Courts and at least one of the District Associate courtrooms) promote minimum clearances of 34-36 feet within the courtroom, meaning that columns should be spaced approximately 35-38 feet on-center.

This means that any planning for additional or modified courtrooms within the Courthouse must be designed around existing columns

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<sup>1</sup> *The Courthouse: Planning and Design Guidelines*. Hardenbergh, Griebel, et. al., NCSC. 1999.

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(requiring compromises in layout or function), or existing columns must be removed to open larger bays for courtrooms.

The HLM Design Team first investigated the potential for removing columns on the Third Level of the courthouse, looking to remove columns, use transfer beams to transferring roof loads to other columns and/or the exterior wall, and create larger bay spacings for courtrooms on the Third Floor. This appeared to have the best potential for success, since the original exterior design of the building was for a stone façade, and it seemed possible that the foundation and footings on the exterior of the building might be able to support additional loads (due to the transfer).

After review, an HLM structural engineer determined that columns could not be easily or inexpensively removed, since:

- a) The roof structure itself was concrete and represented a significant dead load; and
- b) The footings under the interior columns (which would support half of the additional load) were loaded to capacity and would not be able to handle any additional load, even though the exterior foundation and footings could indeed support additional load.

In reviewing methods to accommodate courtrooms within the current structural grid, the HLM Design team visited courthouses in Blackhawk, Johnson, Linn, and Polk Counties in an effort to provide information on how other Iowa counties were addressing similar deficiencies in their existing courthouses. Several courtrooms are pictured in Section 4 of the report, five or more with columns located within courtrooms. In discussions with judges and court administrators at these facilities, the respective impact of the columns within the courtrooms on the function and image of the respective rooms varied from "small" to "very significant obstruction."

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The challenge for future reuse of the courthouse lies in the careful development of courtroom designs that place columns in the least obstructive position (typically at the front corner of the jury box farthest from the judge (closest to the public seating), while meeting other access, seating, and operational requirements. In some cases, the orientation of the courtrooms could be "turned" 90 degrees to fit between the widest possible column span. The final Master Plan includes a series of recommendations for court design and reconfiguration for the courtrooms on the first and third floors.

Second, the existing Scott County Courthouse was designed without clear and complete separation of circulation systems for the public, private (judicial/staff), and prisoners. This situation has not changed over the past decade, and the same deficiencies exist today as were documented in the 1987 Scott County Courthouse Master Plan Report.

Solving the inherent problems with the overlapping security zones and indistinct circulation systems is a primary thrust of the proposed Master Plan. It will require significant attention throughout all phases of the renovation. *Please note that full separation of prisoner, private and public areas (with isolated and separated circulation systems for each type of movement) will not be achieved until the final phase of the Master Plan is complete and new criminal courtrooms are provided with appropriate prisoner access, separation and holding areas.*

In the meantime, the proposed Master Plan provides for a continuous improvement in security zoning and separation in each phase of renovation, and will incrementally move the courts and county toward appropriate design for security and operational separations.

## **Caseload and Staff Projections**

Long-term projections of likely growth in the Scott County Judicial system were developed using a system modeling method. Historical changes in population, caseload, judicial positions and staffing were analyzed, and adjustments were made based on historical and anticipated operational and policy changes. Future growth was projected for anticipated caseloads, future judicial position requirements, and court-related staffing requirements using a combination of time series/trend analysis, population ratio methods, and linear regression (least squares) analysis.

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Figure 5.1 (please refer to Section Five) summarizes historical and projected population for Scott County. In 1970, the population of the County was approximately 143,130. By 1998, the population of the County had increased to approximately 158,600, equal to an annual rate of 860 new residents per year. Over the next 22 years, the population is projected to reach approximately 177,680 residents, at an overall growth rate of 867 residents per year.

The application of statistical forecasting techniques to available current and historical data has resulted in a range of future scenarios of court caseload and judicial position requirements. These alternate projections suggest that future court facilities for Scott County should be planned to accommodate an increase in judicial positions from 11 judicial positions today (8 District, 2 District Associate, and 1 FTE Magistrate position) to 13 judicial positions by the year 2015 and 14 positions by the year 2020.

## **Space Requirements**

The following Space Program Summary outlines the overall space requirements of the Scott County courts and court-related agencies over the next 10-20 years, based on projections of caseload and personnel growth outlined in Section Five.

The following table summarizes space requirements for each agency, including net, departmental and building gross area. Column one totals summarize current existing areas occupied by each department or function. The second column outlines space requirements for the department based on functional needs, including some additional spaces that are required but not provided within the current spaces occupied by the department. Columns 3, 4, 5 and 6 summarize estimated space requirements for each agency or department for the next 3, 5, 10 and 15 years, based on the projections of caseload and personnel growth described in Section 5 of this report.

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## Departmental Area Requirements (DGSF)

		Existing Area	To "Std"	2005 Req'd	2010 Req'd	2020 Req'd
A.	District Courts	14,409	17,895	25,765	29,083	35,718
B.	Associate Courts	4,820	6,283	10,826	10,826	10,826
C.	Court Administration	1,291	1,483	3,476	3,866	4,646
D.	Clerk of the Court	6,250	7,803	10,083	10,847	12,375
E.	County Attorney's Office	4,070	5,524	6,828	7,277	8,173
F.	Sheriff's Department	3,100	3,101	4,427	4,626	5,026
G.	Juvenile Court Services	4,840	4,479	4,921	5,411	6,391
<b>Project Totals</b>		<b>39,456</b>	<b>47,413</b>	<b>67,172</b>	<b>72,781</b>	<b>84,000</b>

## Planning Guidelines

Future facilities for the Scott County Courthouse have been organized into four zones based on function:

- **Public zone**, which contains offices and support areas serving the public. Key public areas include jury assembly areas, certain Clerk and Sheriff's Department functions, and other public service areas (if provided). Public areas are typically located throughout a courthouse, including areas at the main entry to the building, and provide main circulation to courtrooms and the reception areas of all court-related offices.
- **Private zone**, including spaces for judges, jurors, staff and authorized users. Private zone areas are usually treated as restricted-access areas (for staff and invited visitor access only). Private zone circulation should allow judges, court personnel and other authorized personnel to have direct access to chambers and judicial work areas, all courtrooms, and all hearing rooms without encountering either the general public or prisoners.
- **Prisoner zone**, including spaces for movement and short-term detention of persons in custody. Each courtroom planned to accommodate appearances or trials involving in-custody defendants or parties should have direct access from the Prisoner zone. All prisoner areas, including all elevators and corridors for secure prisoner circulation, should be visually and acoustically separated from the Public, Private and Interface zones. Inmates being moved

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should never encounter jurors, judges, court staff or the public until they are brought into the courtroom.

- **Interface zone**, which includes those spaces in which the attorneys and public meet judges, court staff, jurors and those in custody.

## **Building Entry and Access**

The existing Scott County Courthouse has four or more primary entrances used for public and staff, judicial personnel, service access to the facility, and prisoner access to the building. The proposed Master Plan envisions that the Scott County Courthouse will provide the following entrances and access control.

- **Public Entrance.** Public access to the building in the future should be provided through a single primary public entry designed to handle peak volumes of people without compromising procedure. All persons using the public entrance will be required to pass through a weapon detection station, and some provision for screening briefcases, purses and other packages is anticipated. All staff except judges should be required to pass through the public entrance as well, and all staff (including judges who elect to enter through the public entrance) will be required to pass through the weapon detection system. In the final phase of construction, a new public entrance with appropriate weather vestibule space and security screening points will be provided. Until this addition to the courthouse is completed, however, the building can operate with a single, controlled access public entry point from the public parking areas located to the west of the building.
- **Prisoner Entry.** Prisoner entry to the court facility should be through a secure, prisoner sallyport entrance. This entrance should provide access vehicular sallyports into pedestrian sallyports into the detention / prisoner areas of the facility. Detention facilities and related support spaces should be provided with direct access to criminal courtrooms from a secure system of holding spaces and prisoner circulation. All designs should provide direct circulation from the vehicular sallyport area into a prisoner elevator or stair, movement to a prisoner/secure corridor, to prisoner elevator(s) and stair(s) providing direct circulation to smaller prisoner holding areas located directly between courtrooms. From these holding areas, prisoners will be moved directly into the litigation area, or "well," of the courtroom.

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- **Judicial Entrance.** A separate, restricted-access entrance for judges, the court administrator, deputy court administrators, division heads and senior court staff should be provided at the completion of the construction projects. Planning of this entry area should comply with good design principles (screening from interior/exterior views, adequate weather protection at entry, provision of audio communication and emergency/duress alarm switch, etc.) to provide appropriate safety from the building to vehicle for judges during any time or weather condition. The Master Plan calls for the judicial entrance to the court facility (located on the eastern side of the site between the 1983 addition and the existing court facility) to be screened from public view (particularly view from the public entrance), and equipped with a card key or other device to unlock the door. The door should be alarmed against both forced entry and failure of the door to close properly. The entrance and door should be monitored by closed-circuit television cameras (CCTV).
- **Emergency Exits.** Required emergency exit doors designed to provide egress in event of emergency from the court facility, excluding those which are not accessible to the public or those that are used by the public for entry into the building, will be equipped with an alarm having a time-delayed release mechanism to discourage non-emergency use. All exterior doors will be monitored by personnel via electronic monitoring devices. All such emergency exit doors will not have exterior hardware that permits them to be opened from the outside.
- **Deliveries to the Courthouse.** It is assumed that many deliveries and packages will be brought to the front lobby and will be screened prior to acceptance by staff. Large or bulk deliveries may be accepted at the building loading dock, but should be screened prior to acceptance. Maintenance staff will only be allowed to access the facility without passing through screened entries if previously approved by the court and Sheriff's Department.

## **Building Zoning and Circulation**

Those departments that serve the public, such as the Clerk's office, Juvenile Court Services, and so forth, should be located in the public zone of the building. Of these departments, direct access should be provided between the staff areas of the Clerk's offices and the private zone (judge's corridor) of the building.

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Insofar as possible, the entry level (or main level) of the new courthouse should accommodate public spaces, Clerk's office, and jury assembly spaces to reduce unnecessary movement in the building and minimize elevator load if a multi-story option is selected. If provided, floors above those used by the public may house courtrooms and ancillary facilities, including conference rooms, witness rooms, temporary prisoner holding and interviewing facilities, and office for law assistants, court reporters, and interpreters.

Those departments that require after-hours and weekend access by staff and visitors should be located in the public zone of the building and provided with general public and controlled after-hours access. Such departments include Court Services, County Attorney's office, and the Jury Assembly area (to be used for after-hours meetings, see Shared Support Spaces, following). The County Attorney's office should also be provided with a secondary access point (rear door) for private entry by witnesses.

Spaces on courtroom floors or the courtroom areas of the building should be subdivided into public, restricted access, private areas, and prisoner/secured areas. Courtrooms, public conference rooms, and waiting rooms should be readily accessible to the public; private conference rooms and departmental offices are restricted access; judges' robing rooms and chambers are private spaces; and prisoner holding and interviewing facilities are prisoner/secured areas.

Detention facilities and related support spaces should provide direct access to criminal courtrooms from a secure system of holding spaces and prisoner circulation. Typically, this system includes some type of larger, central prisoner holding area or areas, with direct circulation (via stairs and/or elevators) to smaller prisoner holding areas located directly between courtrooms and designed to provide direct access into the litigation area, or "well," of the courtroom. The detention/holding areas directly associated with the courtroom should be provided directly adjacent criminal courtrooms, while any central holding area(s) may be located on a lower level of the building, provided with a direct or tunnel access from secure detention facilities and/or vehicular sally port.



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## Master Plan and Facility Reuse Concepts

The development of options for the Scott County Courthouse are based on the following planning assumptions and concepts:

**Resources are not available to build a new court facility.** There are a number of basic deficiencies in the design of the existing structure which make the building inadequate for court facilities. These include the relatively close column spacing and mixed use circulation patterns inherent in the design of the building, which severely limit the ability of the building to provide separate public, private and secure (in-custody) circulation systems.

However, the financial resources for building a new court structure are not available to the Scott County and the Seventh Judicial Court, so all planning and concept development for the Master Plan assumes that the courts and court-related agencies must continue to use the existing courthouse and plan for expansion into vacated county office space on the second floor. Since additional space will be required over the next 15 years, planning assumes that space will become available in the 1983 Jail Addition for additional court expansion after new jail facilities are constructed in Scott County.

**Courtroom configurations and designs.** Ideally, large column-free spaces with appropriate floor-to-floor clearances for HVAC and lighting systems would be available for design and construction of courtrooms which meet the full functional and spatial needs of modern, handicapped-accessible courtrooms. Column spacing within the existing building precludes construction of column-free courtrooms with appropriate widths to allow for proper spacing and circulation space. Courtrooms can be designed, however, that are larger, more efficient, and more handicapped-accessible than existing courtrooms. Specific compromises in design and planning vary based on proposed location of courtrooms within the building and variations in column spacing in the building, and include:

- Provision for small workstations for the clerk, and in some instances, the judge;
- Location of columns within most courtrooms, typically positioned at the spectator end of the jury box, but in several instances located in other, less-desirable positions within the courtrooms;

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- Less than optimal placement of access points and doors into the courtroom, requiring a number of physical or operational adjustments to accommodate entry and movement within the courtroom and/or between adjoining areas for jurors, judges, court staff, public, and media;
- Provision for long and narrow (or three-tier and deep) jury boxes in some courtroom configurations, with tight seat-to-seat spacing and less than optimal sightlines to the witness box; and
- Limited areas for attorney tables, in some cases requiring use of attorney tables as small as 5'-0".

Despite these limitations, the HLM Design Team has developed a number of good courtroom design concepts which meet many of the requirements of the court, and with acceptance of the limitations, should function well until a new court facility is constructed in the long-term future.

**Existing security problems.** The Scott County Sheriff today is faced with the difficult task of controlling access to the courthouse with three ground-level entrances and two below-grade entrances, separating circulation in multi-use corridors, and separating prisoners among insufficient or non-existent holding cells.

Planning for future use of the building assumes that public access to the facility will be reduced to one public entrance by the provision of a ramp to provide handicapped access, closure of the south entrance and use of the space by the Clerk's office, and the use of alarmed exits on the east and west doors. Since future space requirements for the courts and court-related agencies will require expansion into the 1983 Jail Addition as jail functions are relocated elsewhere, the long-term design of the primary public entry to the courts should anticipate design of a new entrance facility on the west side of the site to provide space for weather vestibules, screening checkpoints, and to assure that security screening is conducted in a single area prior to movement to other levels of the facility. Only as the entry area is moved outside the current building(s) and the connecting link between the 1983 Jail Addition and the existing Court Facility is completed, will the screening/entry area be more appropriately designed to serve as a single public entry to the court building.

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As documented in the 1987 Space Management Study<sup>2</sup>, the problem of secure circulation cannot be remedied in this structure, but improved separation of prisoner movement from public circulation in the building can be provided in a renovated Scott County Courthouse through:

- Continued use of the lower-level connecting prisoner hallways from the vehicular and pedestrian sallyports in the 1983 Jail Addition directly to the lower level of courthouse, providing future potential access to other/potential jail additions or replacement facilities if located in the downtown area of Davenport;
- New prisoner elevator and holding areas on the east side of the building. These areas and access points should be designed to comply with all applicable short-term detention and holding cell and security requirements, including provisions for life-safety and emergency egress;
- New connecting corridor in the basement; and
- Careful integration of operational policies and practices which require staff to be out of the private corridors during movement of in-custody inmates and all people to be out of the shared public/prisoner elevator during prisoner movement.

## Shortfall Analysis

Currently, the courts and court-related agencies occupy approximately 40,000 Departmental Gross Square Feet (DGSF) in the Scott County Courts and approximately 5,000 DGSF in the Bicentennial Building (Juvenile Court Services).

The current plans for relocation of non-court related agencies and departments to the Bicentennial Building will free approximately 15,000 DGSF in the existing Scott County Courthouse. This area should provide sufficient space to meet the short-term space requirements of the courts and court-related agencies for the next three or four years. However, much of the space provided through this effort is necessary to provide sufficient facilities for court and staff spaces to accommodate the new District Judge and for the activities of another half-time District Judicial position. With the anticipated increase of one

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<sup>2</sup>Final Report, Scott County Courthouse Master Plan. Space Management Consultants. 1987. P. 206.

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District Judge in the calendar year 2000, and anticipated need to provide space for court-related personnel requirements for the County Attorney's office, Clerk of the Courts, Sheriff's Department, and Juvenile Services Department, much-needed additional office space can be provided by renovation of the 1983 Jail Addition.

## **Multi-Phase Planning Approach**

To meet the needs of the Scott County Courts and court-related agencies, the HLM Design Team prepared two master plan concept options, one designed to meet the functional and spatial requirements of the system agencies and departments through the year 2010, and a second designed to meet the functional and spatial requirements of the courts through the year 2020 and beyond.

In broad terms, the basic master plan concept envisions:

1. Construction of a small addition to the eastern side of the courthouse to provide secure prisoner circulation to existing courtrooms without moving through public circulation areas of the court building. This addition should be designed to serve the courts both for initial court building renovations and planning and into future phases, designed to serve through 2020 and beyond.
2. Accommodating current and short-term space needs for the courts and court-related agencies within the existing courthouse, through a series of renovations and relocations designed to provide additional space for the most urgent space needs of the agencies, and to accommodate additional judges and related staff;
3. Accommodate the 2010 space requirements of the courts and court-related agencies through the construction of new office spaces in the 1983 Jail Addition Building, to be called the Courthouse Annex Building, after the building is vacated when new jail space is constructed in the future. The Master Plan anticipates that virtually all interior construction (security areas, etc.) within the 1983 Jail Addition will be demolished and removed, and new office areas will be constructed (with new HVAC and electrical systems, appropriate lighting, data / telecommunication systems, fire and life-safety system improvements, flooring, furniture / fixtures / equipment, and miscellaneous system improvements as required). These spaces would be conveniently and directly connected to the existing

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courthouse by means of corridor connections on each level provided in a new "entry - link" addition.

4. Accommodating the 2020 space requirements of the courts and court-related agencies through construction of a consolidated public entry and security screening checkpoint on the western side of the entry/link addition, and providing new criminal courtrooms and public areas on the eastern side of the building, with direct connections to the new prisoner elevator and holding areas.

Please note that these concepts are designed to be implemented as the system grows, not necessarily at the time frames indicated by the projections. Therefore, if caseload and personnel grow faster than projected, early phases of the project can be implemented more quickly, and planning for the future phases can be accelerated.

## **Proposed Master Plan**

The proposed Master Plan for Scott County Facilities assumes a multi-phase construction project which will provide a logical expansion of facilities to meet the overall needs of the courts and court-related agencies for the next twenty or more years.

In Phase One a portion of the non-court-related county agencies will be moved from the courthouse to the Bicentennial Building and renovation will take place in the Bicentennial Building. The amount of space provided due to this and Phase Two and Three relocations should be sufficient to relieve current overcrowding in the courthouse for the courts and court-related agencies, and provide sufficient space for the courts and related agencies through approximately 2005. A new prisoner circulation tower (with holding areas) will be constructed on the southeastern side of the existing courthouse, which will serve to provide secure prisoner circulation to all the courts on the southern side of the building. This prisoner holding and circulation tower also will be designed to serve a new criminal courtroom that will be constructed.

In Phase Two renovation will take place in the Bicentennial Building to accommodate non-court-related functions. The Sheriff's Department will relocate into the Lower Level of the Courthouse to provide additional space on Level 1 of the Courthouse for Associate Courts.

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In Phase Three additional non-court-related functions will move from the courthouse to the Bicentennial Building. The vacated area from the relocation of the Sheriff's Office on Level 1 of the Courthouse will be renovated for Associate Courts.

In Phase Four renovation will occur in the Courthouse to relocate the County Attorney's Office from Level 1 of the Courthouse to Level 2 of the Courthouse. The area on Level 2 of the Courthouse will also be renovated for two Courtrooms, one which has been designated for a Juvenile Courtroom.

In Phase Five renovation will occur on Level 1 of the Courthouse to accommodate the Clerk of Courts Criminal and Civil divisions and Magistrate Court. Renovation will occur to Level 2 of the Courthouse to provide an additional district Courtroom. Also in this phase a new entry pavilion will provide a single public access point to the site, improving public entry and drop-off design for Scott County citizens.

This entry point can provide a customer-service-oriented information point prior to entry into the court security perimeter, and provide a single point of reception. The site implications of a new unifying entry for the courthouse and other justice facilities on the site can include the potential for development of a new tower, or symbol of the role of the government in Scott County.

In Phase Six renovation will occur on Level 3 of the Courthouse to update existing courtrooms. When completed there will be 4 enlarged District Courtrooms and 2 updated District Courtrooms on Level 3 of the Courthouse. Jail-related functions will be relocated from the 1983 Annex to another facility, and the 1983 Annex will be converted to use for court-related offices. In this phase the construction will include a link to the courthouse/annex building. This link can be sized to provide additional public/customer service functions, public gathering spaces, county and court-related offices, and (potentially) a pro-se "self-help" center which could be a source of information and assistance for the public, and a location from which volunteer attorney staff could provide assistance. With this additional space and appropriate development of the facility, the new combined courthouse/annex building will contain sufficient space to meet the projected space needs of the courts and court-related agencies through approximately 2010.

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## **Benefits to This Plan**

With the additional space provided in the Annex, appropriate adjacency requirements within the Scott County court system can be provided, featuring:

- Consolidated clerk functions on the first Level;
- High-volume courtrooms and related functional spaces on Level One (including Magistrate and two District Associate Courtrooms);
- Provision for Jury Assembly (available for public and after-hours use) on Level One, in a separate, securable area;
- Provisions for appropriate public access for the Sheriff's Department Administration functions;
- Provision for on-grade vehicular sallyport access for secure prisoner access from DOC and any off-site jail or holding facilities, with provisions for below-grade prisoner access from an on-site facility, should this be constructed;
- Provision for upgraded and enhanced security and separation points for public entry and egress, staff entry and egress, and a variety of fire and life-safety (secured) on-grade entrances;
- Provision for relocated mechanical service areas on Level 1 for air-handling units, and potential for logical replacement and upgrades to the building mechanical systems;
- Provisions for appropriate vertical alignment of new public restrooms, and electrical and data/ telecommunication cores and floor distribution closets, to support enhanced and improved court automation;
- Consolidated juvenile court, juvenile court services, and juvenile clerk functions on Level Two;
- Sufficient area to meet anticipated County Attorney office requirements through the year 2020, with clear separation and access points for public visitors, victims, witnesses, confidential witnesses, and after-hours staff access to private and/or assigned vehicles;
- Sufficient area in the Annex to meet anticipated Juvenile Services office requirements, with potential for direct access to juvenile holding and interview rooms;

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- Consolidated District Court administrative and judicial functions on Level Three, with enlarged courtrooms, jury courtrooms, and direct prisoner access to one of the courtrooms on Level 2 and one courtroom on Level 3. All but one courtroom will be provided with prisoner access through private circulation directly from the sallyport in the Annex building, and operational policy and procedure should require that all non-security staff are secured in offices and courtrooms during prisoner movement in the restricted corridor.
- Lower-volume activities including provision of chambers areas for the Supreme Court Justice have been planned for Level 3, reducing interruptions and providing appropriate separation of activities.

A major addition has been planned in the future to meet the anticipated need for additional court room and litigation resolution room spaces in the system. With the addition of two new courtrooms on each level (One, Two, and Three) on the eastern side of the building, the prisoner circulation system designed and constructed during Phase One of the project can provide direct prisoner access to eight courtrooms, without accessing public or private circulation systems. This would provide the opportunity for the District Court, Juvenile Court, and perhaps District Associate Court to have direct access for prisoners from the vehicular sallyport and (potentially) from a direct tunnel connection to an on-site detention facility into the courtrooms, without accessing private or restricted circulation systems. This feature of the master plan provides the first opportunity to meet current good security practice and provide adequate separation between public, prisoner, and private/restricted circulation systems in the project.

## **Deployment of Agencies (2010)**

**Level Three:** Level Three will house the District Courts – including courtrooms, chambers, jury deliberation areas, and associated public waiting and attorney/client conference areas – and the main offices of the Court Administrator's Office.

**Level Two:** Level Two will house the Juvenile Courts, Juvenile Court Service Offices, two District Courts, and the offices of the District Attorney.



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**Level One:** Level One will provide space for the Clerk of the Courts (all departments), the Magistrate Courts, and the Associate District Court courtrooms and related areas. Public space functions including the entry lobby and security screening point, public information desk, and the jury assembly room will be located on this level. The primary office and executive administrative area of the Sheriff's Department offices will be located in this area.

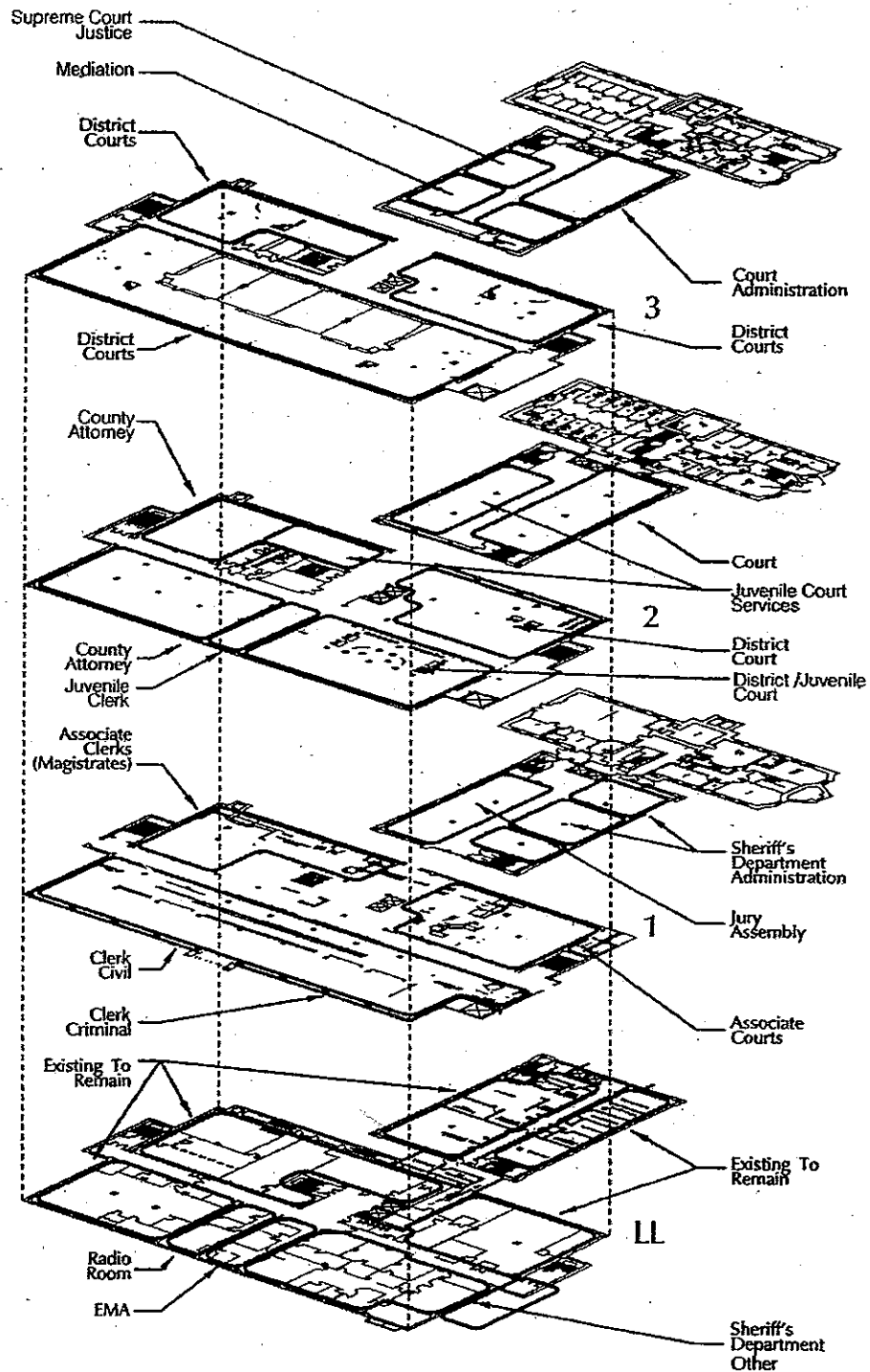
**Lower Level:** The lower level of the courthouse and annex building will house the EOC, Sheriff's Department non-administration functions, computer rooms, and a variety of building storage and support functions, including archival records, evidence storage, bulk departmental storage, building maintenance shop areas, building stores (janitorial and bulk supplies), and satellite mail drop center. Prisoner circulation and linkage corridors will be provided for daily movement of prisoners between the Annex and the Court building to both prisoner transport elevators.

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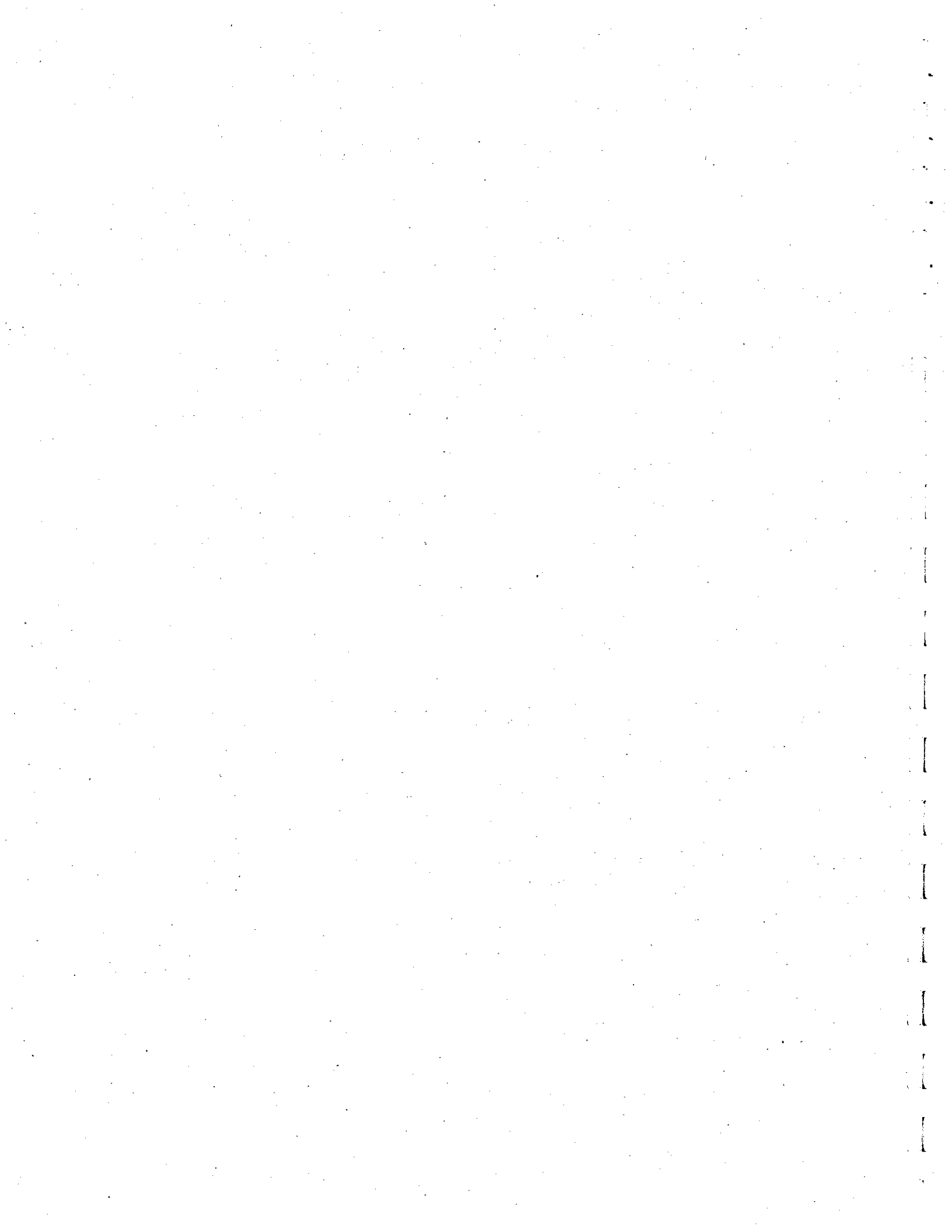
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## *Section Two*

### **Introduction**

#### **Background**

In March, 1999, the HLM Design Team was directed to conduct an assessment of existing facilities, evaluate the conditions and capacities of the existing architectural and engineering systems, develop and refine a master plan for continued use of the existing facility, and prepare estimates of project costs and a phased implementation plan to enable improvements to be built as funds become available over a ten-year period.

Specifically, the study:

- Identifies facility-related goals and objectives;
  - Outlines current and anticipated operations of the courts and court-related agencies;
  - Presents office and support spaces standards for this project which may serve Scott County in future planning on the site and throughout the county;
  - Summarizes key issues impacting growth in caseloads and court operations in Scott County, and presents projections of number of judges, courtrooms, case filings, and a summary of anticipated personnel requirements for court-related agencies at 5, 10, and 20 year milestones;
  - Summarizes current and anticipated space requirements for the courts and court-related agencies (personnel and support spaces);
  - Itemizes and describes special support space requirements for the courts and court-related agencies;
  - Summarizes space requirements for an initial phase of construction to meet the court space needs for the next decade, and describes an implementation/phased construction strategy to meet the future space requirements of the courts and court-related agencies in a logical series of additions on the site over the next twenty or more years; and
  - Outlines detailed requirements for the planning and design of the courtrooms and court-related spaces.
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## Project Approach

The HLM Planning Team has conducted a four-phase work effort over a five month period between May and September 1999.

**Phase One: *Inventory and Projections***, included activities aimed at technical and physical review of existing system capacities and conditions, current space occupancies, operational analysis of the existing system, and a functional evaluation of the suitability of spaces and the basic infrastructure of the building to support the activities of the courts and court-related agencies.

The programming process began in May 1999. A series of kick-off meetings were conducted with key individuals involved in the planning and design of the project. The project decision-making process was established in an initial project meeting, and roles and responsibilities of several committees were established as follows:

- The County Board will make final decisions regarding the project, influenced by the input and reviews of a Project Review Committee.
- A Project Review Committee was created to participate in meetings with the Design Team and review plans and make recommendations to the County Board. This committee is comprised of representatives from the County Executive's Office, the Department of Building and Grounds, and from the primary user agencies who will occupy and live with the renovation and additions after they are completed. Three of the primary objectives of the Project Review Committee are to (a) Review the planning and design for issues of safety; (b) Review the design for functionality; and (c) Review the design for effective selections of architectural and engineering systems.

Planning standards were developed for office, support and specialized spaces within the building, based on comparison to other nearby counties, national court planning standards and comparison with existing Scott County space allocations and standards. These space and planning standards, when multiplied by estimates of projected future need, formed the basis for the development of the space requirements program summarized on the following pages.

**Phase Two: *Needs Assessment***, included interviews, direct observation, and specific workshops with key court and court-related agency representatives designed to discuss current operations, anticipated space

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requirements, and specific functional and spatial requirements of the agencies and courts.

Departmental interviews were conducted of the Judiciary and key representatives of all court-related agencies. Each discussion addressed group function, trends in case or work load, identification of possible changes and improvements in group function, factors impacting growth in workload and personnel growth, adjacency requirements, and future space requirements. Interviewees were encouraged to comment on major concerns with existing spaces and operations, and to outline critical issues for the new facility. Information from these meetings is presented in Section Six of this report.

Based on the input gathered in interviews, planning sessions, and special meetings, a preliminary space program was developed for the initial phase of construction for the project. This preliminary space program (based on the projected need of the system in 2010 and 2020) was used as the basis for the development of several design options during the Design Workshop. After refinement (completed in Phase Three), the program database provides calculations of personnel and support space requirements for the system for 5-, 10-, and 20-years, based on the planning assumptions in the projections, and with periodic updates, may serve as the basis for the development of future phases of construction in the Scott County Courthouse and on the Courthouse site over the next several decades.

**Phase Three: *Master Plan Options***, included development of a number of specific design options for reuse of the existing facilities and potential use of other facilities on the Courthouse site to meet the current and anticipated space requirements of the courts. All options were developed to provide solutions to the stringent project objectives outlined in the Background Statement, above, while providing a path to incremental improvements which would, through completion of the projects anticipated in the Master Plan, provide a functional, space-efficient, and appropriate court facility for Scott County.

Late in Phase II, the HLM Design Team conducted a design workshop to: review the preliminary assumptions and factors included in the Facility Program for the first phase of construction (2010 needs); review the operational and adjacency requirements of the courts and court-related agencies; and to develop several options for the first phase of construction

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on the site for review and approval by the Project Review Committee and the County Board.

During the workshop, the Design Team reviewed four options for the possible renovation and deployment of courts and court-related agencies in the existing (and expanded) court facility, and developed materials for presentation to the Project Review Committee. While the concepts have been refined and developed, the basic site and building organizational concepts presented in this report are consistent with the initial master plan options developed and presented at the workshop.

During Phase Three, cost estimates and an outline of a sequenced plan for phased implementation were developed for the project. Please refer to Section Eight of this report for additional information and detail regarding the phasing strategy for the project.

**Phase Four: *Master Plan Report***, included final documentation and refinement of the selected Master Plan Option, and included development of a sequenced plan for phased implementation through a series of six individual improvement projects which can be undertaken over the 10-year period as funds become available.

**Reviews.** Several presentations of the program, design options, and estimates of anticipated project costs were made to the Project Review Committee, the Judiciary and Court Administrator, and the County Board during July and September, 1999. Input from these reviews and groups has been incorporated into the final draft of this report, and the final program of requirements developed for the courts and court-related agencies.

With the Final Issuance of this report, the Programming and Concept Design Phases of the project are complete, move toward schematic design and final design of phases one and two in the spring of 2000.

The following matrix highlights specific activities undertaken in the process (overleaf):





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and presents the proposed Facility Master Plan together with an outline of possible projects and budgets that could meet the phased implementation and funding schedule of the County.

**Section Two – Introduction.** Section Two describes the history of the project, including a brief overview of highlights of the 1986 study, and outlines the planning approach taken by the HLM Design Team and the Executive Project Committee.

**Section Three – Court Facility Planning Considerations.** Section Three highlights key planning issues and criteria that should be considered in planning any future courthouse project in Iowa. Special topics and issues are presented which should guide the development of all court facilities, including: discussions about security requirements and basic courthouse planning approaches which should be implemented to provide safe and secure facilities; general planning concepts and requirements for technology planning for the courts; specific requirements for accommodating physically-challenged public visitors, jurors, and attorneys in the courthouse; and specific acoustical, lighting and system requirements for court facilities.

**Section Four – Existing Facilities.** Section Four summarizes key analyses and findings regarding the technical review of the existing courthouse architectural and engineering systems, including: reviews of code compliance (current codes) and required facility upgrades; reviews of current engineering and architectural systems (capacities and conditions); and summaries of the presence of and potential cost impacts of hazardous materials in the court facility. A separate section reviews functional requirements of courthouses in general and the specific needs of the Scott County Courts and court-related agencies, and assesses problems/challenges and deficiencies of the existing site and structure(s) in meeting these needs today and in the future.

**Section Five – Caseload and Staff Projections.** Section Five presents a summary of historical and projected caseloads handled by the judiciary in Scott County. Specific analyses and projections have been prepared for overall caseload filings, filings by type, and caseload levels by court level (District, District Associate, and Masters). A summary of potential requirements for additional judicial positions has been prepared, and summaries of potential court-related agency staff requirements was developed for 5-, 10-, and 20-year time frames to assist in developing a

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phased plan to accommodate future needs for the courts and related agencies.

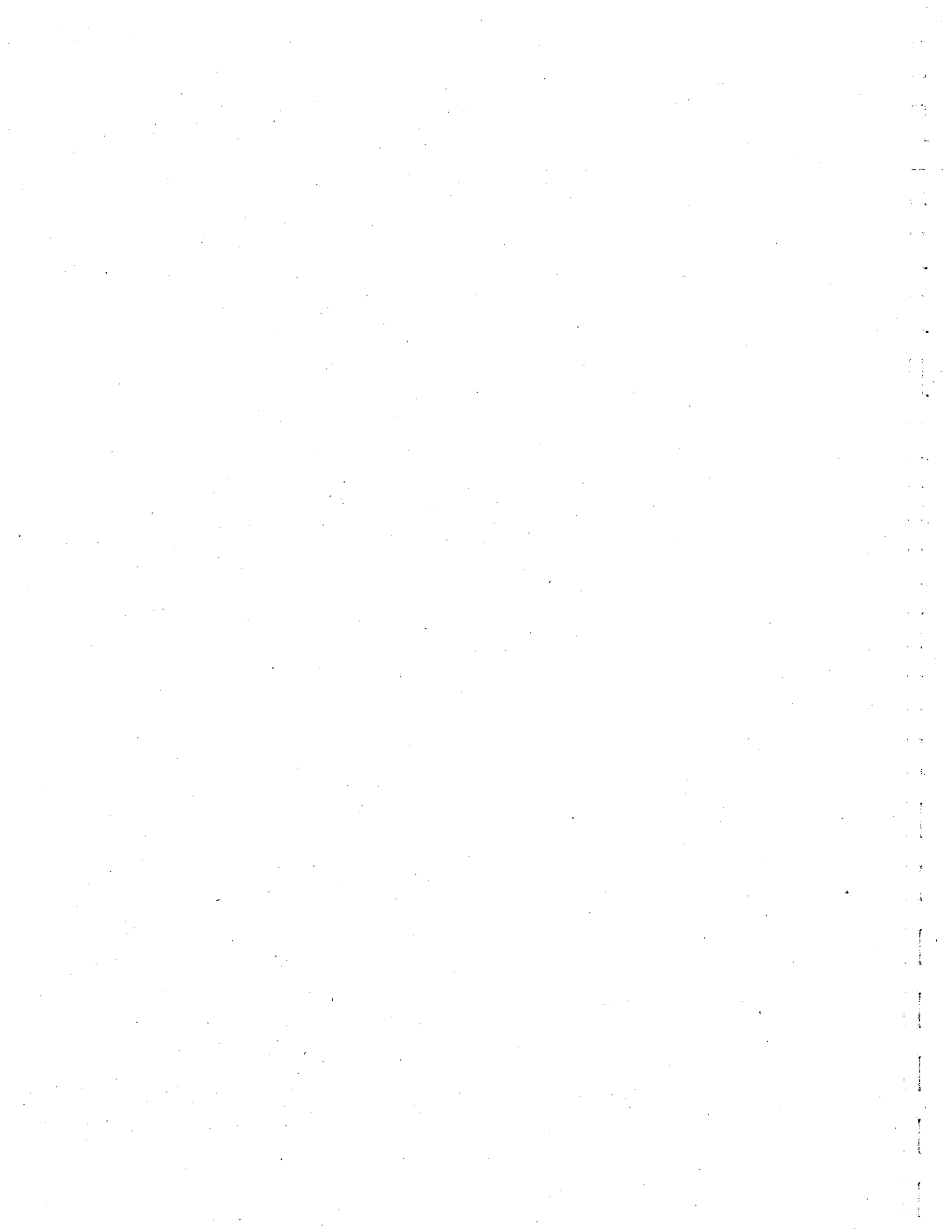
**Section Six -- *Space Program Summary.*** Section Six includes a summary, by agency, of program requirements for the courts and court-related agencies in Scott County. Please refer to the Master Plan Appendix for additional detail and specific room-by-room space listings for the agencies.

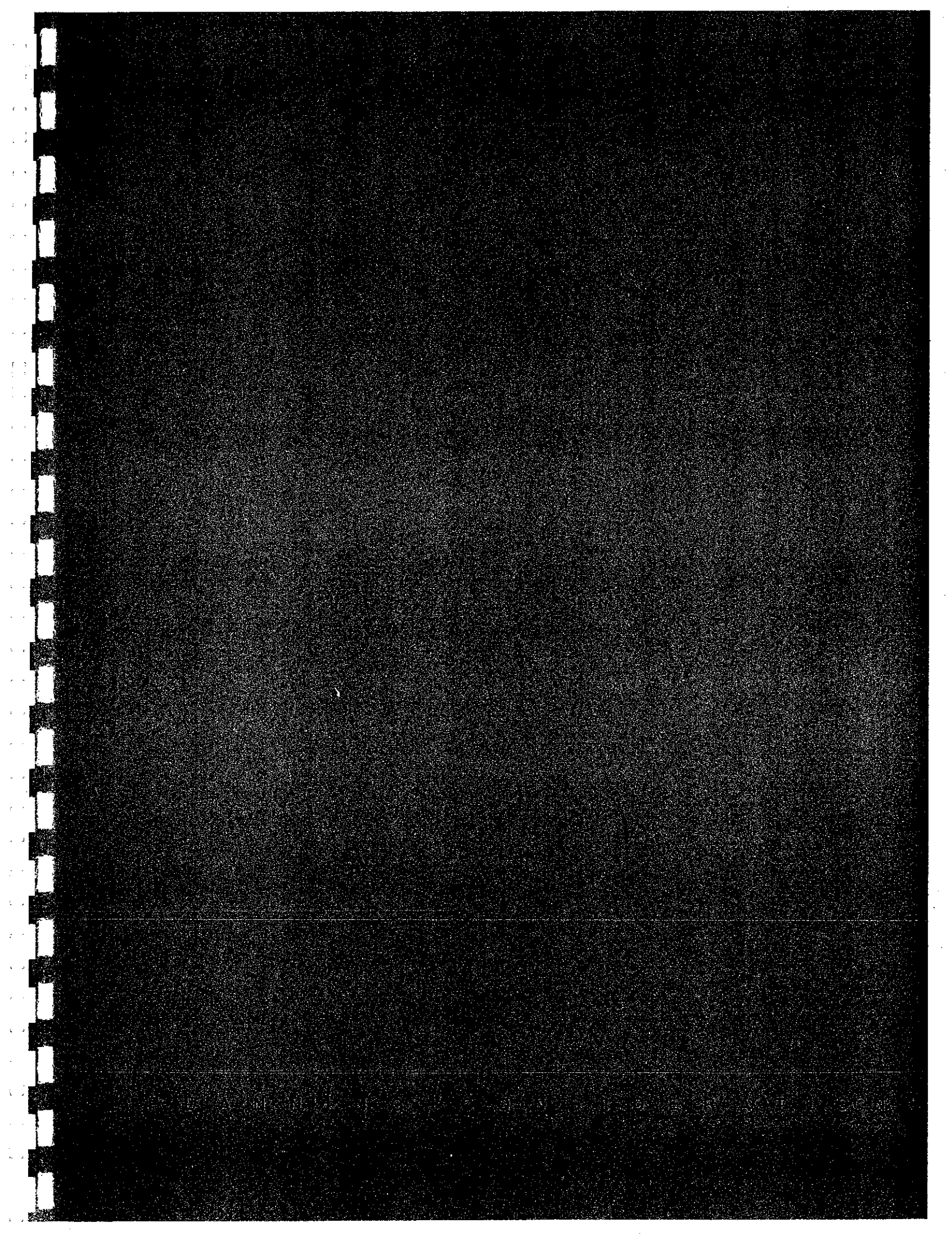
**Section Seven -- *Master Plan and Facility Reuse Concepts.*** Section Seven outlines the general strategies and approaches taken in developing the Facility Master Plan and phased project schedule. This section presents an overall glimpse of an optimal reuse scenario for the courthouse, and describes a multi-phase roadmap and specific steps that could be undertaken to move to this plan. This section also presents a view of possible future additions and/or options which could be undertaken as the County moves into the second decade of the 21<sup>st</sup> Century.

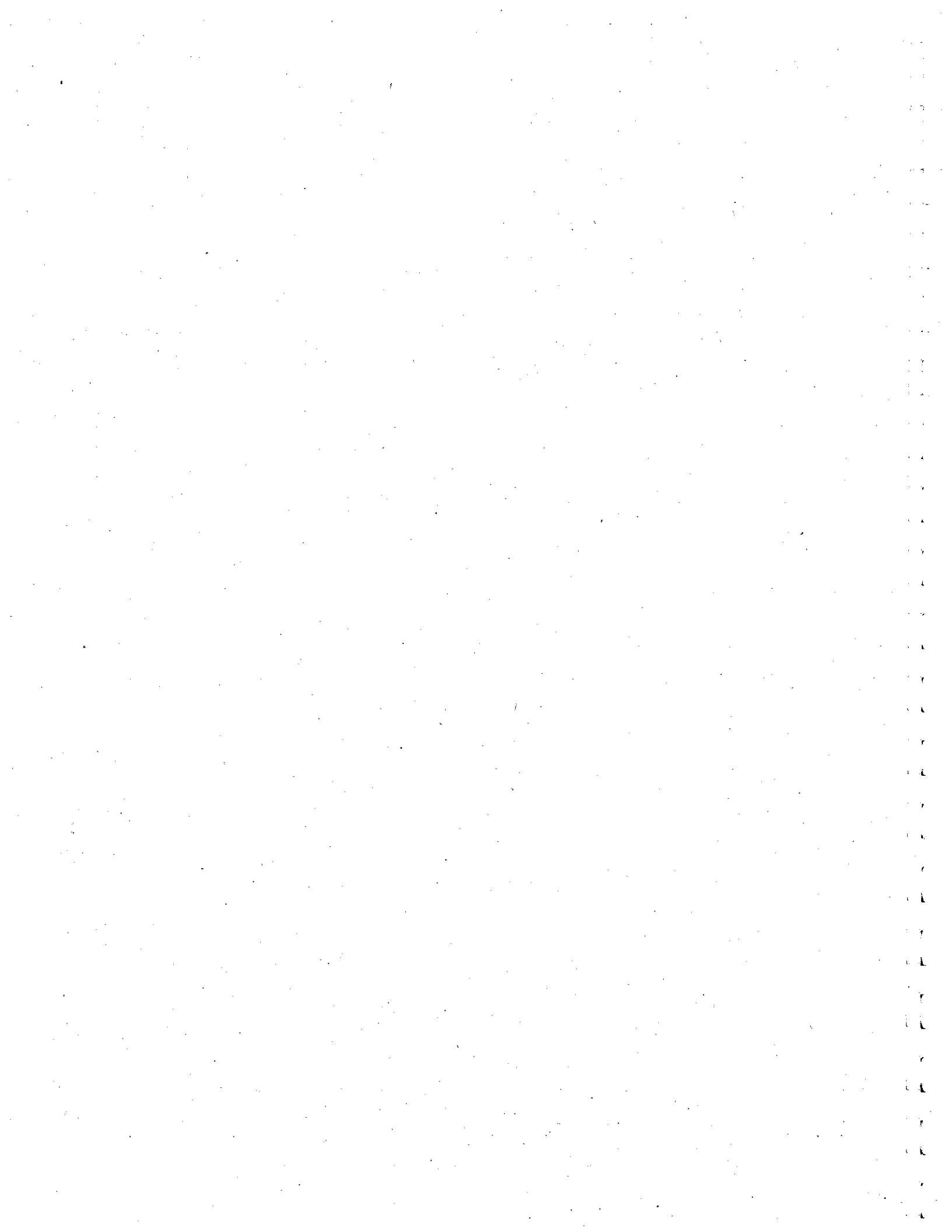
**Section Eight -- *Phasing and Implementation.*** Section Eight provides a summary of the specific projects, schedule requirements, and possible budgets for a series of phased construction projects which could be undertaken over the next 10-12 years, resulting in a functional, cost-effective, and appropriate courthouse for the Scott County Courts.

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## *Section Three*

### **Planning Considerations**

#### **Introduction**

The needs analysis and final master plan for facilities for the Scott County Courts and court-related agencies responds to recommended design practices and approaches outlined in national guidelines for court planning and design, including:

- *The Courthouse: A Planning and Design Guide for Court Facilities*. National Center for State Courts. Williamsburg, VA. 1999.
- *Court Security Guide*, National Association for Court Management, Security Guide Subcommittee. Williamsburg, VA. 1995.
- *The American Courthouse*. American Bar Association. Chicago, IL. 1973

The following paragraphs briefly summarize key planning and design criteria and principles that have been considered in the development of the recommended master plan.

#### **Functional Zoning of the Courthouse**

The court and court support areas of the Scott County Courthouse should be organized into four zones which group users of the facility based on function and separates them until they meet in the courtroom:

- **Public zone**, which contains offices and support areas serving the public. Key public areas include jury assembly areas, certain Clerk and Sheriff's Department functions, and other public service areas (if provided). Public areas are typically located throughout a courthouse, including areas at the main entry to the building and provide main circulation to courtrooms and the reception areas of all court-related offices. The use of the term "public" does not mean that general, unscreened public access to these areas is permitted. Instead, in most courthouses, even "public" areas are accessible to the general public and visitors only after entry through security checkpoints, where access is permitted only after screening by metal detector and x-ray equipment.

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- **Private zone**, including spaces for judges, jurors, staff and authorized users. Private zone areas are usually treated as restricted-access areas (for staff and invited visitors only). Private zone circulation should allow judges, court personnel and other authorized personnel to have direct access to chambers and judicial work areas, all courtrooms, and all hearing rooms without encountering either the general public or prisoners. Provision of directly accessible, secure parking spaces for judges and key personnel should be discussed. Judges, court staff and other authorized personnel should have direct, secure and easy access through private circulation to all courtrooms. These areas should be designed to provide and maintain security of judges and judicial support personnel at all times, including "after-hours".
- **Prisoner zone**, including spaces for movement and short-term detention of persons in custody. Each courtroom planned to accommodate appearances or trials involving in-custody defendants or parties should have direct access from the Prisoner zone. All prisoner areas, including all elevators and corridors for secure prisoner circulation, should be visually and acoustically separated from the Public, Private and Interface zones. Inmates being moved should never encounter jurors, judges, court staff or the public until they are brought into the courtroom.

Typically, in new construction, courtrooms are clustered in pairs of two courtrooms served by a single prisoner distribution core. This core should include a bailiff's/jailer's station, small prisoner holding cells, and some provisions for attorney and prisoner interviews or meetings. Courtrooms should be separated from the prisoner hold and distribution core by sallyports for safety and control of sound and movement. Courtrooms planned to accommodate high-volume misdemeanor and felony initial arraignments and preliminary hearings should have closest and most direct access to the main prisoner receiving and holding areas of the new courthouse.

In addition, many state statutes require separation (visual and acoustical) for adult and juvenile in-custody defendants. While separation may be provided through operations (coordination and schedule), provisions may be required in the new facility for complete physical separation of adult and juvenile prisoner movement. Specific requirements for each system will be defined

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during the development of the facility design with input of the judiciary and Sheriff's Department.

- **Interface zone**, which includes those spaces in which the attorneys and public meet judges, court staff, jurors and those in custody. As "destinations" of each of the separate zones of the building (public, private, interface), these areas generally require the greatest care in location and design, since they are integral parts of each system. In addition, these areas are typically the "theatre" or focus of the judicial proceedings, and must also reflect the intangible elements of the process and the system.

The four zones should be served by discrete systems for public, private, and prisoner circulation. In addition, freight service should provide direct and easy access throughout the courthouse to and from the building support/service areas and the loading dock.

While these concepts regarding the functional zoning of a courthouse apply to the entire court building, they apply most directly to the planning for the court floor. The Typical Court Area Diagram (overleaf) illustrates how spaces around one specific court are organized into the four primary zones.

- "Public" zone areas around the courtroom include public waiting areas, attorney/client conference areas, public circulation areas, public restrooms, public elevators and other public support areas.
- "Private" zone areas around the courtroom include areas designated for use by the judge and his/her support staff (the judicial chambers area), and jury deliberation rooms.
- "Prisoner" zone areas adjacent the courtroom include prisoner access areas (via elevator and/or stair), group and individual holding areas, and access vestibules (providing security and sound isolation) between the holding areas and the courtrooms.
- "Interface" zone areas include the courtroom itself, where all the participants come together, and may also include other areas which require some degree of controlled access and supervision (witness waiting areas, if provided, and rooms used for mediation hearings or alternative dispute resolution hearings), but which should not be located in the most private staff areas near the judge's chambers.

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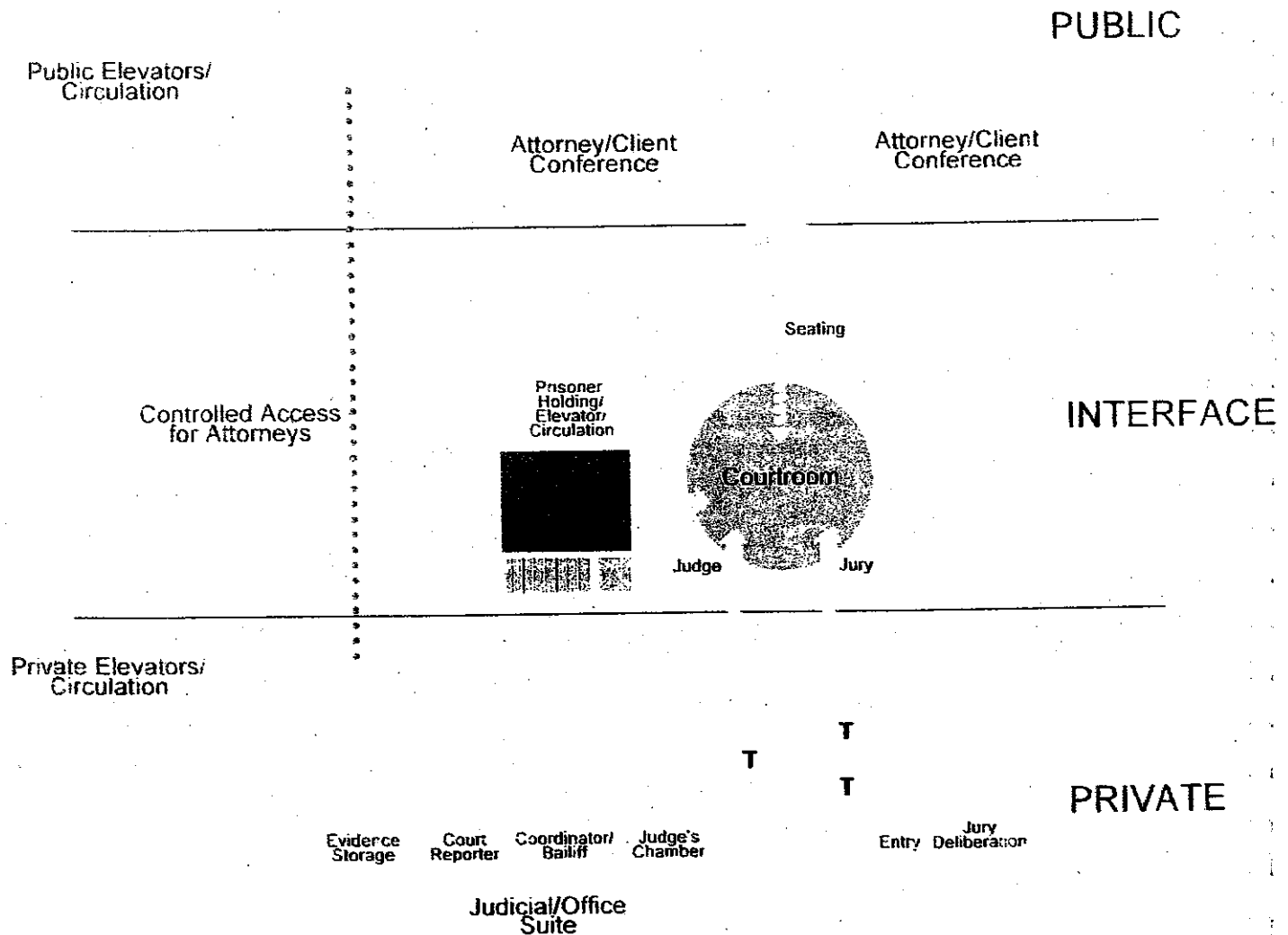
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Figure 3.1 Typical Court Area Diagram

Figure 3.1 illustrates the general organization of a typical court floor. Public areas, accessible from public elevators and stairs, provide direct access to the spectator seating areas of the courtroom. Areas and circulation systems separated from both public and private spaces are provided for movement of in-custody defendants to the courtroom. Distinct areas are provided having restricted access for the judges and court staff, with appropriate entrances to the courtroom from the "private zone"



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## **Building Entry and Access**

The existing Scott County Courthouse has four or more primary entrances used for public and staff, judicial personnel, service access to the facility, and prisoner access to the building. Effective court operations and security planning measures in modern courthouses provide separate entrances for the public and staff, judicial staff, service, and prisoners. The proposed Master Plan envisions that the Scott County Courthouse will provide the following entrances and access control.

- **Public Entrance.** Public access to the building in the future should be provided through a single primary public entry designed to handle peak volumes of people without compromising procedure. All persons using the public entrance at some point may be required to pass through a weapon detection station, and some provision for screening briefcases, purses and other packages is anticipated. All staff should be required to pass through the public entrance as well, and all staff (including judges who elect to enter through the public entrance) will be required to pass through the weapon detection system, if implemented.

In the final phase of construction, a new public entrance with appropriate weather vestibule space and security screening points will be provided. Until this addition to the courthouse is completed, however, the building can operate with a single, controlled access public entry point from the public parking areas located to the west of the building.

- **Prisoner Entry.** Prisoner entry to the court facility should be through a secure, prisoner sallyport entrance. This entrance should provide access vehicular sallyports into pedestrian sallyports into the detention / prisoner areas of the facility.

Detention facilities and related support spaces should be provided with direct access to criminal courtrooms from a secure system of holding spaces and prisoner circulation. All designs should provide direct circulation from the vehicular sallyport area into a prisoner elevator or stair, movement to a prisoner/secure corridor, to prisoner elevator(s) and stair(s) providing direct circulation to smaller prisoner holding areas located directly between courtrooms. From these holding areas, prisoners will be moved directly into the litigation area, or "well," of the courtroom.

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In the final phase of construction, new prisoner access elevators will provide direct access and circulation to small holding areas located directly between new courtrooms located on the western side of the courthouse. Prior to this period, prisoner access to the courtrooms will be provided by means of direct, secure access from the vehicular sallyport through prisoner corridor on the lower level of the building to two sets of prisoner elevators.

- **Judicial Entrance.** A separate, restricted-access entrance for judges, the court administrator, deputy court administrators, division heads and senior court staff should be provided at the completion of the construction projects. Planning of this entry area should comply with good design principles (screening from interior/exterior views, adequate weather protection at entry, provision of audio communication and emergency/duress alarm switch, etc.) to provide appropriate safety from the building to vehicle for judges during any time or weather condition.

The judicial entrance to the court facility should be screened from public view (particularly from the public entrance), and equipped with a card key or other device to unlock the door. The door should be alarmed against both forced entry and failure of the door to close properly. The entrance and door should be monitored by closed-circuit television cameras (CCTV).

- **Emergency Exits.** Required emergency exit doors designed to provide egress in event of emergency from the court facility, excluding those which are not accessible to the public or those that are used by the public for entry into the building, will be equipped with an alarm having a time-delayed release mechanism to discourage non-emergency use. All exterior doors will be monitored by personnel via electronic monitoring devices. All such emergency exit doors will not have exterior hardware that permits them to be opened from the outside.
- **Deliveries to the Courthouse.** It is assumed that many deliveries and packages will be brought to the front lobby and will be screened prior to acceptance by staff. Large or bulk deliveries may be accepted at the building loading dock, but should be screened prior to acceptance. Maintenance staff will only be allowed to access the

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facility without passing through screened entries if previously approved by the court and Sheriff's Department.

## **Building Zoning and Circulation**

Those departments that serve the public, such as the Clerk's office, Juvenile Court Services, and so forth, should be located in the public zone of the building. Of these departments, direct access should be provided between the staff areas of the Clerk's offices and the private zone (judge's corridor) of the building.

Insofar as possible, the entry level (or main level) of the renovated courthouse should accommodate public spaces, Clerk's office, and jury assembly spaces to reduce unnecessary movement in the building and minimize elevator load. Floors above those used by the public may house courtrooms and ancillary facilities, including conference rooms, witness rooms, temporary prisoner holding and interviewing facilities, and office for law assistants, court reporters, and interpreters.

Those departments that require after-hours and weekend access by staff and visitors should be located in the public zone of the building and provided with general public and controlled after-hours access. Such departments include Court Services, County Attorney's office, and the Jury Assembly area (to be used for after-hours meetings, see Shared Support Spaces, following). The County Attorney's office should also be provided with a secondary access point (rear door) for private entry by witnesses.

Spaces on courtroom floors or the courtroom areas of the building should be subdivided into public, restricted access, private areas, and prisoner/secured areas. Courtrooms, public conference rooms, and waiting rooms should be readily accessible to the public; private conference rooms and departmental offices are restricted access; judges' robing rooms and chambers are private spaces; and prisoner holding and interviewing facilities are prisoner/secured areas.

Detention facilities and related support spaces should provide direct access to criminal courtrooms from a secure system of holding spaces and prisoner circulation. Typically, this system includes some type of larger, central prisoner holding area or areas, with direct circulation (via stairs and/or elevators) to smaller prisoner holding areas located directly between courtrooms and designed to provide direct access into the litigation area, or

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"well," of the courtroom. The detention/holding areas associated with the courtroom should be located immediately adjacent criminal courtrooms, while any central holding area(s) may be located on a lower level of the building, provided with a direct or tunnel access from secure detention facilities and/or vehicular sally port.

## **Vehicular Access and Parking**

Vehicular access to the site should provide clear separation for vehicles transporting prisoners to the vehicular sally port from general staff and public parking. Some parking spaces should be allocated for law enforcement vehicles.

The site should be designed with separate areas for: (a) Judges' and elected officials parking, which should be visually screened from public view and situated adjacent to the judges' entry into the courthouse. Access to this parking area should be controlled and monitored; (b) Staff parking, which should be well-lighted with minimal sight-obstructing landscaping; and (c) Public parking, which should be located in close proximity to the primary public entrance of the facility.

The Master Plan anticipates that designated but unmarked parking will be provided on the eastern side of the Courthouse Annex Building for judges and key staff. Additional spaces will be provided in this area for law enforcement vehicles associated with the Sheriff's Department. Although not yet finalized, it is assumed that additional spaces will be provided for non-Sheriff's Department law enforcement vehicle staff parking for officers at the courthouse on official duty.

Public parking will be provided on the west side of the Annex Building, with clear signage and appropriate lighting and access to the main public entrance to the facility.

## **Design for Technology**

There-design of the Scott County Courthouse should reflect key ideas for incorporating current and future systems. With the recent advances in telecommunications and imaging technologies, the court facility should accommodate not only the movement of people, paper and materials, but should accommodate the movement and increased use of electronic court information and current and future integration of integrated building

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systems available today (heating, air-conditioning, lighting, security, fire detection, and energy management).

Critical trends and issues to be considered in deciding what systems should be planned and accommodated include:

- *Change in the business functions of the courts.* In general, there is increased dispersion and increased use of electronics in the business aspects of the courts. New technologies in the courts include: Use of ATMs in the courthouse; use of computers at all locations in courthouse and courtroom; electronic display in the courtrooms; use of paperless court/document imaging systems – scanning original documents, accessing documents throughout courthouse without paper movement; use of video-conferencing and video arraignment systems; electronic recording of proceedings; use of variety of improved management systems; increased electronic access to wide variety of information and data; and so forth.
- *The need for the architecture of the courts to respond to the changes in the way people use the courts,* through provision of appropriate courtroom and alternative dispute resolution (ADR) areas, arbitration and conference areas, and the like;
- *Budget pressures and the cost/benefit payback curve for integration of systems;* and
- *Increasing security concerns in the courts.* More violence and more reliance on electronics are leading to questions of image, accessibility of the courts, costs, and reliability; the pressures on court design are leading to new generations of security systems and approaches, including video imaging, biometrics, transmitter-sensor systems;

The solution for Scott County will be driven based on the unique requirements of the court system. In broad terms, however, the facility should incorporate three key characteristics. It should be:

- *Planned for EXPANSION and CHANGE.* Future court facilities should be planned and designed to accommodate expansion and change in a convenient, cost-effective manner. In terms of site and building planning, architectural and engineering systems should be designed to avoid obsolescence.
- *Planned and designed with INTEGRATED SYSTEM OF TELECOMMUNICATION PATHWAYS and SPACES.* Future court

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facilities should be designed with Advanced Pathways and Designed with appropriate spaces and pathways to accommodate current and future changes in technology, wiring, and equipment.

- *Planned for INTEGRATED BUILDING SYSTEMS.* Future court facilities should be planned to accommodate current or future interfacing of the following systems over connected wiring and cabling systems:
  - Generator or Standby Power Systems
  - Uninterruptible Power Supply (UPS) Systems
  - Emergency Lighting Systems
  - Lighting Control (and Reduction) Systems
  - PBX or Telecommunications Systems
  - Office Automation (OAs) or Management Information Systems (MISs)
  - Energy Management Systems (EMSs)
  - Temperature Monitoring Systems (TMSs)
  - Control Systems on packaged equipment, including chillers, boilers, computer room HVAC, kitchen equipment, laboratory equipment, etc.
  - Fire Management (Life Safety) Systems, including detection and smoke control devices
  - Security Management and/or Access Control (and Locate) Systems
  - Maintenance Management Systems
  - Miscellaneous Building Systems
  - Elevator Control Systems

Currently, the planning for the renovation and addition project assumes that the building will be designed with maximum opportunities for flexibility and expansion. Please refer to the design narrative in Section Seven of the report for a description of how the building is designed for flexible adaptation and future expansion on the site.



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## Technology Requirements

Court technologies in increasingly common use include:

- Computers and video monitors in courtrooms, chambers, and public areas to view automated case records and conduct legal research using remote electronic legal databases;
- Video monitors and electronic evidence display systems to view videotaped crime scenes and other evidence in the courtroom;
- Computers and facsimile machines for electronic filing of documents and to transmit information between the court and attorneys' offices;
- Video conferencing capabilities provided in courtrooms, judges' chambers, and other areas of court facilities, allowing video arraignments, use of video depositions and remote testimony, remote attorney access to appellate hearings, general video conferencing, and a host of other hearings;
- Use of personal desktop computers, optical-scanning devices, and printers in the courtroom for immediate entry of court minutes and dispositions, and preparation of court orders; video monitors to view remote witnesses;
- Provision of interactive, touch screen video monitors in courthouse lobby and information areas to help the public find courtrooms and court offices or to research case information; and
- Imaging of court records.

The first major consideration of technology planning and development must be the building's technology infrastructure. To make the best use of upcoming technologies, court facilities should be designed to support:

- A facility communication / data network that permits agency independence and qualified data exchange, including support for a range of mainframe, mini- and micro-computer-based applications and networks (LANs, WANs, and others) for the courts and court-related offices throughout the useful life of the facility. Infrastructure and building concepts should rely on communication (versus integration) between systems, with emphasis on coordination of development activities. This means that the infrastructure should be

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designed to serve multiple computer platforms in the building's backbone<sup>1</sup>.

- Distributed computing among courts and court-related agencies. This will include desk-based legal research, video teleconferencing and E-mail systems, case management systems, and records and document storage systems, including increased use of document imaging.
- Multimedia systems in court facilities must provide for logical and flexible capabilities for interactive technology for video arraignment, intake interviews, probable cause hearings, traffic education and other court-related programs, staff training, and many other uses. In addition, facilities must be designed to accommodate a broad range of courtroom presentation and video / teleconferencing technologies for evidence presentation and display.
- Increased use of remote access to court systems, for case/document filing, fine payment, and public information from remote sites (including law offices, motor vehicles offices, or satellite court facilities). In addition to supporting the actual technologies and devices, court buildings should allow for future changes in public entry and internal movement patterns (lobbies, elevators, etc.). New courthouse areas are evolving, such as public assistance centers to support public users of the facility, dispute resolution centers, and areas to support pro-se and pro-bono activities.
- Assistive Listening Systems and TDD (Telecommunication Device for the Deaf) service to public in courtrooms, offices and court-support areas (jury assembly, hearing rooms, etc.).

## **Telecommunication System Infrastructure**

The following pages outline a number of the most important features and requirements of the design of data / telecommunication infrastructure for new or renovated court facilities. Please refer to the following standards and guidelines for detailed information regarding specific requirements to be met in the planning and design of sites, buildings and spaces to accommodate data / telecommunication systems:

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<sup>1</sup> The backbone is that part of the building that supports the main building systems, such as electrical and power, HVAC, plumbing, etc.

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- Electronics Industry Association (EIA)/ Telecommunications Industry Association (TIA) – 568: Commercial Building Telecommunications Wiring Standard
- Commercial Building Standard for Telecommunications Pathways and Spaces (EIA/TIA-569) (Ref.B1.3); and
- EIA/TIA 609 (Bonding and Grounding).

Regardless of the specific system selected, the entire system of pathways and spaces should be considered in the planning and design phases of a project – and the design should accommodate the immediate and short-term (3-5 year) anticipated needs while providing an infrastructure which will readily accommodate the major changes that may occur over the longer period (10-40 or more years).

## **Telecommunications Closets and Rooms**

Telecommunications closets are areas within a building set aside for the exclusive purpose of housing equipment associated with the data / telecommunication wiring system. Every building must contain at least one telecommunications closet or equipment room, but there is no upper limit on the number of closets that may be provided within a building. Telecommunication closets should be located as close as possible to the floor areas they serve, and as close as practicable to the center of the areas served (preferably in the core area).

The EIA/TIA-569 specifies that there should be a minimum of one telecommunications closet per floor, with additional closets (one per each area up to 10,000 square feet) should be provided when floor areas exceed 10,000 square feet or horizontal distribution distances from the telecommunication closets to the work stations exceed 300 feet. In larger floors, multiple closets should be interconnected by a minimum of one conduit.

Planning for this project assumes that stacked telecommunication closets (170 SF per closet) will be provided in the Courthouse Annex Building, and will be used to serve all areas of the court facility. Vertical riser areas should be allocated within the room for vertical risers of the building backbone, and to provide additional areas for vertical cable drops for CATV lines or additional cable drops used on an as-needed basis for Court TV or outside media feeds from the courtrooms.

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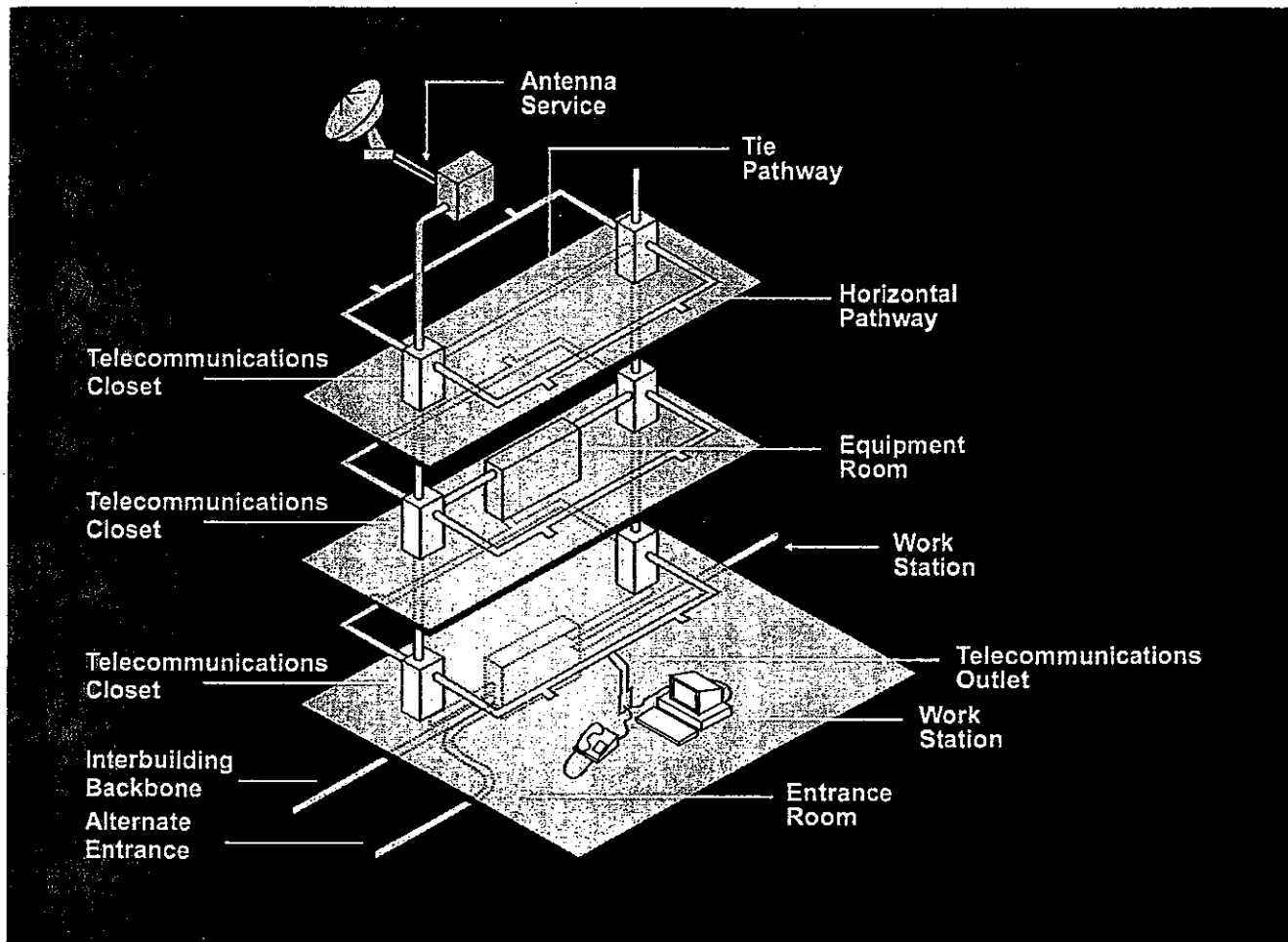
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Please refer to the EIA/TIA-569 for additional detail regarding floor loading, provisioning, penetrations, security and fire protection, and environmental considerations for design of telecommunication closets and rooms.



In addition, initial designs for the courthouse should include one electrical room per pair of courtrooms. These rooms (60-100 NSF) should be designed to work with the data/telecommunication room above, circuits should be designed to serve the same areas as those served by the data / telecommunication room. Additional information and design of room to be provided by electrical engineer, to include

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panel locations, provisions for bonding/grounding beam (with ties to d/t room), etc.

## **Horizontal Wiring**

Horizontal wiring in a building -- from telecommunications closet to telecommunications outlet -- should not extend more than 90 meters, regardless of the media type. This provision in the standard is designed to allow maximum performance of unshielded twisted pair cabling. Longer runs may be provided for backbone wiring, depending on the media selected.

The EIA/TIA standards specify that a minimum of two telecommunications outlets must be provided for each individual work area. Typically, telecommunication outlets are configured to support: (a) one telecommunication outlet supported by a four-pair 100-ohm UTP cable; and (b) a second telecommunications outlet supported by either four-pair 100-ohm UTP or two-pair 150-ohm STP or 50-ohm coaxial cable.

While the number of telecommunications outlets planned for the new or renovated Scott County Courthouse facilities should be finalized during the Schematic and Design Development phases of the project, initial planning should consider the likely need for three or four data / telecommunication outlets per workstation in most areas of the facility.

## **Audio / Video Systems**

The courtroom is the focal point of courthouse activity and provides an impartial setting for conducting most legal proceedings. Courtrooms may be designed to accommodate general types of litigation or may be designed to meet specific requirements for specialized types of trial activity (please refer to the general space program for additional description on functions served by each courtroom type).

Technologically advanced courtrooms are somewhat different than courtrooms not designed to accommodate technology. With additional equipment and specific sightline requirements for presentation of evidence display, computer-aided transcription, and / or other presentation systems, courtrooms must meet both the traditional requirements for courtroom configuration and should provide clear lines-of-sight for all participants and avoid excessive distances or wide sight

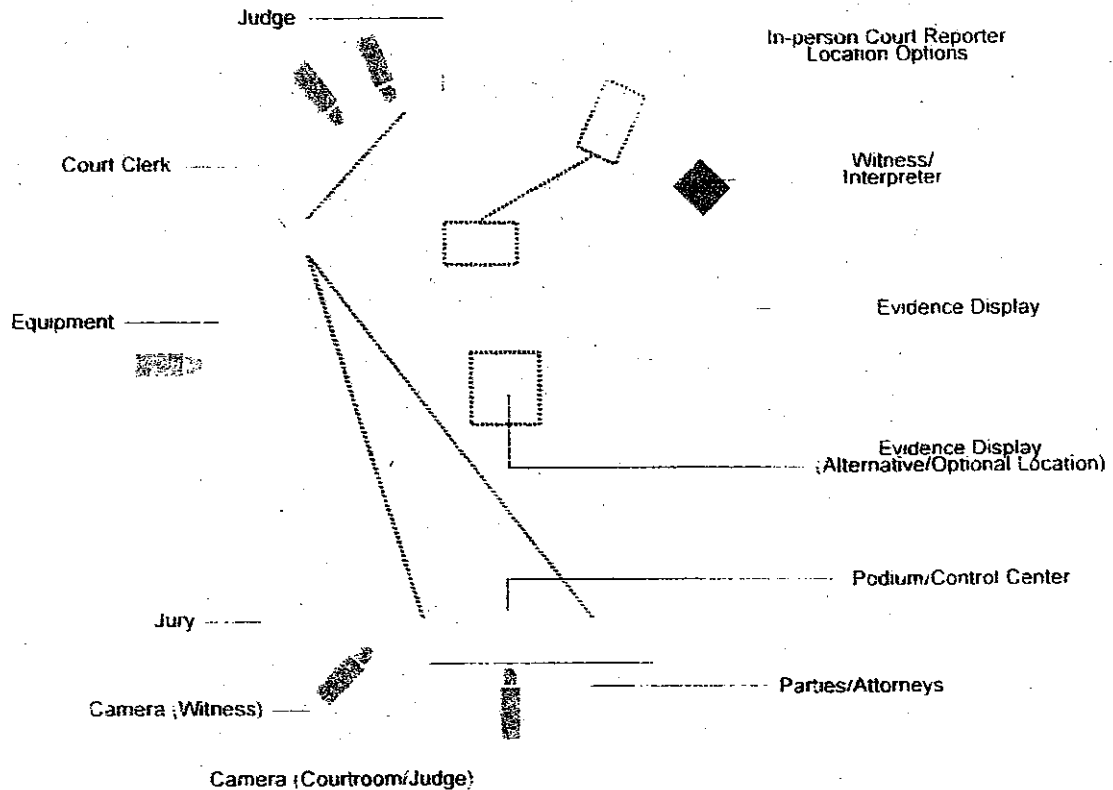
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angles, which affect the ability to hear, observe, maintain concentration, and avoid fatigue.



Placement of both evidence and general video display monitors may be crucial to trials, and differs in jury and non-jury trials. Where a jury is involved, it is essential that the jurors see the evidence clearly. The next most critical participant is the witness, who must explain the evidence. Next in priority is the judge, who must make judgments about the nature of the evidence and its admissibility. Litigants and attorneys who must evaluate the presentation and question the witness also most view the evidence and its presentation. Finally, while the spectators also should be able to see the evidence, their need is not that equal to that of trial participants.

In a bench trial, the evidence should be focused on the judge and witness. The judge not only needs to rule on the admissibility of evidence, but also must judge the evidence in terms of its importance and impact on

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the case. Evidence display systems must respond to both sets of requirements, accommodate the shift from bench to jury trials, and provide effective display of evidence in all conditions.

In addition to potential differences in the sightlines, size and configuration of the litigation area, the construction of the walls of the courtroom can vary between traditional courtrooms and courtrooms designed to accommodate technology.

For example, additional depth may be provided in the walls surrounding the courtroom to accommodate the equipment depth of rear-projection BARCO or similar projection units in courtrooms where large-rear-screen projection is appropriate. Recent advancements in flat screen technologies (large panel liquid plasma) and the use of front projection color projector units for slides, opaque and transparent materials and computer presentations reduce the need for such spaces.

Courtrooms designed to maximize good sightlines for presentation of projected evidence display will require adequate interior ceiling clearances. In general, courtroom heights should be proportional to the room's size and should provide appropriate distance from the ceiling for a judge standing at the bench. The height of the courtroom must be considered in the design for acoustics and in establishing mounting locations for microphones, cameras, Assistive Listening System (ALS) emitters, projection screens, fixed or portable monitors, and other equipment. Increased courtroom heights impact distribution patterns and glare characteristics of lighting fixtures and impact sound distribution systems and speaker performances, and required volume levels.

Planning for high-technology courtrooms requires that we provide additional rooms and spaces near courtrooms for audio / video and data / telecommunication equipment. These areas should be sized to accommodate sound reinforcement amplifiers, mixers, and related equipment; a court file server; video equipment; patch panels, and so on. Additional space may be required for storage of portable or movable equipment whose use will be shared between two or more courtrooms (large monitors, SMARTBoards, VCRS, and the like).

## **Video Conferencing / Video Arraignment**

A/V conferencing systems will be used to provide live two-way or multi-point audio and video transmission between courtrooms and other

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designated areas (chambers, dedicated conference rooms, and other spaces) and remote jail or other sites.

In advanced court facility design, A/V conferencing systems should accommodate live two-way or multi-point audio and video transmission between rooms and spaces designed specifically to incorporate A/V systems and between areas which may accommodate portable or movable equipment. In addition, A/V systems should be designed to support two-way or multi-point audio and video transmission between the court building and off-site locations such as prisons, detention facilities, or other locations for remote depositions.

The primary components of an audio/video conferencing system include: television cameras; monitors; microphones; speakers; input devices such as SMARTBOARD or other systems with interactive capabilities; communications and broadcast networks, including software and equipment, and FAX machines. The communications network can consist of optical fiber, coaxial, or UTP cables connecting locations within the building or in nearby downtown buildings, or can be accommodated by digital communication using digital systems and lines (using CAT5+ or optical fiber cabling) for transmission inside or outside the court building.

Planning for A/V systems in a courthouse should consider the needs of specific technologies and types of A/V systems. A/V systems may be permanently installed, or may incorporate portable or movable equipment on an as-needed basis. Increasingly, court facilities must be designed to accommodate use of A/V conferencing at PCs.

General guidelines for installation of A/V equipment focus on the need for sufficient conduits and electrical power, and provisions for appropriate locations of outlets to provide flexibility and support effective operations. Monitor locations are critical, and careful consideration must be given to the location, number and size of monitors and/or screens to allow trial participants to have an appropriate view of monitors. However installed, video signals should be delivered from courtrooms to routers, switches, panels and / or racks to enable signals to be delivered to other locations as needed, either within or outside the court building.

Cameras should be discretely located in courtrooms to minimize distraction of proceedings, and must produce quality images. To reduce

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distractions, cameras provided in courtrooms may be provided without lights to indicate which camera is in use. Recommendations for use of fixed versus pivoting cameras will differ between vendors, and should be an important aspect of selecting systems and equipment. Platforms or recessed areas in walls may be required with necessary conduits and electrical power. Controls will be required to manage materials being exhibited, and judges must be able to cut off signals coming into the courtroom, and control other devices which may be used (such as VCRs, PCs, opaque projectors, evidence cameras, and the like).

High quality telephone line access is needed between A/V system equipment, racks, and the building telecommunications entrance facility. Depending on the system implemented, video signals needed for audio/video conferencing can require the transmission of very high levels of digital data than that required for simple voice connections.

Since there are a variety of options for video arraignment and conferencing systems under consideration at this time, review and finalization of video conferencing systems, including cabling infrastructure will be completed during the design phases of the project.

## **Evidence Presentation Systems**

*Document Cameras.* Document cameras are the second key technology cited by the Electronic Courtroom/Chambers. These cameras are vertically-mounted cameras that can be used to project the images of exhibits including documents, photos, x-rays, fingerprints, DNA autorads, transparencies and actual 3-D objects to video monitors.

Document cameras allow trial participants and observers to view the images concurrently through monitors; the technology can allow the presenter to zoom in and highlight critical areas of detail, focusing attention on key or desired areas. Use of these cameras can reduce or eliminate the need for time-consuming individual examination of evidence by trial participants, and evidence can be protected from rough handling and be better preserved.

Designing to accommodate a document camera requires a connection between the document camera and PC or video-switching and court visual display system. This can be provided by built-in connection (with appropriate power outlet) and / or by provision for additional / alternate locations in other areas. Thus, the camera may be housed in a movable

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courtroom electronics cart or may be freestanding (portable) and brought to a plug-in position in the courtroom. Wiring should be concealed. Document cameras have their own light sources, and some create a distracting "hot-spot" or high-contrast illumination spot in the courtroom. Care should be taken to position the camera to reduce or eliminate distraction from this light source.

*Exhibit Imaging and Retrieval.* With the use of electronic documents (however presented and admitted into the court record – CD, document cameras, etc.), systems are needed to allow fast and convenient retrieval. In current systems, retrieval can be accomplished using a barcode pen to select from an index of documents.

These systems allow instant retrieval and display of documents and electronic information to multiple users, with simultaneous viewing. These systems can reduce file storage space, enhancing physical security of court documents and reducing or eliminating handling of evidence and damage to originals.

Designing to accommodate exhibit imaging and retrieval requires a connection between the document camera and PC or video-switching and court visual display system. This can be provided by built-in connection with an appropriate power outlet and / or by provision for additional / alternate locations in other areas.

*Computer Animation / Simulation.* Attorneys are increasingly using animation / simulations in trial situations, and the impact of this technology can be dramatic and effective. Use of computer animations and simulations requires a visual display system capable of displaying animations either through videotape or directly from a computer.

Courtrooms equipped for these demonstrations will require connections between input devices (VCRs, video CD, or PC equipment) and video switching and court visual display systems. Other requirements for the position of monitors include avoidance of glare and provisions for data / telecommunication and electrical cabling and outlets.

*Annotation / Highlighting of Video Evidence.* Software and / or hardware to enable the annotation or highlighting of video evidence may be used by attorneys or witnesses to emphasize evidence shown in the courtroom. Interactive systems allow highlighting, circling, or use of arrows to point to significant areas of the document. Use of these

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systems can help draw attention to key evidence and improve attention and interest in the evidence presentation.

Courtrooms equipped for these demonstrations will require connections between the hardware interface control, input devices and PC equipment (for software control), and video-switching and court visual display systems. Other requirements for the position of monitors include avoidance of glare and provisions for data / telecommunication and electrical cabling and outlets.

*Real-Time Court Reporting and In-Court Transcript Annotation.* Real-time court reporting is an enhancement of the machine stenotype reporting method which permits a trained and skilled stenotype reporter to produce an unedited transcript version of the court proceedings for almost instantaneous review by court participants and interested parties. This requires proficiency in computer-aided transcription (CAT). These systems require that the court reporter's shorthand notes be entered into the stenotype machine and translated into their English text equivalent by the computer software stored in the reporter's PC. The English text is then transmitted via telecommunication lines and displayed on monitors or stored on PCs within the courtroom, such as at the Judge's bench or counsel tables, and can be transmitted outside the courtroom. This technology can be used to assist hearing impaired participants in court proceedings.

In-court transcript annotation combines real-time court reporting technology with additional computer hardware and software to permit the judge and counsel to display, capture and annotate the real-time transcript. This technology permits courtroom participants to monitor and review court proceedings, mark issues or testimony using a pen, keyboard or mouse, and return to specific testimony later in the trial.

Communication interfaces (software and hardware) are critical in selecting and implementing a real-time court reporting system in any specific courtroom. Compatibility between systems and location and positioning of computer monitors for display must be carefully integrated into the courtroom and coordinated with the needs of monitors for display of other systems. As with any system, data/telecommunication, video outputs, and electrical outlets and positions must be appropriately located with sufficient and additional outlets, as required, to support typical court reporter positions.

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## Design for Accessibility

The U.S. Department of Justice is the agency responsible for enforcing the ADA. Under a grant from the Office of the Americans with Disabilities Act (OADA) of the U.S. Department of Justice, the National Center for State Courts has developed a clearinghouse and resource center to assist state and local courts to comply with the requirements of the ADA. In a draft report, the National Center for State Courts divided court facilities into two categories: existing courthouses; and those where construction or major alterations commenced after January 26, 1992. The new Scott County Courthouse falls into the latter category.

Court facilities designed, constructed or having major alterations made thereto after January 26, 1992, must be in strict compliance with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG).

In general, ADAAG provisions require courthouses and at least courtroom and attendant facilities to be equally accessible to those who are able and to those who are disabled. Since the renovated Scott County Courthouse will have more than one courtroom, the planning and design team have worked to develop courtroom layouts for all courtrooms which provide equal accessibility to key locations within the courtroom (spectator seating, counsel tables, witness box, jury box, clerk workstation(s), and judge's bench) and to attendant facilities (jury deliberation suites, judge's chambers, court staff areas, and prisoner holding areas).

Final determination of requirements for accessibility to and within the courtroom and attendant areas will be made in consultation with the judiciary, key county representatives, and the design team.

The following paragraphs summarize specific requirements for court facilities developed by the Architectural and Transportation Barriers Compliance Board (Access Board). These final guidelines were designed to provide additional guidance to the Department of Justice and the Department of Transportation in establishing accessibility standards for new construction and alterations of State and local government facilities covered by title II of the Americans with Disabilities Act (ADA) of 1990. The guidelines will ensure that newly constructed and altered State and local government facilities are readily accessible to and usable by individuals with disabilities in terms of architecture, design, and communication. The standards established by the Department of

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Justice and the Department of Transportation must be consistent with the guidelines. Please note that these guidelines have not been incorporated in the Department of Justice accessibility standards and are, therefore, not enforceable. However, they were issued in 1998, and have been reviewed with comments (included in this section).

## **11. Judicial, Legislative and Regulatory Facilities**

*This section addresses those facilities where judicial, legislative, and regulatory functions occur. Judicial facilities consist of courthouses. Legislative facilities include town halls, city council chambers, city or county commissioners' meeting rooms, and State capitols. Regulatory facilities are those which house State and local entities whose functions include regulating, governing, or licensing activities. For example, this section would address those rooms where school Board meetings, housing authority meetings, zoning appeals, and adjudicatory hearings (e.g., drivers license suspensions) are held.*

*Comment. Two commenters requested clarification of section 11 as it applies to legislative and regulatory facilities. The commenters felt that section 11 is so courtroom specific that it was difficult to extrapolate the applicable requirements of seating for legislators, Board, council and commission members.*

*Response. Section 11 has been reorganized to clarify the application of requirements to judicial facilities (11.2) and to legislative and regulatory facilities (11.3). Provisions applicable to all facilities covered by section 11 have been relocated to 11.1. An appendix note to 11.3 provides examples of legislative and regulatory facilities to further clarify the application of this section.*

### **11.1 General**

#### **11.1.1 Entrances**

*This provision requires that, where provided, at least one restricted and at least one secured entrance be accessible. Restricted entrances differ from public entrances in that they are used only by judges, public officials, facility personnel and other authorized parties, such as jurors on a controlled basis. Secured entrances are used only by detainees and detention officers. The interim rule exempted secured entrances operated only by security personnel from ADAAG 4.13.6. However, since ADAAG 4.13.6 also contains specifications for maneuvering space, which is essential for passage through doors, including those operated*

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by security personnel, the exemption from 4.13.6 has been removed. The requirements in ADAAG 4.13 are not known to pose any conflict with security requirements for doors. References in the interim rule to accessible routes have been removed as section 4 of ADAAG requires that accessible entrances be connected to an accessible route. Similarly, a requirement in the interim rule for passenger loading zones provided for detainees has been removed as accessible passenger loading zones are addressed in 4.1.2(5).

## **11.1.2 Security Systems**

This provision requires an accessible route complying with ADAAG 4.3 (Accessible Route) to be provided through fixed security barriers at required accessible entrances. Where security barriers incorporate equipment such as metal detectors, fluoroscopes, or other similar devices which cannot be made accessible, an accessible route is required adjacent to such security screening devices to facilitate an equivalent circulation path. This provision has been editorially revised to reference a circulation path in lieu of a path of travel. No substantive changes have been made to this provision.

## **11.1.3 Two-way Communication Systems**

This provision requires that where a two-way communication system is provided to gain admittance to a facility or to restricted areas within the facility, the system shall provide both visual and audible signals and shall comply with 4.27 (Controls and Operating Mechanisms). No changes have been made to this provision.

## **11.2 Judicial Facilities**

### **11.2.1 Courtrooms**

ADAAG 11.2.1 applies to courtrooms in judicial facilities and requires access to spectator seating and press areas, jury boxes, witness stands, judges' benches, and other courtroom stations. Areas that are raised, such as witness stands, or depressed and accessed by ramps or platform lifts with entry ramps must provide a turning space complying with 4.2.3 so that the space can be entered and exited in a forward direction safely. A reference to "depressed areas" has been added to raised spaces and elements consistent with the provision allowing use of

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*platform lifts in 4.1.3(5), Exception 4. Requirements in the interim rule for accessible routes, doors and gates, clear floor space, and controls and operating mechanisms have been removed from the final rule as they are addressed in ADAAG section 4.*

*Comment. Several commenters stated that a turning space is not necessarily required within witness stands accessed by platform lifts. Commenters provided examples of customized designs that incorporate lifts which serve as the floor of the witness stand. This should obviate the necessity for an entry ramp into the lift since the surface of the lift is level with the adjacent floor.*

*Response. The requirement for unobstructed turning space has been revised to apply only to raised or depressed areas accessed by ramps or platform lifts with entry ramps. Enclosures and gates cannot restrict required maneuvering spaces.*

*Comment. One commenter questioned whether doors to jury boxes must be automatically operable.*

*Response. Where provided, doors and gates must comply with ADAAG 4.13 (Doors) which does not require automated doors, but does contain other technical requirements.*

*Comment. In the interim rule, sections 11.2.1(2) (Jury Boxes and Witness Stands), 11.2.1(4) (Fixed Judges' Benches, and Clerks' Stations), 11.2.1(5) (Fixed Bailiffs' Stations, Court Reporters' Stations, Litigants' and Counsel Stations), and 11.2.1(6) (Fixed Lecterns) required that the maximum height of controls and operating mechanisms be 48 inches. One commenter questioned why control and operating mechanisms were restricted to a maximum height of 48 inches when ADAAG allows up to 54 inches where a side approach is provided.*

*Response. The interim rule provided that the maximum height for controls and operating mechanisms was 48 inches. This limitation has been removed in the final rule to allow a 54 inch side reach.*

*Comment. The interim final rule contained a requirement for access to fixed lecterns which required knee space at least 27 inches high, 30 inches wide, and 19 inches deep. Several commenters considered this requirement excessive in view of standard lectern dimensions. Information was received indicating that lecterns are typically not fixed in judicial facilities.*

*Response. This requirement has been removed in the final rule.*

## **11.2.1(1)(a) Spectator, Press and Other Areas with Fixed Seats**

*This provision specifies the number of wheelchair spaces required where spectator, press, or other areas with fixed seats are provided according to ADAAG 4.1.3(19)(a). This requirement has been clarified in the final rule as applying to each type of area with fixed seats.*

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*Comment. The interim rule required that where spectator seating capacity exceeds 50 and is located on one level that is not sloped or tiered, accessible spaces must be provided in more than one seating row. One commenter considered this requirement excessive and inconsistent with current ADAAG requirements in 4.1.3(19)(a).*

*Response. This requirement has been removed in the final rule.*

## **11.2.1(1)(b) Jury Boxes and Witness Stands**

*This provision requires at least one accessible wheelchair space within jury boxes and witness stands. An exception allows that, in alterations, a wheelchair space may be located outside the jury boxes or witness stands where providing ramp or lift access poses a hazard by restricting or projecting into a means of egress required by the appropriate local authority. A requirement in the interim rule requiring counters in witness stands to comply with ADAAG 4.32 has been removed since this provision which may be excessive for counters provided in witness stands.*

*Comment. The interim rule recognized the use of portable lifts in alterations where provision of a permanent platform lift is technically infeasible. One commenter requested clarification regarding securement of portable lifts. Concern was raised that portable lifts are subject to tipping if they are not secured to the floor. Concern was also expressed over a potential hazard where a ramp or platform lift would project into the circulation paths in the well of a courtroom.*

*Response. The reference to portable lifts has been removed in the final rule as it is not clear that all portable lifts meet the safety standard referenced in ADAAG 4.11.2. This modification does not preclude the use of portable platform lifts provided they fully comply with ADAAG 4.11.2. In addition, the exception to this provision has been modified to allow placement of a wheelchair accessible space outside raised witness stands and jury boxes in alterations where a ramp or platform lift poses a hazard by restricting or projecting into necessary circulation paths. The reference to technical infeasibility has been removed as that exception is already provided in ADAAG 4.1.6(j).*

## **11.2.1(1)(c) Judges' Benches and Courtroom Stations**

*This provision requires that judges' benches, clerks' stations, bailiffs' stations, deputy clerks' stations, court reporters' stations, and litigants' and counsel stations comply with ADAAG 4.32 (Fixed or Built-in Seating and Tables). An exception permits designs that allow later installation of a means of vertical access without substantial reconstruction of the space. This exception has been clarified in the final rule.*



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*Comment. A few commenters recommended that only a percentage of raised judges' benches and clerks' stations be adaptable or accessible.*

*Response. Due to the complexity of courtroom design and the difficulty of accommodating subsequent alterations, the Access Board believes that requiring either accessible or adaptable judges' benches and clerks' stations will significantly facilitate a reasonable accommodation for an employee in the future.*

## **11.2.1(2) Assistive Listening Systems**

*This section requires each courtroom in a judicial facility to have a permanently installed assistive listening system complying with 4.33. This provision specifies the minimum number of receivers for assistive listening systems. This number must be equal or greater than four percent of the room occupant load, but in no case less than two. This requirement is consistent with ADAAG requirements for assembly areas in 4.1.3(19).*

*Comment. The interim rule provided that a permanently installed assistive listening system was required in only 50 percent of certain areas in judicial, legislative and regulatory facilities. Several commenters recommended a requirement for 100 percent permanently installed assistive listening systems in State and local government facilities. These commenters cited operational problems such as scheduling and the inability of staff to locate and set up portable systems. Other commenters preferred portable systems because they believe them to be more flexible, cost effective and easier to replace as technology evolves. Two commenters requested that smaller hearing rooms be allowed to provide portable systems. The commenters stated that the majority of hearing rooms are not utilized exclusively for adjudicatory proceedings but for other purposes a disproportionate percentage of the time.*

*Response. The Access Board has revised the final rule to require a permanently installed assistive listening system in each courtroom. A requirement in the interim rule requiring permanently installed assistive listening systems in 50 percent of hearing rooms, jury deliberation rooms, and jury orientation rooms has been removed as these areas are addressed in ADAAG 4.1.3(19)(b). The definition of "assembly area" in ADAAG 3.5 has been clarified as applying to those rooms or spaces accommodating a group of individuals for "civic" purposes.*

*Comment. Information was submitted which addressed the incompatibility of some receivers with hearing aids. People who wear hearing aids often need them while using an assistive listening system. Ear buds require removal of hearing aids. Headsets that cover the ear can produce disruptive interference due to hearing aid T-coils. It was recommended that neckloops and headsets that can be worn as neckloops be specified over other receiver types since they are compatible with hearing aids.*

*Response. The compatibility of hearing aids and assistive listening receivers is an issue that pertains not only to facilities covered in section 11 but to other assembly areas as well. The Access Board intends to consider this issue in*

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*future rulemaking which would address assembly areas in general. An appendix note has been added to the final rule recommending receivers that are compatible with hearing aids.*

*Section 11.8 of the interim rule required electrical outlets and appropriate wiring, conduit, or raceways in various areas, including courtrooms, to support communication equipment for persons with disabilities. This requirement has been removed as it may be too vague for purposes of design without further specification on the type of equipment to be supported. Such equipment often is portable and not appropriately addressed by ADAAG.*

## **11.2.2 Jury Assembly Areas and Jury Deliberation Areas**

*This provision requires that where provided, refreshment areas and drinking fountains in jury assembly areas and jury deliberation rooms must be accessible. References in the interim rule to fixed seating and tables and vending machines have been removed as ADAAG sections 4.1.3(18) and 5.8 address access to these elements. In addition, the requirement for access to drinking fountains for people who may have difficulty bending or stooping has been removed. The final rule requires that where drinking fountains are provided, at least one comply with ADAAG 4.15.*

## **11.2.3 Courthouse Holding Facilities**

*Section 11.2.3(1) applies a scoping requirement to courthouse holding facilities including central holding cells and court-floor holding cells serving courtrooms. Where provided, at least one adult male, juvenile male, adult female, and juvenile female central holding cell must comply with the requirements in this section. Central holding facilities are typically designed with sight and sound separation between men, women and juveniles. Where such cell separation is provided, the guidelines require at least one of each type of cell to be accessible. While there may be additional "types" of cells (i.e., isolation, group or individual cells) the definition of "type" is limited to adult male, juvenile male, adult female, and juvenile female holding facilities. Court-floor holding cells, however, are not necessarily designed with sight and sound separation between adult males, juvenile males, adult females, and juvenile females. For example, some courthouses have numerous courtrooms with two court-floor holding cells provided between every two courtrooms. Detainees are escorted through a secured route directly from the central holding cell to the court-floor holding cell. In such instances, this provision would require only one accessible court-floor*

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*holding cell. Such a cell may serve more than one courtroom. A clarification has been added that cells may serve more than one courtroom. No other changes have been made to this provision.*

*Section 11.2.3(2) contains the minimum requirements for accessible cells. In the interim rule, 11.2.3(2)(a) (Doors and Doorways) exempted doors and doorways operated only by security personnel from ADAAG 4.13.6. However, since ADAAG 4.13.6 also contains specifications for maneuvering space, which is essential for passage through doors, including those operated by security personnel, the exemption from 4.13.6 has been removed. The requirements in ADAAG 4.13 are not known to pose any conflict with security requirements for doors. This provision has also been modified to require fixed benches to provide back support (e.g., attachment to the wall).*

*Comment. One commenter requested that the term "maximum extent feasible" be applied to situations where altering the facility would require substantial demolition of the existing components of the facility in order to come into compliance.*

*Response. If compliance with alterations requirements is technically infeasible, ADAAG 4.1.6(1)(f) requires that the alteration provide accessibility to the maximum extent feasible. Technically infeasible means, with respect to an alteration of a building or a facility, that it has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member which is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility. Any elements or features of the building or facility that are being altered and can be made accessible are required to be made accessible within the scope of the alteration.*

*Comment. Several combination stainless steel water closet and lavatory units are available that cannot incorporate a 36 inch grab bar behind the water closet. One manufacturer of combination fixtures stated that the two main reasons such units are specified is to reduce costs and minimize vandalism. Combination units reduce the square footage needed in cell design and reduce costs by only requiring one wall opening for plumbing connections, rather than two wall openings if separate fixtures are provided. The commenter further stated that there is a reduction in vandalism by having one large fixture mounted to the wall which makes it much more difficult to remove or destroy than a single lavatory or toilet. The commenter stated that major retooling and redesign of the units would defeat the reasons why the units are currently preferred and proposed that a 24 inch grab bar behind the water closet be allowed instead of a 36 inch grab bar.*

*Response. Although the use of combination units are preferred for space efficiency and security, they are generally not mandatory. An exception for the*

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*length of the rear grab bar on combination units has not been provided since separate, accessible lavatories and toilets are readily available.*

*Section 11.2.3(3) requires that where fixed cubicles are provided, at least five percent, but not less than one, must have the maximum counter height and knee clearance underneath as required by ADAAG 4.32 (Fixed or Built-in Seating or Tables) on both the public and detainee sides. It also requires a method to facilitate voice communication if solid partitions or security glazing separates visitors from detainees. No changes have been made to this provision.*

### **11.3 Legislative and Regulatory Facilities**

*This section contains requirements for legislative and regulatory facilities. Legislative facilities include town halls, city council chambers, city or county commissioners' meeting rooms, and State capitols. Regulatory facilities are those which house State and local entities whose functions include regulating, governing, or licensing activities. This section has been clarified in the final rule as applying to public meeting rooms, hearing rooms, and chambers. An appendix note provides examples of the facilities and spaces covered by this section.*

*Section 11.3.1 requires access to raised speakers' platforms, spectator seating and press areas. Areas that are raised such as speakers' platforms, or depressed and accessed by ramps or platform lifts with entry ramps must provide a turning space complying with 4.2.3 so that the space can be entered and exited in a forward direction safely. For clarity, those requirements in the interim rule applicable to hearing rooms and chambers are provided in this section separately from those in 11.2 for courtrooms.*

*Section 11.3.1(1) requires access to at least one of each type of raised speakers' platform. This provision has been revised for clarity and a reference to ADAAG 4.32 has been removed since it may be excessive and not all speakers' platforms contain counters. Section 11.3.1(2) addresses spectator, press, and other areas. This provision has been revised consistent with a similar requirement for courtrooms in 11.2. See 11.2.1(1)(a) above.*

*Most city council chambers and legislative chambers contain a public address system and multiple microphones for numerous speakers. In such facilities, it is more efficient to supplement an audio-amplification system with a permanently installed assistive listening system to enable people who are deaf or hard of hearing to participate in the proceedings. Section 11.3.2*

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*requires a permanently installed assistive listening system in each assembly area equipped with an audio-amplification system. The interim rule required a permanently installed assistive listening system in 50 percent of all hearing rooms, meeting rooms, and chambers designated for public use. As revised in the final rule, this provision is more consistent with existing ADAAG requirements in 4.1.3(19)(b). This provision differs from 4.1.3(19)(b) in that it applies without respect to occupancy load or the provision of fixed seating.*

## **Court Security**

The authority and responsibility for courtroom and court facility security resides in the judiciary and the Sheriff of Scott County. The authority and responsibility of the judiciary arise from the inherent authority of the court to control the operation of the court and from its responsibility for the safety of court records and court participants. The Sheriff's authority arises from the statutory obligation to act as custodian of court facilities (IA Statutes) and to carry out lawful orders of the court.

An ongoing court security committee is necessary to integrate these shared responsibilities. In Scott County, the Court Security Committee is comprised of Chief Judge John Nahra, Glen Erickson, County Administrator, Sheriff Baldel, and Dave Donovan, Director of Buildings and Grounds.

## **Mission and Objectives**

The primary mission and objectives of the security systems at the Scott County Courthouse include provision of appropriate safety measures for the following potential risks:

- Intimidation, harassment and or assault of judges, at-risk staff, jurors, and family members in criminal and family matters;
- Safety from attack for staff and visitors at the site and building; particularly at night;
- Attempted escape by individuals in custody;
- Vandalism or theft of county vehicles, particularly law enforcement vehicles; and

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- Vandalism or theft of county-owned property or valuables such as cash held within the Clerk's office, valuable computer and video equipment, and so forth.

The design of renovated or new court spaces should address the following three primary goals regarding protection of the safety and security of the building's users, its functions and operations, and its contents: (a) Deterrence of actual or potential threats; (b) Detection of breaches of security; and (c) Minimizing or eliminating damage arising from such incidents.

Even if the budget will not support making all improvements, the design should be developed to meet basic security design principles, allow incremental additions in security, and allow the security levels to be increased in the future.

## **Guiding Principles**

Provision of court security is an ongoing, multifaceted process and not a single-purchase quick fix. Good security is provided through an integrated plan incorporating appropriate a) Staffing, including training and deployment, and policies/procedures; b) Design of barriers and architectural elements; and c) Security equipment, including systems designed to monitor, notify, and in some cases respond to situations or incidents.

A good security system should serve as a deterrent; should enhance the ability to detect if anyone is attempting to breach security; and should limit any damage, disruption, or injury that might be caused when a breach occurs. As deterrence becomes more effective, security breaches will decrease. If deterrence fails, detection will expose malefactors and permit a rapid response. Damage, disruption or injury will be limited in those instances where deterrence and detection have not prevented the security breach from occurring.

Court design should include the improvement of the security function. The design for purposes of improving security must remain subservient to operation of the judicial process. It should be provided in the least obtrusive manner possible and not prejudice individual rights or the due process requirements of a fair trial. A comprehensive Security Plan for the Scott County Courthouse should be developed in concert with the development of the design for the renovation and addition project(s).

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Security systems should be redundant. The generally-followed method of achieving high reliability at acceptable cost is that of designing redundant (overlapping) systems at critical system locations. Security measures should be present and visible, but not so visible that they appear repressive.

## **Current Operations, Practices and Policies**

Currently, Sheriff's Department Deputies provide security for judges and in-custody movement of inmates, building perimeter, and overall security for the complex (buildings and parking lot).

Staff serving today include one lead bailiff (8 hour/day position); 4 full-time bailiffs (uniformed) – some certified through Sheriff's Posse (reserve officer function); and 3 part-time bailiffs (.75, .60, and .40 time). Starting and ending hours are staggered somewhat, with full-time bailiffs working eight-hour shifts; part-time bailiffs work additional days (flexible assignments), as needed.

The lead bailiff makes assignments daily, as needed. The entry hallway control position is staffed as much as possible, but the post may be left vacant on occasion. Normal assignments are based on court activities and the time of day. Typically, 1-2 bailiffs are assigned to video court. There is no exact staffing pattern for District versus Associate Courts.

Typically, bailiffs are not present within the courtrooms on civil trial or other matters where in-custody defendants are not present unless the judge feels the need for special security. Domestic abuse hearings and high-profile / high-risk cases are staffed by 2-4 bailiffs; 2 at metal detector on 3<sup>rd</sup> floor and 1-2 in courtrooms.

When a duress alarm is activated in the courthouse, response may be provided by bailiffs or by other staff. There is no differentiation today regarding the type of problem and response. Whatever bailiffs are available will respond; the alarm signal is received at the entry hallway control position (building central control), and other bailiffs will be dispatched from this position. Receivers are located at the central/main control, CID, and radio room.

For emergency responses, the fire alarm enunciates in central/main control; maintenance responds, and fire department responds. During this

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type of incident, bailiffs concentrate on custody control, safety/security of staff and public. Medical emergencies are handled by fire/emergency personnel.

Roving bailiff staff patrol all areas of the courthouse, Bicentennial building, and parking. CCTV and alarms are monitored here for the Bicentennial building. To this point, there have been only a few incidents or calls from the Bicentennial building. There are regular requests for service at both buildings, which are also handled by the bailiffs, including walking people to cars from court.

Currently, the bailiff workroom/supervisor office is located in the Associate Courts area on the first floor of the building. In the future, the bailiff staff will need at least two work areas, with a closet or locker for coats and raingear, which is used for inside/outside patrol of grounds and Bicentennial building.

There are three holding areas today in the courthouse. Typically, one bailiff is assigned to escort one prisoner, and in-custody defendants are brought directly from the jail to holding area in restraints. Bailiffs stay with prisoners until they return to jail. Bailiffs handle transport, but jail staff may be used if bailiffs are busy and another prisoner is needed. Extra manpower is also supplied from jail during periods when the metal detector is staffed. Bailiffs stay with prisoners at courtroom – required to maintain visual contact with prisoners at all times.

In the future, staff and bailiff workroom areas should be located close to central control/information center, with good access and close proximity to courts (for fast response).

Weapons are not encouraged in the courthouse, but weapons screening is only provided on the third floor (District Court Floor) during certain trial settings and on an as-needed basis for high-risk trials. In the event of threatening weather or tornado warnings, the employees are moved to the building interior for protection. In the event of an incident at the courthouse, the Sheriff's Department has a special response team (countywide) which would respond.

Cash is handled by the Clerk's office and taken by Circuit Clerk staff to the bank. Other valuables which are handled by Circuit Clerk personnel and/or Sheriff's Department personnel at the Public Safety Center site

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may include cash bonds, evidence, ticket payments, fine payments, court papers and complaints.

## **Security Planning Concepts and Priorities**

*Security Zones and Separation.* In the future, the court facility should be designed with clear separation and isolation of distinct access and circulation systems for three groups: a) Judges and selected staff; b) Public; and c) Prisoners. Judicial and staff circulation and zoning should provide clear separation, monitoring, access screening and control, and appropriate duress alarm/notification equipment. Public areas and circulation paths should be accessible only through a single screened entry, and should be designed to provide clear circulation and easy monitoring. The prisoner circulation, access and detention areas provided in the facility should be designed as a secure extension of the County detention facility, with appropriate security sallyport access and control points, monitoring and control equipment. Holding cells should be provided in proximity to courtrooms, should be designed to meet national and state standards for temporary holding facilities, and should be equipped with duress alarms, modern communications equipment, and closed-circuit television for monitoring and use in restraining unruly defendants during trial.

Currently, separate access and circulation systems are not provided for public, private groups in the existing courthouse. Limited provisions are provided for secure movement of in-custody defendants to the northeast quadrant of the building through a two-sided public elevator. Since public exit corridors bisect the building, movement of in-custody defendants to five of the six District Courtrooms located on the third floor require movement through both public and "private" (judicial/staff) corridors. In addition, in-person court appearances of in-custody defendants in the District Associate Courtrooms typically requires movement of in-custody defendants through public and private corridors.

*Presence of Weapons in the Courthouse.* In general, guns should be excluded from court facilities, and non-lethal but effective weapons should be used by security personnel. At this time, the County has not provided security weapon screening equipment and checkpoints, due to the number of entrances and exit points in the courthouse. However, future facility improvements should be designed to progressively support

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the closure of entrances and possible future restriction of entrances for public visitors to the courthouse.

In the future, the facility should be planned to limit public access to the facility to screened entry points, where all persons must pass through a weapons detection station. In future plans, the building should be designed to operate effectively if/when entry points for public visitors to the courthouse are limited to one, and all persons are required to pass through a weapons detection station utilizing magnetometers and x-ray weapon scanners. Provisions will be required in this case for appropriate weapons storage areas, including gun lockers for use by law enforcement personnel using the court facility.

Under current procedures, the Security Committee recognizes that weapons may on occasion be present in the facility, and bullet-resistant materials should be provided in judge's benches, and in other areas identified in this report.

*Security Design Features and Systems.* Duress alarms are currently provided in courtrooms, judges' chambers, secretarial areas, prisoner-handling areas and various money-collection locations in the courthouse. In the future, duress alarms should be provided in offices where there is potential for violent acts, including but not limited to the offices of the Sheriff, the County Attorney, and Juvenile Services.

Public access to all court and court-related staff work areas should be restricted and planned, and appropriate monitoring, duress alarm equipment, and response patterns (staff or other emergency personnel) provided to respond to possible emergencies. Staff offices located in public "zones" of the facility (County Attorney's Office, Clerk of Court Office, Juvenile Services Offices, and the Court Administrator's Offices, etc.) should be designed with appropriate barriers and entry control points to limit public/visitor access into office areas (reception areas with screening/ controlled access) and duress alarm equipment for use in event of emergency or incident.

Design of the renovated spaces should include spaces and conduits for closed-circuit television systems for surveillance of the building perimeter, the holding cell areas, money collection areas and blind spots in hallways or stairwells. Initial equipment installations will be developed on a project-by-project basis.

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Doors and windows that are accessible from the outside should be both protected by intrusion alarms and security glazed. Vision panels should be installed in doors to areas where there is a potential for confrontation. Vision panels allow persons passing in the hallway to see when someone in the area needs assistance.

Parking lots should be adequately monitored and well illuminated. Judicial parking should be provided as close as possible to the judicial entrance to the court facility.

Appropriately-sized vaults and burglar-resistant safes should be provided for the storage of checks, cash, and other valuables and for the safe-keeping of evidence.

An information desk will continue to be made available to assist jurors and the public in finding courtrooms and offices within the building, and to provide a highly-visible location for the presence of uniformed security staff, providing an additional level of surveillance and potential deterrence to incidents in the major public spaces.

## Site Security Design

*Perimeter of Grounds.* Areas outside the building should be highly visible and well-defined during both the day and night. Landscape features which provide places for potential intruders to hide weapons or other dangerous items should be avoided in the renovation plan for the courthouse.

*Lighting and Surveillance.* Lighting in parking areas and walkways between the courthouse and parking should be designed to permit visual recognition (approximately 1-2 footcandles per square foot). The entire exterior of the building will be illuminated sufficiently to permit visual recognition by CCTV and discourage vandalism and unlawful entry. All exposed fixtures should be both suitable for outdoor use and weather- and tamper-resistant. Lights are capable of extending visibility beyond the immediate area of the courthouse.

*Vehicular Access and Parking.* Currently, selected staff, law enforcement vehicles, and prisoner transport vehicle parking is separated from the access and parking areas serving staff and public parking. Some parking spaces should be allocated for law enforcement vehicles. In all future project development, the site should continue to be designed

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with separate areas for: (a) Judges' and elected staff parking, which should be visually screened from public view and situated adjacent to the judges' entry into the courthouse. Access to this parking area should be controlled and monitored; (b) Staff parking, which should be well-lighted with minimal sight-obstructing landscaping; and (c) Public parking, which should be located in close proximity to the primary public entrance of the facility.

Insofar as feasible, all parking should be located to allow users to view parking easily from entrances served. Employees should lock parked vehicles, place any personal articles out of plain view, have their keys out and ready for use as they approach their vehicles, and glance into the backseat before entering a vehicle.

Spaces should be reserved for judges and separated from the general parking area. The spaces will not be marked "Judge's Parking" or by the name of individual judges. If assigned, spaces may be numbered and randomly assigned to judges. Special spaces may be assigned for court-related staff whose duties involve a security risk, and for staff with special requirements for regular access to their vehicles, whether county- or personally-owned (such as investigators, and so forth.). In addition, a designated parking area for law enforcement officials with appropriate signage may be provided near the entrance to the court facility.

Public parking areas should be separated from parking areas reserved for judges, staff and jurors. Some provisions in the future may be provided for impaneled jurors, and may include separated parking areas within the public parking lot. Jurors may be escorted between the buildings and cars when warranted.

## **Building Security Planning Requirements**

**Public Zone.** The public zone of the Scott County Courthouse contains offices and support areas serving the public. Public circulation within the courthouse is limited to public entrance and lobby areas and public circulation hallways. The public circulation system must be capable of being supervised or monitored by direct observation or closed-circuit television surveillance. To assist the public, a staffed information booth will continue to be used and will continue to be located at the crossing point of the primary circulation corridors on the First Level of the courthouse for the foreseeable future.

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Public areas are currently accessible to the general public and visitors without passing through a security checkpoint, although a security screening station is used on the Third Floor of the courthouse to screen visitors during domestic relations court sessions, and as needed on other occasions. The future planning for the court should provide sufficient space to enable use of a security checkpoint, where access is permitted only after screening by metal detector and x-ray equipment if/as needed. If provided in the future, public areas of the building may be accessible only after entry through security checkpoints, after screening by metal detector and x-ray equipment.

All public areas should be clearly identified with good signage, including directories, and proper lighting. Light switches in these areas should be key controlled. The placement of furnishings and objects that could be used as weapons, such as ashtrays and small tables, should be avoided in or near courtrooms. All public areas and furnishings should be designed to reduce places for concealment of bombs, weapons or contraband. Whenever possible, furniture provided in public areas should be designed as an integral part of the building, affixed flush against walls.

Public areas in the courthouse, including hallways, lobbies, restrooms, and waiting areas, should be designed to limit the number of potential hiding places for weapons and other undesirable objects. Suspended ceilings in public areas, especially ceilings that are capable of being reached without a ladder, should be constructed of plaster or other solid material, rather than removable panels. Any necessary access panels in these ceilings should be fitted with locks. In situations where the configuration of the building or the public circulation has created corners, "cul-d-sacs," or other potential hiding spaces, efforts should be made to open the walls so that all spaces can be observed by security personnel or employees. Where direct observation is not possible, security mirrors or closed-circuit television should not be utilized. To the extent possible, efforts should be made in the design to avoid locating public rooms (e.g., washrooms, etc.) adjacent to a courtroom.

The central security station/ information center should be designed to allow good surveillance of the entry area and primary public hallways in the facility, and equipment placement and counter design should enable security staff to monitor cameras and equipment while handling a small or moderate level of routine visitor traffic and requests for information.

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*Jury Assembly Room.* In the future phases of the project, potential jurors may be directed to a jury assembly area after entry into the court building. Jurors should be isolated from the public. Once registered in the jury assembly room, no juror should use any public corridor or elevator unless escorted. Washroom facilities are available in the jury assembly area to obviate any need for jurors to enter the public or staff areas.

*Reception/Waiting Areas.* Receptionist areas should be provided with appropriate levels of separation from waiting rooms. If provided, transparent partitions in money-collection areas should be bullet-resistant. Speech reinforcement systems may be needed in areas with high background noise levels. An electric strike on doors from the waiting area to the staff work area should be used to permit authorized entry. Public access to clerk staff areas should be limited to counter access or public desk locations. Reading spaces and spaces for equipment in public areas should be located to allow for easy supervision to minimize loss or tampering with materials. Secure storage and vault areas should be designed to meet vault design standards, and should be located in areas remote from or inconspicuous to public visitors.

*High-Volume Areas.* Areas of the project and departments with lower numbers of public visitors should be located in areas more remote from the public entry. Use of remote locations and other restricted areas limits the potential for unintentional movement of the general public into restricted areas.

*After-Hours Access and Locations.* Access to the court facility outside of normal business hours, on holidays and on weekends should be limited. The Chief Judge may authorize access, provided adequate security is maintained. Areas of the project and departments with a greater need for "after-hours" access have been located near the public entry or in such a way that other areas of the building may be closed after court operational hours to unauthorized public visitors, reducing the potential for opportunistic vandalism and theft. Departments that require after-hours and weekend access by staff and visitors include the County Attorney's Office, Juvenile Court Services, the Magistrate's Court, and related service areas of the Clerk of Court's Office. In the future, the Jury Assembly area may be designed to be used for after-hours meetings, and should be located in an area which permits easy access and use on an "after-hours" basis.

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Of these departments, direct access should be provided between the staff areas of the offices of the Clerk and the private zone (judge's corridor) of the building. The County Attorney's office should also be provided with a secondary (typically unmarked) door for private entry by victims and witnesses.

**Private Zone.** The private zone includes spaces for judges, jurors, staff and authorized users. Private zone areas are usually treated as restricted-access areas for staff and invited visitor access only. Private zone circulation should allow judges, court personnel and other authorized personnel to enter a private circulation system through a restricted entrance that allows them to proceed to chambers and judicial workareas, all courtrooms, and all hearing rooms without encountering either the general public or prisoners. This private circulation system should be designed to preserve the desired level of separation, without interfering with ease of access within the court facility. Its effectiveness is dependent upon the proper screening of individuals allowed into it. Access to this area should be similar to the access control of a law office, where assigned staff (court attendants) monitor and supervise access into the offices of the judges and judicial support staff.

Staff assigned to the judiciary may be authorized to use the private circulation system used by the judges. This will allow them to reach their offices without having to cross a public or prisoner circulation system. Judges, court staff and other authorized personnel should have direct, secure and easy access through private circulation to all courtrooms. These areas should be designed to provide and maintain security of judges and judicial support personnel at all times, including "after-hours".

Doors from the courtrooms into the private circulation system should lock automatically on the side of the private circulation system after they have been closed, and should require use of a key or other means to be opened. The courtroom door to the private circulation system or to a judge's chambers should be located behind the bench in such a way to allow the judge immediate, protected exit from the courtroom in the event it becomes necessary. The door from the judge's chamber to the courtroom should contain a deadbolt, to be locked from the chamber side. The judge, whenever in chambers, should use the deadbolt lock to prevent anyone from approaching through the courtroom entrance. The door should be unlocked when the judge is on the bench, to facilitate quick departure from the courtroom if necessary.

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No visitor should be allowed unescorted access into the private circulation system. In the event that a judge has a visitor, the staff should announce the visitor to the judge. If access is permitted, staff should escort the visitor to the judge's chambers.

**Prisoner Zone.** The prisoner zone includes spaces for movement and short-term detention of persons in custody. Ideally, each courtroom planned to accommodate appearances or trials involving in-custody defendants or parties should have direct access from the prisoner zone. All prisoner areas, including all elevators and corridors for secure prisoner circulation, should be visually and acoustically separated from the Public, Private and Interface zones. Inmates being moved should never encounter jurors, judges, court staff or the public until they are brought into the courtroom.

For this project, the Security Committee has directed the design team to develop plans and proposals for improving the level of separation of in-custody defendants from judicial and public circulation in the building, moving toward an appropriate and improved system on an incremental basis.

In general, prisoners enter the prisoner elevator through a lower-level connection to the 1983 Jail Addition building. Prisoners can be transported from the entry sallyport to holding areas located in the private areas behind the courtrooms (one at the District Associate Courts, two serving the District Courts) by way of key-operated elevator. Current practice and facilities require movement of in-custody defendants through public corridors in the building, staff/private corridors, and through a shared-use elevator. In the final master plan options, elevator and circulation access areas should be dedicated to this purpose and compartmentalized to isolate and separate prisoners from public and private circulation systems in the building.

In the final master plan options, courtrooms should be clustered in groups of two courtrooms served by a single prisoner distribution core. This core includes a bailiff's/jailer's station, two sets of separated, prisoner holding cells (each set with one single-occupancy and one group-occupancy cell), and one or two secure rooms for attorney/prisoner conference. At least one cell in each holding area should be equipped to hear and observe court proceedings either directly or through closed-circuit television.

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Courtrooms should be separated from the prisoner holding and distribution core by sallyports for safety and control of sound and movement. Courtrooms planned to accommodate high-volume misdemeanor and felony initial arraignments and preliminary hearings should have closest and most direct access to the main prisoner receiving and holding areas of the new courthouse. The doors from the prisoner holding areas should open directly into the litigation area of the courtroom, and must be sufficiently removed from public seating so as to prevent passing a weapon or other contraband to a prisoner.

In addition, provisions should be made for visual and acoustical separation for adult and juvenile in-custody defendants. While separation may be provided through operational steps (coordination and schedule), provisions may be required in the new facility for complete physical separation of adult and juvenile prisoner movement. Specific requirements for each system will be defined during the development of the facility design with input of the judiciary and Sheriff's Department.

**Interface Zone.** The Interface zone includes those spaces in which the attorneys and public meet judges, court staff, jurors and those in custody. As "destinations" of each of the separate zones of the building (public, private, and prisoner), these areas generally require the greatest care in location and design, since they are integral parts of each system. In addition, these areas are typically the "theater" or focus of the judicial proceedings, and must also reflect the intangible elements of the process and the system.

**Off-Limit Spaces.** In addition to separating the three primary circulation systems of the building (public, private, and prisoner), certain crucial areas of the Scott County Courthouse should be designed as separate and controlled areas, declared and posted "off-limits" to everyone except authorized personnel. These areas include the boiler room; heating, ventilating and air-conditioning equipment rooms; elevator and telephone equipment rooms; electric substations; dead and active evidence vaults; and janitorial and maintenance staffs storage rooms.

These areas, ideal hiding places for persons, weapons, and bombs, should be fitted with door closers and automatic locks to insure that they are kept closed and locked. Access to these spaces should be provided only through secure exterior doors and locked doors from the private or prisoner circulation areas (as required for fire egress requirements). No

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access to these spaces is provided from public circulation except for a single access point to the freestanding, primary janitorial closet serving the public areas of the facility.

*Access between Security Zones.* Access between the four zones (see pages 1-3 of this section) should be controlled by passage through controlled (and often monitored) doors. Depending on security requirements, door locks may be released by keys, keying numbers into touch pads, use of card-access readers, electronic strikes, or may be remotely controlled from a central security station. Admission to restricted areas should be discouraged by signage and locked doors, and motion-detection sensors may be used to provide audio warnings to encourage non-authorized persons to maintain distance from key areas. Doors between zones should be marked as determined by the Security Committee (e.g., a door between public and private areas should be marked, "Private").

In the future, as renovations and new additions are incorporated into the plans for the courthouse, the four zones should be served by discrete systems for public, private, and prisoner circulation. In addition, freight service should provide direct and easy access throughout the courthouse to and from the building support/service areas and the loading dock.

## **Building as Perimeter**

The primary security perimeter of the Scott County Courthouse is comprised of the building envelope/exterior, which is distinct and separate from the perimeter of other justice facilities located on the site. The security perimeter (and any required doors, windows, or other penetrations) should be designed to restrict and delay unauthorized access and provide notification to security personnel if entry is attempted. The perimeter will not be designed to resist armed assault.

Various security systems -- intrusion detection, monitoring, and card-access -- should be integrated into the design of the building perimeter (see paragraphs on security systems, below). In general, intrusion alarm systems should be provided on windows and exterior doors to (a) detect unauthorized access into the building after it is locked, and (b) inform security personnel without an audible alarm.

The building enclosure and design of entrance drives and site landscaping should be designed to take into account security

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considerations in the treatment of exterior walls, roofs, doors, glazing and other physical details as well as at access points into the building.

Since the building exterior will serve as an initial perimeter, special attention should be given to all areas that serve as openings or apertures between the exterior and the walls or roof. Exterior doors and frames will be heavy-gauge steel or aluminum and equipped with security hardware (see door and hardware schedules). All exterior windows accessible from the ground or non-secured areas are equipped with opaque blinds or drapes. Windows that are accessible from the outside should be protected by security alarms and may be security glazed. Manholes, sewers, fire escapes, skylights, grates, heating and air conditioning vents and ducts adjacent roofs, and any other penetrations into the building envelope have been designed as secure openings (sealed and grouted continuously), and fastened with security fasteners to resist tampering. Walls and nearby trees which could serve as potential sources for unauthorized concealment should be reviewed and designed to minimize opportunities for concealment.

**Building Control Room.** The security control center, where alarm annunciator panels, closed-circuit television monitors, the public address system and other security equipment are housed, will remain at/adjacent the main lobby of the Scott County Courthouse during the next several phases of the renovation. Staff will continue to respond to duress alarms and other emergency calls, summon additional aid if/as needed, and notify outside personnel and agencies of development as they occur. This area will serve as the primary control center, and will serve as headquarters during court emergency. This area will also serve as the central reporting station to which police and fire agencies will report in an emergency.

**Design of Furnishings and Millwork.** Architectural millwork should incorporate appropriate protection and design features. Bullet-resistant liners should be provided within the design of the courtroom millwork at the judge's bench and court personnel stations, including the witness box. Furniture selection in the courtroom and other areas of the courthouse should consider potential for use of furniture as weapons. In general, any movable furniture provided in courtrooms, hearing rooms, and public areas of the courthouse should be heavy and difficult to grasp, lift and throw.

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**Security System.** The security electronics system provided in the new Scott County Courthouse will include communication equipment (telephone, public address, radio), monitoring and detection equipment, and control systems/panels/components (control panels, electronic door position switches, electric strikes, and appropriate switches and control equipment).

## **Monitoring and Detection Systems/Equipment**

The principal types of equipment used for detection are intrusion alarms, magnetometers, x-ray scanners, hand-held metal detector wands, heat/smoke detectors and closed-circuit television.

- Intrusion alarms will be installed to protect both real and personal property from burglaries and vandalism occurring after regular business hours. Intrusion alarms will be located in locations specified during design phases, but should include office areas located on the first level and in office areas easily accessed from adjoining roof structures (such as the link building between the courthouse and the 1983 Jail Addition). Intrusion alarms will report to the court security control center, to a remote monitoring agency, the sheriff's communication center, or to the central control location at the Jail for 24-hour/day, 365 day/year monitoring of perimeter integrity, and to monitor sound and/or motion within the building.
- At the public entrance to the facility, provisions should be made for use of security screening equipment if/as needed, including magnetometer(s); an x-ray scanner; at least one hand-held metal detector wand; a locker to secure any private property removed from individuals entering into the facility, but which is not subject to confiscation; a duress alarm; a telephone; and a portable radio to summon additional help. Final Master Plan concepts should include provision for permanent installation of this equipment in an appropriate single public entrance to the facility.
- Heat/smoke detectors should be installed as required per code with audio (and possibly visual) signal at the court security control center to facilitate coordination and rapid response.
- Closed-circuit television systems may be provided for surveillance of parking areas; perimeter of the building; prisoner movement and holding areas; and where extra security is deemed necessary, including areas where money is collected or handled. Two types of monitors may be used at staff stations: 1) Continuous monitoring of

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remote areas; and 2) Selective monitoring of remote areas where a "security" movement is required. CCTV monitors must be in the "on" mode with the remote position in visual contact for the "door open" function to be activated.

## Communication Systems/Equipment

- Internal telephone communications between spaces within the courthouse are assumed. Special conditions include the courtroom, where external/internal use should be accommodated, but the telephone should have a visual signal, not an audible signal, for incoming calls.
- Security personnel should be equipped with two-way radios to expedite the deployment of personnel during emergencies and to permit Deputies engaged in the building or parking-area patrols to summon needed assistance. All court security officers patrolling the court facility should be equipped with hand-held two-way radios.
- A building-wide public address system may be coordinated with emergency alarm systems, and used to announce any evacuation plan, the closing of the building, or other emergency notices. Local area (zoned) use and options for access and control of system (tied to phone system, etc.) should be investigated for use in calling cases, reassembling juries, etc.

## Control Systems/Panels/Components

- Electric Lock Strikes. All doors from a public circulation system to either a private circulation system or a prisoner transport system of the building should be fitted with remote-control electric lock strikes. All of these doors, except those permitting access to prisoner holding areas should have a card-key access system (or other) for entrance by authorized personnel. Doors should be able to be opened and locked manually, in the event there is a failure of the power/control system.
  - Card-Key System. A programmable card-key access system should be provided for entry control, and door control at specific areas in the courthouse.
  - Duress Alarms. Dual-purpose duress alarms should be installed in courtrooms, judge's chambers, prisoner holding areas, money-collection areas, and in all offices where the potential for violence is a realistic concern. The alarms should be dual-purpose alarms capable of providing distinct signals for assistance or emergencies.
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- The offices that should be covered include those for judges, judges' secretaries, the building reception/information desk (if provided), the office of the court attendant, and the reception areas of the County Attorney's office, the counter areas of the Clerk of Court, the Juvenile Court Services Office, and the (future) Jury Assembly Room. This system should/can be tied in with the detention area intercom and monitoring systems. *Other locations should be discussed during design phases of the project.*

## **Other/Special Security Systems**

**Vaults and Safes.** Provision for fire- and burglar-resistant vaults or safes may be necessary in the facility. A vault in the County Attorney's office should have a separate enclosed area for the storage of dangerous or valuable items and evidence. A burglar-resistant safe should be located within this enclosed area (for safe storage of drugs and similar items). Similar provisions may be required for evidence storage areas in the Sheriff's Department Investigations Division. A separate burglar-resistant safe is required for the storage of funds collected at the fine-payment area and in the Clerk's office.

**Emergency Power Generator.** In the event of a power disruption, an emergency power generator should automatically operate key lights, heat/smoke alarm and duress alarms, public address system, and other essential operating equipment in the facility. Status monitoring of the emergency generator should be provided (with "problem" and "running" annunciation) in central control.

**Jury Call System.** A local intercom or simple signaling system should be provided to allow the jury to signal the bailiff that a decision has been reached, that the jury is unable to reach a decision, or in the event of an emergency.

## **Detention Area Control Systems/Panels/Components**

When considering both equipment and maintenance capability, the security control systems are extremely important to the Sheriff's Department. The Department is looking for compatibility (service, cross-training, and ease of use) with systems provided at the existing and future jail facilities. In addition, the Department wants systems that are maintainable -- "off-the-shelf", and reliable.

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- **Control Components.** The following description briefly outline the function of major components involved in the detention security control systems for the project.
- **Door System.** Basic elements for control of doors within the detention areas include:
  - Visual contact at the door, or voice contact, in which case the CCTV system will be on before the door is operated;
  - Call request/intercom for a person wanting to go through the door; and
  - An electronic door control device.
- **Speaker System.** Door call request buttons are augmented by a two-way speaker system. In most cases, the call button and speakers can be housed in a door jam. Other types of speakers are paging, yard, and monitoring.
- **Closed-Circuit Television (see above.)**
- **Detention Door System.** Manual or remote door control of passage doors in prisoner holding and circulation systems should be discussed. Call buttons with response to the central control location should be provided along with intercom in holding areas. Selected doors may have speaking, food-pass or handcuff ports.
- **Door Status Alarms.** To be discussed, but door positions can be monitored at the central control.
- **Master Intercom System.** This system should provide hands-free intercom service between any and/or all areas. Intercom operation can be set to enable call at will, with Master Control Room retaining an overriding ability to break into an intercom conversation at the discretion of the officer. Systems can be set to page over the radio or provide pocket paging capability.
- **Duress Alarm Systems.** Emergency buttons may/should be provided at fixed staff posts (control rooms). This system should be coordinated with the duress alarm/response system for other areas in the courthouse.

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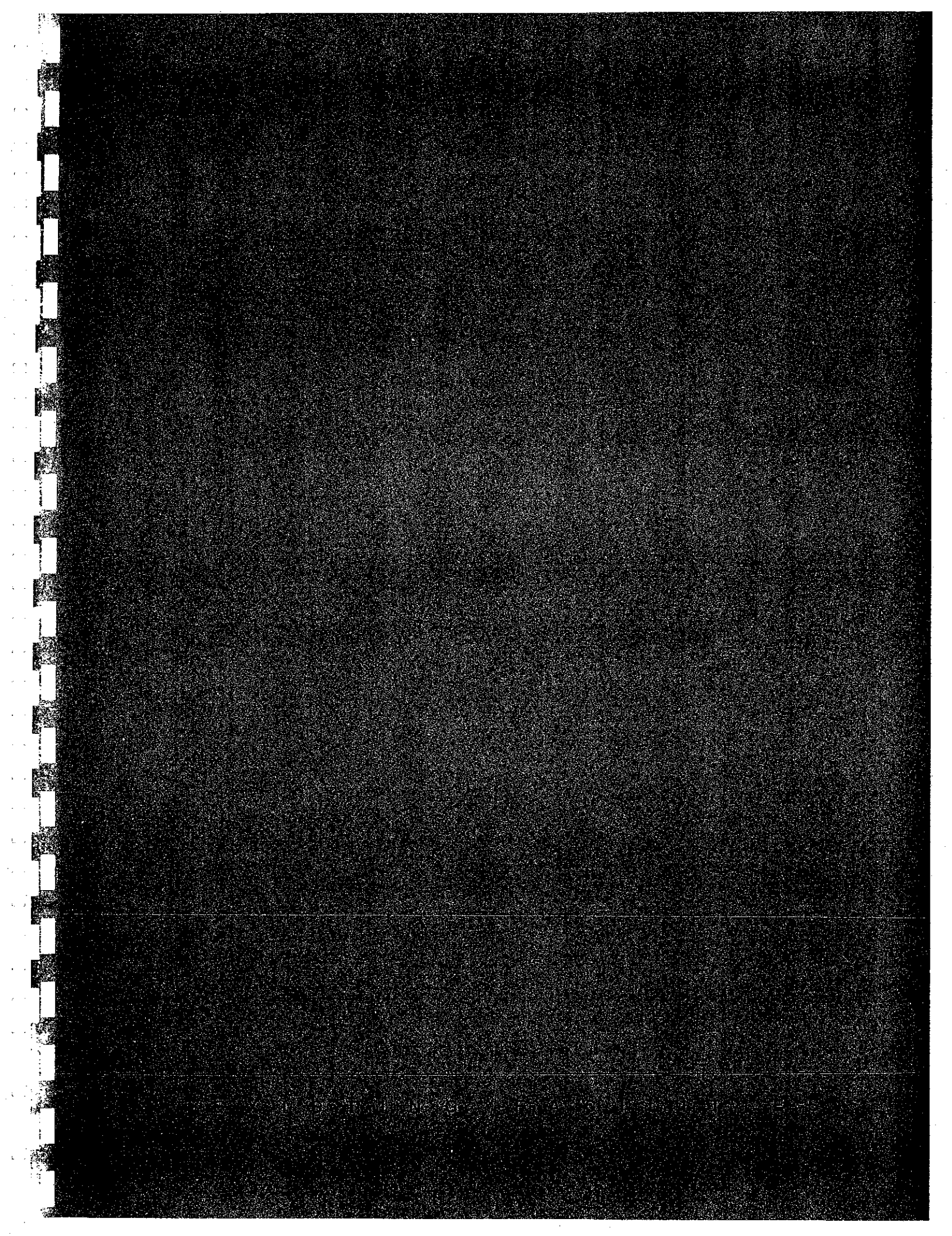
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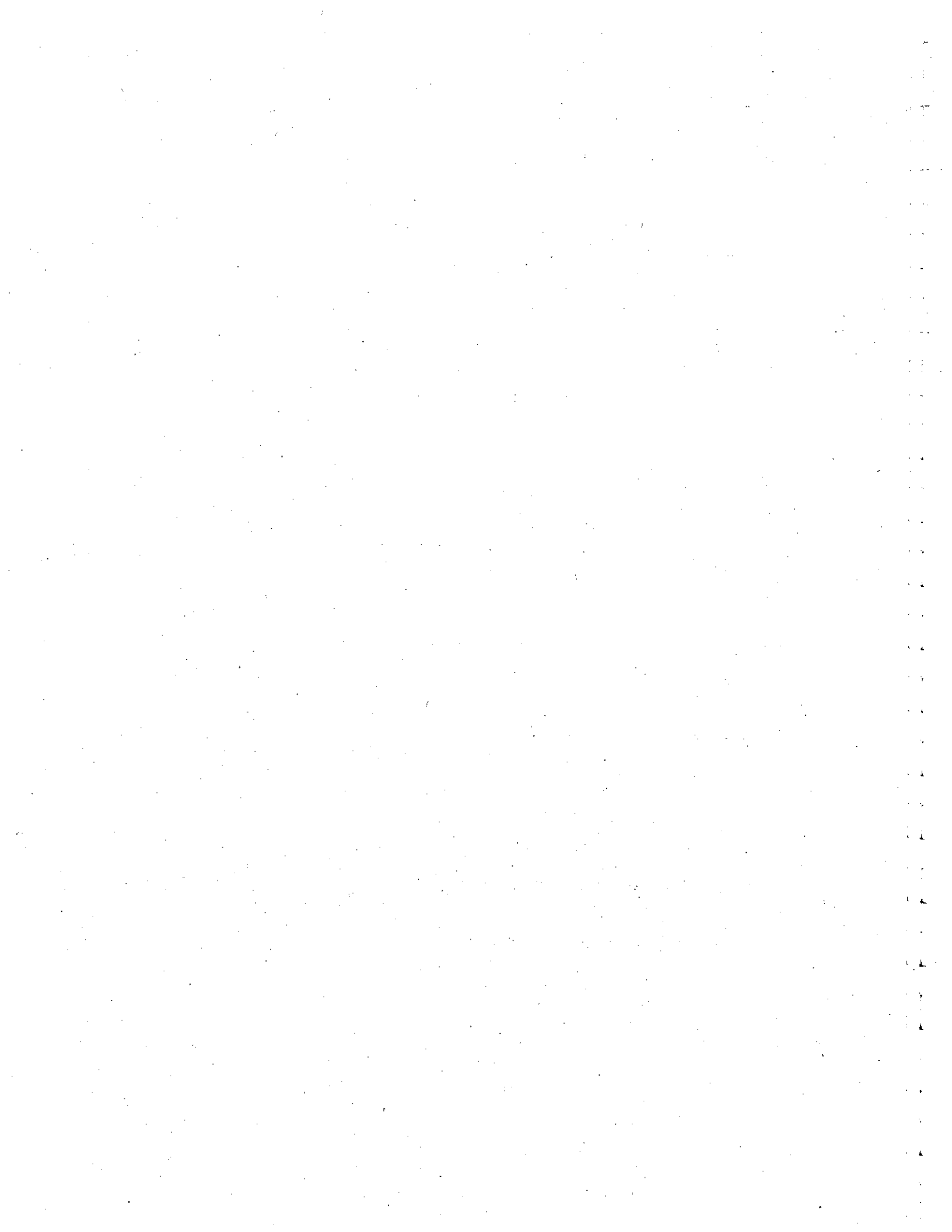
- **Control Panels.** Control panels are the most visible part of the systems. They serve as an interface between the staff and the electronics by functionally organizing the various switches and indicators under the staff's control. Control panels for the facility will be fabricated from black anodized aluminum with etched graphics and nomenclature. Each panel will be composed of a combination of control panel components that could include the following: switches; indicators; loudspeakers; television monitor(s); audio annunciators; intercom and microphones; and communication handset.

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## *Section Four* **Existing Facilities**

### **Introduction**

This section of the report summarizes existing uses of the Scott County Courthouse, outlines physical capacities and conditions of the existing building and engineering systems, and describes the functional "fit" between the building and the spatial, security, and operational requirements of the courts and court-related agencies.

The Scott County Courthouse is located in downtown Davenport, and is bordered by Fourth Street on the South, Western Avenue on the West, the elevated railroad tracks on the north, and Ripley Street on the east. The courthouse is located on the southeast corner of the 5.42 acres site, the County Annex Building/Juvenile Detention Center is located on the southwest corner of the site, and the attached Adult Corrections Center is on the north side of the courthouse. The site is essentially flat with a slight slope to the west and south.

The majority of the public and employee parking spaces are located on-site to the western side of the courthouse and Adult Corrections Center. There are 105 public spaces, 167 employee spaces and 8 handicapped-accessible spaces for a total of 280 parking spaces. Thirty-two non-secure, restricted parking spaces are located on the eastern side of the Adult Correction Center. Both parking lots are in good condition.

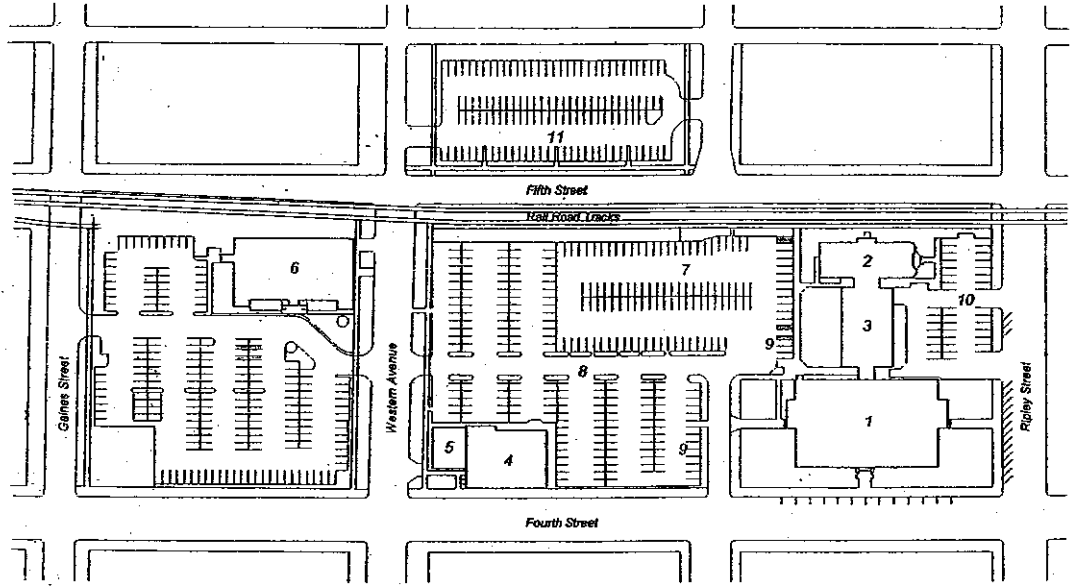
An additional overflow / employee parking area is located west of the building, north of the railroad tracks, bounded by Western Avenue and Fifth Street. This concrete parking lot is in good condition and holds 120 total spaces on approximately 1.14 acres. The site is essentially flat with a slight slope to the south and west. Access from the parking lot to the courthouse is via a sidewalk along Western Avenue, across the railroad tracks at Western Avenue and through a sidewalk that runs along the north edge of the employee parking area.

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**Legend**

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|------------------------------|--------------------------|----------------------|
| 1. Courthouse                | 6. Bicentennial Building | 11. Overflow Parking |
| 2. Jail                      | 7. Public Parking        |                      |
| 3. 1983 Jail Addition        | 8. Employee Parking      |                      |
| 4. County Annex Building     | 9. Handicap Parking      |                      |
| 5. Juvenile Detention Center | 10. Restricted Parking   |                      |



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## **Site Circulation**

Fourth Street is a one-way street heading west; all other streets have two-way traffic. The public and the majority of employees enter the site from Fourth Street and from Western Avenue to on-grade asphalt parking areas. Judges and other selected employees enter the site from Ripley Street and park their vehicles on a non-secure surface parking lot located on the eastern side of the Adult Correction Center. The public, staff and judges enter the building from the connecting vestibule between the Courthouse and the Adult Corrections Building from both the east and western side of the vestibule.

Other entrances to the building occur on the southern, eastern and western sides of the building. The west entrance to the building is the only accessible entry for the physically challenged and is used by both staff and employees. The slope of the sidewalk from the curb to the building is 7:12 and is not compliant with ADA standards. Eight handicapped-accessible parking spaces are appropriately provided in the parking lot on the western side of the Courthouse and Adult Corrections Building.

The south entrance to the building is not accessible and is available for public and employee use. The east entrance is only for employee use. Service traffic and remote prisoner traffic enter the site from Ripley Street, entering the building from the eastern side of the connecting vestibule between the Courthouse and the Adult Corrections Building. Metered and non-metered parking is available on Fourth Street and Ripley Street for the public.

## **Landscape Design**

The building has attractive mature landscaping, especially around the eastern, southern and western sides of the building. Landscape material consists of native deciduous trees, screening shrubs, ground cover, and grass areas.

Parking lot lighting is provided with single head, 20-foot tall, mercury vapor fixtures around the perimeter of the parking lot, and with double head fixtures in the center aisle of the parking lot. Lighting near the building entrance is provided by mercury vapor wall pack lighting fixtures.

*Site Signage:* Signage identifying the Courthouse is located on Fourth Street. Directional signage to the public parking areas and handicapped-

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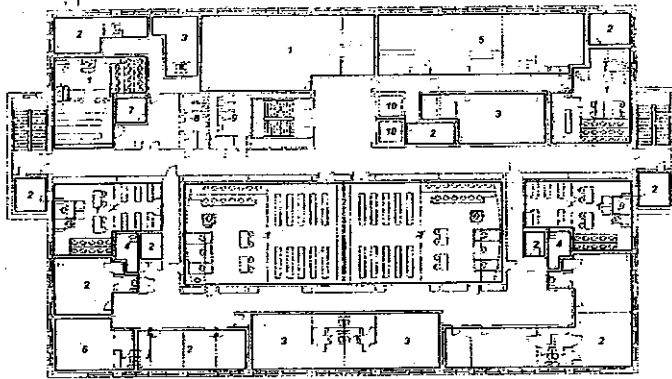
accessible parking areas is clearly indicated. There is no signage indicating the location of the entrance to Courthouse or the Adult Correction Center. First time visitors to site may have difficulty discerning which of the many entrances to the two buildings is the correct one for them. Signage at the restricted parking area on the eastern side of the site is clearly indicated as "Authorized Parking Only".

Presently, the Scott County Courthouse houses the County Board and Administration Offices, the Treasurer, Auditor, Recorder and Assessors offices. The courthouse provides nine courtrooms for the District and District Associate Courts, and the County Board Room serves as a Magistrate Courtroom when not used for County Board functions. Office spaces are provided for the Supreme Court Justice, the Clerk of the Courts, Sheriff's Department, District Court Administration, and the County Attorney. The basement houses facilities shared by the court and the county, including the snack bar, the print shop, file/storage room(s), evidence storage room, computer room(s), and offices for the County Board and Administration, Emergency Management Agency, Sheriff's Department Radio Dispatch Room, Buildings and Grounds, Budget and Information Processing and Human Resources.

Please refer to the following plans, tables and illustrations for a summary of existing occupancies, with occupiable area summarized, for each floor level of the courthouse.

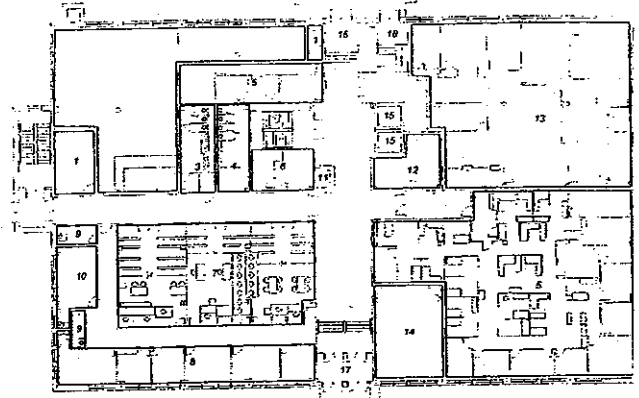
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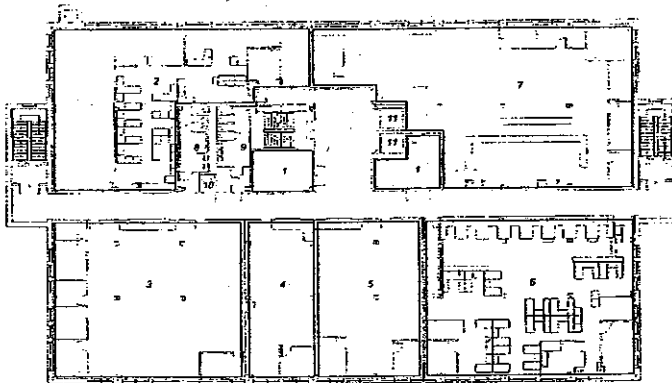
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|---------------------------------|-----------------------------|
| 1. Courtroom                    | 6. Law Library              |
| 2. Judicial Spaces              | 7. Attorney Conference Room |
| 3. Jury Room                    | 8. Men's Room               |
| 4. Prisoner Holding Room        | 9. Women's Room             |
| 5. Court Administration Offices | 10. Elevator                |



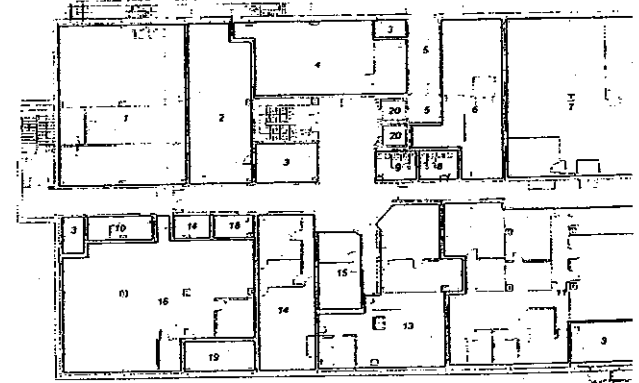
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|-----------------------------|------------------------------|----------------------------------|--------------------------|
| 1. Mechanical Room          | 6. Waiting / Conference Room | 11. Building Security            | 16. Connecting Vestibule |
| 2. Clerk of the Court       | 7. Courtroom                 | 12. Telephone Equipment Room     | 17. Vestibule            |
| 3. Men's Room               | 8. Judicial Offices          | 13. Sheriff's Department Offices | 18. Building Receiving   |
| 4. Women's Room             | 9. Prisoner Holding Room     | 14. Board Room / Court Room      |                          |
| 5. County Attorney's Office | 10. Jury Room                | 15. Elevators                    |                          |



Legend

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|-----------------------------|---------------------------------|--------------|
| 1. Mechanical Room          | 6. County Treasurer's Office    | 11. Elevator |
| 2. County Recorder's Office | 7. Clerk of the Court           |              |
| 3. County Auditor's Office  | 8. Men's Room                   |              |
| 4. County Assessor's Office | 9. Women's Room                 |              |
| 5. City Assessor's Office   | 10. Unisex Handicap Toilet Room |              |



Legend

- |                                |                           |                           |                        |
|--------------------------------|---------------------------|---------------------------|------------------------|
| 1. Mechanical Maintenance      | 6. KIS Office             | 11. County Administration | 16. County Clerk Site  |
| 2. Print Shop                  | 7. County Computer Office | 12. County GIS Office     | 17. Maintenance Office |
| 3. Mechanical Room             | 8. Men's Room             | 13. Radio Room            | 18. Custodial Office   |
| 4. Snack Shop                  | 9. Women's Room           | 14. EMA Offices           | 19. Electrical Room    |
| 5. Corridor to Adult Detention | 10. Storage               | 15. Building & Grounds    | 20. Elevator           |

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## **Existing Courthouse**

### **Building Systems and Condition Survey/Analysis**

A multi-disciplinary team of architectural programming and design professionals and mechanical and electrical engineering professionals spent several days on site: A) Visually assessing the physical conditions of the building and its systems; B) Reviewing project documentation (original construction drawings and previous reports); and, C) Conducting interviews with building maintenance personnel regarding the condition and operations of the building.

Due to changes in the building code, accessibility code, and the acceptance of environmental materials in buildings since the building was built, the team also has made assessments of the building systems comparing the built infrastructure to the current building codes.

### **Structural Design**

The building structural system consists of steel framing on concrete foundations and footings. The original bid drawings of the building indicate that the building exterior wall was designed with a stone facing, but was built with an aluminum facing. The building is in Seismic Zone 1 and does not require seismic bracing.

The lower level structural floor system consists of 4-inch thick concrete slab-on-grade. The structural floor system for the first, second, third and penthouse floors consists of 3-inch concrete on metal deck on steel joists, supported on steel beams in a 20'-0" x 17'-0" bay spacing supported with steel columns and concrete footings. Bay spacing on the third floor has been modified, eliminating two steel columns in the center of the building, allowing sufficient clear spans for the two large courtrooms.

The roof structure of the building consists of concrete poured-in-place one-way ribbed deck, with concrete beams supported by steel columns in the 20'-0" x 17'-0" bay spacing.

### **Building Exterior Enclosure**

The exterior cladding of the building consists of aluminum panels. The panels are in good condition and are water-tight. There are large operable aluminum windows on all sides of the building that were replaced 15 years ago. The condition of the windows is poor, the windows do not operate, and water and air infiltrate to the inside of the building. Window replacement should be considered as part of any future remodeling.

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All exterior openings at the lower level and first have aluminum frames and doors. First floor doors have single pane 1/4-inch wire glass lites. The doors and frames are in good condition. All door latches are ADA compliant.

The roof consists of loose laid, ballasted EPDM single ply membrane with sheet metal copings. There are pre-cast concrete walkways from the mechanical penthouse to rooftop equipment. The roof is internally drained. The roof membrane is in good condition. The sheet metal copings appear to be in good shape; however, the joints between the pieces have been caulked and are in poor condition. Consideration should be given to removing and replacing the coping to maintain future weather-tightness of the roof and wall assembly.

## **Interior Construction**

All original interior partitions are clay tile with a plaster finish and extend from the floor to 6-inches above the finished ceilings. The wall finishes in offices is vinyl wall covering, the main corridors have marble panels, and the third floor courtrooms have wood panels. Doors and frames within these walls are aluminum and are not fire rated. Some doors have single pane 1/4-inch wire glass. New partitions consist of 5/8-inch drywall or removable metal partitions. Doors within these walls are solid core wood with hollow metal frames. All door latches to public areas and offices are ADA compliant.

Floor finishes in the building consist of terrazzo in the main hallways, level loop carpeting in the office areas, and 12-inch by 12-inch vinyl floor tile in the lower level hallway and snack shop. The terrazzo floors are in good condition throughout the building. Carpeting throughout the building is in good condition, with the exception of areas on the first and second floor. The vinyl tile in the snack shop is in poor condition and should be replaced. There are asbestos containing 8-inch by 8-inch floor tiles, primarily located in mechanical rooms throughout the building. The basement has two computer rooms with access floors. The access floor structure appears to be in good condition, however, the tile carpeting on the panels are in poor condition and need to be replaced.

Ceilings on all floors primarily consist of 24-inch by 24-inch suspended acoustical tile. These tiles are generally in good condition, with the exception of select areas in the lower level and the first floor. The courtrooms all have 12-inch by 12-inch concealed spline acoustical tile. These tiles are in poor condition; they are discolored and have lost their

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acoustical properties. Replacement of the 12-inch by 12-inch ceiling tiles should be considered for maintenance remodeling.

## **HVAC System**

### **General Description**

The original construction provided heating through fin tube radiation along the perimeter of the building on all levels except for the basement which has limited areas of fin tube and a few unit heaters. Heat was proved from a steam oil fired boiler since converted to natural gas. There was some ventilation systems that were mostly exhaust fans. The original construction included a snow melt system for the entrances on the south, west, and east. The third floor had a zoned forced air distribution system. In time the air conditioning with additional forced air ventilation systems were added to provide comfort to all areas of the building.

### **Air Distribution**

During the early to mid 1970s 22 interior air-handling units were added to the spaces with air-cooled direct expansion condensing units located outside. The perimeter radiation system still exists. Each unit handles a small area on the floor that contains the fan unit. The third floor is still ventilated from the penthouse air-handling units. The county computer room on the basement level contains a computer room air conditioner that is designated as ASU-23. Generally the building uses a return air plenum.

In 1973, a computer room was added to the basement with self-contained cooling units with discharge under the floor. ASUs # 14 and # 15 were also added at this time. Systems 14 & 15 have limited return ductwork due to the close connection to the areas served. There is some conflict with unit numbering as there are 14 and 15 labeled on units on Level 1 as well. These two units may have had a renumbering to a higher number.

In 1984, ASUs 1, 2, 3, & 4 were added to the building system. ASU 1 & 2 are on Level 2 and serve this area. The equipment sizes for ASUs # 1 & # 2 are 10,500 cfm and 335 MBH. ASUs 3 & 4 are located on Level 3 and serve this area. The equipment sizes for ASUs # 3 & # 4 are 12,750 cfm and 407 MBH. Systems # 1 & 2 are using terminal air boxes to control the zones. Systems # 3 & 4 are both a 4 zones control using heating coils for temperature control. Systems # 1 and # 2 have ducted

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return systems and systems 3 & 4 have reused the existing return fan with no modifications to the then existing ductwork.

Units 1	Records, Recorder, Auditor, County Assessor, south half of City Assessor.
Unit 2	City Assessor, Treasurer, Clerk of Court.
Unit 3	IW ½ of small west CR #5, west corr., southwest corr., south ½ of NW CR#6 IE ½ of small east CR #2, east jury room, east corr., southeast corr. CW large west CR. CE large east CR.
Unit 4	S two south jury rooms, south judge offices. W west side of small west CR #5, two S judges chambers, NW judge chambers. E east side of small east CR #2, two judge chambers, NE CR # 3, NE office. N old law library, court administration, N office, N judge chambers, and N jury room.

There appears to be 12 ASU units on level 1 with air-cooled DX cooling condensers on the ground outside. The units 5, 6, 7, 8, 9 handle the southwest areas of the level 1. The unit 10 handles the northwest area of level 1. The units 11, 12, & 13 handle the northeast areas of level 1. The units 14, 15, & 16 handle the southeast areas of level 1.

Units 5 thru 9	Courtrooms 1, 2, & 3, judges offices, jury room.
Unit 10	Clerk of courts, juvenile records, county attorney,
Unit 11	North offices on the east side.
Unit 12	East offices on the north side
Unit 13	Sheriff's department
Unit 14	Perimeter offices on the east and south sides
Unit 15	Board room
Unit 16	County attorney office east side.
Unit 17	Level LL office area in southeast.
Unit 18	Level LL EMA area.
Unit 19	Level LL 3-1/2 ton located in west small room off corridor. Serves Sheriff's Communication Center.
Unit 20	Located in storage room next to snack bar (serves snackbar?)

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- Unit 21 Located in the ceiling of the Print room and serves the same space.
- Unit 22 Located in ICIS computer room and serves the same space.
- Unit 23 Located in storage room east of elevators and serves the east office and training room.

### **Building energy control system**

The building has a building automation system by Robert Shaw. The Mechanical temperature controls include Robert Shaw sensors, and Johnson control T'stats controlling discharge air and steam radiators on the perimeter.

### **Humidification system**

From all indications there is no humidification of any of the areas in the building

### **Cooling system**

The multiple air-cooled condensing units directly connected to each fan coil unit handle the cooling. The units are located around the building on the ground level. ASU's 1, 2, 3 and 4 are packaged units with water cooled condensers. A cooling tower serves those units only.

### **Boiler**

The boiler is a Kewanee unit that is gas fired and located in the northwest corner of the building in a recessed room. The space between the boiler and the ceiling is very tight. The gas enters the boiler room along the west wall in the south corner. There is a ground water problem in the boiler room.

### **Plumbing System**

#### **Plumbing Description**

The public toilet rooms are located on each floor and the rooms on level 1, 2, and 3 are stacked. The basement public toilet rooms are next to and south of the elevators. Level 1 has single toilet rooms on the west near the jury room. Level 2 has no other toilet rooms beyond the public. Level 3 has added toilet rooms off the judge's chambers and the jury rooms

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## **Water Heater System**

The water heater for the courthouse is a 105,552 BTUH capacity heater in the boiler room.

## **Storm water system**

The drawings show that the roof drainage is through external downspouts located around the building.

## **Fire Protection**

The building does have a dedicated 8-inch fire line penetrating the basement on the south side in the same area as the 4-inch water main. The sprinkler system is limited to the basement and stairs.

## **Electrical Systems**

### **Service Entry**

The electrical service enters the building in the basement area along the south wall between the 3<sup>rd</sup> and 4<sup>th</sup> columns. The service is a 2000 amp / 120/208V/ 3phase system.

### **Normal Power Distribution**

The electrical distribution system is a lot of electrical panels located on various floors in corridor wall and rooms. Most of the panels are full.

### **Electronic Equipment Power Distribution**

There are two electronic hubs located on level 3. There are 3 hubs located on level 2. There are 2 hubs located on level 1.

### **Security Power Distribution**

The 911 telephone room on level 1 has no emergency cooling.

### **Emergency Power Distribution**

The county computer room on the basement level has an UPS management system for the county computer system. The computer room has a raised floor with Cat 5 cable. Existing emergency lighting is the frog eye battery type. The Sheriff's Communication Center and 911 equipment are powered by circuits fed from the jail building, and are backed up by generator and UPS.

### **Lighting**

The lighting is using T-8 lamps-3500k with electronic ballast. Motion sensors for lighting being installed in each remodeled area.

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## FACILITY MASTER PLAN

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## **Data / Telecom System**

### **Service entry**

#### **Telephone and Data system**

The telephone room is located on level 1 next to the elevators.

#### **Fire Alarm System**

The alarm system is by Simplex but the detectors are off during the day. The signaling device is a strobe/horn type. The fire alarm panel is located at the security station on level 1. There is no speaker system with the fire alarm for coded messages.

#### **Smoke detection**

There are detectors in various areas of the building.

#### **Manual pull stations/ strobes / speakers**

There are pull stations and strobes throughout the building

#### **Smoke control system**

There is none reported presently in the building.

#### **Security System**

The security systems are all added system which are deployed during the work day outside courtrooms. There are some cameras located in several places in the building.

#### **Vertical Transportation**

There are two elevators servicing four stops, the lower level, first floor, second floor and third floor. Both elevators are rated for 2500 lbs. The elevator equipment is housed in the penthouse of the building. The north elevator opens on both sides allowing prisoner access throughout the building. The prisoner access is controlled with a remote control panel located at the security station as well as a keyed switch within the elevator cab.

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## **Summary of Issues for Remodeling**

Although the courthouse was originally designed and constructed per the standards of the day, major renovation to the building obligates the County to upgrade the building to new standards. As portions of the building is remodeled, the building will be upgraded to comply with current life safety codes, ADA and environmental materials regulations. To protect the county's investment of the interior remodeling, the building enclosure maintenance remodeling should be accomplished along with the interior remodeling.

This section of the report is organized into five parts: 1) Life Safety/Code Issues, 2) Handicapped Accessibility, 3) Environmental Issues, 4) Maintenance Issues, and 5) Mechanical/Electrical Issues.

For each section, a summary list of key issues has been prepared, and following each list is a composite page of floorplans for the existing courthouse, indicating the specific areas to which the comment applies. The numbered areas on the plans refer to the narrative descriptions presented in the text.



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## **Life Safety Issues**

Due to changes in the building code since the building was built, the team assessed the building systems comparing the built infrastructure to the current building code of the City of Davenport, the 1991 Uniform Building Code (UBC). The UBC covers building construction type, exiting, fire resistance ratings, mechanical, electrical and fire protection issues.

The following is a floor-by-floor narrative describing the issue and the code reference, and the potential solution to correct the issue. Please note that some of the issues may be corrected within the proposed future remodeling of the building, however, some issues will still need to be addressed.

## **LOWER LEVEL**

### **Item 1: 1991 UBC, Sec. 3305(g)**

**Issue:** Corridor walls / ceiling system require a 1 hour fire rating. Existing walls provide a 1-hour rating, however only extend above the ceiling, therefore not providing the required rating.

**Solution:** Extend walls with gypsum board construction from top of wall to underside of structure above. Work involves new ceilings in corridor and patching and repairing existing adjacent ceilings.

### **Item 2: 1991 UBC, Sec. 3305(h1)**

**Issue:** Corridor openings require a 20 minute fire rating within a 1 hour fire rated wall. The existing aluminum doors and frames, float glass sidelights, and coiling overhead door in the corridor do not provide the required rating.

**Solution:** Remove all doors and frames, sidelights, and coiling overhead door, and install new 20 minute doors, frames and hardware. Patch wall and repaint area.

### **Item 3: 1991 UBC, Sec. 3305(j)**

**Issue:** An elevator lobby is required in front of the elevators with a fire rating of 1 hour.

**Solution:** Provide a new 1 hour rated partition and 20 minute rated doors on hold-open devices at the east and west side of the elevators.

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**Item 4:** 1991 UBC, Sec. 3305(e)

**Issue:** Corridors should be arranged so it is possible to go in either direction from any point in the corridor to a separate exit, except for dead ends not exceeding 20-feet in length.

- Solution:**
- 1) Remove existing door and frame at corridor between the Building & Grounds Office and the BIP office, relocate no farther than 20'-0" from main corridor.
  - 2) Remove existing doors and frame from corridor near Maintenance Shop. Install new doors and frame that allow the doors to swing in opposite direction, therefore providing bi-directional exiting.
  - 3) Remove door and frame near BIP reception to allow bi-directional exiting in the corridor.

**Item 5:** 1991 UBC, Sec. 3305(h2) & Sec. 4306(h)

**Issue:** (h2) Interior openings other than doors or ducts shall be protected by fixed glazing listed and labeled for a fire-protection rating of 3/4 hours. (h) Windows required to have a 3/4 hour rating may have an area not greater than 84 square feet with neither width nor height exceeding 12-feet.

**Solution:** Remove existing glazing in ICIS Computer Room. In-fill with 1-hour wall construction OR new 3/4 hour glazing and frame.

**Item 6:** 1991 UBC, Sec. 3307(c.)

**Issue:** The slopes of ramps not required as an accessible route of travel shall not be steeper than 1 vertical to 8 horizontal.

**Solution:** Remove existing ramp in County Computer Room and ICIS Computer Room. Install compliant ramp and hand/guard rails.

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**Item 7:** 1991 UBC, Sec. 4304(e)

**Issue:** Penetrating items passing entirely through both protective membranes of bearing walls required to have a fire-resistance rating and walls requiring protected openings shall be protected with through-penetration fire blocks suitable for the method of penetration

**Solution:** Provide through-penetration fire blocks for pipes that penetrate fire rated walls in boiler room and mechanical rooms.

**Item 8:** 1991 UBC, Sec. 3301(c.) & Sec. 3305(d)

**Issue:** (c.) Obstructions shall not be placed in the required width of an exit except projections permitted by this chapter. (d) Exception: Handrails and doors, when fully opened, shall not reduce the required width by more than 7-inches. Other nonstructural projections such as trim and similar decorative features may project into the required width 1-1/2 inches on each side.

**Solution:**

- 1) Remove electric water cooler in County Administrative Offices, cap water and sewer, patch and paint wall.
- 2) Remove existing doors and frame from corridor to the Maintenance Shop. Install new doors and frame that swing into the Maintenance Room.
- 3) Remove existing doors and frame from corridor to the County Computer Room. Install new doors and frame that swing into the County Computer Room. Rework existing ramp to allow for door swing.

**Item 9:** 1991 UBC, Sec. 4305(b)

**Issue:** When a ceiling forms the protective membrane for a fire-resistive floor-ceiling or roof-ceiling assembly, the ceiling shall be without openings in order to protect structural elements.

**Solution:** Repair holes in plaster ceiling in boiler room and mechanical rooms.

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**Item 10:** 1991 UBC, Sec. 608

**Issue:** Every room containing a boiler, central heating plant or hot-water supply boiler shall be separated from the rest of the building by not less than a one-hour fire-resistive occupancy separation. **EXCEPTION:** Boiler, central heating plants or hot-water supply boilers where the largest piece of fuel equipment does not exceed 400,000 Btu per hour input.

- Solution:**
- 1) Provide a new 1 hour rated partition and 20 minute rated doors on hold-open devices at mechanical room in Snack Bar.
  - 2) Provide a new 1 hour rated partition and 20 minute rated doors on hold-open devices at mechanical room in Print Shop.
  - 3) Provide a new 1-hour rated partition and 20 minute rated doors on hold-open devices at EMA mechanical room.

**Item 11:** 1991 UBC, Sec. 3306(h)

**Issue:** When a basement stairway and a stairway to an upper story terminate in the same exit enclosure, an approved barrier shall be provided to prevent persons from continuing on into the basement. Directional exit signs shall be provided as specified in Section 3314.

**Solution:** Provide a self-closing gate barrier at the top of the basement stair. Provide an illuminated exit sign indicating the exit door out of the stair landing.

**FLOORS ONE-THREE (TYPICAL)**

**Item 12:** 1991 UBC, Sec. 3305(g)

**Issue:** Corridor walls / ceiling system require a 1 hour fire rating. Existing walls provide a 1-hour rating, however only extend above the ceiling, therefore not providing the required rating.

**Solution:** Extend walls with gypsum board construction from top of wall to underside of structure above. Work involves new ceilings in corridor and patching and repairing existing adjacent ceilings.

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**Item 13:** 1991 UBC, Sec. 3305(h1)

**Issue:** Corridor openings require a 20 minute fire rating within a 1 hour fire rated wall. The existing aluminum doors and frames, float glass sidelights, and coiling overhead door in the corridor do not provide the required rating.

**Solution:** Remove all doors and frames, and sidelights and install new doors, frames and hardware. Patch walls and repaint area.

**Item 14:** 1991 UBC, Sec. 3305(j)

**Issue:** An elevator lobby is required in front of the elevators with a fire rating of 1 hour.

**Solution:** Provide a new 1 hr rated partition and 20 min. rated doors on hold-open devices at the east and west side of the elevators.

**Item 15:** 1991 UBC, Sec. 3305(e) – Second Floor Only

**Issue:** Corridors should be arranged so it is possible to go in either direction from any point in the corridor to a separate exit, except for dead ends not exceeding 20-feet in length.

**Solution:** Remove door and frame, patch walls and ceiling. Install new door and frame within 20'-0" of the corridor.

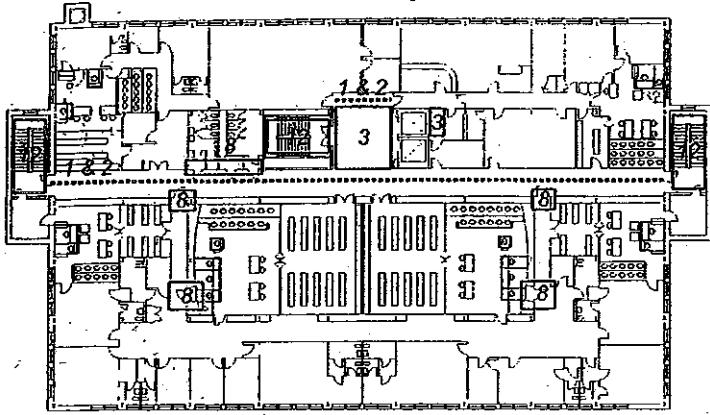
**Item 16:** 1991 UBC, Sec. 3309 (b) – Third Floor Only

**Issue:** Enclosure walls shall not be of less than two-hour fire-resistive construction in buildings four or more stories in height or of Types I and II fire-resistive construction and shall not be of less than one-hour fire-restrictive construction elsewhere.

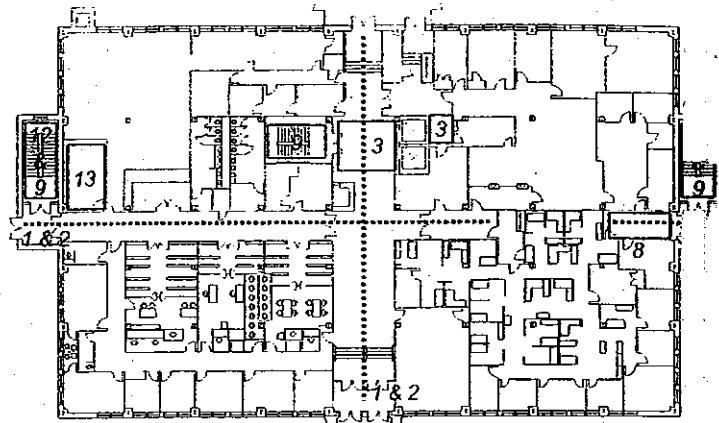
**Solutions:** Provide a 2 hour rated enclosure and one hour door and frame, to separate the third level stair from the mechanical penthouse.

# Scott County Courthouse

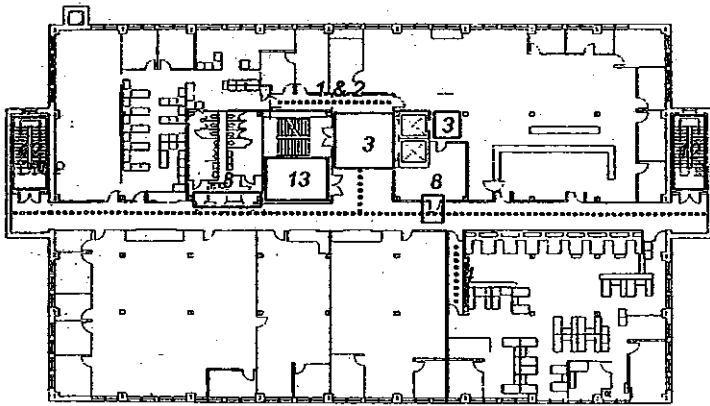
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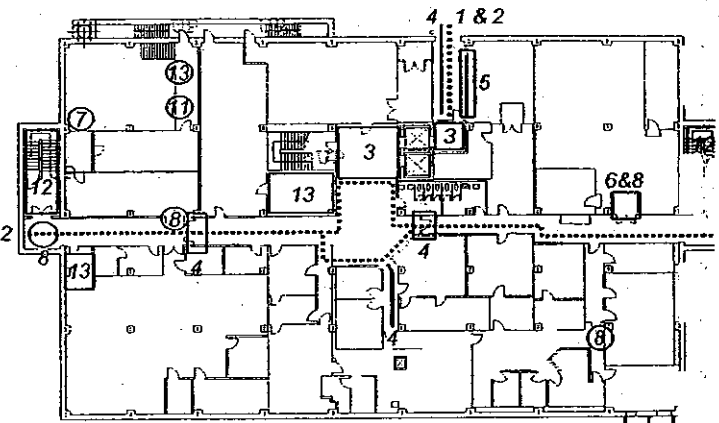
Third Floor Plan



First Floor Plan



Second Floor Plan



Lower Level

**Legend**

- |                                   |                                     |                                  |
|-----------------------------------|-------------------------------------|----------------------------------|
| 1. Corridors 1 hour rating        | 6. Ramp Slope, Hand & Guard Rails   | 11. Storage of Flammable Liquids |
| 2. Corridor doors 20 min rating   | 7. Penetration Fire Blocking/Rating | 12. Stair Fire Rating 2 Hours    |
| 3. Elevator Lobby Required        | 8. Obstructions in Egress Width     | 13. Mechanical Room Fire Rating  |
| 4. Dead End Corridor              | 9. Egress Termination               |                                  |
| 5. Interior Glazing 3/4 hr rating | 10. Storage Under Stairs            |                                  |



## FACILITY MASTER PLAN

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## Accessibility Issues

The 1992 Americans with Disabilities Act (ADA) govern handicapped-accessibility. The ADA covers accessible routes to the building; parking; accessible routes within the building including doors, ramps and elevators; toilet rooms; signage; and public seating. A recent amendment to the ADA, Section 11. Judicial, Legislative and Regulatory Facilities, has been included in the appendix. The following is a floor-by-floor narrative describing the issue, and the potential solution to correct the issue. Please note that some of the issues may be corrected within the proposed future remodeling of the building, however, some issues will still need to be addressed.

### LOWER LEVEL

#### Item 1: ADA, 4.1.3(9)

**Issues:** Accessible means of egress shall be provided in the same number as required for exits by local building / life safety regulations. Where a required exit from an occupiable level above or below a level of accessible exit discharge is not accessible, an area of rescue assistance shall be provided on each such level. A horizontal exit, meeting the requirements of local building / life safety regulations shall satisfy the requirement for an area of rescue assistance.

**Solution:** Provide 30" x 48" areas for the required area of rescue assistance in the exit corridors on the western and eastern sides of the building.

#### Item 2: ADA, 4.1.6 (k)(ii)(e)

**Issues:** Where it is technically infeasible to comply with 4.22 or 4.23, the installation of at least one unisex toilet / bathroom per floor, located in the same areas as existing toilet facilities, will be permitted in lieu of modifying existing toilet facilities to be accessible.

**Solution:** Provide a unisex toilet room in the basement.

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## FIRST FLOOR

### Item 3: ADA, 11.2.1(1)(a)

**Issues:** Courtrooms 1 through 3 are not wheel chair accessible to the public at the spectator seating area. The spectator seating area consists of pew / bench seating.

**Solutions:** Remove one pew / bench in the spectator area providing a 30" x 48" area for a wheel chair. Provide moveable chairs in lieu of the pew / bench to maintain seating capacity.

### Item 4: ADA, 11.2.1(1)(b)

**Issues:** Courtrooms 1 through 3 are not wheel chair accessible to the public at the witness box. The witness box is too small for a wheel chair and is on a raised platform.

**Solutions:** Remove the witness box from the millwork, provide new 5'-6" x 5'-6" witness box with integrated handicapped-accessible lift.

### Item 5: ADA, 11.2.1(1)(b)

**Issue:** Courtroom 2 is not wheel chair accessible to the public at the jury box. The jury box entry is on a raised platform and has fixed seating.

**Solution:** Remove a portion of the front rail of the jury box, platform and 2 fixed chairs. Install new handicapped-accessible lift with integral gate. Provide 2 movable chairs to maintain seating capacity.

### Item 6: ADA, A32.4

**Issue:** The Sheriff's Office reception counter is not handicapped-accessible, the countertop is at 42" AFF.

**Solution:** Rework one of the two positions to provide a writing surface that is 34" AFF and can be approached from a side approach.



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## SECOND FLOOR

### Item 7: ADA, 4.1.3(9)

**Issue:** Accessible means of egress shall be provided in the same number as required for exits by local building / life safety regulations. Where a required exit from an occupiable level above or below a level of accessible exit discharge is not accessible, an area of rescue assistance shall be provided on each such level. A horizontal exit, meeting the requirements of local building / life safety regulations shall satisfy the requirement for an area of rescue assistance.

**Solution:** Provide a 30" x 48" area for the required area of rescue assistance in the exit corridors on the western and eastern sides of the building.

### Item 8: ADA, A32.4

**Issue:** The Clerk of the Court's Office reception counter is not handicapped- accessible, the countertop is at 42" AFF.

**Solution:** Rework one of the positions to provide a writing surface that is 34" AFF and can be approached from a side approach.

### Item 9: ADA, A32.4

**Issue:** The Treasurer's Office reception counter is not handicapped- accessible, the countertop is at 42" AFF.

**Solution:** Rework one of the positions to provide a writing surface that is 34" AFF and can be approached from a side approach.

### Item 10: ADA, A32.4

**Issue:** The City Assessor's Office reception counter is not handicapped- accessible, the countertop is at 42" AFF.

**Solution:** Rework one of the positions to provide a writing surface that is 34" AFF and can be approached from a side approach.

### Item 11: ADA, A32.4

**Issue:** The County Assessor's Office reception counter is not handicapped- accessible, the countertop is at 42" AFF.

**Solution:** Rework one of the positions to provide a writing surface that is 34" AFF and can be approached from a side approach.

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**Item 12:** ADA, A32.4

**Issue:** The Auditor's Office reception counter is not handicapped-accessible, the countertop is at 42" AFF.

**Solution:** Rework one of the positions to provide a writing surface that is 34" AFF and can be approached from a side approach.

**Item 13:** ADA, A32.4

**Issue:** The Recorder's Office reception counter is not handicapped-accessible, the countertop is at 42" AFF.

**Solution:** Rework one of the positions to provide a writing surface that is 34" AFF and can be approached from a side approach.

## THIRD FLOOR

**Item 14:** ADA, 4.1.3(9)

**Issue:** Accessible means of egress shall be provided in the same number as required for exits by local building / life safety regulations. Where a required exit from an occupiable level above or below a level of accessible exit discharge is not accessible, an area of rescue assistance shall be provided on each such level. A horizontal exit, meeting the requirements of local building / life safety regulations shall satisfy the requirement for an area of rescue assistance.

**Solution:** Provide 30" x 48" areas for the required area of rescue assistance in the exit corridors on the western and eastern side of the building.

**Item 15:** ADA, 4.1.6 (k)(ii)(e)

**Issue:** Where it is technically infeasible to comply with 4.22 or 4.23, the installation of at least one unisex toilet / bathroom per floor, located in the same areas as existing toilet facilities, will be permitted in lieu of modifying existing toilet facilities to be accessible.

**Solution:** Provide a unisex toilet room on the third floor.

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**Item 16:** ADA, 11.2.1(1)(a)

**Issue:** Courtroom 1 is not wheel chair accessible to the public at the spectator seating area. The spectator seating area consists of pew / bench seating.

**Solution:** Remove one pew / bench in the spectator area providing a 30" x 48" area for a wheel chair. Provide moveable chairs in lieu of the pew / bench to maintain seating capacity.

**Item 17:** ADA, 11.2.1(1)(b)

**Issue:** Courtrooms 1 through 6 are not wheel chair accessible to the public at the witness box. The witness box is too small for a wheel chair and is on a raised moveable platform.

**Solution:** Remove the witness box and provide a new 5'-6" x 5'-6" witness box with integrated handicapped-accessible lift.

**Item 18:** ADA, 11.2.1(1)(b)

**Issue:** Courtrooms 1 through 6 are not wheel chair accessible to the public at the jury box. The jury box entry is on a raised platform and has fixed seating.

**Solution:** Remove a portion of the front rail of the jury box, platform and 2 fixed chairs. Install new handicapped-accessible lift with integral gate. Provide 2 moveable chairs to maintain seating capacity.

## **BUILDING WIDE**

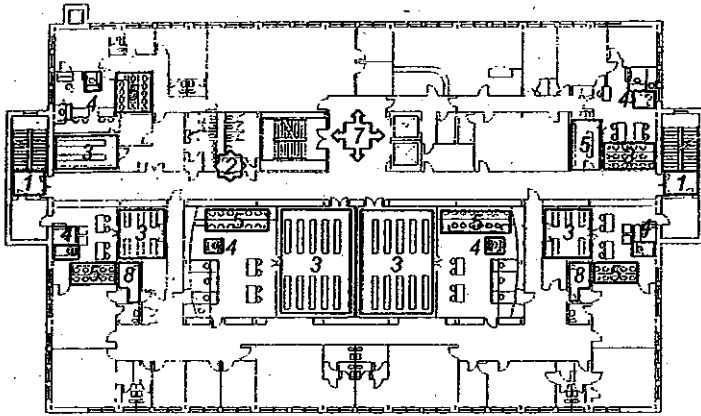
**Item 19:** ADA, 4.1.3(16)(a)(b) & A4.30

**Issue:** Signs which designate permanent rooms and spaces or signs which provide direction to or information about functional spaces of the building are required to comply with 4.30.1 through 4.30.6.

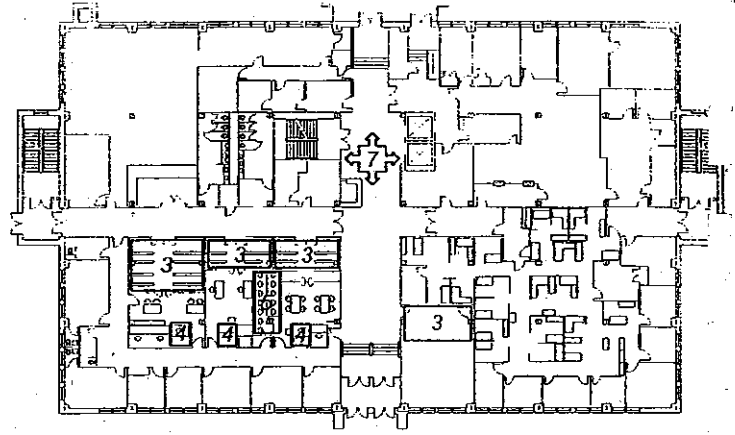
**Solution:** Provide compliant signs throughout the building.

# Scott County Courthouse

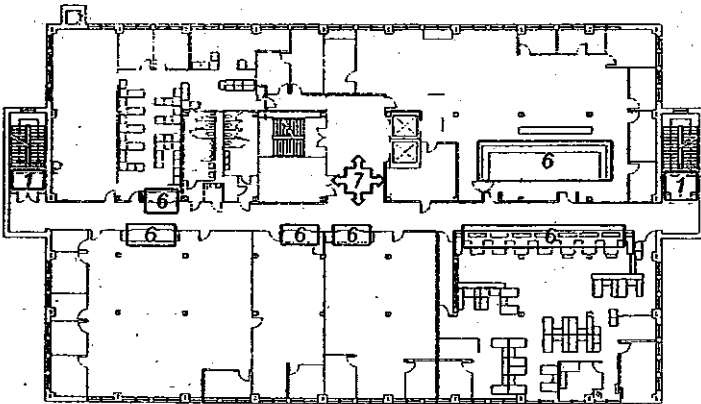
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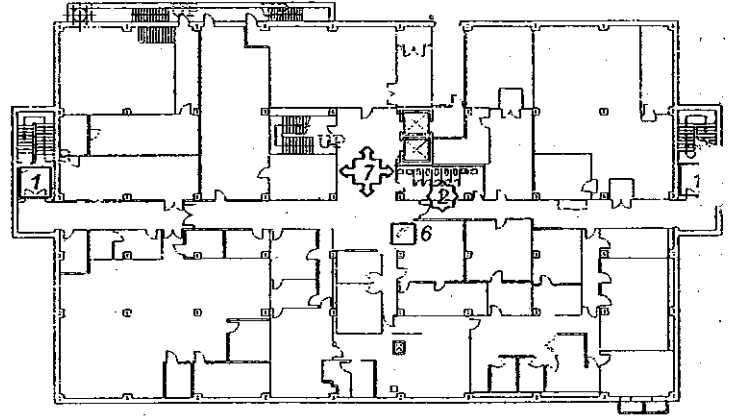
Third Floor Plan



First Floor Plan



Second Floor Plan



Lower Level

**Legend**

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. Area of Rescue Assistance   | 6. Accessible Public Counter   |
| 2. Unisex Toilet Room          | 7. Compliant Interior Signage  |
| 3. Courtroom Spectator Seating | 8. Accessible Prisoner Holding |
| 4. Courtroom Witness Seating   |                                |
| 5. Courtroom Jury Seating      |                                |



## FACILITY MASTER PLAN

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## Environmental Issues

State and federal statutes regulate environmental materials in the building, such as asbestos. The following is a floor-by-floor narrative describing the issue, and the potential solution to correct the issue. Please note that some of the issues may be corrected within the proposed future remodeling of the building, however, some issues will still need to be addressed.

### LOWER LEVEL

**Item 1:** There is 8"x8" asbestos composition floor tile and mastic in the Maintenance Shop and Print Shop.

**Solution:** Abate asbestos tile and mastic. Install new flooring.

**Item 2:** There is asbestos containing pipe insulation in the Boiler Room.

**Solution:** Abate asbestos containing pipe insulation. Install new fiberglass insulation.

**Item 3:** There is asbestos containing insulation on the boiler breaching, and on the boiler insulation jacket.

**Solution:** Abate asbestos containing insulation on boiler breaching and boiler jacket. Install new fiberglass insulation.

### FIRST FLOOR

**Item 4:** There is 8"x8" asbestos composition floor tile and mastic in 3 mechanical rooms.

**Solution:** Abate asbestos containing tile floors in (3) mechanical rooms (360 SF + 216 SF + 30 SF = 606 SF), the telephone equipment room (372 SF), service entry corridor (460 SF), and Clerk of the Court Closet (52 SF). Install new flooring.

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## SECOND FLOOR

**Item 5:** There is 8"x8" asbestos composition floor tile and mastic in 2 mechanical rooms

**Solution:** Abate asbestos containing tile floors in (2) mechanical rooms (240 SF + 308 SF = 548 SF). Install new flooring.

## THIRD FLOOR

**Item 6:** There is 8"x8" asbestos composition floor tile and mastic in 4 toilet rooms and 1 coat closet.

**Solution:** Abate asbestos containing tile floors in (4) toilet rooms (30 + 30 + 45 + 45 = 150 SF) and one coat closet (30 SF). Install new flooring.

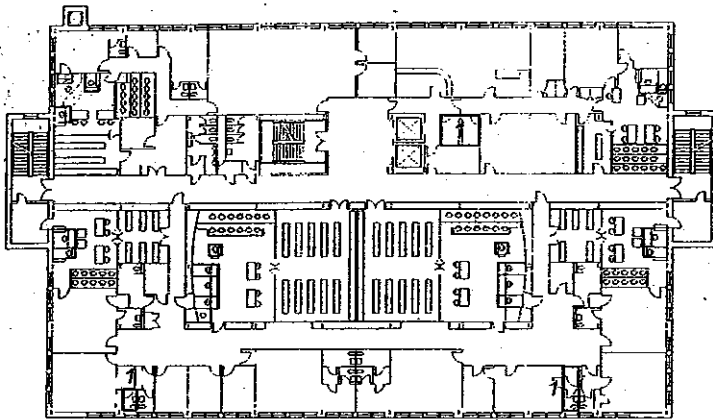
## THROUGHOUT

**Item 7:** There is asbestos insulation on structural members (beams) below the floor deck on 1-3 floors.

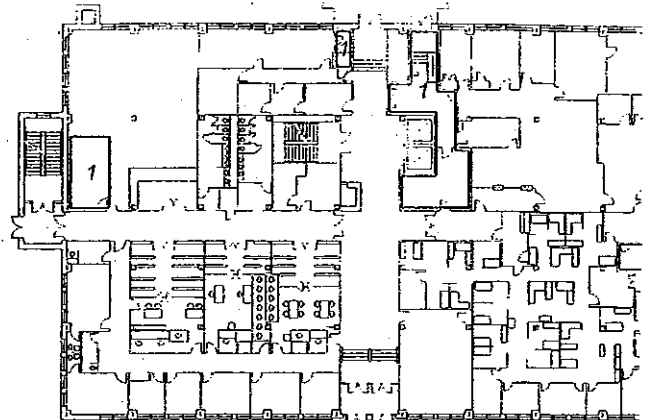
**Solution:** Encapsulate or abate.

# Scott County Courthouse

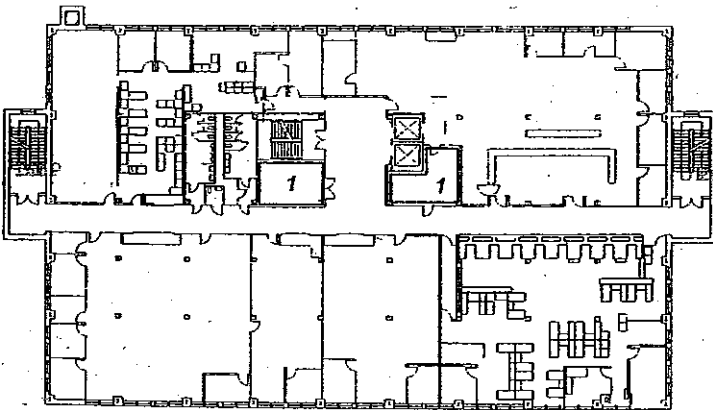
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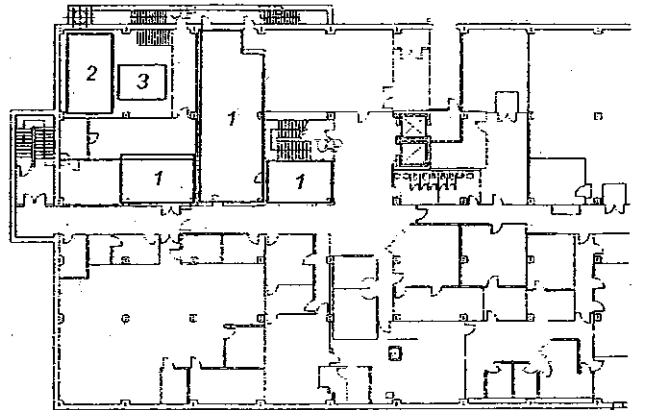
Third Floor Plan



First Floor Plan



Second Floor Plan



Lower Level

**Legend**

- 1. Asbestos Floor Tile Removal
- 2. Asbestos Piping Insulation Removal
- 3. Asbestos Boiler Breaching Removal



## FACILITY MASTER PLAN

# Scott County Courthouse

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## Maintenance Issues

Maintenance issues are defined as building systems that are not structural or life safety related, and include the building enclosure systems and interior finishes. The following is a narrative describing the issue, and the potential solution to correct the issue. Please note that some of the issues may be corrected within the proposed future remodeling of the building, however, some issues will still need to be addressed.

### Building Enclosure System

**Item 1:** Windows throughout the building do not operate properly, and allow air and water infiltration.

**Solution:** Replace windows according with the interior remodeling phasing of the building.

**Item 2:** At Northwest corner of the building, ground water is infiltrating the boiler room.

**Solution:** At the time of this report the County was investigating the causes.

**Item 3:** At the corridor connecting the courthouse to the jail, there is water infiltration from above the ceiling.

**Solution:** At the time of this report the County was investigating the causes.

**Item 4:** Sheet metal roof copings have been caulked at the horizontal joints between the coping piece and are in poor condition.

**Solution:** Replace sheet metal coping with new coping around the complete perimeter of the roof.

### LOWER LEVEL

**Item 5:** Vinyl composition tile in the snack bar and adjacent storage room are in poor condition.

**Solution:** Remove existing vinyl composition flooring and install new vinyl composition flooring in the storage area, install new quarry tile in the snack bar public area and kitchen.



# Scott County Courthouse

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**Item 6:** The suspended ceilings in the Snack Bar and adjacent Storage Room are in poor condition.

**Solution:** Replace suspended ceiling system with new 24-inch by 24-inch acoustical tile ceiling system.

**Item 7:** Carpet tile in the ICIS Computer Room, County Computer Room and Computer Training Room is in poor condition.

**Solution:** Replace carpet tile.

**Item 8:** The exterior walls of the County Computer Room have a visqueen vapor barrier applied to the masonry wall.

**Solution:** Remove the existing visqueen and add a furred-out wall constructed of metal studs, closed cell rigid insulation, visqueen vapor barrier and gypsum board with a vinyl wall covering finish surface.

## FIRST FLOOR

**Item 9:** Carpeting in the Sheriff's Department, County Attorney's Office, Jury Room, Library, and Clerk of the Court is in poor condition.

**Solution:** Replace carpeting.

**Item 10:** 12-inch by 12-inch concealed spline ceiling system in the Judicial Offices, Library, Jury Room, judicial corridor, and Remote County Attorney Office is discolored and has lost its acoustical value.

**Solution:** Replace 12-inch by 12-inch concealed spline ceiling system with new 24-inch by 24-inch suspended acoustical tile ceiling.

**Item 11:** Waiting / Conference Room plaster ceiling has many cracks due to the vibrating of the mechanical equipment in the room above.

**Solution:** Remove existing plaster ceiling and install new 24-inch by 24-inch suspended acoustical tile ceiling.

# Scott County Courthouse

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## SECOND FLOOR

**Item 12:** Carpeting in the County Assessor and City Assessor Office is in poor condition.

**Solution:** Replace carpeting.

## THIRD FLOOR

**Item 13:** Carpeting in the Small East Courtroom #2 is in poor condition.

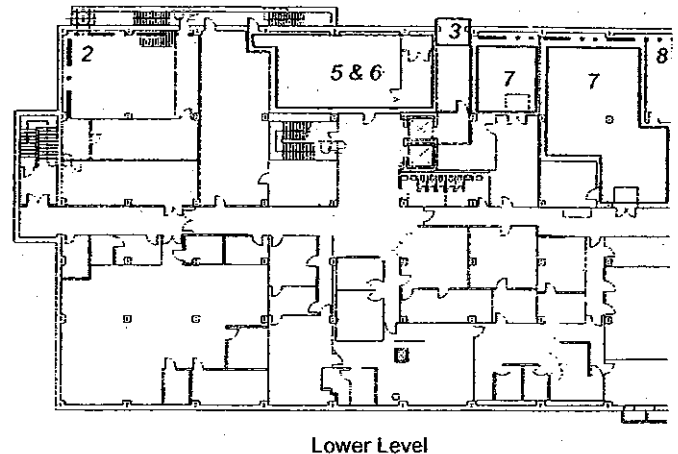
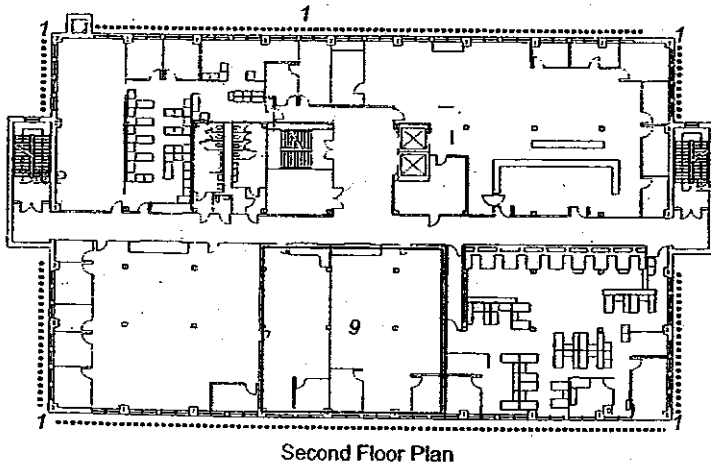
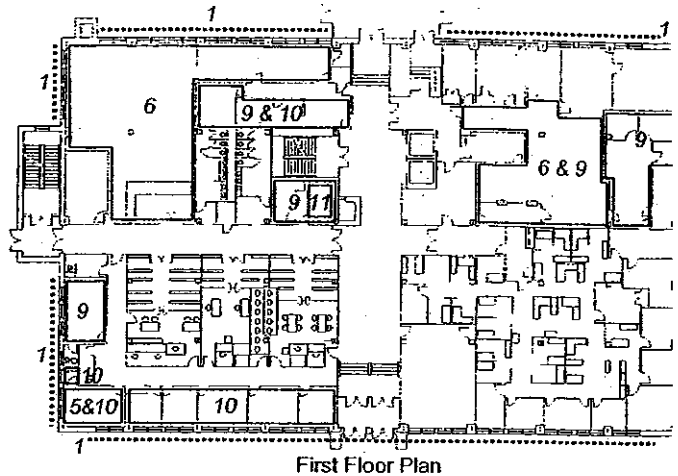
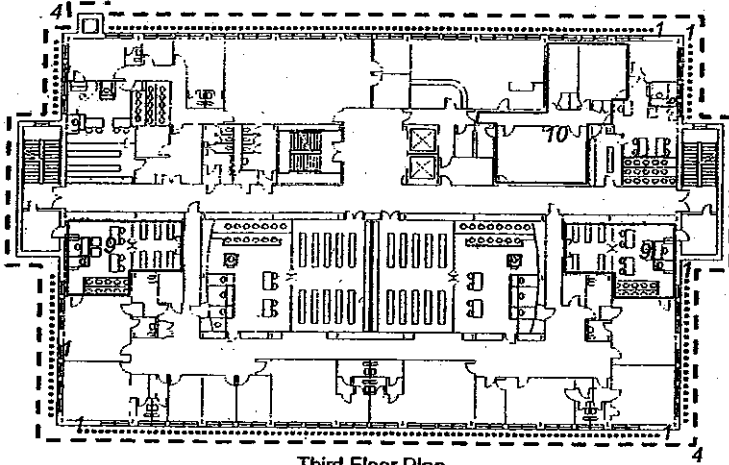
**Solution:** Replace carpeting.

**Item 14:** 12-inch by 12-inch concealed spline ceiling system in all the courtrooms, Jury Room, northeast judicial chambers, private corridor at Jury Room, and court administrators office are discolored and have lost its acoustical value.

**Solution:** Replace 12-inch by 12-inch concealed spline ceiling system with new 24-inch by 24-inch suspended acoustical tile ceiling.

# Scott County Courthouse

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**Legend**



- |                                 |                                    |                                 |
|---------------------------------|------------------------------------|---------------------------------|
| 1. Window Replacement           | 6. Suspended Ceiling Replacement   | 11. Plaster Ceiling Replacement |
| 2. Ground Water Infiltration    | 7. Carpet Tile Replacement         |                                 |
| 3. Water Infiltration           | 8. Furred Out Wall / Vapor Barrier |                                 |
| 4. Roof Coping Replacement      | 9. Carpet Replacement              |                                 |
| 5. Vinyl Floor Tile Replacement | 10. 12x12 Ceiling Tile Replacement |                                 |

## FACILITY MASTER PLAN

# Scott County Courthouse

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## 1983 Jail Addition

A detailed review of this building was not conducted as part of this study. The following notes regarding the physical conditions, capacities and systems (engineering and architectural) are reproduced here from a previous study of the Scott County Jail:<sup>1</sup>

*"The 1983 addition and remodel are the older linear type cell arrangement that require guards to periodically circulate to each cell, allowing very little time at each cell. This is a poor inmate management type and has little control over activities in the cells and increased liability and suicides.*

*"The constraints of the physical size and structural arrangement of the existing buildings will not permit gutting of the building to build new efficient housing pods.*

*"The heating, ventilating and air-conditioning systems were designed for 97 inmates and have difficulty keeping up with the current number of inmates.*

*"The food service and laundry areas were designed for 90 to 120 inmates and are currently used for twice that many."*

This study referenced a "separate study prepared by the County" which indicated that by removing the interior non-bearing walls, the existing Jail would provide good space in an excellent location for needed Courthouse and storage expansion.

## Functional Evaluation

The Scott County Courthouse has served the needs of the courts and county administrative departments for more than 40 years. Over that time frame, the operational requirements of the courts, court-related agencies, and county departments have changed. In addition, the caseload, number of judicial positions, and court-related personnel required to handle the caseload within the court system have increased, creating serious space shortfalls and crowded conditions within the courthouse.

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<sup>1</sup> Scott County Jail Needs Assessment / Feasibility Study, Huskey & Associates, Inc. 1997. PP. C-1 and C-2

# Scott County Courthouse

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Probably the largest impetus for the development of the current plans for the Scott County Courthouse and the related projects at the Bicentennial Building is the need for additional space for courts and court-related agencies. After more than two decades of "compaction," there are a number of extremely pressing needs for the courts and court-related agencies. Additional space is needed to accommodate the newly appointed District Judge to the Seventh Judicial District. Space requirements for this position will include the need for courtroom areas (courtroom, attorney/client conference, public waiting, jury deliberation, chambers and court-related staff areas, and additional witness-waiting areas). The new courtroom suite should be built to provide appropriate prisoner, public, and private separations, sufficient public waiting, and appropriate relationships and adjacencies to the clerk's office, and other court-related agencies.

Additional space is needed to accommodate the functions of the ½-time District Judge position that will be operating from the Scott County Courthouse beginning in 1999. Compounding this problem is the likely addition within one year of another District Judge to the bench in Scott County, with its series of attendant space needs and spatial adjacency requirements. At the same time, there are significant space shortfalls in the offices of the County Attorney, the Clerk of Courts, the Sheriff's Department and other agencies.

One of the primary directives in developing the plan for the Scott County Courthouse was to reuse the existing Scott County Courthouse for court functions for the Seventh Judicial District. Several inherent conditions exist in the current Scott County Courthouse which are inconsistent with current planning standards for state and county courts.

The spacing between columns in the building measures approximately 20 feet on-center to a maximum of 25 feet on-center. This creates unobstructed areas of approximately 500 square feet between columns. Due to the requirements for accessibility of physically challenged courtroom parties, attorneys, witnesses, or jurors, current standards for non-jury courtrooms typically prescribe the need for columns spaced 30 or more feet apart, at minimum<sup>2</sup>. More importantly, current standards for courtroom design for jury courtrooms (required for the District Courts

<sup>2</sup> **The Courthouse: Planning and Design Guidelines.** Hardenbergh, Griebel, et. al., NCSC. 1999.

# Scott County Courthouse

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the District Courts and at least one of the District Associate courtrooms) promote minimum clearances of 34-36 feet within the courtroom, meaning that columns should be spaced approximately 35-38 feet on-center.

This means that any planning for additional or modified courtrooms within the Courthouse must be designed around existing columns, requiring compromises in layout or function, or existing columns must be removed to open larger bays for courtrooms.

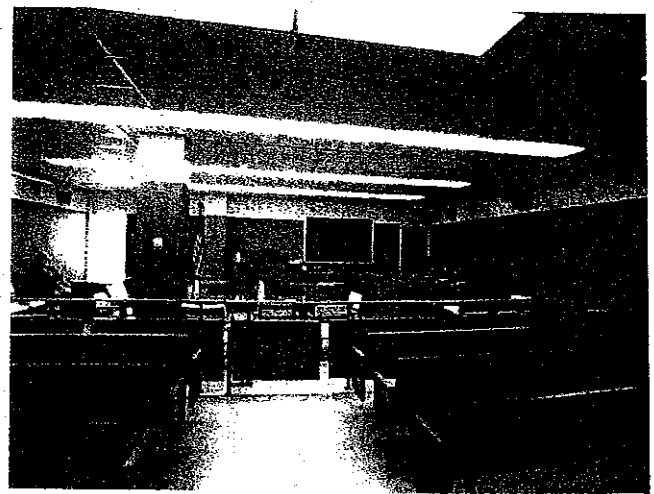
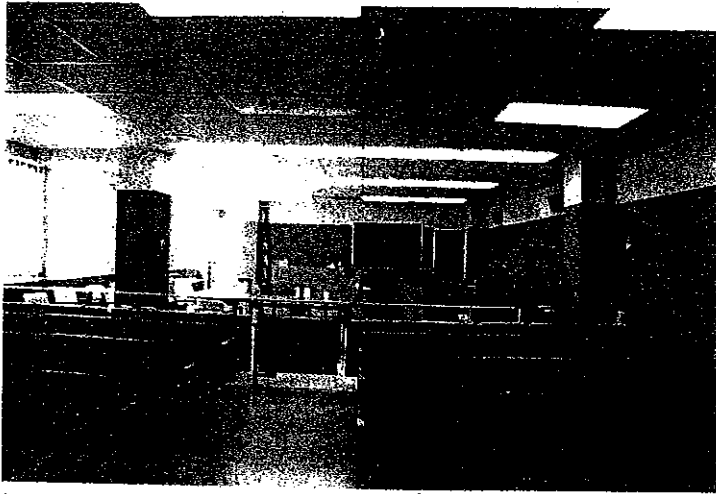
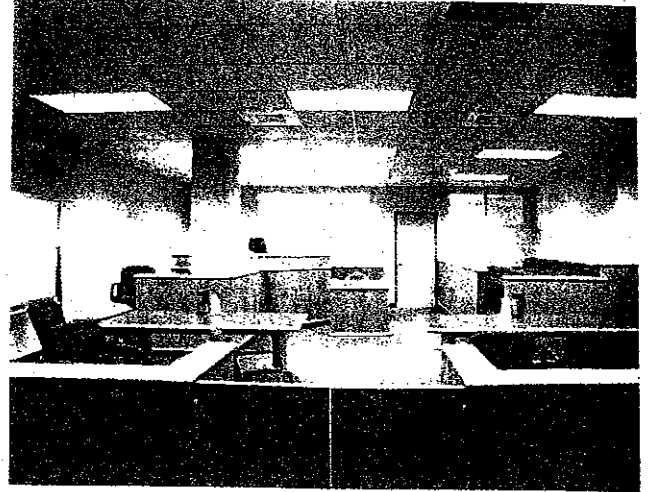
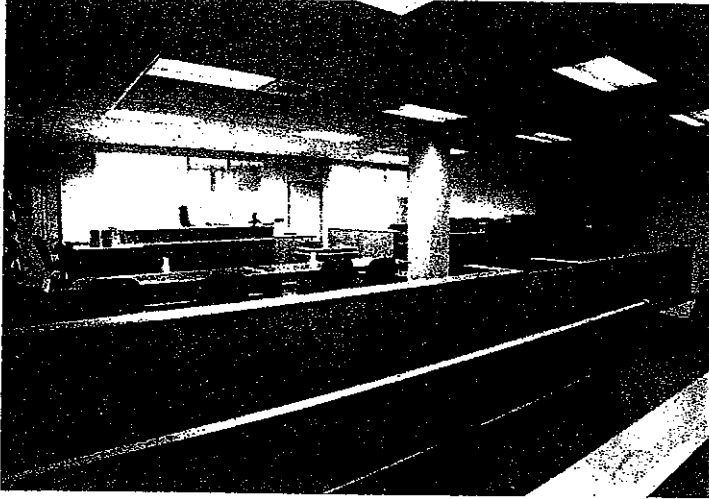
The HLM Design Team first investigated the potential for removing columns on the Third Level of the courthouse, looking to remove columns, use transfer beams to transfer roof loads to other columns and/or the exterior wall, and create larger bay spacings for courtrooms on the Third Floor. This strategy appeared to have the best potential for success, since the original exterior design of the building called for a stone façade. It seemed possible that the foundation and footings on the exterior of the building might be able to support additional loads due to the transfer. After review, an HLM structural engineer determined that columns could not be easily or inexpensively removed, since:

- a) The roof structure itself was concrete and represented a significant dead load; and
- b) The footings under the interior columns which would support half of the additional load were loaded to capacity and would not be able to handle any additional load, even though the exterior foundation and footings could indeed support additional load.

In reviewing methods to accommodate courtrooms within the current structural grid, the HLM Design team visited courthouses in Blackhawk, Johnson, Linn, and Polk Counties in an effort to provide information on how other Iowa counties were addressing similar deficiencies in their existing courthouses. Several courtrooms are pictured below, five with columns located within courtrooms. In discussions with judges and court administrators at these facilities, the respective impact of the columns within the courtrooms on the function and image of the respective rooms varied from "small" to "very significant obstruction."

# Scott County Courthouse

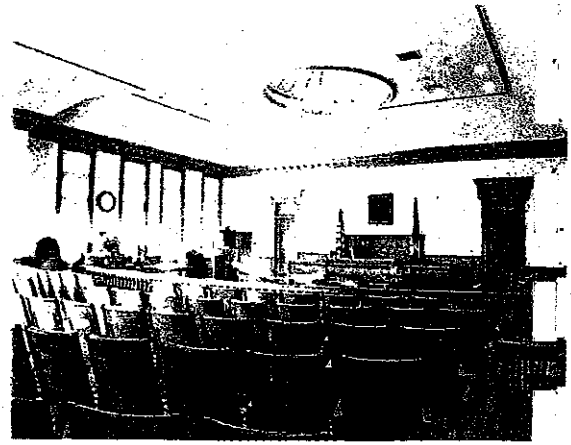
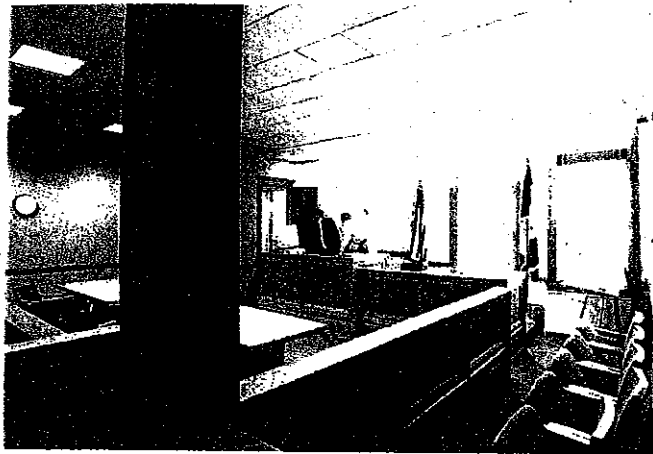
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## FACILITY MASTER PLAN

# Scott County Courthouse

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# Scott County Courthouse

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The pictures also illustrate several historic and symbolic courtrooms. Planning and design for future courts for Scott County should never lose sight of the importance of the image of the courts – the sense of dignity, solemnity and respect which should be conveyed through the architecture and interior design of the courts.

The challenge for future reuse of the courthouse lies in the careful development of courtroom designs that place columns in the least obstructive position, typically at the front corner of the jury box farthest from the judge and closest to the public seating, while meeting other access, seating, and operational requirements. In some cases, the orientation of the courtrooms could be “turned” 90 degrees to fit between the widest possible column span. The final Master Plan includes a series of recommendations for court design and reconfiguration of the courtrooms on the first and third floors.

**Second**, the existing Scott County Courthouse was designed without clear and complete separation of circulation systems for the public, private (judicial/staff), and prisoners. This situation has not changed over the past decade, and the same deficiencies exist today as were documented in the 1987 Scott County Courthouse Master Plan Report:

*With the exception of the south side of the third floor, the Scott County Courthouse was built to be office space, in which separation of circulation patterns is generally not a concern. The original courtrooms on the third floor were designed without holding cells for prisoners, so there was not a secure circulation pattern leading to the courtrooms in the original design, nor is there now a means to integrate a truly secure circulation pattern to the existing holding cells on the third floor. The first floor was originally office space, and was divided into four quadrants by the main corridors leading to four entrances to the building. Presently, the county attorney and sheriff have merged across this corridor on the east side of the building, whereas the corridor on the west side of the first floor is used primarily as waiting areas and public queuing space for courtrooms and the clerk. Ideally, the secure circulation should be impenetrable by all but the sheriff's court security staff and should allow secure vertical transport of prisoners from one courtroom floor to the next without crossing a private or public corridor between the point of sheriff's custody of defendants within the court facility and the courtroom. This ideal pattern cannot be achieved in the Scott County Courthouse because of the quadrant circulation pattern on the first floor, the single elevator core accessible by the public and private users, and the*

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FACILITY MASTER PLAN

# Scott County Courthouse

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*separation of the courtrooms which precludes consolidation of holding cells shared between pairs of courtrooms. The constraints of existing circulation patterns are inherent in the physical layout of the building and must simply be tolerated by the courts as long as they occupy this building. The separation of public and private circulation is also inhibited by the physical layout of the building but, in some cases, can be remedied by the re-assignment of existing spaces such as the witness-waiting and court reporters spaces on the third floor and the provision of public waiting in the current magistrates office on the first floor, which would eliminate the need for the public to wait in private corridors. Surveillance of public and private corridors also falls under the responsibility of the sheriff, yet this task is made most difficult with multiple entrances to the building and the lack of definitive separation between public and private corridors.*<sup>3</sup>

Please refer to the detailed discussion of planning requirements for Courthouse Security included in Section Three of this report.

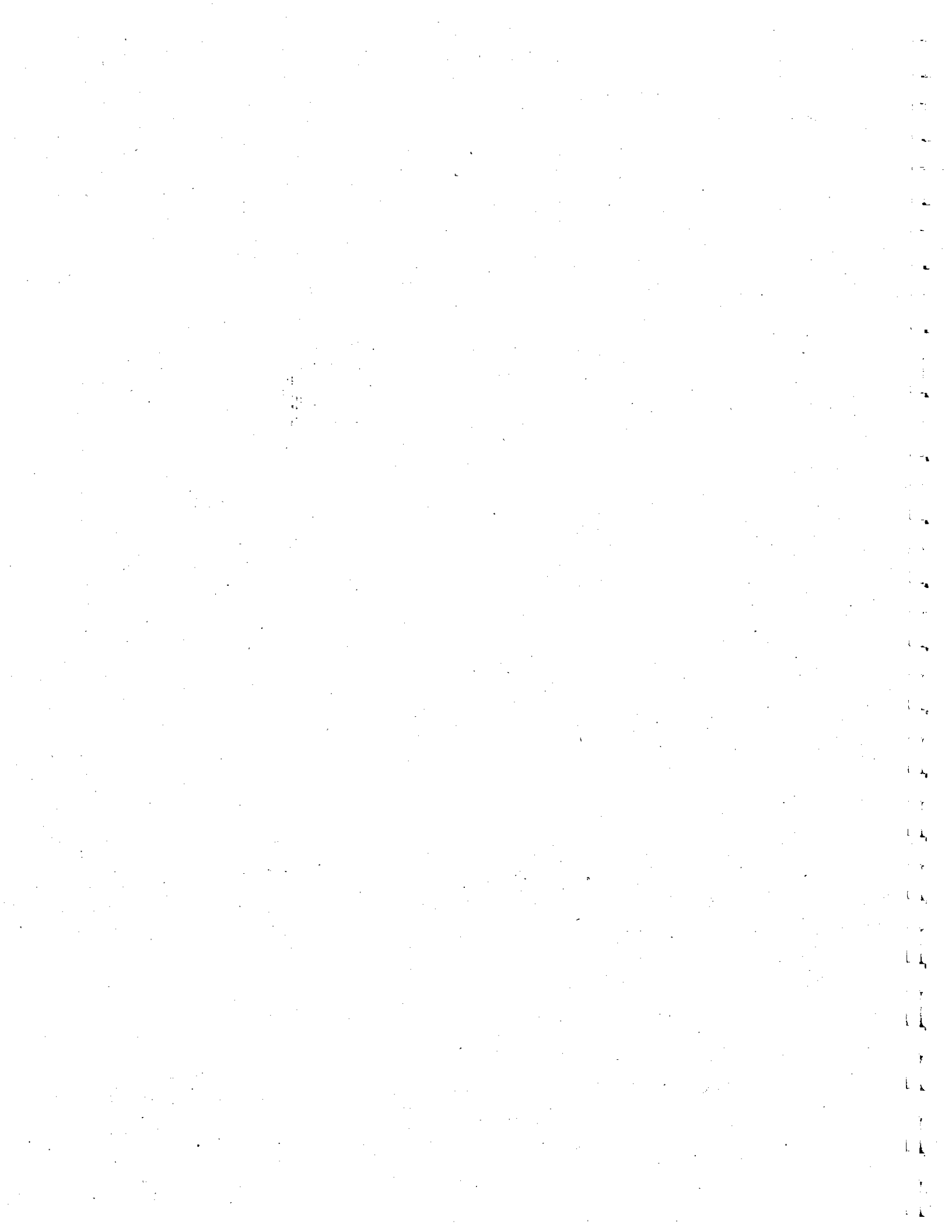
*Solving the inherent problems with the overlapping security zones and indistinct circulation systems is a primary thrust of the proposed Master Plan. It will require significant attention throughout all phases of the renovation, and full separation of prisoner, private and public areas -- with isolated and separated circulation systems for each type of movement -- will not be achieved until the final phase of the Master Plan is complete and new criminal courtrooms are provided with appropriate prisoner access, separation and holding areas.*

In the meantime, the proposed Master Plan provides for a continuous improvement in security zoning and separation in each phase of renovation, and will incrementally move the courts and county toward appropriate design for security and operational separations.

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<sup>3</sup> Final Report, Scott County Courthouse Master Plan. Space Management Consultants. 1987. P. 2.06.

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# Scott County Courthouse

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## *Section Five* **Caseload and Staff Projections**

### **Introduction**

Presented in this section of the report are historical caseloads for the District, District Associate, and Magistrate Courts in Scott County, analyses of historical and current trends in case filings, and projections of caseloads, estimated judicial position requirements, and related staffing requirements for the courts and court-related agencies in five-year increments from the year 2005 through 2015.

The purpose of this section of the report is to establish the database from which to identify present facility needs and to project future needs on a time-phased schedule extending to 2020.

Long-term projections of likely growth in the Scott County Judicial system were developed using a system modeling method. Historical changes in population, caseload, judicial positions and staffing were analyzed, and adjustments were made based on historical and anticipated operational and policy changes. Future growth was projected for anticipated caseloads, future judicial position requirements, and court-related staffing requirements using a combination of time series/trend analysis, population ratio methods, and linear regression (least squares) analysis.

Third, short-term (three to five-year) staffing requirements for space planning were estimated based on anticipated reported staff requirements (from departmental interviews and meetings conducted during April and May 1999). Mid- and long-range projections of staff increases were developed based on analysis of anticipated caseload growth, and resultant agency or departmental workloads.

Support space requirements were estimated based on review of current and "standard" space distributions, and factored increases were developed for each agency based on ratios to personnel growth. General or shared support space requirements for the project were estimated based on input by departmental representatives and direction by County representatives.

# Scott County Courthouse

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## Summary of Findings

Figure 5.1 summarizes historical and projected population for Scott County. In 1970, the population of the County was approximately 143,130. By 1998, the population of the County had increased to approximately 158,600, equal to an annual rate of 860 new residents per year. Over the next 22 years, the population is projected to reach approximately 177,680 residents, at an overall growth rate of 867 residents per year.

The application of statistical forecasting techniques to available current and historical data has resulted in a range of future scenarios of court caseload and judicial position requirements. These alternate projections are summarized below, and suggest that future court facilities for Scott County should be planned to accommodate an increase in judicial positions from 11 judicial positions today (8 District, 2 District Associate, and 1 full-time Magistrate positions) to 13 judicial positions by the year 2015 and 14 positions by the year 2020.

Please note that any caseload projection should be approached with caution. Projection methodologies must make assumptions about future events; these assumptions must be based on the probability of their occurrence. Therefore, projections represent best estimates of expected court activity given present information and methods. They should not be interpreted independent of the overall context of the jurisdiction and of the community.

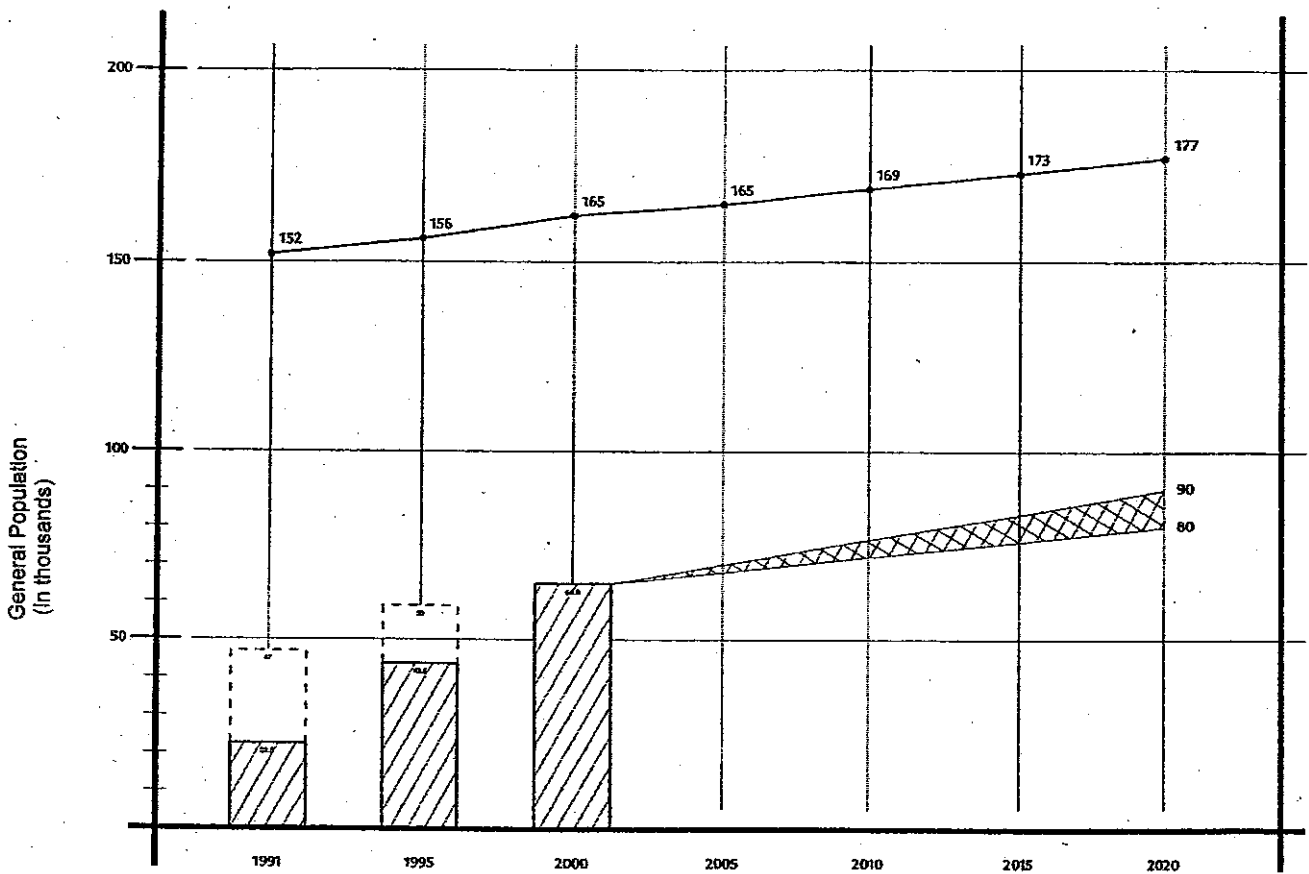
Figures 5.1 and 5.2, following, summarize population and caseload projections for the Scott County courts and related agencies. Tables 5.1, 5.2, and 5.3 summarize historical and projected case filings for the District Courts, District Associate, and Magistrate courts, by case type.



# Scott County Courthouse

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Figure 5.2: Total Historical and Projected Case Filings





# Scott County Courthouse

## DAVENPORT IOWA

**Table 5.1: Summary of Recent Case Filing Information (Aggregate Data)**

Scott County, IA (7th Judicial District)  
Summary of Recent Case Filing Information

	Case Filings								Total Change 1991-98	Percent Change 1991-98	Annual Rate of Change (Avg.)	Low Rate per 1,000 Gen. Pop.	High Rate per 1,000 Gen. Pop.	Comments	
	1991	1992	1993	1994	1995	1996	1997	1998							
<b>Total General Population</b>	151,925	152,878	153,830	154,782	155,734	156,687	157,639	158,591	6,666	104.4%	0.63%				
<b>Total Case Filings</b>	22,493	23,878	29,256	38,474	43,684	62,485	63,206	60,639	38,146	269.6%	24.2%				Various factors
<i>Rate per 1,000 Population</i>	148	156	190	249	281	399	401	382	234	258.3%	22.6%	148	401		Overall system caseload rate & impact of change in reporting of simple misdemeanor cases and Other misdemeanors
<b>Total Case Filings (NIC Simp M)</b>	13,563	14,696	17,445	19,548	18,544	19,073	17,567	19,564	6,001	144.2%	6.3%				General system growth rate, w/ of change in reporting of simple misdemeanor cases and Other misdemeanors
<i>Rate per 1,000 Population</i>	89	97	113	126	119	121	111	123	34	138.2%	5.5%	89	126		
<b>Total Case Filings (NIC SM/OIM)</b>	11,867	12,843	14,444	15,600	14,998	14,501	12,879	14,599	2,732	123.0%	3.3%				Primary growth in other felon and law/equity cases
<i>Rate per 1,000 Population</i>	78	84	94	101	96	95	82	92	14	117.9%	2.6%	78	101		
<b>District Court (NIC Probate)</b>	4,327	6,031	7,102	7,757	6,684	7,195	6,761	6,298	1,971	145.6%	6.5%				
<i>Filings per 1,000 Population</i>	28	39	46	50	43	46	43	40	11	139.4%	5.6%	28	50		
<i>Judicial Positions</i>	10	10	10	10	10	11	11	11	1	110.0%	1.4%				
<i>Filings/Judicial Position</i>	433	603	710	776	652	654	615	573	140	132.3%	4.6%	433	776		Primary caseload growth in especially OIM
<b>Associate Court (incl. Juvenile)</b>	3,550	3,824	4,913	6,013	5,317	6,043	5,552	6,832	3,282	192.5%	13.2%				
<i>Filings per 1,000 Population</i>	23	25	32	39	34	39	35	43	20	184.4%	12.1%	23	43		
<b>Other Indictables, OWIs</b>	2,894	3,144	4,080	5,326	4,435	5,157	5,552	5,793	2,899	200.2%	14.3%				
<i>Juvenile</i>	538	564	698	595	763	740	0	863	325	160.4%	8.6%				
<i>Other Cases</i>	52	35	52	38	41	32	0	68	16	130.8%	4.4%				
<i>Termination of PR</i>	66	81	83	54	78	114	0	108	42	163.6%	9.1%				
<i>Judicial Positions</i>	3	3	3	3	3	3	3	3	0	100.0%	0.0%				
<i>Filings/Judicial Position</i>	1,183	1,275	1,638	2,004	1,772	2,014	1,851	2,277	1,094	192.5%	13.2%				
<b>Magistrate Court</b>	4,620	4,219	4,549	5,014	5,339	4,648	5,252	5,237	617	113.4%	1.9%				
<i>Filings per 1,000 Population</i>	30	28	30	32	34	30	33	33	3	108.6%	1.2%	28	34		Increase partially due to change reporting; actual growth may be rate (still high growth rate)
<b>Simple Misdemeanor</b>	6,630	8,982	11,811	18,926	25,140	43,472	45,639	41,075	32,145	450.0%	51.4%				
<i>Filings per 1,000 Population</i>	59	59	77	122	161	277	290	259	200	440.6%	48.7%	59	290		
<b>Small Claims</b>	4,620	4,219	4,549	5,014	5,339	4,648	5,252	5,237	617	113.4%	1.9%				
<i>Filings per 1,000 Population</i>	30	28	30	32	34	30	33	33	3	108.6%	1.2%	28	34		
<b>Mental Health</b>	59	79	73	49	50	72	0	62	3	105.1%	0.7%				
<i>Filings per 1,000 Population</i>	0	1	0	0	0	0	0	0	0	100.7%	0.1%	0	1		

## FACILITY MASTER PLAN

# Scott County Courthouse

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**Table 5.2: Summary of Recent Case Filing Information (By Case Type)**

Scott County, IA (7th Judicial District)  
Summary of Recent Case Filing Information

Filings, by Case Type	Case Filings								Total Change 1991-98	Percent Change 1991-98	Annual Rate of Change (Avg.)	Low Rate per 1,000 Gen. Pop.	High Rate per 1,000 Gen. Pop.	Comments	
	1991	1992	1993	1994	1995	1996	1997	1998							
<b>Civil</b>	3,516	5,135	5,008	5,751	5,049	5,386	5,349	4,839	1,323	197.6%	5.4%				
Filings per 1,000 Population	23	34	33	37	32	34	34	31	7	191.8%	4.5%	23	34		
Dissolution	1,133	1,131	1,144	1,152	1,281	1,289	1,188	1,195	62	105.5%	0.8%				
Support	692	934	417	1,559	1,155	1,816	1,821	1,084	392	156.6%	8.1%				
Domestic Abuse	100	296	501	850	833	735	828	842	742	842.0%	106.0%				Rapid growth between 1991-1995 since 1995
Other Equity/Law	1,532	2,725	2,903	2,156	1,746	1,705	1,671	1,674	142	109.3%	1.3%				
Appeals/Small Claims	59	49	43	34	34	41	40	44	-15	74.6%	-3.6%				
<b>Criminal</b>	3,695	3,998	5,065	7,295	6,071	6,967	6,967	7,241	3,556	196.5%	13.8%				
Filings per 1,000 Population	24	26	39	47	39	44	44	46	21	188.2%	12.6%	24	47		
OWI (1st/2nd)	1,121	1,027	1,001	1,269	786	963	834	704	-417	62.8%	-5.3%				
Other Ind. Misd.	1,696	2,053	3,001	3,948	3,546	4,112	4,688	4,965	3,269	292.7%	27.5%				Consistent, dramatic growth over
Filings per 1,000 Population	11	13	20	26	23	26	30	31	20	280.4%	25.8%	11	31		
OWI (3rd+)	66	51	56	83	80	56		93	27	140.9%	5.6%				
Other Felonies	791	852	1,985	1,969	1,635	1,803	1,413	1,445	654	182.7%	11.8%				
Appeals (S. Misd)	0	2	0	0	1	1	2	3	3	NA	NA				
<b>Total Simple Misdemeanor</b>	8,500	8,982	11,811	16,926	25,140	43,472	45,639	41,075	32,145	460.0%	51.4%				Due to change in reporting
Filings per 1,000 Population	59	59	77	122	161	277	290	259	200	440.6%	48.7%	59	290		
<b>Small Claims</b>	4,620	4,219	4,549	5,014	5,339	4,648	5,252	5,237	617	113.4%	1.9%				
<b>Juvenile</b>	538	564	698	595	763	740	0	863	325	160.4%	8.6%				
Filings per 1,000 Population	4	4	5	4	5	5	0	5	2	153.7%	7.7%	4	5		
Delinquency	420	393	455	396	513	463		601	181	143.1%	6.2%				
CHINA	118	171	243	199	248	277		262	144	222.0%	17.4%				
FINA	0	0	0	0	2	0		0	0	NA	NA				
Interstate Compacts	0	0	0	0	0	0		0	0	NA	NA				
<b>Term. Of Parental Rights</b>	66	81	83	54	78	114	0	108	42	163.6%	8.1%				
Filings per 1,000 Population	0	1	1	0	1	1	0	1	0	156.8%	8.1%	0	1		
Cases Filed	66	81	83	54	78	114		108	42	163.6%	9.1%				
Hearings	103	81	107	98	140	197		363	260	352.4%	36.1%				
<b>Mental Health Commitments</b>	394	342	337	294	418	344	0	433	39	109.9%	1.4%				
Filings per 1,000 Population	3	2	2	2	3	2	0	3	0	105.3%	0.8%	2	3		
District Court	20	44	109	37	0	0		14	-6	70.0%	-4.3%				
Associate Court	52	35	52	38	41	32		68	16	130.8%	4.4%				
Magistrates	59	79	73	49	50	72		62	3	105.1%	0.7%				
Referees	263	184	103	170	327	240		289	26	189.9%	1.4%				
<b>Probate</b>	744	557	705	545	826	814	0	843	99	113.3%	1.9%				
Filings per 1,000 Population	5	4	5	4	5	5	0	5	0	108.5%	1.2%	4	5		
Trustships	14	19	17	2	33	30		20	6	142.9%	6.1%				
Guardianships/Conserv.	115	91	119	96	99	92		112	-3	97.4%	-0.4%				
Estates Opened	615	452	568	447	694	691		711	96	115.6%	2.2%				
Contested Trials	0	1	1	0	0	1		0	0	NA	NA				

# Scott County Courthouse

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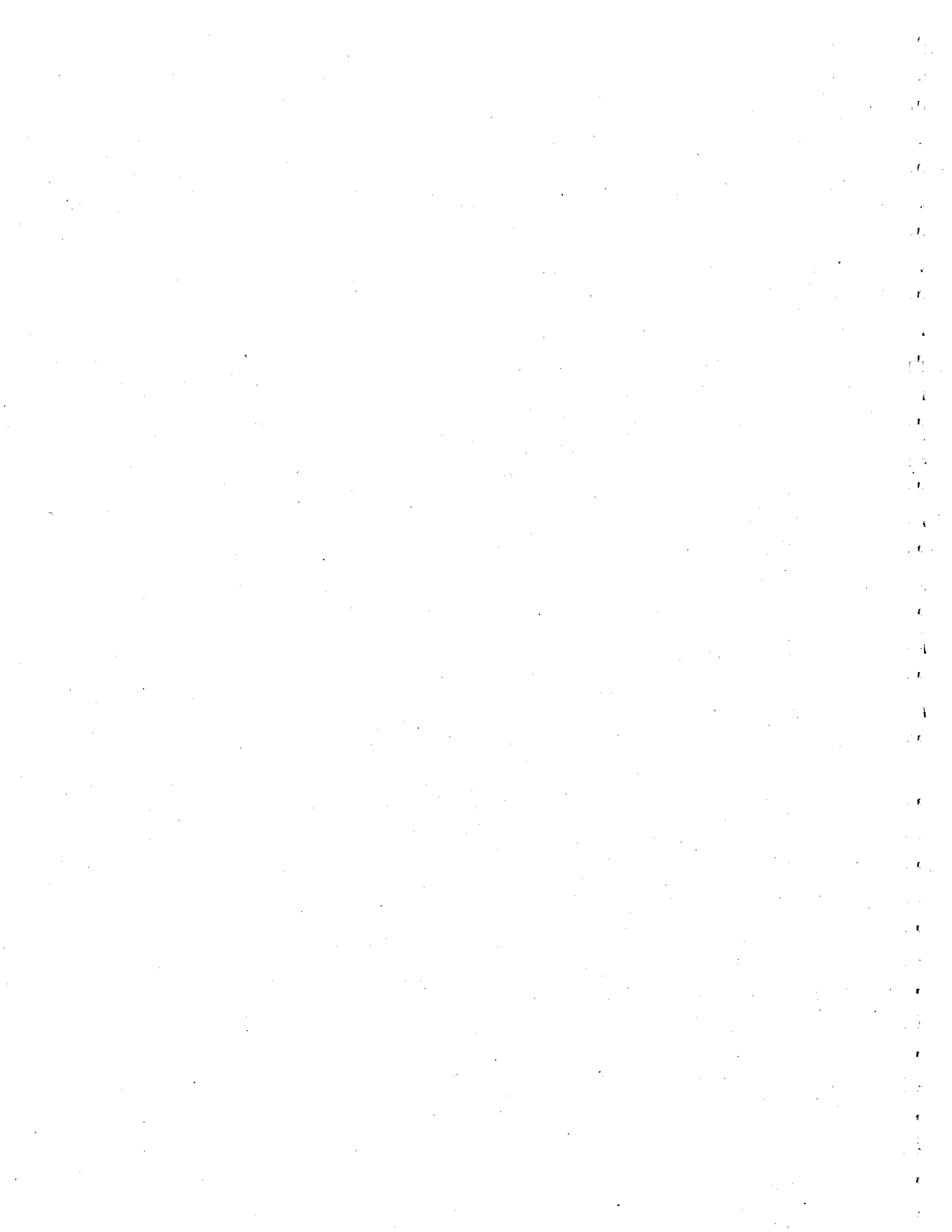
**Table 5.3: Summary of Caseload (Filing) Projections**

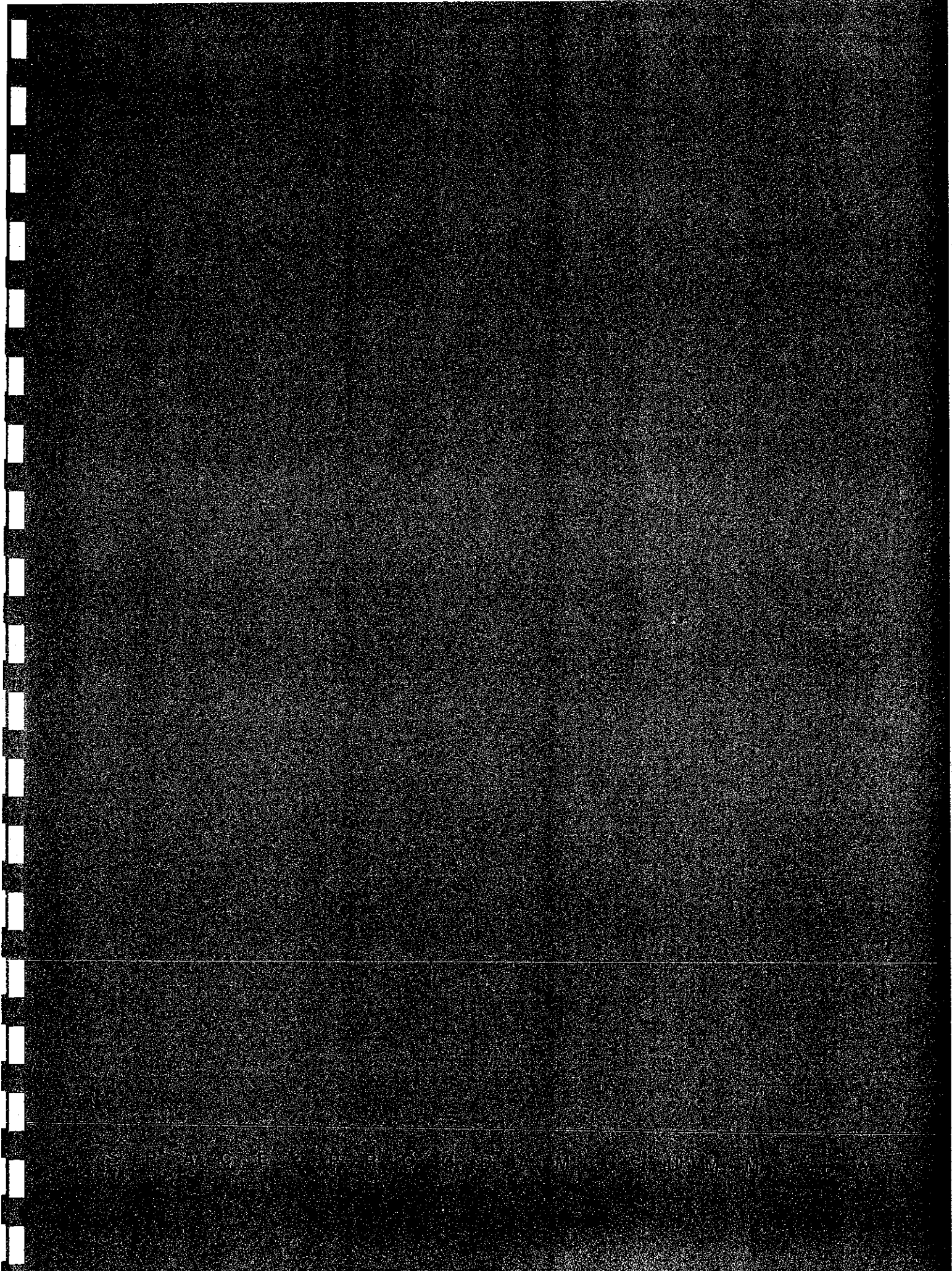
Scott County, IA (7th Judicial District)  
Summary of Recent Case Filing Information

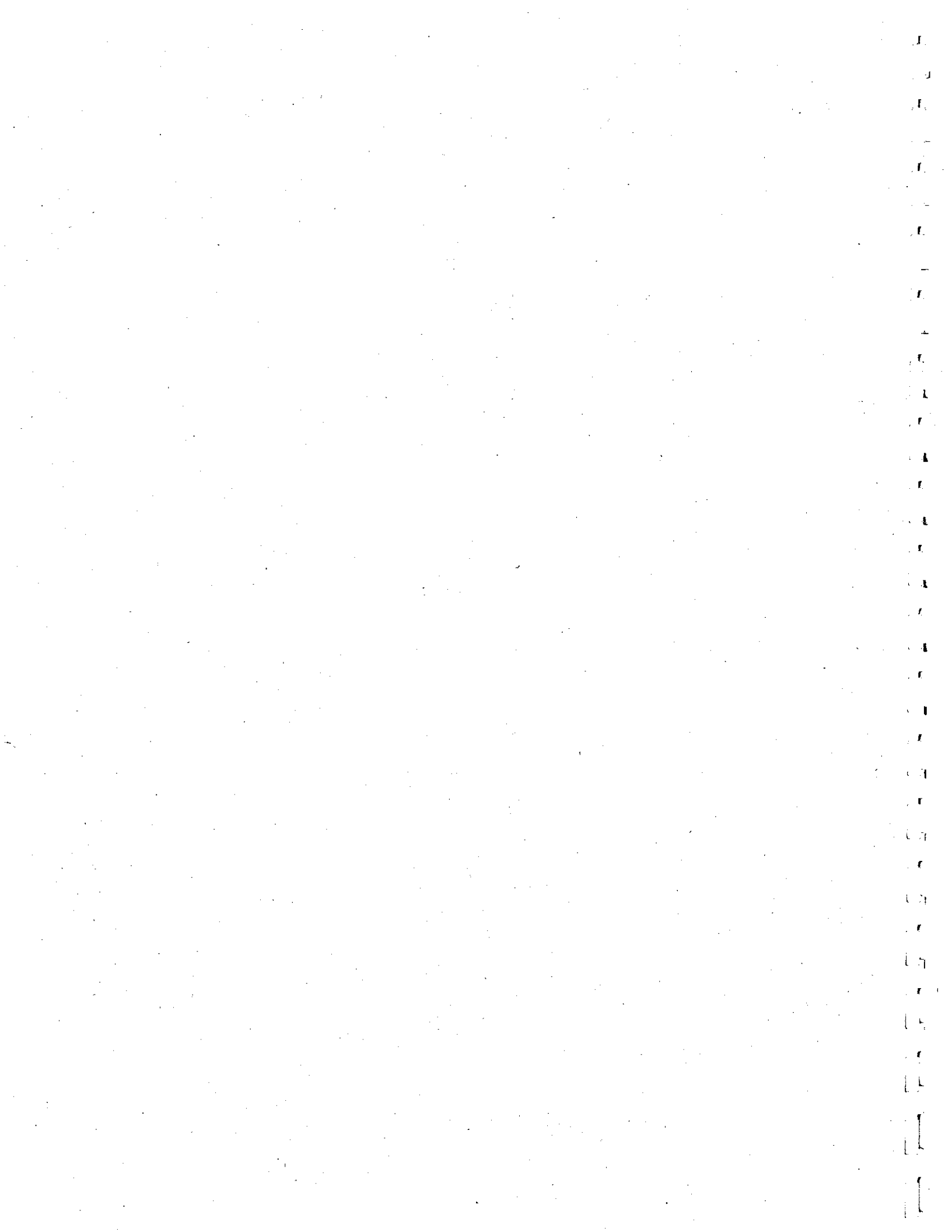
	Case Filings							Total Change 1991-98	Percent Change 1991-98	Annual Rate of Change (Avg.)	Low Rate per 1,000 Gen. Pop.	High Rate per 1,000 Gen. Pop.	Comments
	1991	1992	1993	1994	1995	1996	1997						

Scott County, IA (7th Judicial District)  
Summary of Caseload (Filing) Projections

Category	Historical / Projected Case Filings							Total Change 2000-2020	Percent Change 2000-2020	Annual Rate of Change (Avg.)	Estimated Rate per 1,000 Gen. Population	Comments	
	1991	1995	1998	2000	2005	2010	2015						2020
<b>Total General Population</b>	151,925	155,724	158,591	161,850	165,580	169,400	173,520	177,680	15,730	109.7%	0.5%		
Secondary Estimate													Source: Woods and Poole Estimates Census Bureau Projections (IA State)
<b>A - Total Case Filings</b>	22,493	43,684	60,639										
Ratio Method (Low, 96-98 (382))				61,865	63,252	64,711	66,285	67,874	6,009	109.7%	0.5%		B+ C (below)
Ratio Method (High, 96-98 (401))				64,842	66,398	67,929	69,562	71,250	6,308	109.7%	0.5%		B + D + E (below)
Method One: Separate SM/Total Filings				65,705	71,501	78,147	84,474	90,812	25,107	138.2%	1.9%		
Method Two: Separate SM+OIM+Total				66,769	73,356	79,993	86,712	93,441	26,672	139.9%	2.0%		
Average of Methods				64,820	68,726	72,895	76,763	80,844	16,024	124.7%	1.2%	455	
<b>B - Simple Misdemeanor Filings</b>	8,930	25,140	41,075										
Linear Regression				50,260	72,320	96,184	140,444	142,302	91,843	282.7%	9.1%		Has held between 41K and 46 K for past years
Linear Regression (limited period)				45,628	57,010	68,392	79,774	91,156	45,529	199.8%	5.0%		
Ratio Method (Low - 50 cases/1K Pop)				9,566	9,768	9,966	10,298	10,489	928	109.7%	0.5%		Not valid - reflects previous method of recording simple misd. cases
Ratio Method (Avg. of 3 yr. Period)				44,536	45,535	46,585	47,718	48,862	4,326	109.7%	0.5%		3-year average of 275 cases/1K pop
Ratio Method (High - 290 cases/1K Pop)				46,966	48,018	49,126	50,321	51,527	4,562	109.7%	0.5%		
Average of Methods				45,710	50,188	54,701	59,271	63,849	18,139	139.7%	2.0%	359	
<b>C - Total Case Filings (NIC Simp M)</b>	13,563	18,544	19,564										
Linear Regression				21,279	25,565	29,852	34,139	38,425	17,146	180.6%	4.0%		
Ratio Method (Low - 89 cases/1K Pop)				14,444	14,797	15,072	15,449	15,844	1,400	109.7%	0.5%		Has been above 111 for past six years
Ratio Method (Avg. of 8 yr. Period)				18,500	18,711	19,142	19,608	20,078	1,777	109.7%	0.5%		
Ratio Method (High - 126 cases/1K Pop)				20,406	20,863	21,344	21,864	22,388	1,982	109.7%	0.5%		
Average of Methods				19,995	21,713	23,446	25,203	26,964	6,969	134.9%	1.7%	152	
<b>D - Other Indictable Misdemeanor Filings</b>	1,696	3,546	4,965										
Linear Regression				5,899	8,234	10,569	12,904	15,239	9,340	258.3%	7.9%		
Ratio Method (Low - 11 cases/1K Pop)				1,784	1,824	1,863	1,909	1,964	173	109.7%	0.5%		Has increased annually
Ratio Method (Avg. of 8 yr. Period)				3,569	3,640	3,727	3,817	3,909	345	109.7%	0.5%		
Ratio Method (High - 126 cases/1K Pop)				5,344	5,464	5,590	5,726	5,863	519	109.7%	0.5%		
Average of Methods				5,622	6,849	8,080	9,315	10,551	4,930	187.7%	4.4%	59	
<b>E - Total Case Filings (NIC SIMOI Misd)</b>	11,867	14,998	14,589										
Linear Regression				15,380	17,331	19,283	21,235	23,186	7,806	150.6%	2.5%		
Ratio Method (Low - 78 cases/1K Pop)				12,632	12,816	13,243	13,636	14,068	1,227	109.7%	0.5%		Has been above 90 for 9 years
Ratio Method (Avg. of 8 yr. Period)				14,576	14,902	15,246	15,617	15,991	1,416	109.7%	0.5%		
Ratio Method (High - 113 cases/1K Pop)				16,357	16,724	17,109	17,526	17,946	1,589	109.7%	0.5%		
Average of Methods				15,437	16,319	17,213	18,126	19,041	3,604	123.5%	1.2%	107	







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## *Section Six* **Space Program Summary**

The following Space Program Summary outlines the overall space requirements of the Scott County courts and court-related agencies over the next 10-20 years, based on projections of caseload and personnel growth outlined in Section Four, above.

Table 6.1 summarizes space requirements for each agency, including net, departmental and building gross area. Column one totals summarize current existing areas occupied by each department or function. The second column outlines space requirements for the department based on functional needs, including some additional spaces that are required but not provided within the current spaces occupied by the department. Columns 3, 4, 5 and 6 summarize estimated space requirements for each agency or department for the next 3, 5, 10 and 15 years, based on the projections of caseload and personnel growth described in Section Five of this report.

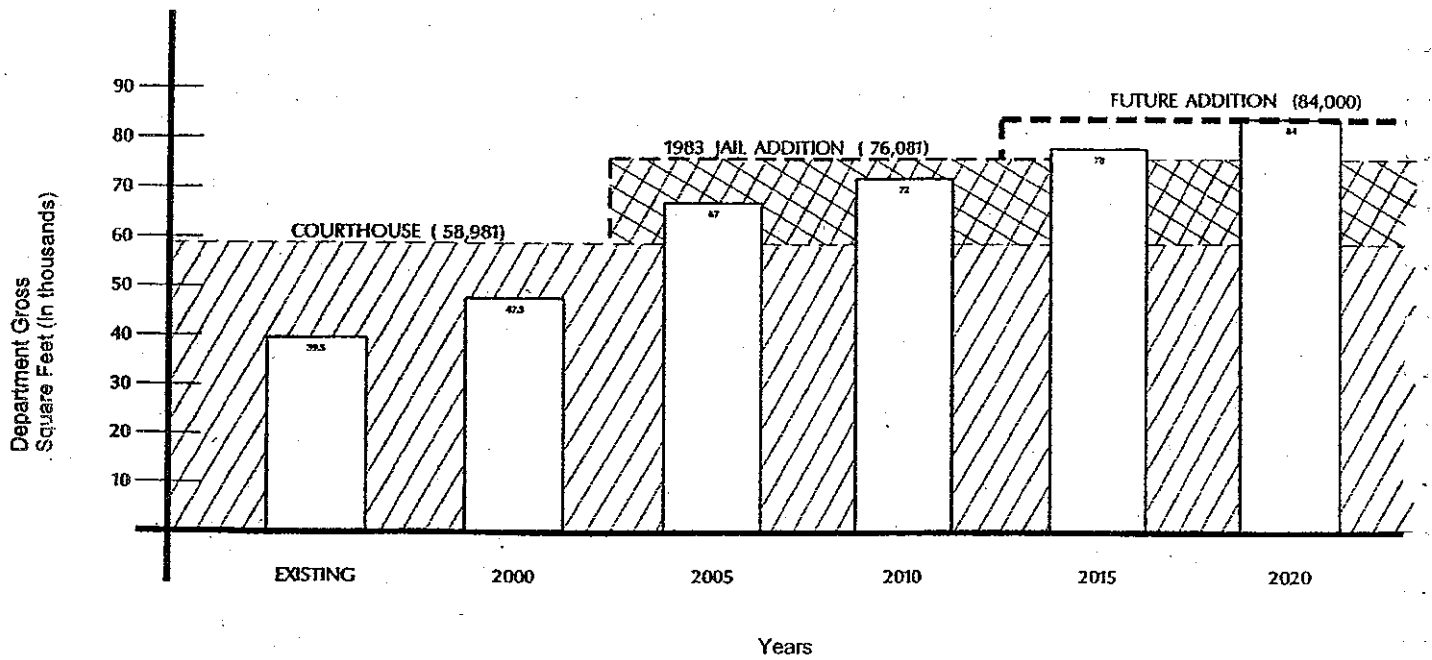
		Departmental Area Requirements (DGSF)				
		Existing Area	To "Std"	2005 Req'd	2010 Req'd	2020 Req'd
A.	District Courts	14,409	17,895	25,765	29,083	35,718
B.	Associate Courts	4,820	6,283	10,826	10,826	10,826
C.	Court Administration	1,291	1,483	3,476	3,866	4,646
D.	Clerk of the Court	6,250	7,803	10,083	10,847	12,375
E.	County Attorney's Office	4,070	5,524	6,828	7,277	8,173
F.	Sheriff's Department	3,100	3,101	4,427	4,626	5,026
G.	Juvenile Court Services	4,840	4,479	4,921	5,411	6,391
<b>Project Totals</b>		<b>39,456</b>	<b>47,413</b>	<b>67,172</b>	<b>72,781</b>	<b>84,000</b>

The following graphic summarizes space requirements for the Scott County courts and court-related agencies for the next 5, 10, 15, and 20 years, and compares these requirements with available space (departmental gross area) in the existing courthouse and the 1983 Annex Building.

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Figure 6.1 Space Requirements and Existing Building Capacities





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## Terms and Definitions

### **Building Gross Area or Building Gross Square Feet (BGSF)**

The Building Gross Area is defined as the total area assigned to all building areas, including all Departmental Gross Areas as defined below, plus the additional area occupied by public building corridors, elevator lobbies and shafts, stairways and dedicated exit corridors, mechanical chases, mechanical rooms, columns and exterior wall thicknesses. For new construction project, the factor includes an allowance for HVAC, electrical, and plumbing system distribution and access spaces.

### **Component Gross Area or Departmental Gross Square Feet (DGSF)**

The Component Gross Area is defined as the area assigned to a primary use for an individual functional component or department confined within definable perimeters. This floor area includes all Net Areas as defined below, plus any additional area within the departmental perimeter occupied by internal partitions, columns, pipe chases, internal circulation pathways, fixed obstructions and one-half of the thickness of perimeter partitions directly related to the departmental use.

For this project, factors ranging from 1.10 to 1.5 have been applied to the sum of the net area requirements of individual spaces to determine respective Departmental Gross Area Requirements. These factors were assigned on the basis of average size and configuration of individual spaces and the anticipated configuration and width of internal circulation and walls.

### **Net Area or Net Square Feet (NSF)**

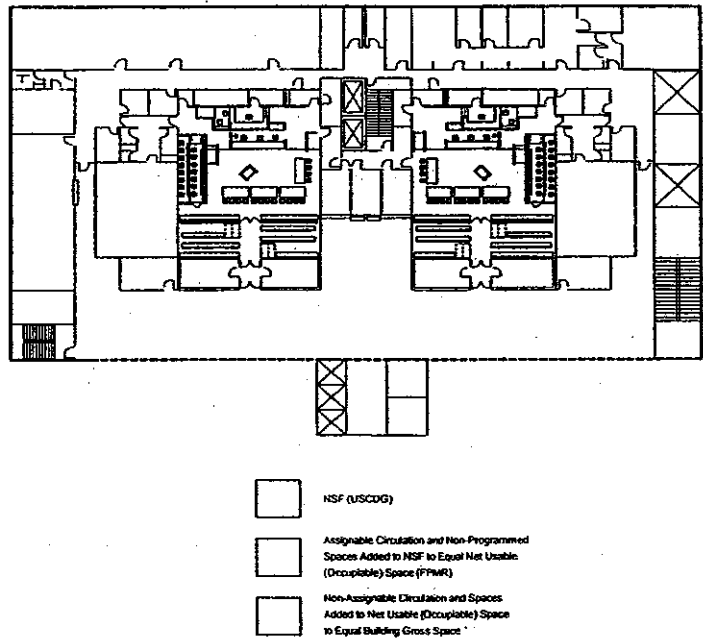
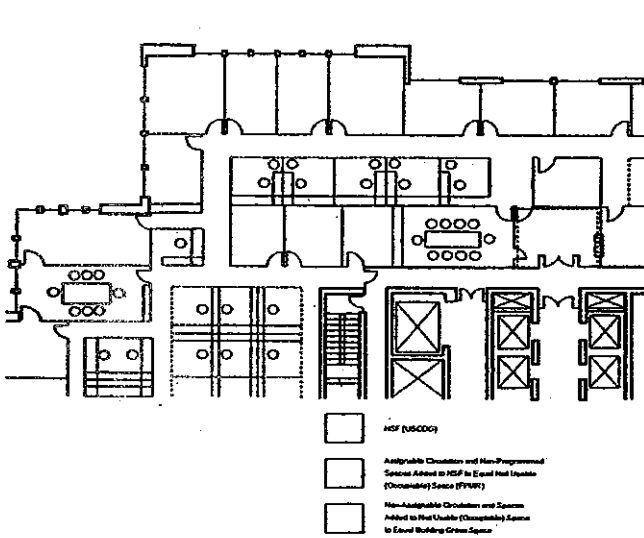
The required Net Area for each space is defined as the unobstructed floor area assigned to a primary use for an individual space within a defined perimeter. This floor area does not include the thickness of perimeter partitions or any area within the perimeter that is occupied by partitions, columns, pipe chases, corridors, or fixed obstructions to occupancy.

The following diagrams illustrate the assignment of Net, Departmental Gross, and Building Gross Areas in typical office and court floor areas.

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**Figure 6.2** Graphical Illustrations of Net and Gross Areas (Court and Office Areas)



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## **Office and Support Space Standards**

Effective and appropriate workplace standard guidelines are developed in response to the functional needs of personnel and their activities, and are based on estimated ranges of furniture and equipment requirements, degree of auditory and visual privacy required, and accommodation of visitors or special task stations. These requirements are also influenced by general furniture industry standards, attention to a general building planning module, and use of compatible constant dimensions for proper office layout.

Areas requiring full-height partitions create a special problem in planning building interiors — full-height construction is affected by ceiling conditions such as lighting and diffuser patterns. In addition, areas enclosed by full-height partitions create special conditions when located at exterior walls, and the relationship of the interior partitions to the exterior glass mullions and columns should be carefully planned.

As a result, closed offices and support spaces should conform to a basic planning module. After a review of module options, Scott County has adopted a 2' by 2' planning module for interior office planning, and the HLM Planning Team has developed a series of proposed full-height office and support space modules for interior planning of the Scott County Courts and related agencies.

Based on previous planning studies and design experience with similar projects, the HLM Planning Team has identified a set of Preliminary Unit Space Standards to be used in the development of projected space requirements for the Scott County Courts and court-related agencies. In the development of these standards, office and space standards used for previous work within Scott County were reviewed, and space standards were established for consistent use on this and other Scott County projects.

The consistent application of these guidelines to similar functions and levels of responsibility helps ensure that space is planned in an equitable manner. Since only full-height construction is specifically affected by ceiling conditions such as lighting and diffuser patterns, only private offices fully honor the building module.

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## Categories

Space Standards were developed for the following types of spaces:

- Personnel Work Spaces, or assigned personal work areas, including private offices, shared workstations, cubicle work areas and open workstations.
- Office Support Spaces, or day-to-day support spaces for individual agencies and departments, including conference areas, reception areas, file and reproduction work areas, storage and supply areas, etc.
- Courtrooms and Support Spaces, including criteria for courtrooms, public areas, staff areas, and "in-custody" holding and support areas.
- Building Support Areas common to all agencies and the Courts as a whole. Included in this grouping are general staff and storage areas, etc.

The following narrative and illustrations briefly describe standard personnel and support space standards developed for this project. Please note that all drawings represent preliminary assignments only, and will be used to determine total building volume. Where shown, furnishings have been indicated to provide a reference for scale only.

## Illustrations

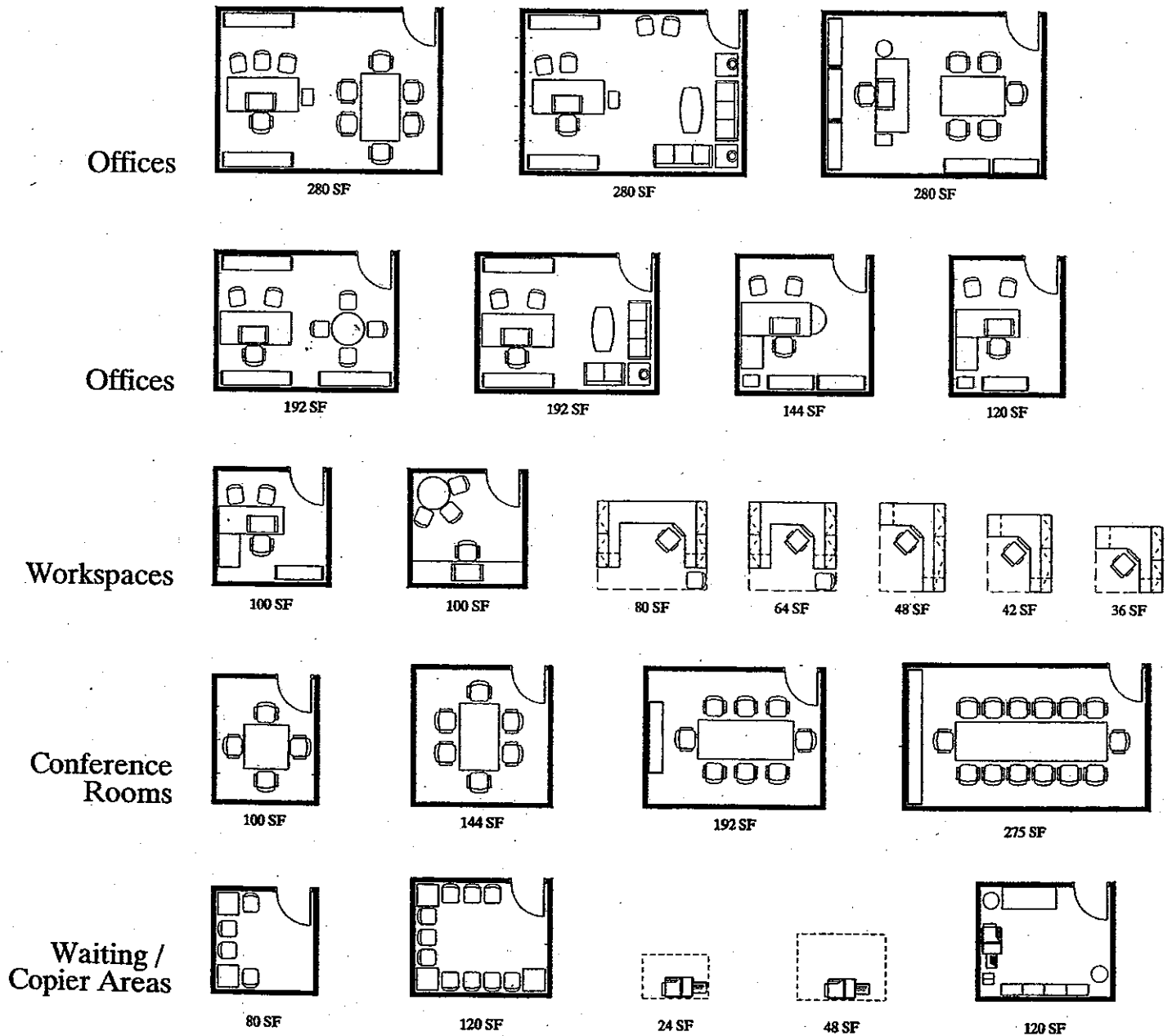
Figure 6.3, overleaf, illustrates typical space standards for:

- Various types of private offices and workstations for the Scott County Courts and court-related agencies; and
- Typical office support spaces for the Scott County courts facilities master plan. Office support spaces, or day-to-day support spaces for individual agencies and departments, include conference areas, reception areas, file and reproduction work areas, storage and supply areas, etc.

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**Figure 6.3 Office and Support Space Standards**



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**PERSONNEL WORK SPACES**, listed by type, area, description, and general assignment.

*"A" Office* -- 280 net square feet (approximately 14' by 20'). The "A" office is a private office, having a large desk with credenza, casual seating area and conference table with 6-8 guest chairs, under-credenza storage, and several bookcases. The "A" office has been assigned to elected officials in Scott County, including the County Attorney, the Sheriff, and the Clerk of the Court. Judicial chambers are similar in size, but are provided with a small closet for robing and an attached restroom.

*"B" Office* -- 192 net square feet (approximately 12' by 16'). The "B" office is a private office with a large desk, credenza, optional wall-mounted storage units, guest chairs and small casual seating area or small conference table with 3-4 chairs, undercredenza storage and place for one or two bookcases or file cabinets. The "B" office has been assigned for use by appointed officials in Scott County.

*"C" Office* -- 144 net square feet (approximately 12' x 12'). The "C" office is a private office with a standard desk, side work area and/or credenza, optional wall-mounted storage units, 2-3 guest chairs, and one or two bookcases or file cabinets. The "C" office has been assigned for use by Assistant County Attorneys, Deputy Chief positions for departments with more than 10 staff, and others.

*"D" Office* -- 120 net square feet (approximately 12' by 10'). The "D" office is a private office with a desk, side workarea and/or credenza with storage units below, wall-mounted units above, and 2-3 guest chairs. The "D" office has been assigned for use by court reporters, Deputy Chief positions of smaller departments, and others.

*"E" Workstation or office* -- 100 net square feet (approximately 10' by 10'). Large open-office or smallest enclosed office workarea, with desk/primary worksurface, side and/or back worksurface, storage units below with partition or wall-mounted units, 2-3 guest chairs. Assignments: Supervisor, senior analyst/professional, investigators.

*"F" Workstation* -- 80 net square feet (approximately 8' by 10'). Partitioned or open-office workstation, desk with side- and back-worksurfaces, 0-1 guest chairs, file and desk storage. Assignment: Professionals, senior clerk (special assignments and/or supervisory) and executive clerical/administrative assistant.

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*"G" Work Station* -- 64 net square feet (approximately 8' by 8'). Partitioned or open-office work station, desk with side- and back-worksurfaces as required, 0-1 guest chairs, file and desk storage. Assignment: Clerk.

*"H" Work Station* -- 48 net square feet (approximately 6' by 8'). Low partitioned or open-office workstation, desk with return or side table, file and desk storage. Assignment: Clerical workstation with primary responsibilities at counter and/or in courtroom, field personnel.

*"J" Work Station* -- 36 net square feet (approximately 6' by 6'). Low partitioned or open-office work station, desk with return or side work surface, undersurface storage. Assignment: Clerical/phone work station with minimal paperwork functions, field personnel.

## OFFICE SUPPORT AREAS

*Reception Areas* -- Public areas generally require provision for a seated or counter-type reception area. Preliminary public area requirements will be assigned based on reported visitor traffic (number, frequency, duration of visit and type of reception required).

*Meeting/Conference Areas* -- Meeting areas may consist of conference rooms, interview rooms and staff training areas. To some extent, conference and meeting room requirements will be affected by assignment of appropriate personal workstations. For preliminary planning, however, specific assignment of conference, interview and training areas will be derived from reported meeting area demand and utilization analysis.

*Storage and Supply Areas* -- Requirements vary for each agency or department, and spaces have been provided for shared workspaces, allocation of space for supply cabinets, and so forth, in the space requirement summaries for each department. Types of storage include: Standard supplies, special/essential supplies, and evidence storage.

*Copy and General Workarea Spaces* -- Requirements will reflect anticipated requirements and distribution of equipment. In general, provisions have been planned within agencies for existing equipment and projected requirements.

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## Shared/Central Support Areas

*Public/Building Information/Building Security Center.* The information desk function is a public-service function that should be anticipated to provide peak services only at certain periods (docket call, early morning, etc.). During this period, the area should accommodate a large number of information requests without affecting building security and monitoring functions. Conversely, requests for assistance should be expected to drop dramatically during non-peak periods (late afternoons, etc.). With a centrally located information center, requests for assistance should be expected to increase -- studies have documented that people prefer to ask for directions if someone is available. Moreover, if the information center provides information regarding docket status and schedules, private professionals should be expected to increase use of the information center.

Some of the building security functions should not be performed in an open area. Security staff positions at monitoring equipment require frequent breaks. Concentration and an environment without distractions are necessary to be effective. At the same time, building security experts recommend that visual observation by trained observers is integral to overall building security planning, and a vital complement to electronic security screening systems.

By being physically consolidated, however, potential exists for reduction/consolidation of staffing the two functions. At the same time, the functions are not necessarily related, and an information desk area congested with public visitors needing information could conceivably distract from building security and monitoring functions.

Based on the size of the operations, anticipated levels of activities, and general staffing requirements, the program assumes that a single, centrally-located building control center, staffed by Sheriff's Department staff, will serve as the primary security office and the information center for the facility. The area should be designed to allow good surveillance of the entry area and primary public hallways in the facility. Equipment placement and counter design should enable security staff to monitor cameras and equipment while handling a small or moderate level of routine visitor traffic and requests for information.



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*Public Toilets.* Public toilets should be provided in the public area of the facility, and should be fully accessible per ADA requirements. Public toilets should be provided to serve the needs of visitors to the courthouse during standard business hours. (Provisions should be made for public access to public toilets during "after-hours" periods -- when visitors may be present at the courthouse for meetings, consultation with court service staff, or appointments with other court-related personnel -- without entry into private or secure areas of the facility, which would require presence of additional security staff screening, etc. Public toilets should be provided with "hands-free" activators (infrared/motion), and possibly with "Swiss" toilet cover systems. Restrooms should be well lit, and emergency lighting within restrooms is required.

The Master Plan anticipated provision of a second set of public toilets in the Annex Building, providing handicapped-accessible facilities in a location convenient to each level, the court-related offices, and "after-hours" functions requiring use of the jury assembly room, etc.

*Public Vending Area.* Options for providing miscellaneous snacks and vending include provision of a small concession center to be operated by a public service organization, provisions for small public vending areas, and/or provisions for vending machines within specific offices. Provision may be made to allow vending areas to be made available to staff and/or public users for off-hours food and snacks. The master plan anticipates continued operation of a snack bar on the lower level of the building.

*Training/Large Group Assembly.* Training activities and other large meetings held by the Scott County Courts and court-related agencies currently are held in available conference rooms, courtrooms, the jury assembly area, and at training areas off-site. Future demand for training and large group assembly spaces will include training activities related to office operations, legal issues and related changes in policies and practices, and general training and professional development related to the activities of specific departments.

Typically, use of courtrooms during non-scheduled periods may meet some of the demand for large group assembly requirements. Use of courtrooms is subject to their availability, however, and their availability cannot be assured on a day-to-day or week-to-week basis (depending on the court activity, caseload and jury trial schedule). Jury assembly/waiting areas are typically in use throughout the working day, and

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although available during off-hours, can only be considered available for general conference/assembly use during non-jury weeks or periods.

The Master Plan anticipates that some training and conference areas will be provided on an office-by-office basis. These facilities will be supplemented by the use of shared conference, mediation and alternative dispute resolution rooms located throughout the building. Additional space can be provided by using the jury assembly room for large group training and for assembly of larger public groups.

*Staff Break Areas.* The master plan anticipates use of several assigned departmental break areas with a sink and counter, "insti-hot" dispenser, coffee maker, microwave, small cabinet/counter storage and refrigerator. Seating is not typically provided. Seated break areas are provided in the public vending room.

*Staff Toilets.* Final location and distribution of public/staff toilets and janitorial closets will be finalized during Schematic Design phase of the project. Staff toilets should be fully accessible (per ADA), and should be separate from the public toilets. Public toilets should be provided with "hands-free" activators (infrared/motion), and possibly with "Swiss" toilet cover systems. Restrooms should be well lit, and emergency lighting within restrooms is required.

*Building Mail Processing and Distribution Areas.* Mail will be delivered to individual departments and agencies located within the courthouse. Future use of both internal county mail and U.S. Postal Services should be expected to vary by department. Service is expected to include use of a small central "building" consolidated delivery and pickup point and use of delivery-type system inter-departmental mail collected from and delivered to a single point in most agencies, with USPS services provided directly to and from the individual departments.

*Copiers and Special Reproduction Areas.* Typical planning for the new or renovated court facilities anticipates use of convenience and light- or medium duty copiers, faxes and required office equipment within respective departments. Large print jobs will be taken to the County Print Shop, planned to be located in the Bicentennial Building. Additional copiers may be located in public areas in accessible locations near the courtrooms and general offices of court-related departments.

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*Data Services Computer Areas and Requirements.* Plans for Central Computer and Communication Centers within the courthouse will be verified in meetings during Schematic Design. In general, the basic data/telecommunication distribution system will include:

- Provision for an entrance facility per EIA/TIA 568/569 standards, with tie-in to PSC for master antenna, and other systems (TBD)
- Use of the existing PBX will be reviewed, with plans for future systems/future phase to be determined.
- Provision for data/communication closets for file servers and connected loads to the UPS. Provide conduit for expansion and change of telecommunication and emergency power in future.
- Provision for 6"-8" raised floor in specific areas of the building will be discussed (including areas for planned expansion) for communication, data and power distribution. Other distribution planned in poke-through and standard wall.
- Provision for adequate electrical outlets should be provided (interior and exterior). Most workstations need more than one duplex outlet. Assume two duplex outlets per workstation, three duplex (min.) per office.
- Provision for two or more data/communication outlets per workstation or office.

In addition, requirements for provision of dedicated lines will be reviewed.

*General and Assigned Building Storage/General Supplies.* Planning for the project assumes that some general storage space for miscellaneous general/shared use movable furnishings and equipment will be provided on the site in basement areas. These areas can be used for storage of miscellaneous equipment and furniture, including: stackable chairs, tables, spare office equipment and furnishings, replacement parts for various equipment and departments, and bulk storage of paper goods and chemical cleaners required at the site and new facility.

The space program includes provision for storage of standard office supplies at each department, with potential for storage of larger supplies of standard paper supplies, equipment and so forth in the storage area(s)

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or at other county facilities, assuming environmental systems are appropriate to the storage need.

Provision of additional, climatically controlled storage space in a lower level of the courthouse is anticipated for the following:

- *Consolidated and bulk evidence storage;*
- *Essential and special supplies for the Clerk of the Court's office, the County Attorney's office, and other county departments as approved by the Project Review Committee, including materials that are essential to the operation of the department and which are not common, over-the-counter materials [e.g., mandated forms, record file jackets, special film and supplies, etc.] currently stored by the individual departments themselves. Since each department or agency has specific, legislated responsibilities, and since each agency will be held accountable if the proper forms and required papers are not available at the right time and place, storage of these essential/special supplies is a critical issue in the development of the project.*

Some allocations for supply storage within each department are included in the space program, but the program assumes that additional space will be provided offsite for bulk essential supply storage, assuming the space is secure, safe, and appropriately environmentally-controlled (weather/moisture). Area allocations assumed provision of adequate supply of "active" forms to assure that enough required forms were on-hand at the department, to cover virtually all situations that could/would arise on a daily/weekly basis.

- *Court records and documents.* Storage of court records and documents is a critical function of the office of the Clerk of the Court. In addition, storage of permanent and semi-permanent files for the County Attorney's office is required.

To meet these needs, space requirements for the record of each of the offices will be briefly based on frequency of access and typical final disposition requirements. In general, record storage requirements were separated into two primary categories: pending/active/terminal with high need for access; and archival records. Primary storage areas for the pending/active/terminal (with high need for access) records was included in the space requirements for respective

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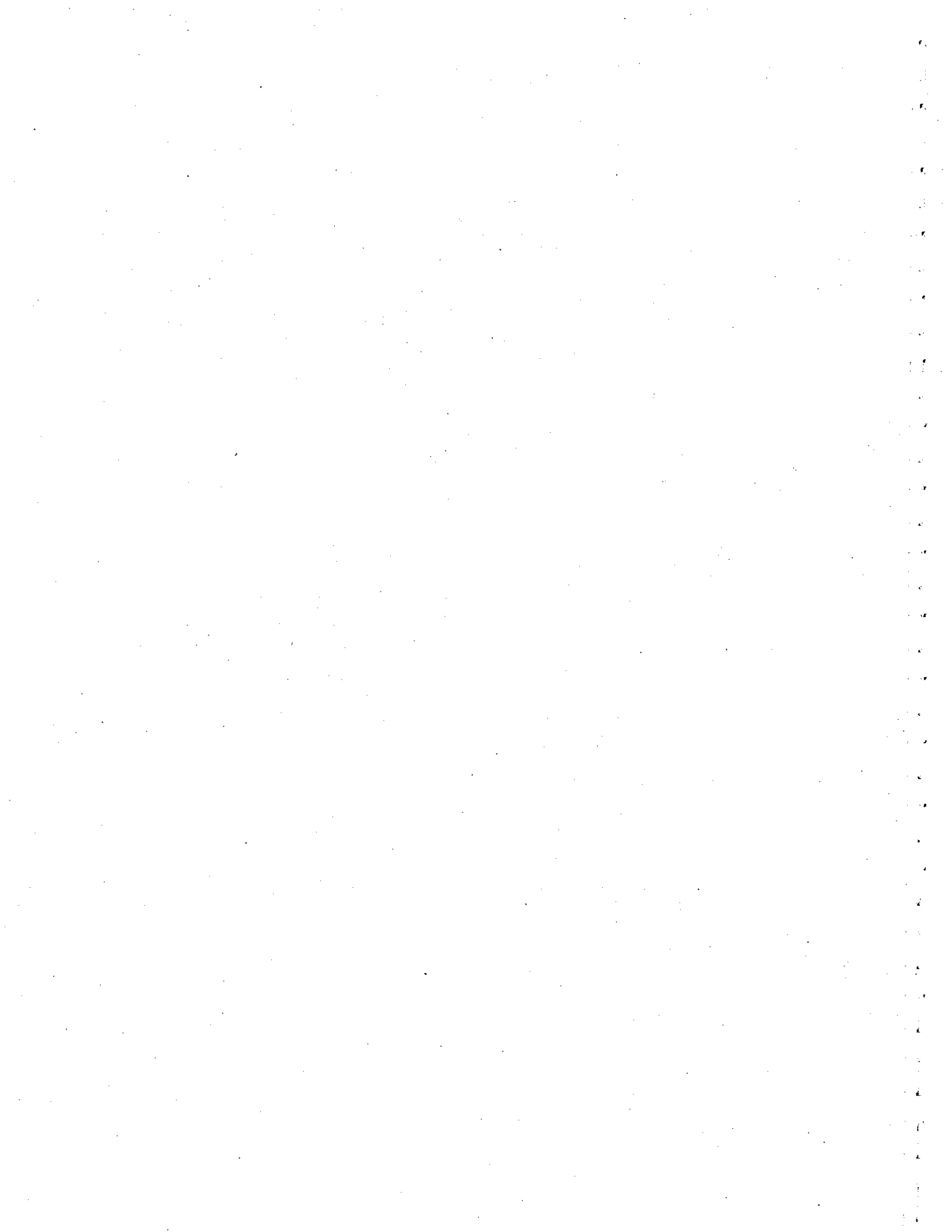
departments; storage for archival records was assumed provided in a storage area on the lower level of the new courthouse.

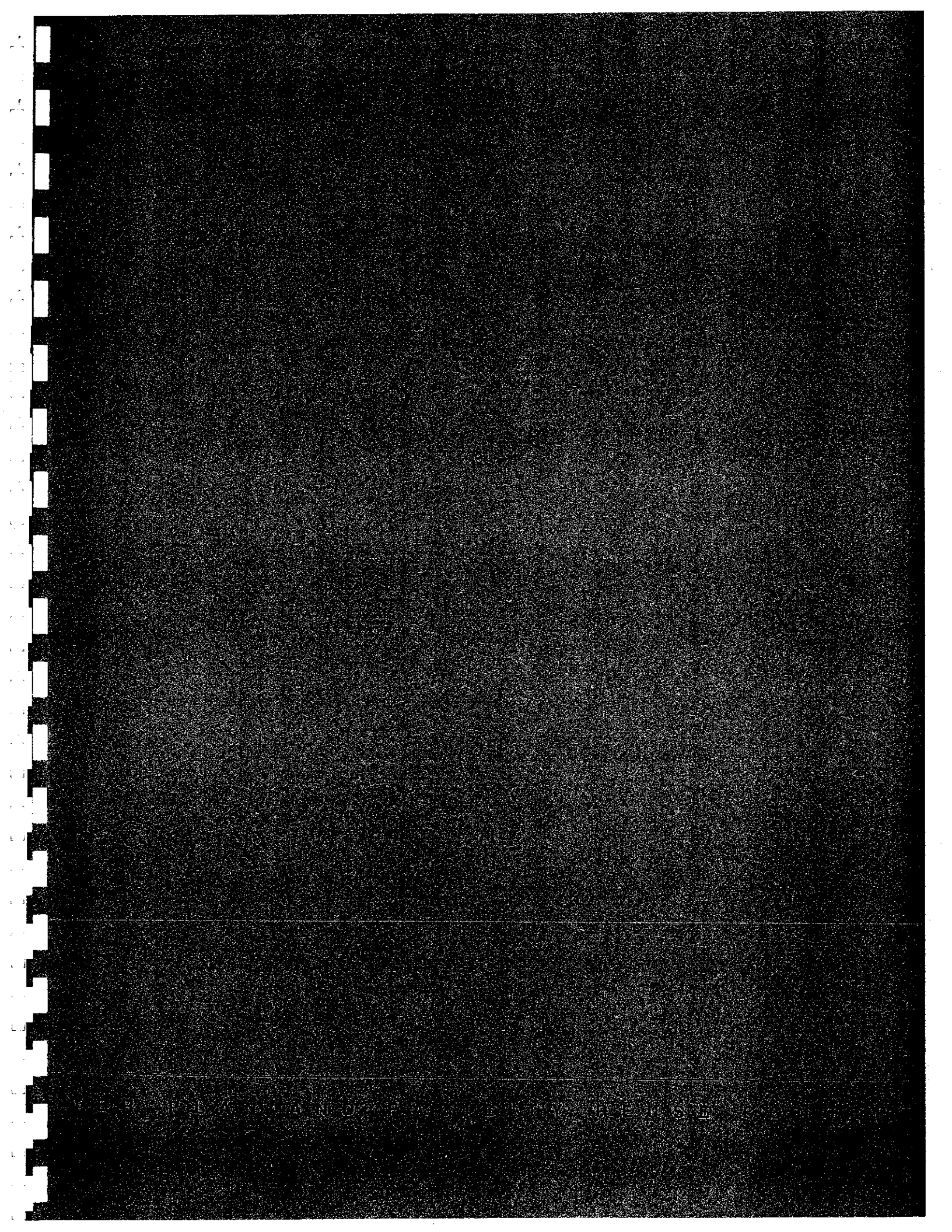
*Building Services/Maintenance/Operations Areas.* Trash and housekeeping/janitorial services areas planned for the facility should include distributed janitorial closets, and access to a service door or dock area (to be defined). Janitorial and housekeeping services for the new courthouse should be planned for contract or internal services. At least one janitorial closets/storerooms should be provided per floor (not less than 1 per 20,000 GSF). Each closet should accommodate a wet sink, mop bucket and 65-gallon brute barrel (at a minimum), with adequate shelving for toilet paper and other supplies. Each closet will be keyed for controlled access.

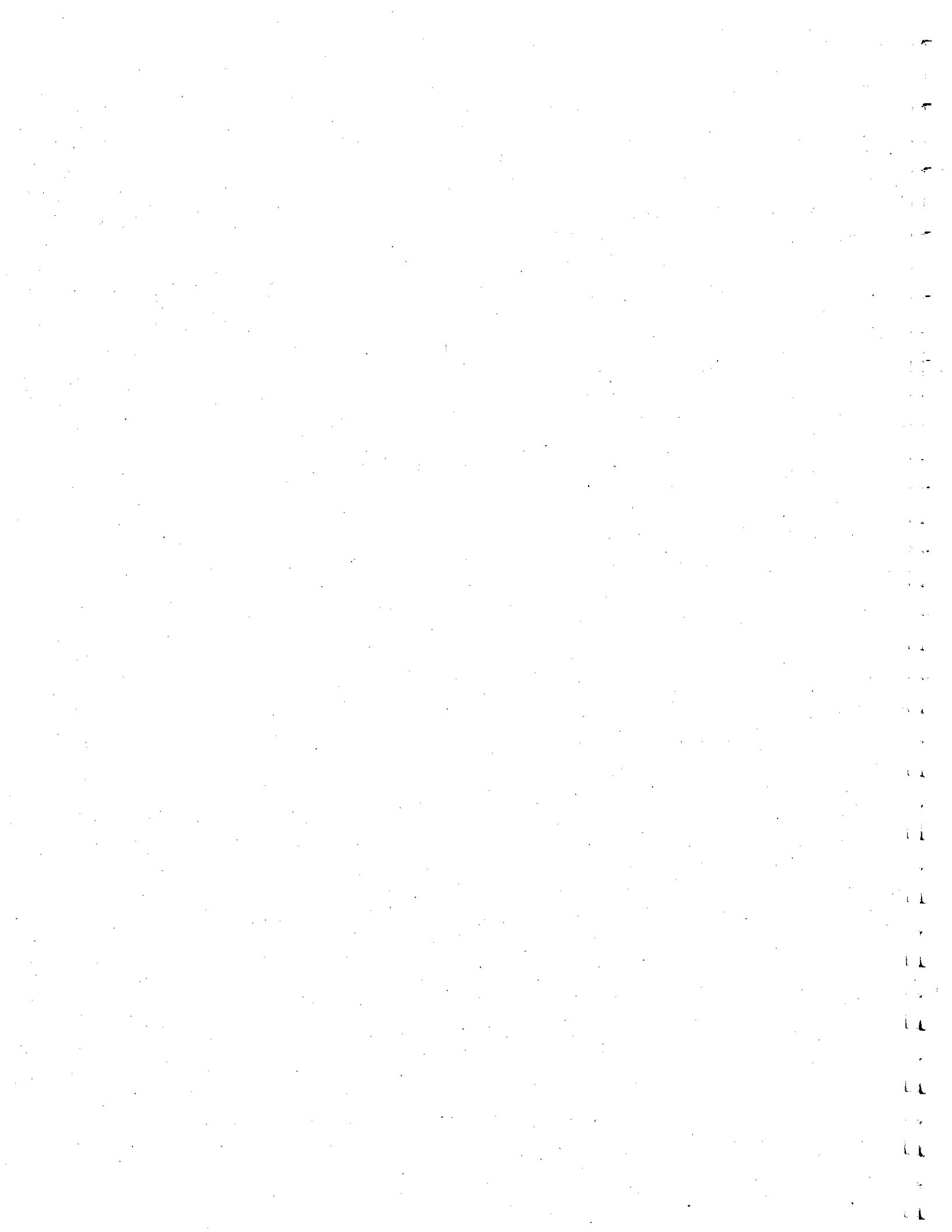
Typically, we assume the primary cleaning work will be performed on the 4:30 PM to 1:00 AM shift, with a "lighter" day shift available for miscellaneous cleaning (as needed) during the day and routine restocking of the floor janitorial closets for the evening shift. The "day" shift personnel crew may be responsible for restocking the closets/supply areas on the floors; or, at completion of work, staff may restock the janitorial rooms on the floors.

Provisions for major operations office or staging area in the building should be reviewed, particularly with the expectation that County Building and Grounds staff will be relocated to the Bicentennial Building. Some provision of spaces within the mechanical and electrical service rooms for building engineering personnel should be anticipated (desk workstation, locker(s), etc.) but should be reviewed with County Building and Grounds staff.

Access to mechanical and general building support spaces should be provided from a service door at or near a loading dock or service drop-off area (monitored pedestrian service personnel entrance door.) Full-time (FMD) maintenance and engineering staff areas will (may) not be accessible to the janitorial staff. Cleaning of these areas may/will be performed by Buildings and Grounds personnel. Dedicated shop areas for carpentry and metal work may or may not be planned at the new or renovated courthouse facility.









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## *Section Seven*

### **Master Plan and Facility Reuse Concepts**

The development of options for the Scott County Courthouse are based on the following planning assumptions and concepts:

**Resources are not available to build a new court facility.** There are a number of basic deficiencies in the design of the existing structure which make the existing building "less than ideal" for court facilities. These include the relatively close column spacing and mixed use circulation patterns inherent in the design of the building, which severely limit the ability of the building to provide separate public, private and secure (in-custody) circulation systems.

However, the financial resources for building a new court structure are not available to the Scott County and the Seventh Judicial Court, so all planning and concept development for the Master Plan assumes that the courts and court-related agencies must continue to use the existing courthouse and plan for expansion into vacated county office space on the second floor. Since additional space will be required over the next 15 years, planning assumes that space will become available in the 1983 Jail Addition for additional court expansion after new jail facilities are constructed in Scott County. Should that space not become available, a new addition may be necessary (sooner) or offloading of some functions may be required to meet the space requirements of 2010.

**Courtroom configurations and designs.** Ideally, large column-free spaces with appropriate floor-to-floor clearances for HVAC and lighting systems would be available for design and construction of courtrooms which meet the full functional and spatial needs of modern, handicapped-accessible courtrooms. However, column spacing within the existing building precludes construction of column-free courtrooms with appropriate widths to allow for proper spacing and circulation space. However, courtrooms can be designed that are larger, more efficient, and more handicapped-accessible than existing courtrooms. Specific compromises in design and planning vary based on proposed location of courtrooms within the building and variations in column spacing in the building, and include:

- Provision of small workstations for the clerk, and in some instances, the judge;

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- Location of columns within most courtrooms, typically positioned at the spectator end of the jury box, but in several instances located in other, less-desirable positions within the courtrooms;
- Less than optimal placement of access points and doors into the courtroom, requiring a number of physical or operational adjustments to accommodate entry and movement within the courtroom and/or between adjoining areas for jurors, judges, court staff, public, and media;
- Provision for long and narrow (or three-tier and deep) jury boxes in some courtroom configurations, with tight seat-to-seat spacing and less than optimal sightlines to the witness box; and
- Limited areas for attorney tables, in some cases requiring use of attorney tables as small as 5'-0".

Despite these limitations, the HLM Design Team has developed a number of good courtroom design concepts which meet many of the requirements of the court, and with acceptance of the limitations, should function well until a new court facility is constructed in the long-term future.

**Existing security problems.** The Scott County Sheriff today is faced with the difficult task of controlling access to the courthouse with three ground-level entrances and two below-grade entrances, separating circulation in multi-use corridors, and separating prisoners among insufficient or non-existent holding cells.

Planning for future use of the building assumes that public access to the facility will be reduced to one public entrance by the provision of a ramp (to provide handicapped access), closure of the south entrance and use of the space by the Clerk's office, and the use of alarmed exits on the east and west doors. Since future space requirements for the courts and court-related agencies will require expansion into the 1983 Jail Addition as jail functions are relocated elsewhere, the long-term design of the primary public entry to the courts should anticipate design of a new entrance facility on the west side of the site to provide space for weather vestibules, screening checkpoints, and to assure that security screening is conducted in a single area prior to movement to other levels of the facility. Only as the entry area is moved outside the current building(s) and the connecting link between the 1983 Jail Addition and the existing Court Facility is completed, will the screening/entry area be more

# Scott County Courthouse

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appropriately designed to serve as a single public entry to the court building.

As documented in the 1987 Space Management Study<sup>1</sup>, the problem of secure circulation cannot be completely or ideally remedied in this structure, but improved separation of prisoner movement from public circulation in the building can be provided in a renovated Scott County Courthouse through:

- Continued use of the lower-level connecting prisoner hallways from the vehicular and pedestrian sallyports in the 1983 Jail Addition directly to the lower level of courthouse, providing future potential access to other/potential jail additions or replacement facilities if located in the downtown area of Davenport;
- New prisoner elevator and holding areas on the east side of the building. These areas and access points should be designed to comply with all applicable short-term detention and holding cell and security requirements, including provisions for life-safety and emergency egress, ;
- New connecting corridor in the basement; and
- Careful integration of operational policies and practices which require staff to be out of the private corridors during movement of in-custody inmates and all people to be out of the shared public/prisoner elevator during prisoner movement.

### Shortfall Analysis

Currently, the courts and court-related agencies occupy approximately 40,000 Departmental Gross Square Feet (DGSF) in the Scott County Courts and approximately 5,000 DGSF in the Bicentennial Building (Juvenile Court Services).

The current plans for relocation of non-court related agencies and departments to the Bicentennial Building will free approximately 15,000 DGSF in the existing Scott County Courthouse. This area should provide sufficient space to meet the short-term space requirements of the

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<sup>1</sup> Final Report, Scott County Courthouse Master Plan. Space Management Consultants. 1987. P. 206.

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courts and court-related agencies for the next 3-4 years. However, much of the space provided through this effort is necessary to provide sufficient facilities for court and staff spaces to accommodate the new District Judge and for the activities of another half-time District Judicial position. With the anticipated increase of one District Judge in the calendar year 2000, and anticipated need to provide space for court-related personnel requirements for the County Attorney's office, Clerk of the Courts, Sheriff's Department, and Juvenile Services Department, much-needed additional office space can be provided by renovation of the 1983 Jail Addition.

## **Multi-Phase Planning Approach**

To meet the needs of the Scott County Courts and court-related agencies, the HLM Design Team prepared two master plan concept options, one designed to meet the functional and spatial requirements of the system agencies and departments through the year 2010, and a second designed to meet the functional and spatial requirements of the courts through the year 2020 and beyond.

In broad terms, the basic master plan concept envisions:

1. Construction of a small addition to the eastern side of the courthouse to provide secure prisoner circulation to existing courtrooms without moving through public circulation areas of the court building. This addition should be designed to serve the courts both for initial court building renovations and planning and into future phases, designed to serve through 2020 and beyond.
2. Accommodating current and short-term space needs for the courts and court-related agencies within the existing courthouse, through a series of renovations and relocations designed to provide additional space for the most urgent space needs of the agencies, and to accommodate additional judges and related staff;
3. Accommodate the 2010 space requirements of the courts and court-related agencies through the construction of new office spaces in the 1983 Jail Addition Building, to be called the Courthouse Annex Building, after the building is vacated when new jail space is constructed in the future. The Master Plan anticipates that virtually all interior construction (security areas, etc.) within the 1983 Jail Addition will be demolished and removed, and new office areas will

# Scott County Courthouse

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be constructed (with new HVAC and electrical systems, appropriate lighting, data / telecommunication systems, fire and life-safety system improvements, flooring, furniture / fixtures / equipment, and miscellaneous system improvements as required). These spaces would be conveniently and directly connected to the existing courthouse by means of corridor connections on each level provided in a new "entry - link" addition.

4. Accommodating the 2020 space requirements of the courts and court-related agencies through construction of a consolidated public entry and security screening checkpoint on the western side of the entry/link addition, and providing new criminal courtrooms and public areas on the eastern side of the building, with direct connections to the new prisoner elevator and holding areas.

Please note that these concepts are designed to be implemented as the system grows, not necessarily at the time frames indicated by the projections. Therefore, if caseload and personnel grow faster than projected, early phases of the project can be implemented more quickly, and planning for the future phases can be accelerated.

## **Proposed Master Plan**

The proposed Master Plan for Scott County Facilities assumes a multi-phase construction project which will provide a logical expansion of facilities to meet the overall needs of the courts and court-related agencies for the next twenty or more years.

In Phase One a portion of the non-court-related county agencies will be moved from the courthouse to the Bicentennial Building and renovation will take place in the Bicentennial Building. The amount of space provided due to this and Phase Two and Three relocations should be sufficient to relieve current overcrowding in the courthouse for the courts and court-related agencies, and provide sufficient space for the courts and related agencies through approximately 2005. A new prisoner circulation tower (with holding areas) will be constructed on the southeastern side of the existing courthouse, which will serve to provide secure prisoner circulation to all the courts on the southern side of the building. This prisoner holding and circulation tower also will be designed to serve a new criminal courtroom that will be constructed.

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In Phase Two renovation will take place in the Bicentennial Building to accommodate non-court-related functions. The Sheriff's Department will relocate into the Lower Level of the Courthouse to provide additional space on Level 1 of the Courthouse for Associate Courts.

In Phase Three additional non-court-related functions will move from the courthouse to the Bicentennial Building. The vacated area from the relocation of the Sheriff's Office on Level 1 of the Courthouse will be renovated for Associate Courts.

In Phase Four renovation will occur in the Courthouse to relocate the County Attorney's Office from Level 1 of the Courthouse to Level 2 of the Courthouse. The area on Level 2 of the Courthouse will also be renovated for two Courtrooms, one which has been designated for a Juvenile Courtroom.

In Phase Five renovation will occur on Level 1 of the Courthouse to accommodate the Clerk of Courts Criminal and Civil divisions and Magistrate Court. Renovation will occur to Level 2 of the Courthouse to provide an additional district Courtroom. Also in this phase a new entry pavilion will provide a single public access point to the site, improving public entry and drop-off design for Scott County citizens.

This entry point can provide a customer-service-oriented information point prior to entry into the court security perimeter, and provide a single point of reception. The site implications of a new unifying entry for the courthouse and other justice facilities on the site can include the potential for development of a new tower, or symbol of the role of the government in Scott County.

In Phase Six renovation will occur on Level 3 of the Courthouse to update existing courtrooms. When completed there will be 4 enlarged District Courtrooms and 2 updated District Courtrooms on Level 3 of the Courthouse. Jail-related functions will be relocated from the 1983 Annex to another facility, and the 1983 Annex will be converted to use for court-related offices. In this phase the construction will include a link to the courthouse/annex building. This link can be sized to provide additional public/customer service functions, public gathering spaces, county and court-related offices, and (potentially) a pro-se "self-help" center which could be a source of information and assistance for the public, and a location from which volunteer attorney staff could provide assistance. With this additional space and appropriate development of

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the facility, the new combined courthouse/annex building will contain sufficient space to meet the projected space needs of the courts and court-related agencies through approximately 2010.

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FACILITY MASTER PLAN

# Scott County Courthouse

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## **Benefits to This Plan**

With the additional space provided in the Annex, appropriate adjacency requirements within the Scott County court system can be provided, featuring:

- Consolidated clerk functions on the first Level;
- High-volume courtrooms and related functional spaces on Level One (including Magistrate and two District Associate Courtrooms);
- Provision for Jury Assembly (available for public and after-hours use) on Level One, in a separate, securable area;
- Provisions for appropriate public access for the Sheriff's Department Administration functions;
- Provision for on-grade vehicular sallyport access for secure prisoner access from DOC and any off-site jail or holding facilities, with provisions for below-grade prisoner access from an on-site facility, should this be constructed;
- Provision for upgraded and enhanced security and separation points for public entry and egress, staff entry and egress, and a variety of fire and life-safety (secured) on-grade entrances;
- Provision for relocated mechanical service areas on Level 1 for air-handling units, and potential for logical replacement and upgrades to the building mechanical systems;
- Provisions for appropriate vertical alignment of new public restrooms, and electrical and data/ telecommunication cores and floor distribution closets, to support enhanced and improved court automation;
- Consolidated juvenile court, juvenile court services, and juvenile clerk functions on Level Two;
- Sufficient area to meet anticipated County Attorney office requirements through the year 2020, with clear separation and access points for public visitors, victims, witnesses, confidential witnesses, and after-hours staff access to private and/or assigned vehicles;
- Sufficient area in the Annex to meet anticipated Juvenile Services office requirements, with potential for direct access to juvenile holding and interview rooms;



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- Consolidated District Court administrative and judicial functions on Level Three, with enlarged courtrooms, jury courtrooms, and direct prisoner access to one of the courtrooms on Level 2 and one courtroom on Level 3. All but one courtroom will be provided with prisoner access through private circulation directly from the sallyport in the Annex building, and operational policy and procedure should require that all non-security staff are secured in offices and courtrooms during prisoner movement in the restricted corridor.
- Lower-volume activities including provision of chambers areas for the Supreme Court Justice have been planned for Level 3, reducing interruptions and providing appropriate separation of activities.

A major addition has been planned in the future to meet the anticipated need for additional court room and litigation resolution room spaces in the system. With the addition of two new courtrooms on each level (One, Two, and Three) on the eastern side of the building, the prisoner circulation system designed and constructed during Phase One of the project can provide direct prisoner access to eight courtrooms, without accessing public or private circulation systems. This would provide the opportunity for the District Court, Juvenile Court, and perhaps District Associate Court to have direct access for prisoners from the vehicular sallyport and (potentially) from a direct tunnel connection to an on-site detention facility into the courtrooms, without accessing private or restricted circulation systems. This feature of the master plan provides the first opportunity to meet current good security practice and provide adequate separation between public, prisoner, and private/restricted circulation systems in the project.

## **Deployment of Agencies (2010)**

**Level Three:** Level Three will house the District Courts – including courtrooms, chambers, jury deliberation areas, and associated public waiting and attorney/client conference areas – and the main offices of the Court Administrator's Office.

**Level Two:** Level Two will house the Juvenile Courts, Juvenile Court Service Offices, two District Courts, and the offices of the District Attorney.

**Level One:** Level One will provide space for the Clerk of the Courts (all departments), the Magistrate Courts, and the Associate District Court

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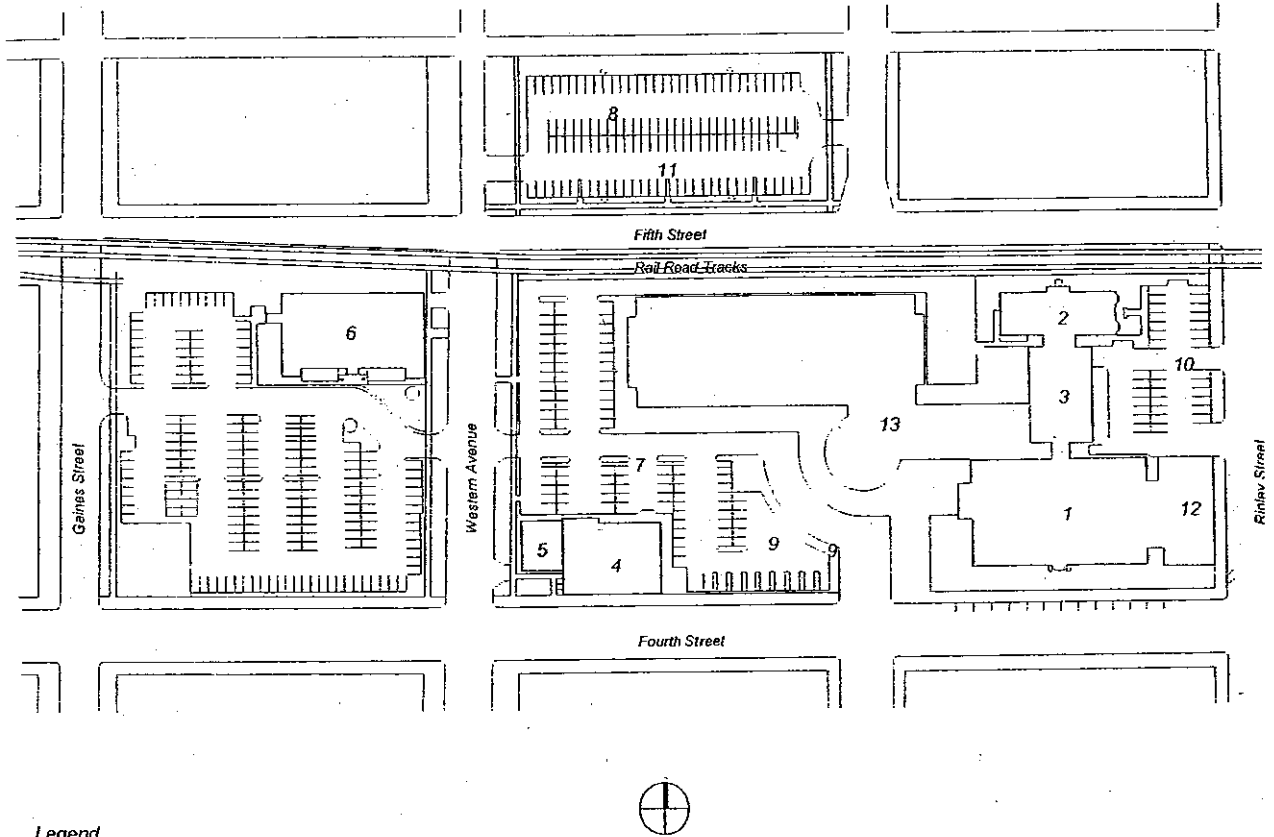
courtrooms and related areas. Public space functions including the entry lobby and security screening point, public information desk, and the jury assembly room will be located on this level. The primary office and executive administrative area of the Sheriff's Department offices will be located in this area.

**Lower Level:** The lower level of the courthouse and annex building will house the EOC, Sheriff's Department non-administration functions, computer rooms, and a variety of building storage and support functions, including archival records, evidence storage, bulk departmental storage, building maintenance shop areas, building stores (janitorial and bulk supplies), and satellite mail drop center. Prisoner circulation and linkage corridors will be provided for daily movement of prisoners between the Annex and the Court building to both prisoner transport elevators.

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**Figure 7.1: Phase II Site Plan**



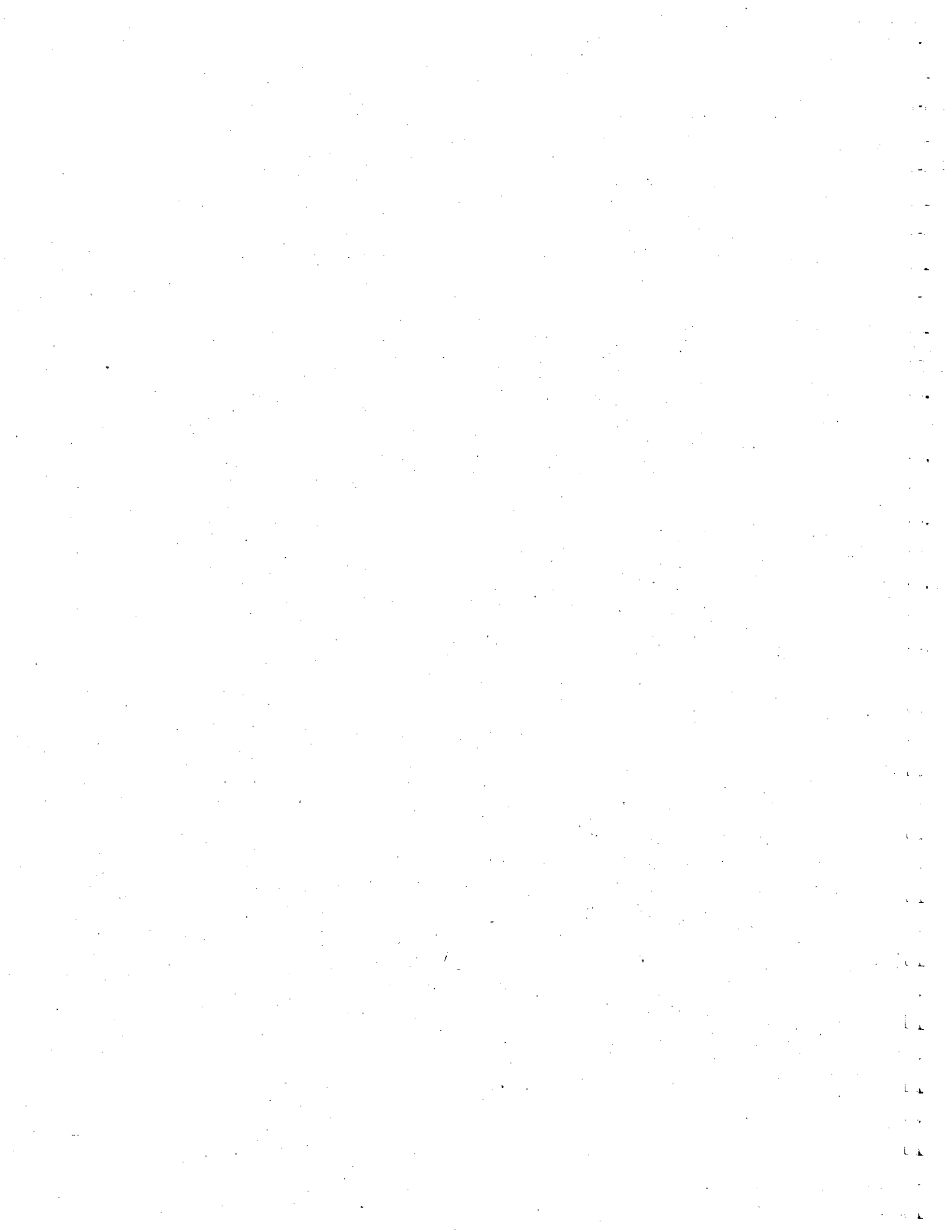
**Legend**

- |                              |                          |                                     |
|------------------------------|--------------------------|-------------------------------------|
| 1. Courthouse                | 6. Bicentennial Building | 11. Overflow Parking                |
| 2. Jail                      | 7. Public Parking        | 12. Phase II Addition               |
| 3. 1983 Jail Addition        | 8. Employee Parking      | 13. Future County Facility Addition |
| 4. County Annex Building     | 9. Handicap Parking      |                                     |
| 5. Juvenile Detention Center | 10. Restricted Parking   |                                     |

## FACILITY MASTER PLAN



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## Section Eight Phasing and Implementation

*Editor's Note: The following section was developed by David Donovan, Director of the Scott County Building and Grounds Department. It has been included in this report to complete the discussion regarding anticipated future project requirements and phasing.*

The Master Plan for Space Utilization for Scott County is an objective and goal oriented solution for addressing needs and issues. By identifying the objectives for each facility or department the process ensures that the plan will then meet the needs and result in an appropriate solution.

The study of both the Bicentennial Building and the Courthouse each yielded a wealth of needs, objectives and issues regarding spaces for departments and functions. These individual or functional needs are captured in the respective studies and work files used during the process. Successful implementation of the Master Plan will rely on the resolution of these individual needs in each solution step.

In addition, several overall objectives were identified or reaffirmed through the study processes. Those objectives or issues were captured for use in devising the master plan solution. These master plan objectives are:

- Centralize all criminal justice functions in the Courthouse.
- Move all non-criminal justice functions to the Bicentennial Building.
- Integrate traffic flow and security in building plans.
- Wherever possible do not move departments or functions more than once.
- Plan for "citizen friendly" facilities that are easy to understand and use.
- Create an implementation plan that is easily completed in phases
- Structure phases that can be funded within current Capital Plan parameters and with no bonding requirements.
- Make flexibility and adaptability a priority.

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- Think beyond the timeframe of the Master Plan – what is the next step?
- Ensure that our campus remains accessible with adequate parking, logical building entrances and good “way-finding” (signage, directions, pathways, etc.).

The Scott Master Plan captures these objectives in its steps and recommendations. To be certain that these objectives are met a commitment to the master plan process is necessary. In addition, as the Master Plan is implemented, it will be necessary to re-examine these objectives to ensure that each step is designed and oriented toward the overall goals and objectives of the process outlined above. The entire process will fall short unless each small step or phase is in line with the overall vision of the process.

## **Master Plan Sequence and Timeline**

To meet the objectives of the Master Plan and to satisfy the needs identified in each building study a systematic series of steps must be completed. The Courthouse, which opened in 1955, has spaces in it that have not been changed in over forty years. As the HLM report indicates there are numerous issues and deficiencies to correct through renovation. In addition, fundamental concepts of ingress and egress for the facility will be corrected through the process. Because of these issues and the direction of future needs most spaces in the Courthouse building are planned for renovation of varying degrees through the completion of the Master Plan.

Similarly, the Bicentennial Building has numerous spaces that remain substantially unchanged since the facility opened in its current use in 1976. In addition, the relocation of almost ten departments into the facility necessitates almost total renovation through the Master Plan process.

Since one of the objectives is to allow for the completion of Master Plan projects within current funding parameters, a Master Plan Phasing and Sequencing Plan has been created. This sequencing plan will allow for the systematic completion of all the necessary renovations and changes over a period of several years. Each major renovation or change is identified as a step within the process. Individual steps are then logically grouped to create phases of work.



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The sequencing plan was devised in order to meet Master Plan objectives, satisfy "constructibility" issues and minimize disruption and inconvenience. Although disruption and inconvenience are not totally avoidable, good planning can make them manageable.

As indicated below, the Master Plan calls for six phases of renovations and changes. These phases correspond to groupings of work that logically belong together or are dependent on one another. In most cases, a preceding phase must be completed prior to beginning work on ensuing phases.

Following the Master Plan sequence is a timeline document that corresponds to the Master Plan steps and phases. The development of the timeline resulted from the analysis of the time necessary for completion of each step and phase. In addition this plan has been coordinated with the cost and funding considerations of the Master Plan (discussed later in this section of the report). As the chart indicates, the steps of the Master Plan resulted in a "ten-year" plan as they were considered and placed in the timeline.

## Master Plan Sequencing and Phases

### Phase One

- BC – Renovate Department of Human Services
- CH – Construct Elevator Tower
- BC – Off-load Juvenile Court Services to rented space near at hand (creates an on-going annual lease expense)
- BC – Community Health Care relocates
- BC – Renovate 6<sup>th</sup> floor and move County Board offices, Administration, BIP (including print shop, not including programming or network operations), Human Resources and Buildings and Grounds

### Phase Two

- BC – Renovate ¾ of 4<sup>th</sup> floor and move Health Department
- BC – Renovate ¼ of 4<sup>th</sup> floor and move Community Services
- CH – Renovate ¼ of lower level and move Sheriff's Office.

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## Phase Three

- BC – Renovate ½ first floor and move Treasurer
- BC – Renovate all of 5<sup>th</sup> floor and move the Auditor, Recorder, County Assessor and City Assessor
- BC – Construct Community Pavilion addition
- CH – Renovate ¼ 1<sup>st</sup> floor and move Associate Court (Magistrate Court moves temporarily to a vacant, existing Associate courtroom)

## Phase Four

- CH – Renovate ½ 2<sup>nd</sup> floor and move County Attorney's Office
- CH – Renovate ¼ 2<sup>nd</sup> floor and move Juvenile Court room (also creates on additional courtroom)

## Phase Five

- CH – Renovate ¼ 1<sup>st</sup> floor and move Clerk of Court civil offices
- CH – Renovate ¼ 2<sup>nd</sup> floor and add one additional district court room (Magistrate Court moves temporarily to 2<sup>nd</sup> floor)
- CH – Renovate ¼ 1<sup>st</sup> floor and move Clerk of Court criminal offices
- CH – Renovate ¼ 1<sup>st</sup> floor and move Magistrate Court

## Phase Six

- CH – Renovate ¼ (X 3) 3<sup>rd</sup> floor for three small district court rooms
- CH – Update existing large courtrooms
- CH – Renovate ¾ of '83 Jail Addition 3<sup>rd</sup> floor and move Court Administrator's Office and Court Reporter's offices (creates meeting rooms, also)
- CH – Construct building link
- CH – Renovate ¼ 3<sup>rd</sup> floor for one small district court room
- CH – Renovate 2<sup>nd</sup> floor of '83 Jail Addition and move Juvenile Court Services
- CH – Renovate ½ of 1<sup>st</sup> floor of '83 Jail Addition for Jury Assembly area
- CH – Renovate ½ 1<sup>st</sup> floor of '83 Jail Addition and move Sheriff's administrative offices

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As stated earlier, these steps almost completely renovate both the Courthouse and Bicentennial Buildings. This extensive renovation process will provide spaces that are more efficient and better meet the needs of the functions of each department or agency. This process will provide many opportunities to create spaces that optimize current functions while ensuring future flexibility. Each phase and even each step represent the opportunity to provide better spaces and, in turn, better and more efficient services for our customers.

Each phase also represents a design process. Detailed work will be required to fully consider the requirements of each space or area. Competitive bidding and competent project management are also required to execute the phases or steps and to ensure effective completion.

Finally, the phases and steps outlined above also posture County facilities to allow for effective planning beyond the scope of this master plan. Planners carefully considered steps for future expandability and flexibility. This advance planning will allow future master planners to have the opportunity to integrate with the current process rather than creating future obstacles to overcome.



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## **Master Plan Cost**

Throughout the Space Utilization Study process, planners worked and planned while remaining cognizant of the cost objectives of the Master Plan. As stated earlier, the objectives of the process called for a phased implementation that could be realized within the framework of current capital funding mechanisms. In other words, the project would be a "pay-as-you-go" approach. Scott County currently funds a Capital Improvements Plan for improvements each year and these dollars along with any appropriate fund balance available will fund the project.

Planners and consultants recognized early on that the master plan solution would need careful planning to make this objective a reality. The spaces considered in the scope of the plan represent nearly 200,000 square feet of space. Depending on the level of renovation or work required, the master plan could easily exceed the expected funds available. Additionally, early analysis was used to determine if available spaces would meet the expected need. This was done because new construction could also make it much more difficult to stay within anticipated funding.

The following outlines the cost of each phase of the Master Plan along with a running total for the plan. Each step was estimated based on square footages, finish levels and building structures. The resulting phase cost estimates were also used to devise the proposed Master Plan schedule or timeline that was part of the previous section of this report.

### **Master Plan Phase Cost Estimates**

#### **Phase One**

*Phase One projected cost - \$2,810,522*

*Project Total through Phase One - \$2,810,522*

#### **Phase Two**

*Phase Two projected cost - \$1,627,600*

*Project Total through Phase Two - \$4,438,122*

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## Phase Three

*Phase Three projected cost - \$2,448,160*

*Project Total through Phase Three - \$6,886,282*

## Phase Four

*Phase Four projected cost - \$1,288,820*

*Project Total through Phase Four - \$8,175,102*

## Phase Five

*Phase Five projected cost - \$2,062,840*

*Project Total through Phase Five - \$10,237,942*

## Phase Six

*Phase Six projected cost - \$3,604,686*

*Project Total through Phase Six - \$13,842,628*

Also attached as part of this section on Master Plan cost is a funding schedule. This schedule is based on funding availability and recommended capital outlays to achieve the project schedule and objectives. The spreadsheet summarizes the aforementioned phase costs and compares them side-by-side to funding availability.

This analysis shows available funding in excess of project requirements through fiscal year 2005. At that point funding does begin to marginally impact the project schedule. However, it is also approximately at that point that several prerequisite projects start. Since those master plan steps are smaller areas of square footage each dependent on the completion of the preceding step, the impact funding has on schedule is reduced. For that reason, we do not feel that the availability of funding will be a hindrance to the master plan. In fact, it appears adequate funding is available which makes the completion of the master plan as outlined herein a very viable, achievable goal.

### **Funding Schedule**

The following table (overleaf) illustrates how the project funding relates to the phases described above and budgetary income levels anticipated over the next 10 years. The table illustrates how the phasing and total

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effort for all projects has been coordinated to fit within the funding allotment to the Capital Fund, with an additional \$60,000 per year required to meet the overall project estimated costs.

Currently there is a \$1,010,000 annual funding allotment to the Capital Fund (consisting of \$250,000 in General Fund tax levy and \$760,000 in gaming boat revenue). \$310,000 is needed annually for ongoing general capital projects leaving \$700,000 toward annual space plan project funding. There is \$1,500,000 in the Capital Fund balance. Also, following recent changes to the County's financial management policies reducing the minimum General Fund balance from 15%-20% to 15% due to the State mandated removal of MH-DD costs from the General Fund to its own MH-DD special revenue fund, a transfer of \$2,500,000 from General Fund balance is recommended to be made toward this project.

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## Anticipated Funding Schedule

<u>FISCAL YEAR</u>	<u>ANNUAL FUNDING AMOUNT*</u>	<u>ACCUM FUNDING AMOUNT</u>	<u>PHASE COMPLETE</u>	<u>PHASE COST</u>	<u>ACCUM PHASE COST</u>
FY00	\$ 4,700,000	\$ 4,700,000	Phase One	\$ 2,810,522	\$ 2,810,522
FY01	750,000	5,450,000	Phase Two	1,627,600	4,438,122
FY02	800,000	6,250,000			
FY03	850,000	7,100,000	Phase Three	2,448,160	6,886,282
FY04	900,000	8,000,000			
FY05	950,000	8,950,000	Phase Four	1,288,820	8,175,102
FY06	1,000,000	9,950,000			
FY07	1,050,000	11,000,000	Phase Five	2,062,840	10,237,942
FY08	1,100,000	12,100,000			
FY09	1,150,000	13,250,000			
FY10	1,200,000	14,450,000	Phase Six	3,604,686	13,842,628

Fund balance use:

CIP \$ 1,500,000

General Fund 2,500,000

Total Fund balance use \$ 4,000,000

Annual space plan funding 700,000

Total funding for FY00 \$ 4,700,000

Finally, it is recommended that the annual space plan funding amount be increased \$50,000 each year.



# Scott County Courthouse

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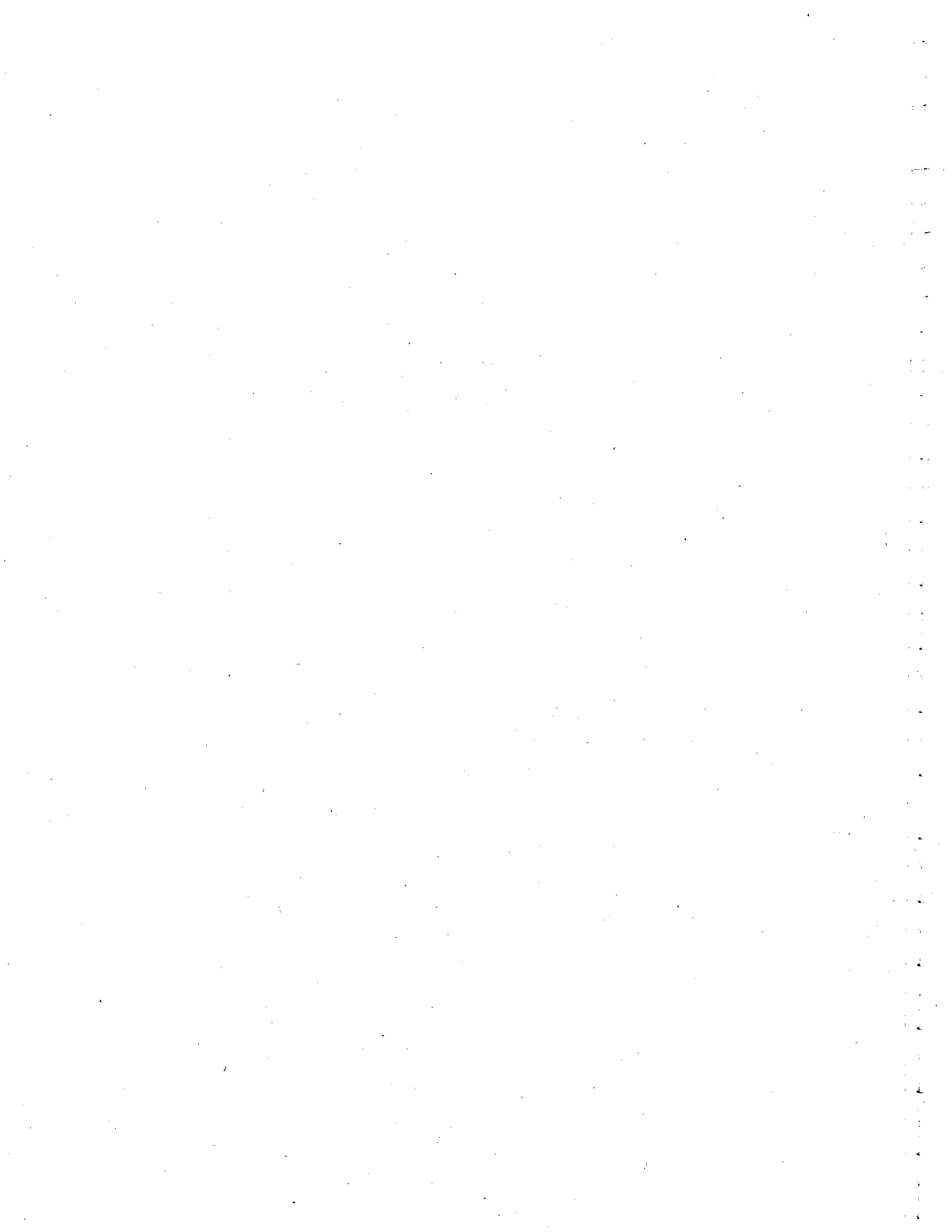
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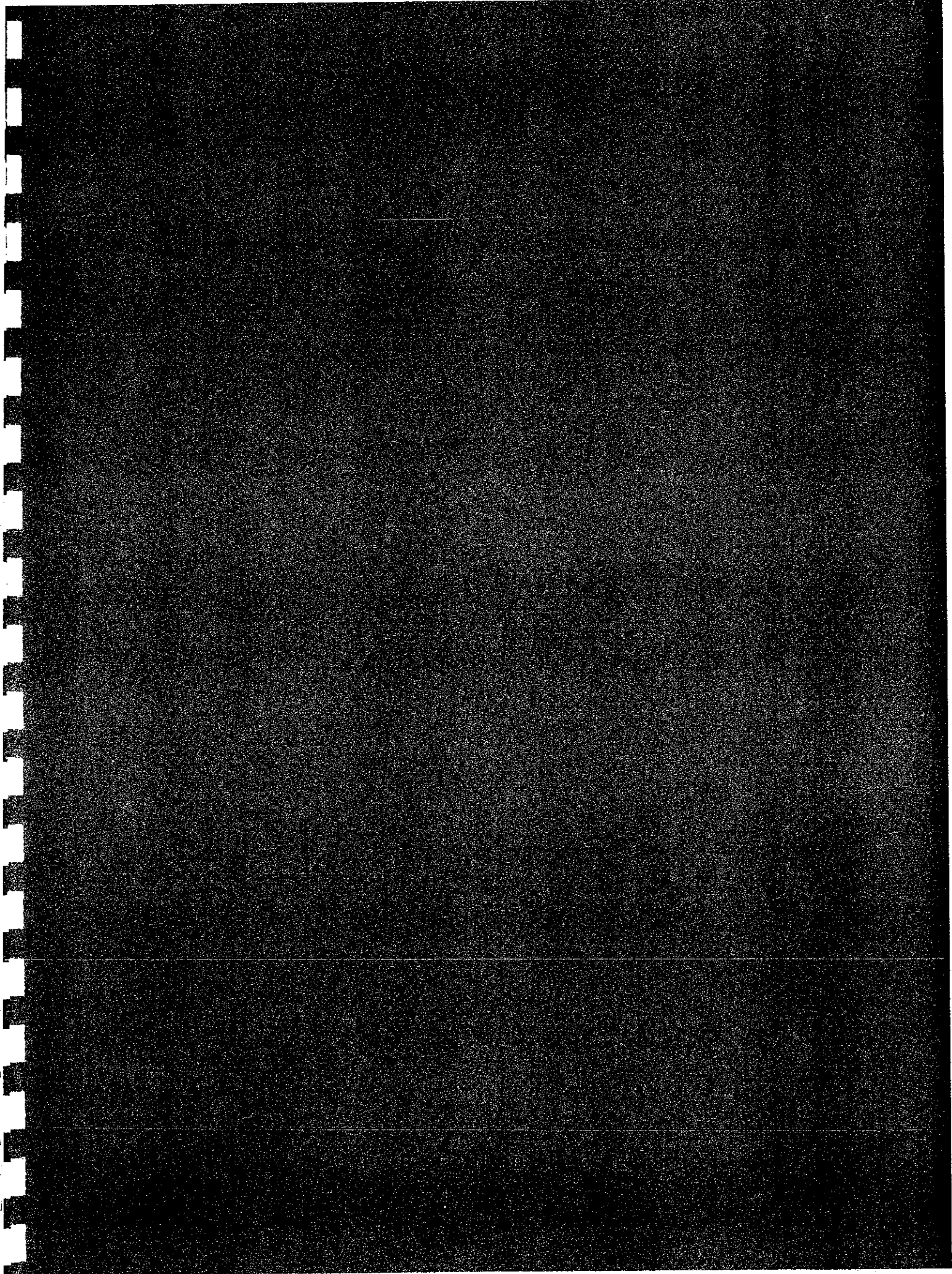
## **Master Plan Recommendation**

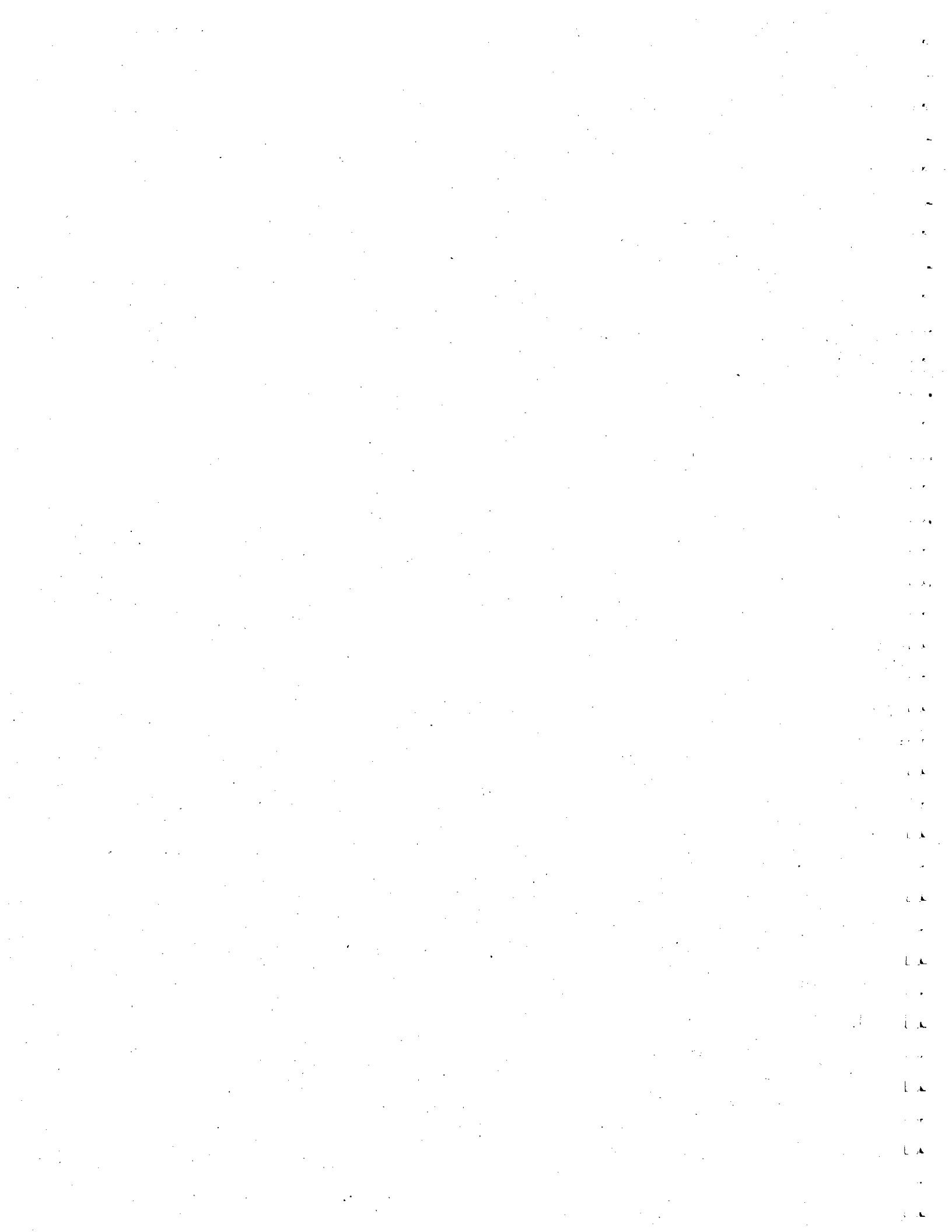
It is the recommendation of the Buildings and Grounds Department along with representative planning committees from the Courthouse and Bicentennial Buildings that the Scott County Board of Supervisors accepts the Scott County Master Plan for Space Utilization. Further, the aforementioned teams recommend that the Board accept the Space Utilization Study reports from HLM Design and Larrison and Associates. Together, these three documents can be utilized as a guideline and resource for accommodating the space needs and requirements for departments and agencies in the Courthouse and Bicentennial Buildings.

Additionally, the aforementioned teams recommend a county-wide commitment to the master plan process outlined in the three documents. The teams recognize the importance of accommodating current and future space needs and realize that an integrated team effort will be necessary to achieve the ambitious plan under consideration.

Lastly, the Buildings and Grounds Department recommends that the Scott County Board of Supervisors authorize negotiations to finalize design service contract(s) for Phase One projects. We recommend the retention of HLM Design and Larrison and Associates for design services during Phase One. In order to complete projects on schedule a concerted effort is necessary to move expeditiously wherever possible. The design process can and should move independently to the physical construction throughout the master plan process. By initiating the design for the initial phase we can make every effort to begin the process on schedule. This strategy will "jump start" the master plan processes and set the tone for meeting and/or exceeding schedules throughout.







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## Appendix A

Appendix A presents summary and overview information developed during the planning for each major component of the project. Please refer to Section Six of the main report for overall summary information for the project. Each of the following sections presents discrete information and notes regarding current and anticipated issues related to the various courts and court-related agencies of the Scott County system, presenting for each department and unit within each department / agency:

- Statement of Function
- Organization and Staffing Summary
- Operational
- Space Requirements
- Special Requirements

The following pages present information for the following agencies and departments:

- District Courts
- District Associate and Magistrate Courts
- Court Administrator's Office
- Clerk of the Courts
- County Attorney
- Sheriff's Department
- Juvenile Court Services

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# Scott County Courthouse

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## **Typical Operations**

District Court judges hear temporary matters from 8:00 AM until 9:00 AM each day, begin trials at 9:00 AM, and conduct a 1:30 PM (afternoon) session. In addition to handling trials and hearings, during some sessions, judges conduct pleas and sentencings.

District-wide, one judge serves as the assignment judge with rotation on a monthly basis. This judge assigns work in Scott County. Other calendars are separate in other counties. Judges are rotated to other locations, with judges based in Scott County traveling three months per year, while judges in Muscatine and Clinton Counties traveling six months per year.

The assignment judge handles all motions and matters that arise on all cases, including settlement conferences in civil non-domestic cases, except for hearings and trials. Assignment matters are handled largely in chambers, but there are occasions on which the assignment judge needs access to a court (for handling matters on the record, matters on advisement, etc.).

Prisoners appear before District Court Judges on a daily basis, and more frequently on Wednesday through Friday. They may appear in groups of 2-3, or may appear individually. Hearings involving prisoners are scheduled a day in advance. They are brought to the holding areas near the court. On occasion, prisoners are brought over on an as-needed basis within ½ hour, but this occurs only when absolutely required.

Paperwork for cases are brought to the judges by 3:00 PM for the next day's cases, delivered from the Clerk's office to the Court Administrator's office. The Assignment Judge reviews cases for upcoming day at approximately 9:00 AM on the day prior to the trial, and the court administrator delivers cases to the courtrooms.

## **Workload**

The current number of District Court Judges (6) are unable to keep up with filings of dispositions. The court is adding additional judicial positions (1.5 positions within the next three months), and an additional judge within a year. If predictors in terms of caseload and complexity of caseload are accurate, additional personnel will be needed again in the future, but the court will probably not revisit the issue of number of judicial positions for the next five to ten years. Resources, if and as needed, would be borrowed from other counties in the District.

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FACILITY MASTER PLAN

# Scott County Courthouse

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## **Personnel Projections**

Each judge will bring a court reporter and at least a part-time court attendant. Currently, there are five court attendants, supplemented by Clerk of the Court staff. Four of these court attendants work with the District Judges. The Design Team should assume that one additional court attendant will be added to cover the new courts on the Second Floor.

## **Current Spaces**

There are two large courtrooms that work well for high-visibility and complex cases. Near each of these are small courtrooms which work well for short, non-complicated jury cases. There are two newer courtrooms (which were not anticipated in the original design of the building) on the north side of the building. These courtrooms are not quite as functional, and have been a source of complaints ("jury behind the attorneys," "problems with sightlines," etc).

The court starts three trials each Monday, and occasionally there is a need for more than the current four jury deliberation rooms. This need is exacerbated by the lack of other conference spaces (attorney-client, settlement, and other meeting room needs).

Domestic abuse cases are handled all day on Wednesday, and with a reporting group of 60 plus witnesses, there is a need for conference areas and separated waiting areas for parties. On Thursday, the court handles settlement cases on domestic cases, and it is critical for attorneys to have places to meet privately with clients.

The current judicial chambers are suitable, but would be better with a private chambers or office to spread out materials related to work in progress.

*Other Offices.* Currently, there are two law clerks, but there is a need for three in the future. Space for the law clerks could be set up as one room subdivided into separate work areas through use of partition systems. In addition, there is a need for an office to accommodate a Mental Health Advocate.

On a good week, the court is able to keep needs balanced, but frequently the court simply runs out of space. Lawyers and jurors can be adaptable, but some of the current courtrooms are not good.

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FACILITY MASTER PLAN





# Scott County Courthouse

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*Staff and support areas.* In addition, there are three senior judges who serve 13 weeks per year. The Court could use them more functionally if there was space for them. (Currently, they are only used in the absence of a sitting judge). This would require additional courtroom and chambers space for the senior judges.

Individual office spaces should be provided for Justice Neuman (the Supreme Court Justice assigned locally) and her law clerk.

*Jury Assembly Area.* There is a need for space that would be multi-purpose with movable seating, and used Mondays and Tuesdays for assembly. Flexible, sub-dividable walls should be provided, and the equipment and rooms layouts should be set up for ICN (Iowa Communications Network) training and teleconferencing use. These spaces would best be located near the main public entry to the courthouse (in a securable area) and used for after-hours meetings and assembly.

*Jury Rooms.* Ideally, one jury room would be provided per courtroom. At this ratio, the jury room can double as a witness room or conference room when not in use for jury deliberations. At a minimum, the need is for approximately 2/3 as many jury rooms as courtrooms. Depending on proximity to the courtrooms, the court may need access to one or two additional spaces that could be used on a priority basis.

#### **Court Technologies**

See Section Three of this report.

#### **Space Requirements – District Courts**

The following table summarizes space requirements for the District Court in Scott County.

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ID	Description	Type	Area Std. (NSF)	Quantity				Area Requirement (to "Standard")				Comments	
				2000	2003	2005	2010	2000	2003	2005	2010		
<b>A</b>	<b>District Courts</b>												
	<b>Supreme Court Justice Chambers</b>												
	Justice	PO	320	1	1	1	1						
	Secretary/Clerk	OF/C	120	1	1	1	1	320	320	320	320	Incl. Toilet	
								120	120	120	120	Includes reception/waiting for 2-3	
	<b>Judicial Chambers Areas</b>												
	Judge	PO	320	8	9	9	9	2,560	2,880	2,880	2,880	Incl. Toilet	
	Court Reporter	PO	80	6	7	8	9	480	560	640	720		
	Law Clerk	PO	80	2	2	2	2	160	160	160	160		
	Court Attendant	OF/C	64	4	5	6	7	256	320	384	448		
	Waiting		15	8	10	12	14	120	150	180	210		
	<b>Large District Courtroom</b>												
	Courtroom		1500	2	2	3	3	3,000	3,000	4,500	4,500		
	Sound-Lock Vestibule		80	0	0	3	3	0	0	240	240		
	Atty/Client Conference		80	0	1	2	3	0	80	160	240		
	Public Waiting Area		200	0	1	2	3	0	200	400	600		
	<b>Small District Courtroom</b>												
	Courtroom		1100	5	5	5	6	5,500	5,500	5,500	6,600		
	Sound-Lock Vestibule		80	1	2	5	6	80	160	400	480		
	Atty/Client Conference		80	1	2	5	6	80	160	400	480		
	Public Waiting Area		100	0	2	5	6	0	200	500	600		
	<b>Jury Deliberation Rooms</b>												
	Jury Deliberation Room		300	4	5	5	6	1,200	1,500	1,500	1,800		
	Juror Toilets		60	8	10	10	12	480	600	600	720		
	Entry/Vestibule		60	0	2	5	6	0	120	300	360		
	Coats/AV Storage/Coffee		40	4	5	5	6	160	200	200	240		
	<b>In-Custody Holding Area (1 per 2 courts)</b>												
	Cells/Holding Areas		120	2	3	4	5	240	360	480	600		
	Sallyport		120	0	1	2	3	0	120	240	360		
	Conference		60	0	1	2	3	0	60	120	180		
	Staff Area		20	0	1	2	3	0	20	40	60		
	<b>Other Areas</b>												
	Mediation/Hearing Room		300	0	0	1	1	0	0	300	300		
	Small Conference Rooms		144	0	1	2	2	0	144	288	288		
	Media Room		120	0	0	1	1	0	0	120	120		
	Police Waiting Room		80	0	0	1	1	0	0	80	80		
	<b>Personnel</b>												
	Number of Spaces			30	35	39	43						
	<b>Total NSF (P+S)</b>			55	77	107	126						
	<b>DGSF/NSF Factor</b>							14,316	16,494	20,612	23,266		
	<b>Total DGSF Required</b>							1.25	1.25	1.25	1.25		
	<b>Area/Court</b>							17,895	20,618	25,765	29,083		
								2,556	2,945	3,221	3,231		

## FACILITY MASTER PLAN

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## **District Associate Courts**

### **Jurisdiction of the Associate Courts**

The Associate Courts handle all indictable misdemeanor and felony drunk driving. The Associate Judges also handles all of the prisoner intake hearings for all felonies or misdemeanors. Magistrates handle initial appearances for defendants not in custody; Associate Court Judges handle appearances for all prisoners in custody. Magistrates try simple misdemeanors, traffic and small claims. Many of these cases do not involve attorneys.

### **General Caseload Numbers**

District Associate Judges hear 15-20 initial appearances per day (average), 365 days per year, with peaks of 35 initial appearances per day. Associate Court judges hear 100 indictable misdemeanor arraignments per week, with appearances scheduled for 8:30 AM on Thursdays. Associate Court Judges also handle approximately 100 pre-trial conferences for aggravated misdemeanor/felony drunk driving and serious traffic cases. Bench trials take 1-2 hours per case, while jury trials may take 1-2 days. Jury trials may be held weekly, or may be as few as one per month (per Associate Court Judge).

Magistrates handle 40-50 initial appearances per day. In addition, Magistrates handle multiple settings each week for Small Claims and Traffic cases.

*Other case types in addition to misdemeanor:* Contempt on violation of no-contact orders and small claim appeals. Associate Courts have jurisdiction on civil cases, but seldom handle these cases since schedules are tied up on criminal matters. In these instances, the District Court Judges handle civil cases.

*Other hearings:* Probation revocation and bond review hearings. Bond hearings are held 4 to 5 times per week. Another big part of the work of the Associate Court Judges involves handling "unsupervised" (bench) probation cases, where the court is directly involved in restitution orders and supervision from the bench. This results in collection of fees and victim restitution, paid to the Clerk of the Court, averaging millions of dollars per year. These hearings are held Wednesday and Friday mornings (approximately 90 on average).

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## **Staffing**

There are three Associate Court judges (two sitting in Associate District Court and one in Juvenile Court) and five part-time Magistrate Judges providing one full-time equivalent position for five day coverage. Judges, Magistrates, and the Juvenile Court judge rotate coverage on the weekends for the prisoner intake hearings.

There is one full-time court attendant for the Associate Court. The Clerks' office provides an additional person when needed (two courtrooms going at the same time, during PT conferences, jury trials, etc., -- Wednesday and Friday mornings). The Clerk's office also provides staff support for the Magistrate Intake Court -- who acts as a court attendant there.

Court Reporters that work for the Associate and Juvenile Court report to the Court Administrator. A pool of four people fill three authorized positions. They are located in two separate offices near the Associate court judges and courtrooms. Bailiffs are assigned to the Sheriff's Department, but report to work at the Associate Court. They assist the public, answer phones, and assist in security and supervision.

## **Operations**

The courts operate from 8 AM to 4:30 PM. Court sessions are set typically at 8:30 AM. Prisoner intake occurs at 8:30 AM every morning and requires one to one and one-half hours).

Other typical case calendars:

- Monday -- one court does prisoner intake court; one court is available to do jury trials at 9:00 AM (as soon as a jury pool of 20-24 can be brought down).
- Tuesday: one court does prisoner intake court, the other does minor motions at 8:30 (work permit or drivers license reinstatement). Tuesday AM (the rest) is to complete the jury trial. Tuesday PM -- one judge does bond review hearings, followed by trials and motions related to assault cases; the other judge does pre-trial conferences on aggravated misdemeanors and misc. guilty-plea proceedings.
- Wednesday AM -- one judge does prisoners at 8:30; the other completes aggravated misdemeanors. At 9:30, one judge does the UP (unsupervised probation) hearings. Wednesday PM -- both judges do serious Misd, PT conferences.

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# Scott County Courthouse

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- Thursday – one judge does arraignment settings for all cases set for arraignment – written arraignment in most cases; but judge must be available for FTAs and pro-se cases; the other does prisoner intake. At 10:30, final PT conferences for cases set for jury trial next week. At 1:30 – bond review hearings and non-jury trials and motions on drug cases (possession, controlled-substance cases). The other judge on Thursday PM may have SC appeals, or will work on decisions (motions under advisement, etc.).
- Friday AM: Prisoner intake judge at 8:30 with bench probation cases at 9:30; the other judge does guilty pleas and sentencings. On Friday PM, one judge tries traffic cases (normally heard by Magistrate), and the other judge will hear non-jury trials or motions on driving under suspension or theft cases.

*Calendaring/Files:* The case file starts in the Clerk's office. If the person is in-custody, they appear the following morning. Clerks prepare the files, enter information into the ICIS (Iowa Court Information System) and the paper file is brought to the court for the appearance. Clerk office personnel or court attendant will bring files the day of the proceeding; only some files are reviewed the day before. Files don't go to the chambers. Felony drunk driving cases come one day in advance. Files that are brought the day before go to the chambers and are brought to the courtroom by the judge.

*Cash:* All cash (fees, fines, etc.) is handled in the Clerk's office.

*Arrest at Court:* If people appear at the court with an active warrant, they are taken into custody by a detective of the Davenport PD outside.

#### **Future Workload/Trends**

The judges don't foresee an immediate need for additional judges, based on current population, arrest, and prosecution trends. Changes in recent law, coupled with mandatory sentences and general trends in the population, have changed and increased the workload greatly over the past years. While caseload volume has more than doubled over the past five years, the court adapted to this by streamlining systems, eliminating in-person appearances on serious misdemeanors, and handling serious misdemeanors and arraignments in writing. Consequently, caseloads seem to have leveled off, unless a new drug is introduced into the system.

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The need for bailiffs and/or other security staff may increase in the next several years. The security issue is the biggest issue in terms of growth. A possible change may be coming in the courts due to the possible realignment of the various crimes handled between the Magistrate and Associate Courts.

### **Current Spaces**

The present volume of cases overwhelms available spaces. Another major issue concerns incorporating technology into the bench. More spectator space is needed, and security is lacking. Metal detectors are needed at the front door of the courtroom. Space is needed for support staff, including bailiffs. Two lockups are needed. Work space other than the courtrooms is needed in the future. Today, the Law Library space is used for meetings and as the Jury Room. Current facilities can handle only one jury trial on the first floor. Ideally, two separate jury, and or meeting rooms, are needed. Requests to borrow the room occur at all times. Occasionally, one of the judges will have to go to the second floor. They, also, need toilets within their area rather than having to go out into the hall.

The principal concerns of the Magistrates are related to separation: the Magistrates should exit the courtroom behind the bench rather than through the courtroom. In addition, there is a need for more space for the Magistrate courtrooms. What is needed is a courtroom with theatre seating. People should be able to wait in the courtroom versus the hallway.

### **Future Spaces**

Since their cases are handled/scheduled at different times, juveniles can be separated but use standard spaces in the lockups. There is a need for volunteers for small claims and other mediation spaces.

### **Adjacency Requirements**

The Associate Court staff areas should be located near the bailiff areas, since bailiffs support the court and act as a security buffer. In addition, the Associate Courts need to be directly adjacent and close to the Clerk of the Court (files) and to payment areas.

### **Space Requirements – District Associate Courts**

The following table summarizes space requirements for the District Associate and Magistrate Court areas in Scott County.

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# Scott County Courthouse

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## District Court Administrator's Office

### Function

The District Court Administrator oversees court administration functions for the entire District (5 counties). The Administrator is appointed by the Chief Judge of the District, who is appointed by the Chief Justice, and whose appointment is renewed every two years. The DCA, however, generally does not change with changes in the Chief Judge. All employees in the office are state employees (state-funded court system).

The main responsibilities of the office involve case scheduling and jury management (but not payment). This office is also responsible for budgeting for the District Court, and the office works closely with Des Moines on these issues.

**Criminal case processing** is pretty structured. Court Administrator staff work on felony and misdemeanor scheduling. After cases are entered in the system in the Clerk's office following the initial appearance, the Court Administrator staff take over the responsibility for setting case activities and trial (arraignments, pre-trial and trial dates). Judges receive a schedule every day, and by criminal code, maximum timeframes are established.

Cases are grouped based on similar functions and case types. Simple misdemeanors are scheduled with the Magistrates every morning. Indictable misdemeanors are scheduled in the Associate District Court, with felonies scheduled in the District Court. Cases are set for specific docket settings.

**Civil Case Processing.** Civil case processing and scheduling is less structured and takes time to coordinate. Once cases are on file for four months, they are noticed for trial setting conference with the Court Administrator. Staff in the Court Administrator's office prepare materials and schedules for those meetings, send out notifications for meetings and issue follow-up materials after the meeting. At the "trial setting" conference, held "in-person" in Scott County, typically in a jury room, attorneys representing both parties (or one attorney representing both parties) will meet with the Court Administrator and set two dates -- the trial date and the settlement conference date, typically held 2-3 weeks before the trial date. In some cases, a trial-setting conference form is

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completed, including cutoff points for discovery, identification of experts and other witnesses.

Settlement conferences are heard by the Assignment Judge. These conferences take place in judge's chambers. Conference areas are needed for attorney/client meetings related to settlement conferences, to facilitate settlement of both divorce and civil cases. The settlement conference date is very important, because this is the first date the judge has reviewed the case in detail, although the judge may have reviewed motions prior to this point. At the settlement conference, attorneys and clients are present, and the judge entertains settlement. Problems with the case itself will be reviewed, and need for continuances are discussed. Many cases are settled at the conference or between the settlement conference and the trial date.

Settlement conferences are particularly important in civil cases, since there are no clear-cut penalties, as there are in criminal cases. These conferences can assist in setting a good tone of realism regarding the direction and value of the cases. A minimum of ninety percent (90%) of the cases never go to trial. Scheduling is based on this factor, and schedules are built on "over-scheduling" or "scheduling heavy". The schedule frequently looks like there are many cases and insufficient judges. On trial date, some cases settle once the judge is assigned, others don't take as long, and others settle during the trial day after the first set of cases go out to the courtrooms and judges.

Divorces follow much the same procedure, but are not as complex and are more client-based. The time span is shorter, and there are normally only two sides and no experts in divorce cases.

## **Operations**

8:00 AM to 4:30 PM is the base operational period, but one staff member comes at 6:15, staying until 2:45. Court attendants stay at the court during late operations, but the Court Administrative staff members typically do not stay late. During jury selection periods, the jury coordinator will stay late until the judge excuses staff.

## **Visitors**

Attorneys, primarily, but also public information people, and jurors visit the office at the counter. Attorneys come to the office to meet the Court Administrator and the case coordinators. Public information staff come to the office to get case information and locations. Today, jurors are

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# Scott County Courthouse

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summoned to appear in courtrooms, although in the future, they may appear at a multi-purpose jury assembly room. Other visitors (vendors, etc.) visit on a less-frequent basis.

## **Organization and Staffing**

There are eight staff in the Court Administration office, and five court attendants assigned to the judges, but who come under Court Administrator's office.

- *District Court Administrator:* Overall office management (establishing policy and procedure, budget, staff management) and conducts the trial-setting conferences.
- *Asst. District Court Administrator:* Schedules felonies and civil; assists in office management.
- *Administrative Secretary:* Secretary to the DCA; backs up the Jury Coordinator.
- *Finance and Personnel Manager:* Prepares budgets and employee benefits for all District employees; handles purchasing, etc.
- *Financial Aide:* Assists the Finance/Personnel Manager; backs up the Jury Coordinator.
- *Case Coordinators:* Schedule Civil, Criminal District Associate Courts, Magistrates, Small Claims, and Juvenile cases. (Note: There are two other schedulers in Clinton and Muscatine.)
- *Jury Coordinator:* Maintains jury pool list; sends summons; processes payment requests (info to the Clerk's Office for payment); manages jurors when they appear.
- *Court Attendants:* Four are located at the District Courts and one at the Associate District Courts. These staff are supplemented by clerk staff as needed. (Note: There are two court attendants in Clinton, and one in Muscatine.)
- *Mediators* (volunteers) are used to mediate Small Claim cases (Magistrate), and assist with general court activities.

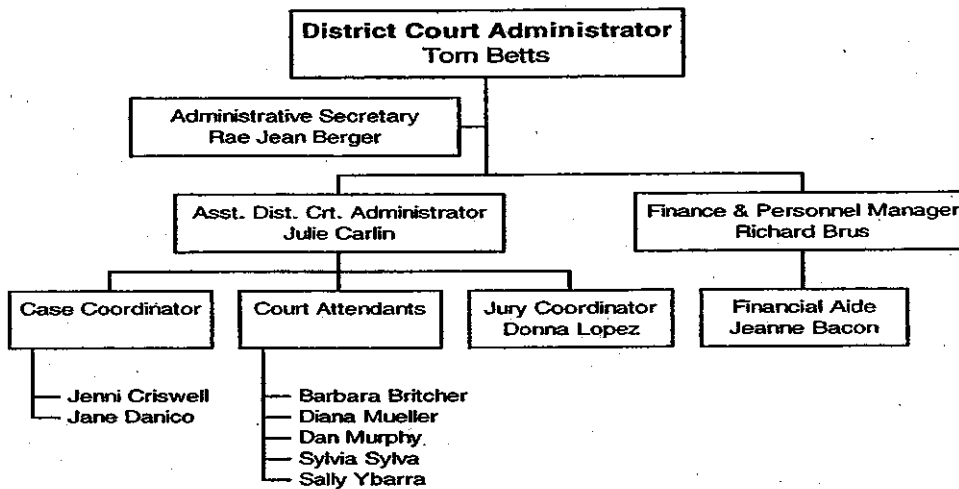
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FACILITY MASTER PLAN

# Scott County Courthouse

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State of Iowa  
Seventh Judicial District Court  
**Court Administrator's Office**



### Future Staff/Workload Trends

This office will probably not change over the next 5- or 10-year time frames. Trends and factors that could influence staff size and workload include legislative changes or staff reduction mandates. These will not decrease space requirements here, because case coordinator staff in outlying offices would continue to use the spaces here.

### Current Spaces

Current spaces are adequate given limited spaces.

### Future Space Requirements

There is an acute need for attorney/client conferences for domestic and divorce cases (high-volume cases) and for attorney/client conferences during settlement conferences and trial dates. Within the court administrator office, there is a need for more space.

### Personnel Spaces

- DCA Office: Private Office – should be larger than the current office.
- ADCA: Open office/cubicle works well; space should be larger.

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- Admin. Asst.: Open office/cubicle, space should be larger.
- Case Coordinators: Open office/cubicles; space should be larger.
- Finance/Personnel: Should have a larger/better office.
- Financial Aide: Open office/cubicle is appropriate
- Jury Coordinator: Open office/cubicle is appropriate; should be larger. (Should be adjacent jury assembly room).

#### **Support Spaces**

- Shared workspace for mediators and volunteers.
- Jury Assembly/Multi-Purpose Room
- Counter: Seems adequate – should be a little larger.
- Conference Room/Jury Room – need to have access to a good conference (could be jury room)
- File – five lateral or legal/letter full-height cabinets
- Copier/FAX – provide for medium-sized equipment

#### **Adjacency Requirements**

This office should be located convenient to attorneys, but not necessarily in the same area as the judges' chambers. It could be located on a lower level of the building, near public/attorney entry and access points.

#### **Space Requirements – District Court Administrator**

The following table summarizes space requirements for the District Court Administrator offices and support areas.

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# Scott County Courthouse

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ID	Description	Type	Area Std. (NSF)	Quantity				Area Requirement (to "Standard")				Comments	
				2000	2003	2005	2010	2000	2003	2005	2010		
<b>C</b>	<b>Court Administration</b>												
P	1 Court Administrator	PO	168	1	1	1	1	168	168	168	168		
P	2 Asst. Administrator	PO	120	1	1	1	1	120	120	120	120	Julie	
P	3 Administrative Secretary	C/OF	64	1	1	1	1	64	64	64	64	Ree Jean	
P	4 Finance/Personnel Mgr.	PO	120	1	1	1	1	120	120	120	120	Richard; space must accom. 5-4 drw	
P	5 Financial Aide	C/OF	48	1	1	1	1	48	48	48	48	Jeannie	
P	6 Case Coordinator	C/OF	48	2	2	3	3	96	96	144	144	Jenni, Jane	
P	7 Jury Coordinator	C/OF	64	1	1	1	1	64	64	64	64	Donna; should be adjacent jury asse	
	Subtotal Personnel Spaces			8	8	9	9	680	680	728	728		
S	1 Trial Setting Conference Room		192	0	0	0	0	0	0	0	0	0	Use jury room, but must be available/;
S	2 Mediator/Volunteer Workspace		36	1	1	1	1	36	36	36	36	36	
S	3 Jury Assembly/Multipurpose Rm		12	0	0	120	140	0	0	1440	1680	100-150 today; call of 250	
S	4 Counter Area		12	20	20	25	30	240	240	300	360	Atty mail boxes located in this area	
S	5 Shared laser printer		10	1	1	1	1	10	10	10	10	10	Shared use: Court Admin office
S	6 Shared FAX machine		10	1	1	1	1	10	10	10	10	10	Shared use: judges, CR, crt attendant
S	7 Shared copier		25	1	1	1	1	25	25	25	25	25	Shared use: judges, CR, crt attendant
S	8 Supplies/storage		15	2	2	2	2	30	30	30	30	30	36" supply cabinets
S	9 Coats		10	1	1	1	1	10	10	10	10	10	
S	10 Standard/Impact Printer		15	1	1	1	1	15	15	15	15	15	Criminal/civil schedules
S	11 Administrative files		10	2	2	2	2	20	20	20	20	20	Adj. P3
S	12 Mobile computer station		15	1	1	0	0	15	15	0	0	0	Used for jury check-in
S	13 Coffee area		40	1	1	1	1	40	40	40	40	40	Counter, coffee, sink, refrig, microwa
S	14 Shared typewriter		10	1	1	1	1	10	10	10	10	10	On cart
	Subtotal Support Spaces			33	33	157	182	461	461	1946	2246		
	<b>Number of Spaces</b>			<b>41</b>	<b>41</b>	<b>166</b>	<b>191</b>						
	<b>Total NSF (P+S)</b>							<b>1,141</b>	<b>1,141</b>	<b>2,674</b>	<b>2,974</b>		
	<b>DGSF/NSF Factor</b>							<b>1.3</b>	<b>1.3</b>	<b>1.3</b>	<b>1.3</b>		
	<b>Total DGSF Required</b>							<b>1,483</b>	<b>1,483</b>	<b>3,476</b>	<b>3,866</b>		
	<b>Density (DGSF/Staff)</b>							<b>185</b>	<b>185</b>	<b>226</b>	<b>243</b>		NIC Jury Assembly Room

## FACILITY MASTER PLAN

# Scott County Courthouse

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## **Clerk of the Court's Office**

### **Mission and Function**

The Chief Judge of the District appoints the Clerk of the Court. There are three trial court supervisors, Bill, Connie and Leona. All personnel are state employees. Requests for personnel are forwarded to the Court Administrator, who reviews and submits them for approval to the State Court Administrators' Office. Scott County provides space, utilities, and support for the office maintenance, housekeeping, etc.. The State Court Administrator's Office prepares projections of anticipated personnel in the office based on current caseloads, authorized and filled, or authorized and unfilled. Peggy Sullivan or David Boyd at the office may be contacted regarding staff projections. Honsell Report is prepared and will provide formulas for staffing.

This is a very public oriented office, due to the nature of the work. Customer service and client service are important priorities. Lines at counters are a bigger issue for the criminal division than civil division. In the future, more counter positions and better customer-service solutions are required to reduce congestion. The office has tried different systems, and doesn't like the "take-a-number" or other types of systems.

Typically, there are relatively short service times at the counters, although there are long lines on Tuesdays -- Forcible Entry and Detainer Day -- when 50-60 eviction cases are set for the 1:00 calendar.

### **Organization and Staffing**

The Office of the Clerk of the Court is comprised of two primary divisions -- civil and criminal, and the office has a small executive administration group. Currently, Marlene (the Clerk of the Court) and Bill Wulf sit together and form the civil division administrative group on the 2<sup>nd</sup> floor, and Connie and Leona form the criminal division administration group on the 1<sup>st</sup> floor. If all clerk staff were located on one floor, the trial court supervisors would probably sit near the personnel that they supervise, but Marlene would still need an office, with Bill and the Accounting Department located nearby. In general, supervisors should sit near teams in a private office, set back from the teams.

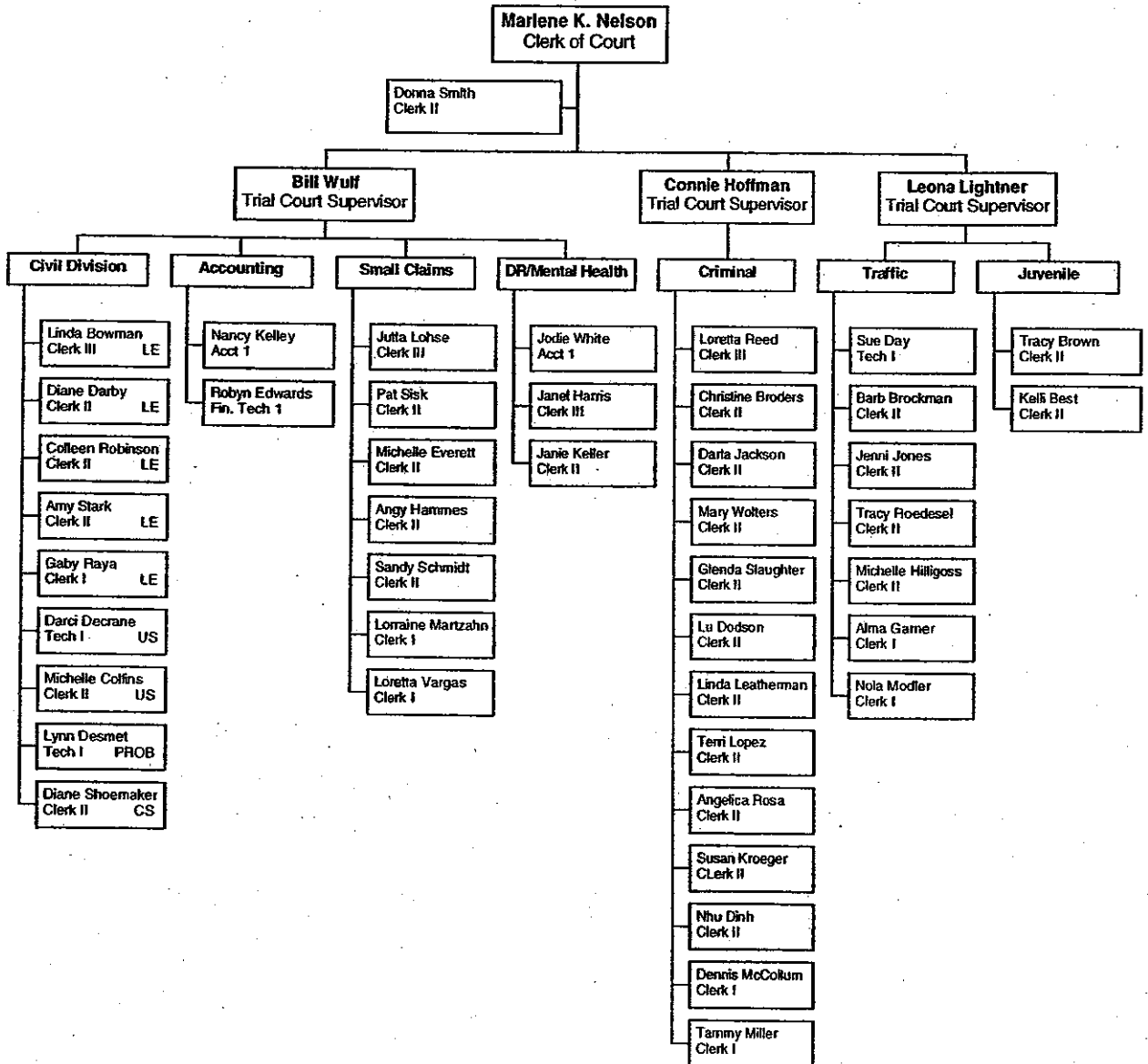
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FACILITY MASTER PLAN

# Scott County Courthouse

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## Scott County Clerk of Court



## FACILITY MASTER PLAN



# Scott County Courthouse

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## **Growth and Trends**

The Clerk of the Court anticipates that the department will grow by four positions over the next five years, and by four more positions in the 5-10 year time frame. Additional staff may be required due to the increase in judges anticipated over the next several years (approximately 2.5 judges), and there may be an increase in court attendant personnel, as well.

There has been an overall increase in pro se activities over the past years, and the Legislature is supporting increased use of pro se activities. This trend doesn't appear to have peaked or appear to be stopping. More people are accessing records, and, therefore, public access is an issue. Providing sufficient space for the public and a specific area for public access to records (physical file and/or terminal access) will be important in future planning.

The adoption of the automatic traffic citation system may reduce some of the traffic positions, although this needs to be confirmed over the next years.

## **Overall Office Support**

There is a need for document viewing rooms and public access, particularly in support of the civil division functions of the office.

## **Civil Division**

Within the Civil Division, there are currently seven departments: Accounting, Mental Health/Domestic Abuse, Small Claims, Law and Equity, Dissolution, Uniform Support, and a Probate/Adoption Department. In addition, one staff member works independently on child support payments, but beginning in October, all withholding order payments will be directed to Des Moines, and this position will be incorporated into the Law and Equity Department.

## **Accounting**

### *Function*

The accounting department consists of a supervisor (Court Accountant I) and a Tech I. The department is responsible for making sure that the accounts of each department are balanced at the end of the day, and handles preparation and disbursement of funds (checks), and preparing and handling deposits. This group prepares month-end reports, office balancing, handles juror payment by mailed check, and assists other

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FACILITY MASTER PLAN

# Scott County Courthouse

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departments (particularly criminal) in writing restitution payments. Accounting staff are responsible for dealing with people who call in with tax offsets (rent rebates, tax refunds, etc.). Approximately 1/3 of the staff time is spent in phone calls, and 2/3 of their time in balancing accounts and preparing daily and monthly reports. There is typically not much public counter interaction, although accounting staff may come to the counter to deal with tax offset questions.

### *Growth of this Department*

Workload and personnel growth in this department is driven by legislative changes and the overall volume of the business of the entire Clerk's office. Another factor affecting their workload is the aggressiveness of the County Attorney's office in pursuing payments, an activity that is likely to grow in the future.

### *Operations*

Office hours for the accounting personnel are present from 8:00 AM to 4:30 PM, Monday through Fridays. Since reports have to be generated after the workday, accounting staff typically stay 15-20 minutes late to make sure that reports are running correctly, particularly at month-end.

### *Current Spaces*

The accounting staff are currently located on the 2<sup>nd</sup> floor of the courthouse, in an office area near the Clerk of the Court office. Two people share one office, having movable walls, in floor to finished ceiling offices. Future spaces should be expanded by approximately 25% to 50%. Accounting staff should be located in one office separate from other areas due to cash-handling activities and bank deposit preparation. Records storage in the area include daily and monthly reports, printouts, and other records.

### *Adjacency Requirements*

This department should be located near the Clerk and the Civil Division Trial Supervisor, since there is much interaction with Administrative staff, especially regarding policies and balancing status. The Court Accountant I also assists in office timecards (payroll and personnel time management). Her position is considered a management position.

### *Special Requirements*

This department has a safe, currently located in front of the Accounting Office. Funds are picked up by Illinois Armored every day about noon. An average of \$20 million per year moves through the office, and about

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# Scott County Courthouse

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\$15,000 per day is held and picked up at noon. Money that is taken in at the Clerk's office on the 1<sup>st</sup> floor has to be brought to the 2<sup>nd</sup> floor in the morning. Cash and checks in the office include child support, which constitutes a sizable amount of the total cash.

## **Small Claims**

### *Function*

Responsible for lawsuits of less than \$4K, forcible entries and detainers (evictions). Small Claims is basically a pro se department, but the vast majority of clients require interaction with staff. Clerk's staff are allowed to give some assistance in directing people regarding forms, and staff time is spent answering questions and dealing with people. Small Claims staff also assist in backup with Mental Health/Domestic Abuse and as Courtroom Attendants.

### *Future/Options*

There is currently a brochure provided by the Young Lawyers Association to assist with pro-se filings and questions, but there is no specific plan to develop a self-help center. With the exception of small claims and domestic abuse, there are strict guidelines as to the type and amount of assistance that can be provided by clerk personnel. Pro se litigants can attempt to get help from Legal Aid, but legal help is primarily aimed at eviction assistance, domestic matters, etc. Bar Association Lawyer Referral is another source of assistance. Bill Wulf would like to have more educational-type assistance provided by the clerk's office in the future, covering topics such as, "what to expect", if possible.

### *Workload*

The workload of the Small Claims department is steady, averaging 300 to 325 cases per month.

### *Technology*

There are public access terminals. Three are located on 2<sup>nd</sup> floor, two in the office at closed records and one out in the public area by the counter. Abstractors use the terminals, but more and more pro se users are using terminals for foreclosures, divorce decree records, etc.

### *Operations*

Office hours are scheduled between 8:00 AM and 4:30 PM. There are usually a few customers by 8:00 AM. Generally, there is a steady

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# Scott County Courthouse

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workload through most days, although there is a big peak on Tuesday afternoons.

### *Organization and Staffing*

The work leader is a Court Clerk III. There are six additional people in the department. Two people sit at the counter (one is the primary cashier for the department), but all are trained and expected to work at the counter. Other staff docket cases, assemble and pull for court, executions and garnishments. There are appeals from Small Claims, but in Iowa they are transferred to the Law and Equity Department and heard by a District Judge.

### *Current Spaces*

Currently squeezed together pretty tightly and their files are scattered.

### *Future Spaces*

There is a need for more space in this department, and files should be located in close proximity to workstations. Spaces consist of desks with paneling, file cabinets for miscellaneous files and personal information, counter (2 positions current, need 3). Active pending case files are stored in lateral file cabinets, and closed cases are in open shelving.

### *Adjacency Requirements*

The Small Claims staff should be located near to the public counter. They should have easy access to Accounting to resolve questions that arise several times a day and for end-of-day account balancing. They should also have easy access to the Law and Equity Departments to simplify some of the interaction between these groups arising due to counter claims and transfers or appeals.

### **Mental/Domestic Abuse**

#### *Function*

This is a heavy pro se department. The functions related to the Mental Health/Domestic Abuse cases involve sensitive family and personal matters, typically involving people coming in and asking the court to commit someone if they are in an abusive situation, or if there are related mental health or substance abuse problems. Cases can be highly emotional and involve families, children, and groups of visitors.

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## *Organization and Staffing*

Currently, one person is primarily responsible for mental health cases, and two staff handle domestic abuse. Other persons from other departments are used, as needed, for backup.

## *Operations*

Office hours run from 8:00 AM to 4:30 PM, Monday through Friday. Occasionally, this group will work overtime with people, especially if clients come in late in the day. All the paperwork needed in both MH/DA cases are provided by the Clerk's office. In discussions, clerk staff will try to determine whether the issues are matters in which the court or this department can be of assistance, and staff will refer or assist.

## *Future Trends*

MH/DA workload has been pretty steady for the last several years, although space is a problem. Staff were not aware of any impending legislative changes expected over the next several years, but the recent past has seen a big change in domestic abuse, most of these impacts having already been incorporated into the system. Other changes would be dictated by legislation.

## *Current Spaces*

Have built offices within the offices to bring clients back for discussions and interviews due to the emotional nature of the cases.

## *Future Spaces*

Each staff member has their own workstation, and current workstations are pretty much the way they should be. More space is needed for case files, which are scattered today throughout the office. There is a counter used for this group. A portion at the end of the long counter in the Civil Division office on the 2<sup>nd</sup> floor of the courthouse is reserved for MH/DA. Clients are greeted at counter and escorted to rooms or workstations. There are several chairs (6-8) at a small reception/waiting area, including provision for a VCR and TV for children waiting, etc. This waiting area should be isolated from the general clerk area.

There is a need for more space for clients to come in and meet with staff. Today, there are two rooms set aside for client interviews and meetings, but there are 4-5 different people in these rooms, and there should be at least one more designated interview room as well as provision for additional client waiting areas. Future planning should provide space for three small and one larger interview/waiting rooms.

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## *Adjacency Requirements*

There is a need for counter space to serve this department. This group interacts with the Sheriff's Office and the County Attorney's office, as well as Community Services. Internally, this group should be near the Civil Division trial court supervisor and another division for backups, but they don't need to be near any other group specifically.

## **Law Equity/Dissolution**

### *Function*

This group handles all civil matters not handled by other groups, including foreclosures, lawsuits over \$4K, injunctions, paternity actions, divorces (contested and non-contested).

### *Organization and Staffing*

Court Clerk III is the work leader for the department. They have four additional staff.

### *Workload and Future Workload*

The Law and Equity/Dissolution staff handle about 350 new cases per month. Workload is affected by divorce rates, general filing rates and trends. Other factors that effect workload include social and legislative issues. The actual number of cases is not increasing, but there are more filings within cases, and case complexities are on the increase. As a result, workload is steadily increasing.

### *Operations*

Office hours are scheduled between 8:00 AM and 4:30 PM, Monday through Friday. Activities include counter functions (one person sits at the counter) for case filings and assistance. Workload at the counter is steady with peak periods at 8:30 AM and 1:30 PM due to "order" hour. During "order" hour attorneys or pro se come in to pick up court files, or orders, to get them signed by a District Judge. Clients can also come in during this time to get a default divorce decree signed. Peak numbers of visitors over the course of an hour average six to eight people at the counter. The balance of work includes filing, case processing, issuing injunctions, garnishments, etc. In addition, daily activities include a high volume of phone work and correspondence.

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## *Current Spaces*

Currently, individual workstations are provided for clerk staff in an open-office, cubicle workarea. Space for each station is tight, averaging approximately 5' by 6', with the largest workstations measuring 6' by 8' for the Clerk III. Systems furniture is used for most stations with 42" high partitions. File area: Pending/Active files are located in lateral file cabinets located at the department. Closed cases are in open shelving units in the back of the office. Additional space is required for filing of court reporter notes. These must be kept for 10 years beyond the final disposition of the case; as a general rule, they are kept for 20 years.

## *Future Spaces*

Additional space is needed for this department for storage of closed filings. Additional counter space is needed; there is currently one position at counter, and space should be provided at the counter for at least one more position.

## *Adjacency Requirements*

This department should be located near the accounting and small claims departments, and should be in close proximity to the trial court supervisor.

## **Uniform Support**

### *Function*

These people handle cases in which the state or one of the parties are attempting to make recovery. Primarily the state's interest is that they provide assistance to the "ex" - Medicare or other - and they have a vested interest in finding parties and collecting child support. This unit works with the Child Support Recovery Unit of the State Attorney General's office with federal government funding. This unit works with the Treasurer's office (auto tags) and other revenue points (federal/state tax refunds, etc.) to set up judgments.

### *Caseload/Future Trends*

Currently handling approximately 125 cases per month. Here, the office is finding that the volume of cases is increasing with more filings and complexity per case. A national registry of child support, using SS numbers and the Internet, is being established. As child support collection becomes "criminalized," the databases will likely tie to NCIC, APFIS and other systems. It is a growing business, and at some point may need more staff. A second person was added to staff last year.

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## *Organization and Staffing*

2-person department. Counter function, although neither person sits at counter.

## *Operations*

8:00AM to 4:30PM function. Phone and counter work includes many questions from payers. Much interaction with Child Support Recovery Unit. Documents and files are hand-carried by CSR Unit, and a desk has been set aside for CSR staff.

## *Current Spaces*

For active/pending cases, they have sufficient space in laterals. Closed cases are on open shelves, and they may need more space. There are workstations for individual positions plus one workstation for CSR staff. Easy access to a counter position is needed. An ideal situation would probably place one person at the counter.

## *Adjacency Requirements*

Should be near the trial court supervisor and close to another department for support/backup (no specific relationships).

## **Probate/Adoption**

### *Function*

Any case probated through courts is filed in the Clerk's office. Cases related to voluntary termination of parental rights are filed here. Adoptions are filed here.

### *Staffing*

One-person office – at counter. Counter work is steady but not heavy. This position provides counter support for Uniform Support.

### *Future/Trends*

Probate activities may grow based on the "graying" of the population. Legislative changes relate primarily to procedure. Probate/Adoption is getting busier due to the wish of people to review (open) adoption records and files. Steady increase in work, and may increase positions.

### *Space Requirements*

Need a counter workstation for the clerk. Files are stored in one lateral cabinet (pending adoptions and terminations), and probate files are in

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FACILITY MASTER PLAN



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open shelving. Files are sealed, but this is primarily an issue in remote and archival storage – file access is controlled within the office.

### *Adjacency Requirements*

Should be near the trial court supervisor and close to another department for support/backup (no specific relationships).

### **Criminal Division**

The criminal division is comprised of three departments: criminal (headed by a trial court supervisor); traffic (headed by a trial court supervisor); and juvenile (headed by the traffic trial court supervisor). This division is located on the first floor of the existing courthouse.

### **Criminal**

#### *Function*

Intake of new cases (simple misdemeanors through felony cases). Complaints are hand delivered to the clerk's office, and a case jacket is prepared. Every complaint is a case, although multiple charges on one arrest are treated as one case – and recorded as the most serious charge.

#### *Operations*

Cases are received, processed, and prepared for court. Cases are taken to court on the same day, if the person is held in custody. If the defendant is not in custody, the arresting officer sets the court date. For cases where the prisoner is in custody, cases are delivered to court for same day appearances. Normally, on criminal cases, the case file is pulled and delivered to court for all proceedings. When the court is finished with the file, the file is delivered to the office by the court attendant. After the clerk has recorded what occurred in court, it is refiled in the active/pending for future action. After disposition, the clerk records actions and completes notification forms (sent to the Department of Corrections, Police Departments, professional licensing organizations, etc.).

Another part of duties involves handling of motions, evaluation reports, etc. These are received over the counter or by mail, time-stamped, and sorted by items according to priority. They are then docketed, and filed in appropriate case files.

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FACILITY MASTER PLAN

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8:00AM to 4:30PM office hours, with mandatory overtime to cover arrests (7:00 AM to 11:00 AM). General office activities include counter, office, and courtroom responsibilities. Staff in this department work on the phone, at desk and at the counter. On the weekends, the office is closed to the public, but staff are working within the office.

Peak periods are first thing each morning, when court starts, due to new arrests. Wednesday and Friday mornings, the criminal division is busy all morning as people come in to pay fines. May have as many as 15-20 in the office. May have 50 waiting for court in the same area.

Most money comes in over the counter. One position at the counter is a cashier position with cash box. Some moneys come in via mail. Normally, when a fine is imposed, the court attendant or bailiff will escort the defendant from the courtroom to the cashier. Payment options will have been discussed in the courtroom prior to coming to the clerk's office. (Note: This process is similar to Traffic).

#### *Organization and Staffing*

Headed by a work leader (Court Clerk III). There are 12 other people in the department, one of whom is the primary cashier. This department has been broken into 3-person teams, and each team is assigned specific duties. Team 1 duties are related to closing (disposing) cases, notifications, and preparing files for appeals or storage. Teams are not split based on misdemeanor or felony cases. One team handles filing (case intake team). The entire department works extensively with County Attorney, police department and probation staff.

#### *Future Trends/Staffing*

Consistent growth over the years. Typically backlogged now, from one week to one month. Of all departments, anticipate this will grow the most. Some changes are being adopted due to technology, but the impact on workload of the Clerk's office is not clear, and they may not reduce workload. There is a current need for two more positions in this department today, and some of the additional positions of the Clerk's office should be expected to be used in this department.

The "get tough" attitude and increased legislation (defining crimes) points to continued or increased work in this division. Alternatives to incarceration and other options for judges may lead to increased caseloads and work associated with individual cases.

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## *Current Spaces*

Current spaces are inadequate, with small overall area for number of people and small workstations. Some work in 25" by 45" workstations. One person works out of the 2<sup>nd</sup> floor office, because of space shortfall.

## *Future Space Needs*

Counter (including cashier position), individual workstations, and file areas. Document viewing and public access areas are required for imaging or microfilm records (arrest records, disposition, case information, and background check information). after the clerk has recorded what occurred in court.

## *Adjacency Requirements*

Should be near the Sheriff's Department (investigations) and County Attorney's Office (people in the criminal departments) for paper transfer and consultation. There is paper and phone contact with the Jail – but there is heavy linkage for bond papers, scheduling weekend DWIs, Mittimi, release orders, transfer orders, and the like. Today paper is transferred by hand-delivery. Criminal department employees, bailiffs or court attendants depending on document type and urgency, are carriers. This department should be near the Magistrate Court and the Associate Court(s). The trial court supervisor should be located in this area.

## **Traffic Department**

### *Function*

Process all traffic citations.

### *Operations*

8:00 to 4:30 MF. Citations are delivered by the law enforcement agencies. File folders are not created; the citation itself is used as the case record. Case processing – new tickets are docketed, normally the officer schedules the court date. Certain traffic citations require mandatory appearance. These citations are pulled and delivered to the court attendant for court. After court is finished with citations, the court attendant delivers these back to the office. These citations are handled in a similar manner to criminal citations.

Peak periods are first thing each morning, for about one hour. Typical loads may be 8-10 – paying fines, asking questions about where to appear, etc. After this, the load is moderate and steady (1-2 people in line). Peak periods are driven by court calendar.

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Most money comes in over the counter. One position at the counter is a cashier position with cash box. Some moneys come in via mail. Normally, when a fine is imposed, the court attendant or bailiff will escort the defendant from the courtroom to the cashier. Payment options will have been discussed in the courtroom prior to coming to the clerk's office. (Note: This process is similar to criminal).

### *Organization and Staffing*

Work leader position filled by the Tech I; there are six additional staff, including one cashier. Typical position docket citations, records court actions, etc. There is a lot of phone work and notification work (public notices of suspensions, lack of payment of fines, DOC and other). There is a lot of counter work.

### *Future Trends and Staffing*

Use of the new computerized citation equipment by the police departments will impact workload and the need for staff in this department. The Clerk's office anticipates reducing staff in this department by 2-3 positions.

### *Current spaces*

Everyone has a workstation. There is one traffic counter position (cashier). Files: Vertical/lateral file cabinets for active/pending. Closed citations are kept for one year in vertical file cabinets.

### *Future Space Requirements*

Current workstations are on small side, but this is not as critical as criminal. Counter positions: Should be more than 1 during peak periods. Future space needs are not a major problem, primarily since law enforcement officers will be directly loading citation information in the computer. The Design Team should review the need for printers and output devices (public access terminals, etc.) at the public counter for inquiries, outputs for defendants, etc..

### *Adjacency Requirements*

Should be near the County Attorney's Office, the Sheriff's Department, and the Criminal Department, as there is interaction between the departments, and the Magistrate Court,. The trial court supervisor should be located near their staff.

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## **Juvenile**

### *Function*

Process all matters that appear before the juvenile court (delinquency options, CHINA -- child in need of assistance cases -- neglect and abuse, and dependency cases).

### *Operations*

8:00 to 4:30 PM. Petitions are prepared by Juvenile Court Services and filed with this office. Cases are scheduled for court by Juvenile Court Services. Clerk staff run calendar, pull files, deliver to court, and act as court attendant. After the hearing, cases are brought back to the office by the clerk/court attendant. The Clerk's office records what happened in court. There is not a cashier position, but money may come in here as restitution or attorney payment fees.

If a juvenile is in custody, workload would be affected (additional reports and paperwork), as compared with juveniles released to the custody of parents.

### *Organization and Staffing*

2-person department, with one person considered the work leader of the department. Overall supervision provided by the trial court supervisor in charge of traffic.

### *Future Trends/Staffing or Workload*

This department will probably need a position within 5 years. Juvenile petitions and crime is up. There are more filings going on with these cases in the form of more evaluations and reports.

### *Current Spaces*

Don't have a counter and don't really need one. Due to the confidential nature of the work, papers are hand delivered to the team, and much of the work is performed by phone at desks. There are some visits, primarily JCS officers, and a steady flow of people throughout the day. Currently have two desks and files (lateral cabinets for pending, and open shelving for closed cases).

### *Future Spaces*

Larger workstations for staff. Need more space for filing (lockable/secured).

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## *Adjacency Requirements*

Should be accessible to Juvenile Court. Could explore the idea of providing Clerk Offices at the Juvenile Court areas – primary interaction is with the JCS officers and the Juvenile Judge and County Attorney's office staff working on juvenile matters.

## **Space Requirements – Clerk of the Court's Office**

The following four page table summarizes space requirements for the Clerk of the Court's Office and support areas.

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ID	Description	Type	Area Std. (NSF)	Quantity				Area Requirement (to "Standard")				Comments	
				2000	2003	2005	2010	2000	2003	2005	2010		
<b>D.1</b>	<b>Clerk Office - Civil Division</b>												
P	1 Clerk of Court	PO	168	1	1	1	1	168	168	168	168		
P	2 Civil Division Trial Court Supr	PO	120	1	1	1	1	120	120	120	120		
	<b>Accounting</b>												
P	3 Supervisor - Court Acct. I	C/OF	80	1	1	1	1	80	80	80	80		
P	4 Tech I	C/OF	64	1	1	2	2	64	64	128	128		
	<b>Mental Health/Domestic Abuse</b>												
P	5 Mental Health Clerk - Acct I	C/OF	64	1	1	1	2	64	64	64	128		
P	6 Domestic Abuse Clerk - Clerk II	C/OF	64	2	2	2	3	128	128	128	192		
	<b>Small Claims</b>												
P	7 Work Leader - Clerk III	C/OF	48	1	1	1	1	48	48	48	48		
P	8 Counter Position - Clerk II	C/OF	42	1	1	2	2	42	42	84	84		
P	9 Cashier - Clerk II	C/OF	42	1	1	1	2	42	42	42	84		
P	10 SC Clerk II, I	C/OF	42	3	3	3	3	126	126	126	126		
	<b>Law Equity/Dissolution</b>												
P	11 Work Leader - Clerk III	C/OF	48	1	1	1	1	48	48	48	48		
P	12 LE/D Clerks	C/OF	42	4	4	4	4	168	168	168	168		
	<b>Uniform Support</b>												
P	13 Work Leader	C/OF	48	1	1	1	1	48	48	48	48		
P	14 US Clerk	C/OF	42	1	1	2	2	42	42	84	84		
	<b>Probate/Adoption</b>												
P	15 P/A Counter Clerk	C/OF	48	1	1	1	2	48	48	48	96		
				21	21	24	28	1,236	1,236	1,384	1,602		

## FACILITY MASTER PLAN

# Scott County Courthouse

## DAVENPORT IOWA

ID	Description	Type	Area Std. (NSF)	Quantity				Area Requirement (to "Standard")				Comments	
				2000	2003	2005	2010	2000	2003	2005	2010		
<b>D.1</b>	<b>Clerk Office -- Civil Division Support Areas</b>												
	<b>Administrative Area</b>												
S	1 Administrative Files		14	4	4	5	6	56	56	70	84		
S	2 Admin. Reception Area		20	0	2	3	4	0	40	60	80		
	<b>Accounting</b>												
S	3 Accounting Files		14	2	2	2	2	28	28	28	28		
S	4 Supply cabinets		14	1	1	1	1	14	14	14	14		
S	5 Safe		15	1	1	1	1	15	15	15	15		
S	6 Secure records area		100	1	1	1	1	100	100	100	100	Cancelled checks; check writer/printer; check stora	
S	7 Shared printer		10	1	1	1	1	10	10	10	10		
	<b>Mental Health/Domestic Abuse</b>												
S	8 MH/DA Counter/Reception		8	10	10	15	20	80	80	120	160	Workstations are at the counter	
S	9 Child Waiting Area		80	1	1	1	1	80	80	80	80		
S	10 Interview/waiting rooms		80	2	2	3	3	160	160	240	240		
S	11 Large Intw/waiting rooms		144	0	1	1	1	0	144	144	144		
S	12 MH/DA Files		14	6	6	6	6	84	84	84	84	Includes supply storage	
	<b>Small Claims</b>												
S	13 Small Claims Files		14	3	3	3	3	42	42	42	42	Lateral cabinets	
S	14 Small Claims (High-density units)		25	2	3	3	3	50	75	75	75		
S	15 SC Counter/Public Access PCs		12	12	16	16	20	144	192	192	240		
S	16 File cabinets		14	5	5	5	5	70	70	70	70	Forms, exhibits, general supplies	
S	17 SC Docket Printout		50	1	1	1	1	50	50	50	50	Docket books; shared with LE	
	<b>Law Equity/Dissolution</b>												
S	18 LE Laterals		14	4	4	5	5	56	56	70	70	Active	
S	19 LE high-density		25	7	7	7	7	175	175	175	175	Closed	
S	20 Dissolution laterals		14	1	1	2	2	14	14	28	28	Active	
S	21 Dissolution high-density		25	7	7	7	7	175	175	175	175	Closed	
S	22 To be destroyed LE Files		14	2	2	2	2	28	28	28	28		
S	23 Mechanics Liens		14	2	2	2	2	28	28	28	28		
S	24 Library/Bookcases		10	2	2	2	2	20	20	20	20		
S	25 Exhibits		12	6	6	6	6	72	72	72	72		
S	26 LE/Dissolution CR Notes		14	3	3	3	3	42	42	42	42		
S	27 Microfilm readers		20	2	2	2	2	40	40	40	40		
S	28 Microfilm Storage Cabinets		14	8	8	8	8	112	112	112	112		
S	29 Docket Storage		50	1	1	1	1	50	50	50	50	LE/Dissolution Computer Dockets	
S	30 Abstracters Work area		100	1	1	1	1	100	100	100	100	3 tables, 2 CRTs, standing workstations	
	<b>Child Support</b>												
S	31 Child Support Files		12	2	2	2	2	24	24	24	24		
	<b>Uniform Support</b>												
S	32 Uniform support high-density		25	2	2	2	2	50	50	50	50		
S	33 Active Files		12	2	2	2	2	24	24	24	24		
S	34 Docket Storage Cabinet		15	1	1	1	1	15	15	15	15		
S	35 Supply cabinet		12	1	1	1	1	12	12	12	12		
	<b>Probate</b>												
S	36 Counter		12	5	5	5	5	60	60	60	60		
S	37 P/A high-density		25	4	4	4	4	100	100	100	100		
S	38 File cabinets		12	7	7	7	7	84	84	84	84		
S	39 Bookshelf		10	1	1	1	1	10	10	10	10		
	<b>Shared Office Support</b>												
S	40 General/Equipment Storage		100	1	1	1	1	100	100	100	100		
S	41 Shared typewriters		10	2	2	2	2	20	20	20	20		
S	42 Copier		25	2	2	2	2	50	50	50	50		
	<b>Number of Spaces</b>												
	Total NSF (P+S)			63	63	66	70	2,444	2,701	2,883	3,005		
	DGSF/NSF Factor							1.25	1.35	1.35	1.35		
	Total DGSF Required							4,600	5,315	5,760	6,219		
	Density (DGSF/Staff)							219	253	240	222		

## FACILITY MASTER PLAN





# Scott County Courthouse

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ID	Description	Type	Area Std. (NSF)	Quantity				Area Requirement (to "Standard")				Comments
				2000	2003	2005	2010	2000	2003	2005	2010	
<b>D.2 Clerk Office – Criminal Division Support Spaces</b>												
S	1 Criminal Dept. Counter		12	10	15	20	25	120	180	240	300	
S	2 Criminal Files – high-density		140	2	2	2	2	280	280	280	280	High-density shelving – 2 areas
S	3 CF – Closed Simple Misd.		12	4	4	5	6	48	48	60	72	Std. Legal 4-dwr units
S	4 CrL Reporter Notes		12	4	4	5	6	48	48	60	72	Three years stored here; Space for 4 4-dwr cabr
S	5 Open Appeals		12	2	2	2	2	24	24	24	24	
S	6 Document viewing		100	0	1	2	2	0	100	200	200	
S	7 Criminal Docket Printout/Work Area		120	1	1	1	1	120	120	120	120	Includes worktables
S	8 Public Access Terminal		25	1	2	3	3	25	50	75	75	
S	9 Shared work tables		25	1	1	2	2	25	25	50	50	Incl. Supply storage, mail distribution
S	10 FAX		10	1	1	1	1	10	10	10	10	
S	11 Shared typewriter		10	3	3	2	2	30	30	20	20	
S	12 Copier		25	1	1	1	1	25	25	25	25	
S	13 Supplies/Mail Distribution		50	0	1	1	1	0	50	50	50	
S	14 Printers		15	3	3	3	3	45	45	45	45	Impact, receipt, laser printers
<b>Traffic Department</b>												
S	15 Traffic Forms/Supplies		0	2	2	2	2	0	0	0	0	Included in counter
S	16 Traffic Dept. Counter		12	10	15	20	25	120	180	240	300	Judgment/Susp./Disposed case files below cnt
S	17 Public Access Terminal area		25	1	1	1	2	25	25	25	25	
<b>Juvenile Department</b>												
S	18 Juvenile Waiting		15	4	4	4	4	60	60	60	60	
S	19 Juvenile Records/Files		25	5	5	5	5	125	125	125	125	Active/Pending/Recently Closed (high-density u
S	20 Juvenile Records/Files		12	5	5	5	5	60	60	60	60	Closed files (std. Legal cabinets)
S	21 Juvenile Exhibits/Transcripts		15	2	2	3	4	30	30	45	60	36" cabinets
S	22 Juvenile Supplies/Storage		15	2	2	3	3	30	30	45	45	36" cabinets
S	23 Juvenile Work area		25	0	1	1	1	0	25	25	25	work counter; forms
<b>Shared Support Areas</b>												
S	24 Coats		10	2	2	2	2	20	20	20	20	
S	25 Coffee Area		40	1	1	1	1	40	40	40	40	Refrig/microwave, coats
S	26 Shared/Office Copier/FAX		25	2	2	2	2	50	50	50	50	One at counter; one in back of office
				26	26	26	26	1,360	1,680	1,994	2,178	
<b>Number of Spaces</b>				49	49	49	50					
<b>Total NSF (P+S)</b>								2,562	2,882	3,202	3,428	
<b>DGSF/NSF Factor</b>								1.25	1.35	1.35	1.35	
<b>Total DGSF Required</b>								3,203	3,891	4,323	4,628	
<b>Density (DGSF/Staff)</b>								139	169	188	193	

## FACILITY MASTER PLAN

# Scott County Courthouse

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## County Attorney's Office

### Function/Mission

The County Attorney's Office prosecutes all criminal matters brought to the office. The County Attorney serves as corporate counsel for the County (Civil Division). Other non-criminal matters include mental commitment proceedings (Civil Division). The workload related to mental commitment proceedings has increased 10 fold in the past 10 years; much of the work is performed by the Clerk and the hospital.

In the future, the function/mission of the office will remain the same, although if another County Attorney is elected, the function and/or mission might change. If it changes, the space requirements of this office would be likely to increase. The County Attorney's office in Scott County has fewer staff than many counties of comparable size in Iowa. In Lynn County, for example, the County Attorney's staff is the same although the county population is smaller, but the staff is full-time, and the non-attorney (or support) staff is larger by 33% to 50%, or more. Rock Island, with identical responsibilities and functions, has a larger attorney and support staff.

This office has historically had a low turnover in attorneys, due in part to the fact that the attorneys are part time and can maintain their own separate law practices (Assistant County Attorneys in Scott County may practice civil law). ACAs are ethically prohibited to practice as private defense counsel.

### Organization and Staffing

The office is organized into four primary divisions with an administrative group and an administrative support division. Please refer to the organization chart (overleaf) and the following paragraphs for a description of the function and organization of each unit.

*District Court Division.* This division handles all matters from initial case intake, police reports (criminal information), or instructions from the Grand Jury, through prosecution and case disposition. The use of the Grand Jury in Iowa is limited. Virtually all (99.9%) cases come from law enforcement. Any indictable offense goes to the First Assistant, who delegates or handles the case. Paralegals assist in the cases. A vertical prosecution system is used in this office; one lawyer or team handles each case from pre-trial motions through case disposition. There is a full discovery process in Iowa, and there are a great deal of depositions and

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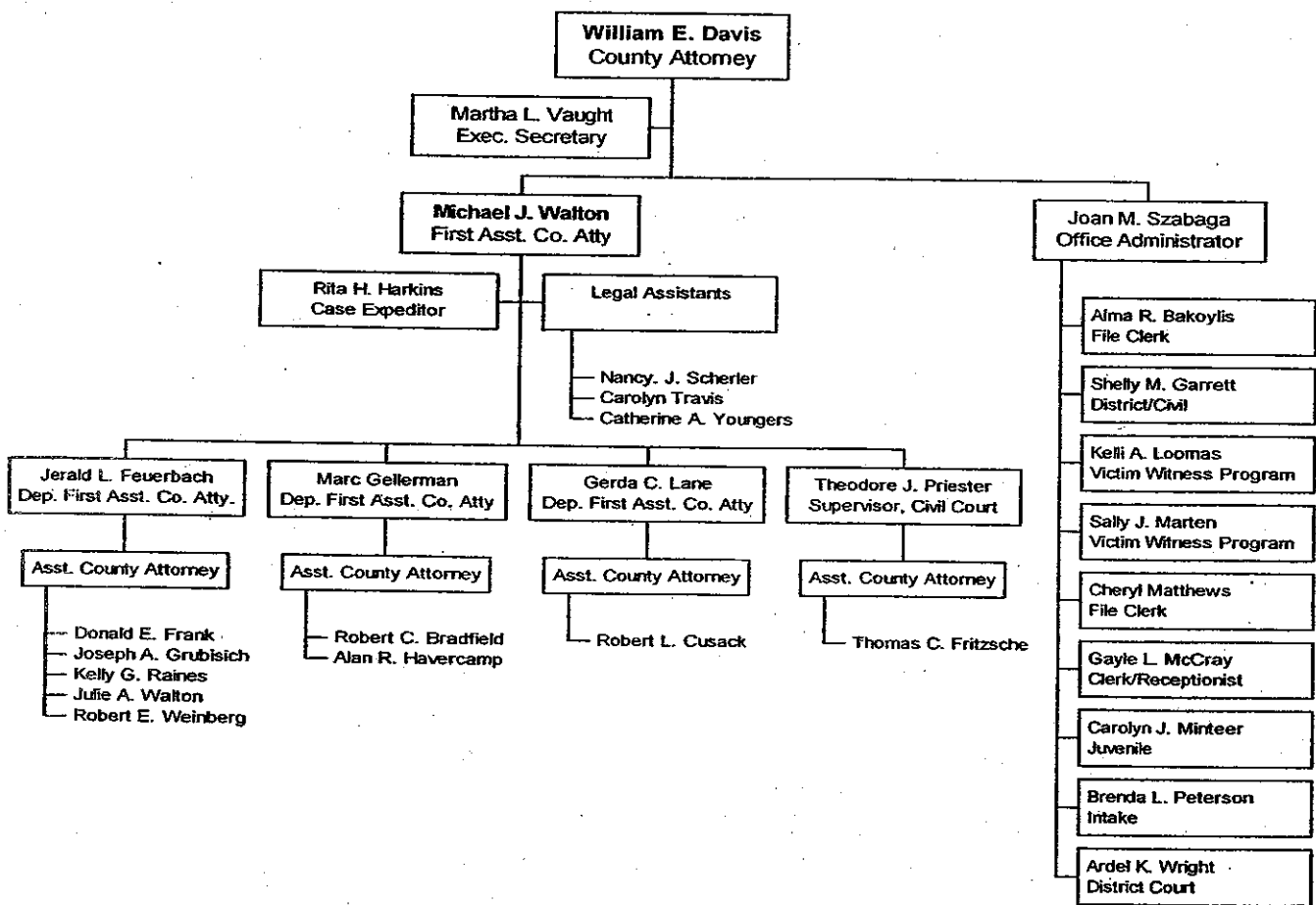
# Scott County Courthouse

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additional case files and paperwork. Non-indictable cases go to the First Asst. in Associate Court. There are no assigned investigators in the office, although the Sheriff's Department provides one investigator for domestic violence cases. *ARDEL and SHELLY have District Court responsibilities.*

## Scott County Attorney's Office



*Associate Court Division.* The Associate Court division handles serious misdemeanors (1 year in county jail). Attorneys are assigned tasks, including portions of cases in trial appearances. Asst. County Attorneys

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are present when the court is in session except during Intake Court, although ACAS will be present on the weekends when requested.

*Juvenile Court Division.* Cases come directly to CAROLYN MINTEER for intake (Legal Secretary for the juvenile division). Case assignments are shared between Gerda and Bob. This is a vertical prosecution unit. The current juvenile division is located across the hall, and records are kept separate from other County Attorney files and records.

*Civil Division.* As corporate counsel, the County Attorney acts as legal counsel to all elected officials, and represents the County in any action that is not a criminal matter. This represents a significant workload, especially since the County is self-insured to \$500K. Umbrella insurers recognize the County Attorney as representative below this level (some areas to \$300K). The Civil division also handles asset forfeitures. Separation of Civil from Criminal in Asset Forfeiture issues. SHELLY GARRETT provides support for this division.

*Administrative Functions.* Include payroll, accounts payable, preparation and monitoring of the budget, quarterly review of budget, and budget analysis for several other departments. In addition, administration activities include grant administration and preparation, personnel management and supervision.

*Central Files.* Once the case file is prepared, file goes to the Assistant County Attorney in charge of District/Associate, Civil or Juvenile Divisions. Intake sheets (with case numbers assigned) are completed and attached with police report. These papers, with "trial information" and requests for follow-up - dictated by attorney, are sent to the legal secretary. The legal secretary prepares files from clerks. ALMA and CHERYL sit next to each other and the files.

*Intake Coordinator.* All police reports come to BRENDA. She handles case intake, enters the case and vital statistics into the system, and the system assigns case number. Brenda goes to the police department and picks up the case information. She sends out misdemeanor trial notices. Most cases are in jail, and subject to a 24-hour Magistrate Hearing. Formal charges have to be ready in 10 days.

*Victim-Witness Coordinator.* SALLY MARTEN and KELLY LOMAS (Clerk) notify all victims and witnesses of trial date, sentencing, appearances, etc. Sally assists witnesses during trials, and refers victims

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# Scott County Courthouse

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and witnesses to counseling, etc. She also serves as a liaison with compensation people, and as a representative to the batterers' coalition, etc.

GAYLE serves as the office RECEPTIONIST, and has a FAX machine. She also pulls files and data entry. There is an important front entry and reception function

*Copy Room / File Room.* ALMA works near here.

*Other staff:* Provisions should be made for three law clerks (currently used every summer), with one kept on during the year to do weekend court. These clerks have completed two years of law school and they have a conditional license. Currently, these staff have no desks.

#### **Organization of Office**

The office is generally organized with a centralized support core with attorneys on perimeter in groups/divisions. Wherever possible, the office attempts to locate clerical staff in a core area in close proximity to the group they're primarily supporting.

#### **Historical Staffing and Workload**

There has been no change in staffing for the past 20 years. Some increase in personnel should be included in space planning and space allocations over the next 20 years.

#### **Caseloads/Trends – Refer to Performance Indicators**

Currently, the County Attorney's Office is at 116% of caseload projections in District Court through three quarters, and at 96% of caseload projection in Juvenile Court. Factors that affect workload include public sentiment and public attitude about getting tough on crime. Crimes are not different – it's the public reaction to the crime.

#### **Staff Projections**

For planning purposes, assume provision for one additional assistant attorney and one legal secretary, 1 legal asst. and 1 clerk II in the next five years. Assume provision for one additional assistant attorney and one legal assistant in the next five years. In addition, each increase of a District Court judicial position will add two (2) Assistant County Attorneys plus complementary support (one more legal secretary, a legal assistant, and another clerk II).

# Scott County Courthouse

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## **Current Spaces**

Current office layouts are cramped. Notable changes which should be incorporated into the planning: Attorney cubicles are inadequate and inappropriate – no privacy and too small. Attorneys should be provided with private offices and sufficient space for the lawyer and two guests.

There is a need for one or more deposition rooms for private conversations or use of the telephone for sensitive discussions. These rooms can double as deposition rooms, conference rooms or group workrooms. Initially, there were three work or conference rooms; today there are none. There is a need for three deposition rooms today; five rooms are needed in the future. These are needed in addition to the cubicles. If lawyers have offices, the office can reduce the number of these rooms to two deposition rooms today, and three in the future.

Library spaces (in addition to conference areas) are probably not needed, since library materials are available to each lawyer at his/her desk. If and when needed, hard copy materials are available as needed and located in the County Attorney's Office.

Grand juries, when needed, are convened and held in a conference room. No special spaces are required in the court building, nor any special personnel.

## **Adjacency Requirements**

The County Attorney's Office should be located in the same building as the Courts and the Clerk's office. This office should not be located near a Public Defender's Office, if provided in the future.

## **Future Space Requirements**

### *Closed offices:*

- County Attorney
- Office Administrator
- First Asst. County Attorney
- Deputy First Assistant County Attorney
- Victim/Witness Coordinator -- to discuss private, personal things

### *Open-Office/Cubicle Workstations*

- Other Attorneys (see note above)
- Legal Secretaries (no visitor chair)

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- Legal Assistants (no visitor chair)
- Intake Coordinator (no visitor chair)
- Clerk II (no visitor chair)
- Case Expeditor (should have visitor chair)
- Law Clerks (two workstations for three clerks would be sufficient -- could share cubicle)

## *Support Spaces*

- Reception/Waiting Area (4-6)
- Three to Five Work/Conference/Deposition Rooms
- Children Victim/Witness Room
- Victim/Witness Waiting Room
- Copier Area
- Central File Area
- Evidence Locker Area
- General Storage Area (supplies, paper, A/V equipment (ELMO/DOAR, etc.))
- VCRs/monitors storage
- Coffee Room (countertop, sink, refrigerator, microwave, storage) – no chairs

There is a need for more central file space – at least twice the current amount. Once the case goes to decision, the Iowa Attorney General's office has jurisdiction. Case files are kept in file cabinets indefinitely -- case materials are held until a person is out of jail or dead. Lawyer notes are kept; anything that duplicates materials kept in the Clerk's office is purged. Associate Court case files are destroyed as soon as completed (bagged and shredded). Currently, big case files have to be boxed and sent to the Bicentennial building to be stored.

## **Space Requirements – County Attorney's Office**

The following table summarizes space requirements for the County Attorney's Office and support areas.

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FACILITY MASTER PLAN



# Scott County Courthouse

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Description	Type	Area Std. (NSF)	Quantity				Area Requirement (to "Standard")				Comments
			2000	2003	2005	2010	2000	2003	2005	2010	
<b>County Attorney's Office</b>											
P 1 County Attorney	PO	192	1	1	1	1	192	192	192	192	W. Davis
P 2 First Asst. County Attorney	PO	144	1	1	1	1	144	144	144	144	M. Walton
P 3 Executive Secretary	C/OF	80	1	1	1	1	80	80	80	80	M. Vaught
P 4 Office Administrator	PO	120	1	1	1	1	120	120	120	120	J. Szabaga
P 5 Receptionist	C/OF	64	1	1	1	1	64	64	64	64	G. McCray
P 6 Intake Coordinator	C/OF	64	1	1	2	2	64	64	128	128	B. Peterson
P 7 Jail Population Coordinator	C/OF	80	1	1	2	2	80	80	160	160	R. Harkins
P 8 Victim/Witness Coordinator	PO	100	1	1	2	2	100	100	200	200	S. Marten
P 9 Clerk	C/OF	48	1	1	1	2	48	48	48	96	K. Loomis
P 10 File Clerk	C/OF	48	1	1	1	1	48	48	48	48	A. Bakoylis
P 11 Law Clerks	C/OF	48	2	2	2	2	96	96	96	96	3 law clerks share 2 workstations
P 12 Intern/Volunteer	C/OF	42	1	1	1	1	42	42	42	42	
<b>District Court Division</b>											
P 13 Deputy First Asst. Co. Atty	PO	144	1	1	1	1	144	144	144	144	J. Feuerbach
P 14 Asst. County Attorney	PO	120	5	6	7	8	600	720	840	960	D. Frank; J. Grubisich; K. Raines; J. Wh
P 15 Legal Secretary	C/OF	48	1	1	2	2	48	48	96	96	A. Wright; (with S. Garrett; see Civil, be
<b>Associate Court Division</b>											
P 16 Deputy First Asst. Co. Atty	PO	144	1	1	1	2	144	144	144	288	M. Gellerman
P 17 Asst. County Attorney	PO	120	2	2	2	2	240	240	240	240	R. Bradfield; A. Havercamp
P 18 Legal Secretary	C/OF	48	0	0	0	0	0	0	0	0	
<b>Juvenile Court Division</b>											
P 19 Deputy First Asst. Co. Atty	PO	144	1	1	1	1	144	144	144	144	G. Lane
P 20 Asst. County Attorney	PO	120	1	1	1	1	120	120	120	120	R. Cusack
P 21 Legal Secretary	C/OF	48	1	1	1	1	48	48	48	48	C. Minteer
<b>Civil Court Division</b>											
P 22 Deputy First Asst. Co. Atty	PO	144	1	1	1	1	144	144	144	144	T. Priester
P 23 Asst. County Attorney	PO	120	1	1	1	1	120	120	120	120	T. Fritzsche
P 24 Legal Secretary	C/OF	48	1	1	1	1	48	48	48	48	S. Garrett
Subtotal Personnel Spaces			29	30	35	38	2,878	2,998	3,410	3,722	

## FACILITY MASTER PLAN

# Scott County Courthouse

## DAVENPORT IOWA

ID	Description	Type	Area Std. (NSF)	Quantity				Area Requirement (to "Standard")				Comments
				2000	2003	2005	2010	2000	2003	2005	2010	
<b>E County Attorney's Office Support Areas</b>												
<b>Reception Area</b>												
S 1	Waiting Area		120	1	1	1	1	120	120	120	120	
S 2	Admin. Waiting		20	4	4	5	6	80	80	100	120	
S 3	Shared Printer (Davenport PD)		15	1	1	1	1	15	15	15	15	Near reception
S 4	Shared Terminals		25	2	2	2	2	50	50	50	50	Davenport PD; State
S 5	Order Hour Distribution Point		10	1	1	1	1	10	10	10	10	
<b>District Court</b>												
S 6	Mail/Distribution Point		10	1	1	1	1	10	10	10	10	
S 7	District Court Files		14	5	5	6	6	70	70	84	84	Lateral 4-dwr; 4 District; 1 appeal
S 8	Shared Printer/Copier		40	1	1	1	1	40	40	40	40	B&W; Color Printers; copier
S 9	Coats		10	1	1	1	1	10	10	10	10	
<b>Associate Court Division</b>												
S 10	Mail/Distribution Point		10	1	1	1	1	10	10	10	10	
S 11	Associate Court Files		14	5	5	5	5	70	70	70	70	Lateral 4-dwr; 4 Assoc.; 1 for Warrar
S 12	Shared Printer/Copier		15	1	1	1	1	15	15	15	15	
S 13	Coats		10	1	1	1	1	10	10	10	10	
<b>Juvenile Court Division</b>												
S 14	Shared Printer		15	1	1	1	1	15	15	15	15	
S 15	Shared Copier		15	1	1	1	1	15	15	15	15	
S 16	Shared Typewriter		10	1	1	1	1	10	10	10	10	
S 17	Juvenile Files		14	3	3	3	3	42	42	42	42	2 active/pending; 1 closed
<b>Civil Court Division</b>												
S 18	Forfeiture Files		14	1	1	1	1	14	14	14	14	
S 19	Civil Action Files		14	1	1	1	1	14	14	14	14	
S 20	Shared Printer		15	0	0	0	0	0	0	0	0	Shared with District Court
S 21	Coats		10	1	1	1	1	10	10	10	10	
<b>General Office Support</b>												
S 22	Children Victim/Witness Room		120	1	1	1	1	120	120	120	120	
S 23	Adult Victim/Witness Waiting		120	0	0	0	0	0	0	0	0	Will be needed if conference/depositi
S 24	Large Copier		40	1	1	1	1	40	40	40	40	
S 25	Equipment Storage (Evidence)		120	1	1	1	1	120	120	120	120	Include Evidence Lockers; Exhibit str
S 26	Supply Storage Room		80	1	1	1	1	80	80	80	80	
S 27	General Storage		64	0	1	1	1	0	64	64	64	
S 28	Large Conf/Deposition Rm/Library		192	0	1	1	1	0	192	192	192	Seat 10-12
S 29	Conference/Deposition Room		144	1	1	2	2	144	144	288	288	Seat 7-8 with video cart; at table
S 30	Coffee/Staff Area		80	1	1	1	1	80	80	80	80	No seating - 12-14 LF counter, sink,
<b>Subtotal Support Areas</b>				40	42	45	46	1,214	1,470	1,648	1,668	
<b>Number of Spaces</b>				69	72	80	84					
<b>Total NSF (P+S)</b>								4,092	4,468	5,058	5,390	
<b>DGSF/NSF Factor</b>								1.35	1.35	1.35	1.35	
<b>Total DGSF Required</b>								5,524	6,032	6,828	7,277	
<b>Density (DGSF/Staff)</b>								190	201	195	191	

## FACILITY MASTER PLAN

# Scott County Courthouse

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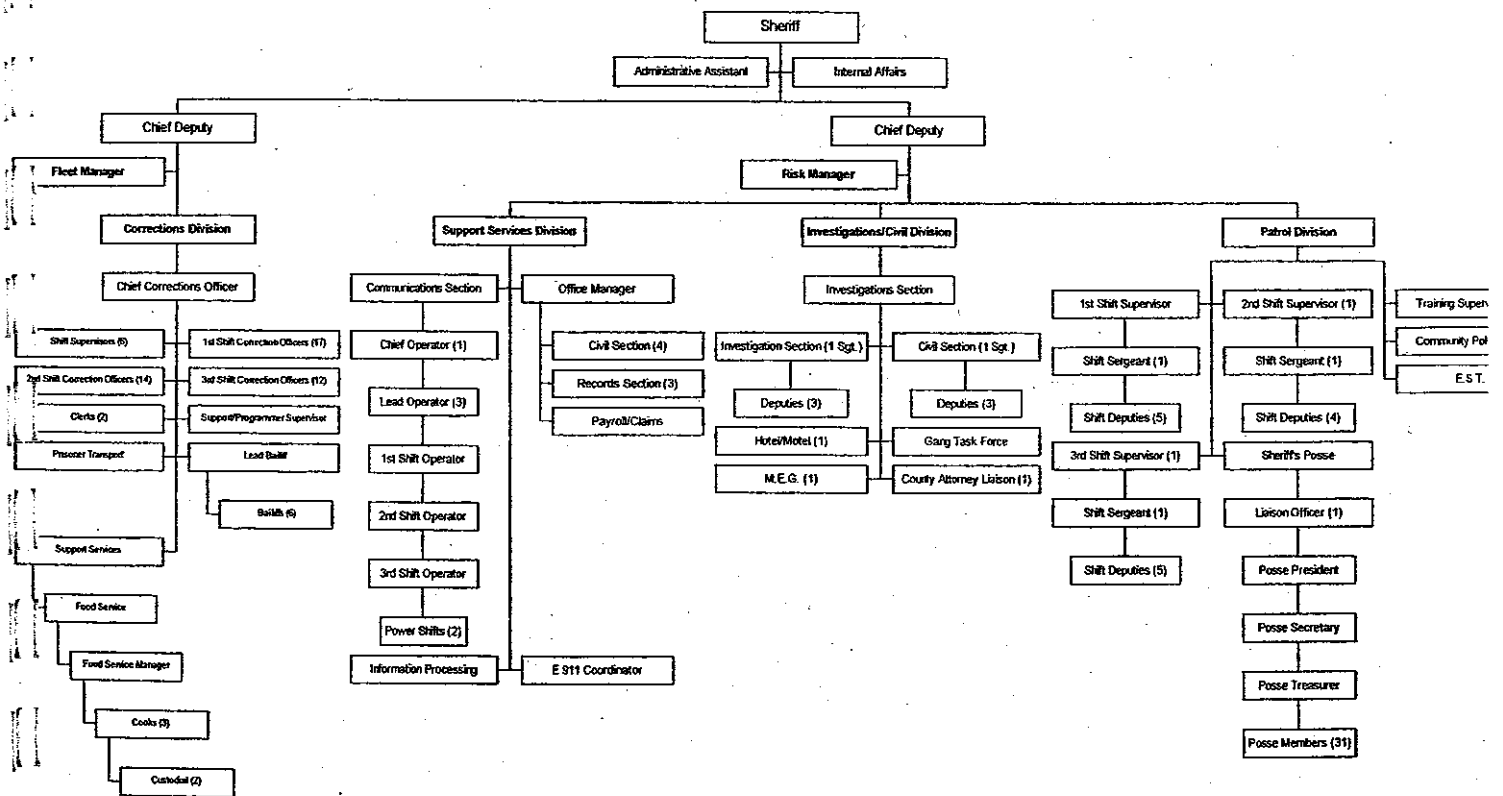
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## Sheriff's Department

Sheriff's Office functions to be included in the courthouse project:

- Sheriff's Department Administrative Office
- Sheriff's Civil Office
- Records Division, including Weapons and Permits
- Investigations/Evidence Storage
- Courthouse Security

Scott County Sheriff's Department



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## **Sheriff's Department Administrative Office**

### *Function*

The Administrative office is the main office for the Sheriff and Administrative Assistant/Office Supervisor.

### *Organization and Staff*

This unit includes the Sheriff, Art Miller (Director, Support Services); Major Dennis Conard (Chief Deputy), and the Administrative Assistant/Office Supervisor.

### *Operations*

This office operates during the day shift. There is heavy visitor traffic to the Sheriff's office, including media visits and press conference visits. In addition, there are many visits from division heads, including twice-weekly command meetings.

### *Existing Support Spaces*

Existing support spaces include provisions for an Internet access station; podium for press releases; administrative files (5-3 drawer file cabinets), safe (files associated with the administrative assistant); and a conference/work area with a "big" board. General support areas include the large copier, the staff break/work/mail area (18 LF counter with sink, above/below counter storage, refrigerator, and microwave), uniform/equipment/old personnel records storage room, and open area coat racks.

### *Spaces*

A separate conference room is needed; the current office has a large conference table without provision for separation between the conference room and the Sheriff's Office. The conference room should be available for both the Sheriff's Office and Chief Deputy office. Kitchen/coffee area/breakroom should be provided. Storage area is required. Shared computer station (INTERNET ACCESS). Separate work area with printer is required for AA/OS. Reception/waiting for 4-6 with table and chairs is required. FAX/Copier area is required. Executive file area should be located adjacent to AA/OS area (1-2 laterals, 6 3-drawer vertical files, and safe).

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## *Adjacency Requirements*

The Administrative area should have a separate access/exit point for the Sheriff. The office should be close to Civil and Records areas. Initial contacts with the public occur at the window – and this area should be convenient. Ideally, the first person you come in contact with at the Sheriff's Department is a receptionist; then you would get to the waiting areas.

## **Sheriff's Civil/Clerical Office**

### *Function*

The Sheriff's Department/Clerical Office receives civil papers, inputs, processes, and distributes to the process servers.

### *Operations*

Staff handle garnishments, issue checks, prepare for SD sales, have a communications base station radio to coordinate the servers. As papers are brought back in, the staff prepare receipts and handle incoming cash and checks. One staff member handles bookkeeping and takes funds to the safe.

### *Organization and Staffing*

The unit includes four civil clerks and the civil sergeant, as well as three civil deputies (process servers).

### *Current Spaces*

Current spaces include a separate station with three cubicles for deputies, sergeant with cubicle and desk, and clerks with workstations. A general counter is provided for public access (e.g., record/civil window and counter). Shared support spaces include a shared computer with forms in a 4-drawer cabinet, and a storage closet for personal outerwear and forms.

### *Future Spaces*

The deputies and sergeant should be in a separate room and work area from the clerical staff (open office area). Visibility between the room and the clerical work area should be provided. There should be easy access from clerical staff to deputy offices to assist on window transactions. Ready access should be provided from office to vehicles, and a separate exit should be provided if there is a problem at the front.

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## *Adjacency Requirements*

This unit should be located near the "records" division area.

## **Records Division, Including Weapons and Permits**

### *Function*

This unit is responsible for storage of any report generated by Sheriff's Deputies. The unit recently adopted a records retention policy, keeping records up to 2 years. After 2 years, records are scanned and destroyed. Civil division records still have to be retained forever.

### *Operations*

This group maintains an informational counter and works on the phones. They sell permits to purchase and carry weapons, make copies of reports or permits for court. They perform record checks, including employment records. Staff in the Communication Center perform NCIC and Federal record checks, military and employment checks and provides information to Records for dissemination. Daytime shift operations. Civil, clerical, and records personnel are cross-trained and share some functions.

### *Organization and Staffing*

The Records unit includes one full-time staff and one ½ time staff, which will (ideally) go to 2 full-time staff in the future.

### *Current Spaces*

Two cubicle workstations, both covering the window position. Support areas include: 2 – 3 drawer file cabs for the "permits to carry", 1 shared scanner station (CRT, scanner, PC, and printer), a FAX and impact printer (tied to the Davenport PD system). A separate filing area (approximately 100 SF) has high-density storage units with police reports which will be scanned in the future. In the past, 9 years of files were stored in the area, but this should be reduced to 5 years in future. Future storage area should house one of the two high-density units, 3 – four-drawer standard legal cabinets (3 additional years of permits to carry), and shelving for supplies.

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## *Spaces*

The Records Unit needs:

- Two cubicle work stations;
- A larger open shared work area (approximately twice the size of the current areas)
- Approximately the same amount of storage area;
- Separate FAX machine and printer area; and
- A window access point to this area.

## *Adjacency Requirements*

The Records Unit should be located near the Communications Center and the Civil Division.

## **Investigations/Evidence Storage**

### *Function*

Investigate all crimes, follow up on crimes in rural areas and assist small cities and towns outside Davenport and Bettendorf.

### *Operations*

Operations vary based on crimes. Follow up on patrol division crimes, write reports. A lot of time is spent on the phone. May conduct interviews in office. Officers are in and out of vehicles all day long and require close adjacency and access to the parking lot. There is collaboration with other agencies, and it's not uncommon to have officers from other agencies in the office. Should have an area for conference/command center for groups ranging from 8-10. Strictly day operations.

### *Organization and Staffing*

Captain, Sergeant, and four investigators. One position is an evidence technician and investigator. One officer is Domestic Abuse liaison officer with County Attorney. Need clerical staff in this group.

### *Changes in Future Workload and Staffing*

Difficult to predict impact of legislation and grants. Anticipate addition of one investigator and one clerical staff.

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## *Future*

Workstations are not required for federal drug task force, federal gang task force and hotel/motel task force officers. Need clerical staff in this group.

## *Current Spaces*

Captain and Sergeant have offices. All others located in open office. There is a small interview room. Other support areas include: Coat rack; office printer; storage cabinet (equipment); evidence lockers; shared file cabinet (extradition forms); shared terminal station (Davenport PD system).

## *Future Spaces*

There is a need for a conference room, and additional interview room (total of 2). Clerical person should be located in a cubicle, and investigators should be located in cubicles. A storage area for equipment (time-lapse recorders, cameras, infrared and miniature equipment, lockers for coats, etc. Coffee/break counter shared with Civil/Records/Administration.

An on-site evidence room is required. Current room is located in the basement of the jail, and the evidence room will stay here. If provided in this building, it should be a vault-level lockable room with storage for bagged and tagged evidence storage. Provisions for wide range of weapons storage, refrigerated storage.

## **Courthouse Security**

### *Function*

This unit provides security for judges and in-custody movement of inmates, and perimeter and building security for complex (buildings and parking lot).

### *Organization and Operations*

This unit is comprised of one lead bailiff (8 hr/day); 4 full-time bailiffs (uniformed) – some certified through Sheriff Posse (reserve officer function). Posse-qualification enables certified bailiffs to serve warrants. 3 part-time bailiffs (.75, .60, and .40 time). Starting and ending hours are staggered somewhat, with full-time ones working eight-hour shifts. Part-time work additional days (flexible assignments as needed).

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The lead bailiff makes assignments daily (as needed). Hall control function is staffed as much as possible, but may be left vacant. Normal assignments are based on time of day. Typically, 1-2 bailiffs are assigned to video court; bailiffs assigned by court. Due to the nature of the court calendar and staffing assignments, there is no exact staffing pattern for District versus Associate Courts. All resources may be committed.

No bailiffs are present in courts if not-in custody trials, unless judge feels need for special security. Domestic abuse hearings and high-profile/high-risk cases are staffed by 2-4 bailiffs; 2 at metal detector on 3<sup>rd</sup> floor and 1-2 in courtrooms.

Response plan: Alarm buttons are located in investigator's office, and there is no differentiation regarding type of problem and response. Whatever bailiffs are available respond – call to central point, and dispatch to other points from this position. Receiver locations at central/main control, CID, and radio room.

#### *Emergency response*

Fire alarm enunciates in central/main control; maintenance responds, and fire department responds. Bailiffs concentrate on custody control, safety/security. Medical emergency handled by fire/emergency personnel.

Roving bailiff staff patrol all areas of courthouse, Bicentennial building, and parking. CCTV and alarms are monitored here for the Bicentennial building. Currently, there are few incidents or calls from the Bicentennial building. Requests for service (e.g., to walk people to cars from court, or reports of arguments in parking lot) are handled by bailiffs.

#### *Current Spaces*

Currently, bailiffs are working in hallway near Associate Courts.

#### *Future spaces*

Need at least two work areas, with closet or locker for coats, raingear (inside/outside patrol of grounds and Bicentennial building).

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## **Juvenile Court Services**

### **Mission**

The Director of Juvenile Court Services reports to the Supreme Court, and is appointed by the Judges of the District Court. The department provides all juvenile probation services in Scott County and intervenes on behalf of all juveniles from time of arrest through probation supervision. Probation supervision options include home supervision, but intensive in-home is handled through contract services. Most supervision handled in the office.

### **Staffing/Organization**

This is the largest juvenile court services office in the District, and the office houses probation staff for Scott County and administrative staff for five counties. Most staff at this location are dedicated to Scott County only. There are 13 juvenile court officer positions today, including one supervisor. District wide positions include the Director, and an auditor. In addition, 4 juvenile court technicians and one restitution specialist are located on site. There is a full-time case aide employed by another agency through a joint funding initiative located on site in a shared "reception" office.

### **Operations**

There is always client contact in the office. There are a variety of people who check in and see people in the office during the day. Intake is a significant portion of the work. Family members and attorneys are primary visitors to the office. Interviews last 30 minutes to one hour with 2-4 visitors. The peak work period is after school, between 2:30 PM and 4:30 PM. No clients are present on weekends, but officers may be in the office doing work. There is some after-hours client contact. There are no large group meetings in the department. The department hosts large meetings twice weekly for multi-disciplinary staff meetings, typically accommodating 5-20 (30 peak). Other group meetings include staff consultation on individual cases (with family and school and other people); typically case conferences. Staff members perform a great deal of phone work and prepare pre-sentence investigations for court matters.

### **Caseloads/Future Workloads**

1997 caseloads went down, but 1998 caseloads went up. Since current caseloads are between 60-70, which is too high, the Agency believes that there will be a need for at least one additional position. Planning should not assume fast growth in staff, because the department can make some

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use of contract services. Currently, the department contracts services to Family Resources, a licensed child-care agency with contracts to provide intensive supervision of children in home, supervise foster care, and provide day treatment programs for juvenile delinquents. Lutheran Social Service of Iowa provides similar services without residential. There are residential options statewide, including two training schools – TOLEDO for GIRLS, and ELDORA for BOYS, with placements options at other non-government (mostly not-for-profit) institutions. Some of these placements are four and one-half hours away by car. The total number of juveniles under supervision today in Scott County equals approximately 700 – some for community service. More than 450 juveniles are seen on a regular basis, including residential treatment.

Predictors of workload: referral counts are driven by juvenile arrests, and to some extent, juvenile population. There is a “zero tolerance” attitude which has driven some increases in recent past.

Planning should anticipate some rise in staffing. Problems are driven by problems with parents, including child abuse. There are significant poverty and child-parent birth levels in Scott County in comparison to the rest of the state. Children in need of assistance may increase. Family violence numbers have been increasing and planning should not anticipate a decline.

## **Growth**

Over the past 10 years, the department has added an accountant/auditor to deal with contracts, the restitution specialist, two case technician positions, the case aide position, and two or three juvenile court officers. Total growth in personnel over the timeframe: from 14-15 to 22 today. Assume growth in future may be 20-25% over the next decade. The other thing that may impact this is the juvenile detention center.

## **Future Activities**

Large group programs, including shoplifting, may be accommodated in the office. Currently these are held in the County Courthouse. The director does not want to get into physical testing (requiring small lab and restrooms). These activities are conducted at the substance abuse agency or metro lab.

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## **Location**

The office is currently located on the 4<sup>th</sup> floor of the Bicentennial Building. There is not enough admission business to locate a staff person at the Juvenile Detention Center.

## **Current Spaces**

There is a small reception area, with a window to the reception office. Two case technicians and the case aide are located in this office. There are individual offices for professional staff – 25% of time in confidential meetings with clients, and 30% of time on confidential phone calls. The Director and the Supervisor have adjoining offices with a connecting door. The Technicians office with mail slots, houses three case technicians. Some file storage, etc. is located near the offices. A big storage room, conference room, and a shared office (restitution coordinator and the auditor) are located in the center areas. Some files are placed in each case technician area. A staff break area is located on one side of the conference area. This has a sliding door and doesn't accommodate 30 people when shut off. Sink and refrigerator with countertop is provided there.

## **Future Space Requirements**

The Director stressed the need for non-cubicle, closed offices. Scheduling shared closed areas, particularly in afternoons and peak periods, would be a big problem. Sometimes there are clients in the offices and private areas, and JCOs must go to other private areas for confidential phone calls. Windows are requested by the staff. There is a need for space to accommodate additional staff if/when needed. The office must have a space for a student intern from UNI or another institution – an office with 4 walls and a door. Psychologists, etc. must do internship, and institutions are looking for places. This space could be called a “multi-purpose” office. Much counseling takes place on site.

## **Other Issues**

- Need spaces for initial conferences with clients, following pre-trial hearings and sessions, provided with a phone.
- Need space to hold juvenile. JCOs pick up kids from detention for court appearances.

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## **Adjacency Requirements**

Juvenile Services does a great deal of work with DHS and DECAT. Total trips per week may be as many as 40-50 (includes secretaries, Directors and JCOs and DHS/DECAT staff). This relationship is very important. Interdisciplinary committee meetings today are conducted in offices on lower floors of the Bicentennial meetings. Most JCOs average 2-3 scheduled court hearings per week plus emergency hearings (1/week). There is much phone coordination with Juvenile Court (juvenile court technicians).

## **Comments**

Provide a panic switch with electric strike. The reception area should be designed to require access through a door into staff areas, and barriers should be provided at the reception window. Need parking for clients.

## **Space Requirements – Juvenile Services Offices**

The following table summarizes space requirements for the Scott County Juvenile Services Offices and support areas.

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