

39708



MICROFICHE



THE AMERICAN UNIVERSITY

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT

Institute for Advanced Studies in Justice

The American University Law School

Washington, D.C.

A Program of the
Office of Regional Operations
(Adjudication Division)
Law Enforcement Assistance Administration
U.S. Department of Justice



CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT

Joseph A. Trotter, Jr., Director
Caroline S. Cooper, Deputy Director
R. William Linden, Jr., Technical Assistance Specialist
Kathy Bradt, Administrative/Research Assistant
Lucia Mencia, Secretary
Susan Ellis, Secretary

Project Advisory Board

Nicholas N. Kittrie, Law School
Richard A. Myren, Center for the Administration of Justice
David J. Saari, Center for the Administration of Justice
Elliott S. Milstein, Law School

INSTITUTE FOR ADVANCED STUDIES IN JUSTICE

Nicholas N. Kittrie, Institute Director
Joseph A. Trotter, Jr., Associate Director
David J. Saari, Associate Director
B.J. Tennery, Associate Director (On Leave)
Fran Lazerow, Assistant Director for Research

David E. Aaronson & C. Thomas Dienes, Co-principal Investigators
The Impact of Decriminalization on the Intake Process for Public Inebriates

H.H.A. Cooper, Staff Director
National Advisory Committee Task Force on Disorders and Terrorism

Jerry V. Wilson, Project Director
War on Crime in the District of Columbia 1955-1975

Michael Rudolph, Project Director
Assessment on the Critical Issues in Adult Probation Services

THE AMERICAN UNIVERSITY

Joseph J. Sisco, President
Richard Berendzen, Provost
Gordon A. Christenson, Dean, Law School

81

REPORT ON SHORT-TERM PLANNING
OF JUDICIAL FACILITIES
IN THE GWINNETT COUNTY COURTHOUSE,
LAWRENCEVILLE, GEORGIA

October, 1973

CONSULTANT(S):

Space Management Consultants, Inc.
One Lincoln Plaza, Fifth Floor
New York, New York 10023

NCJRS

MAR 8 1977

ACQUISITIONS

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT
The American University
2139 Wisconsin Avenue, N.W.
Washington, D.C. 2007

Law Enforcement Assistance Administration Contract Number: J-LEAA-043-72

This report was prepared in conjunction with the Institute's Criminal Courts Technical Assistance Project, under a contract with the Law Enforcement Assistance Administration of the U.S. Department of Justice.

Organizations undertaking such projects under Federal Government sponsorship are encouraged to express their own judgement freely. Therefore, points of view or opinions stated in this report do not necessarily represent the official position of the Department of Justice. The contractor is solely responsible for the factual accuracy of all material presented in this publication.

TABLE OF CONTENTS

ACKNOWLEDGEMENTS	i
INTRODUCTION	1
REPORT SUMMARY	3
METHODOLOGY	9
COUNTY HISTORY	10
GWINNETT COUNTY SUPERIOR COURTHOUSE	13
DEPARTMENTAL ANALYSIS	16
EXISTING SPACE USE ANALYSIS	34
RECOMMENDATIONS	40

SPACE MANAGEMENT CONSULTANTS INC. MICHAEL WONG, Ph.D., PRESIDENT
ONE LINCOLN PLAZA, FIFTH FLOOR, NEW YORK, NEW YORK 10023 (212) 595-0437
3692 DIAMOND HEAD CIRCLE, HONOLULU, HAWAII 96816 (808) 734-4484

October 8, 1973

Mr. Joseph A. Trotter
Project Coordinator
The Criminal Court Technical Assistance Project
The American University
2139 Wisconsin Avenue N.W.
Washington DC

Dear Mr. Trotter:

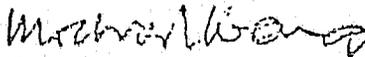
We take pleasure in submitting our final report for the Superior and State Courts of Gwinnett County, Georgia. We have enjoyed the very productive and pleasant association with the personnel at the Gwinnett County Courthouse and in particular Judge Reid Merritt. We wish to convey our very sincere appreciation for the time, effort and information they have contributed to this project.

It is our hope that our recommendations will meet with the approval of the Superior and State Courts, and that these recommendations will be adopted in concept by all courts and their related agencies.

We are grateful for the opportunity to contribute to the improvement of court facilities. If we could be of further assistance to your office, please do not hesitate to call on us.

With best wishes.

Cordially yours,


Michael Wong, Ph.D.
President

MW:jc

ACKNOWLEDGEMENTS

The Consultants wish to thank the senior personnel in Gwinnett County Courthouse for their cooperation in conducting this study, in particular:

The Honorable Reid Merritt
Superior Court Judge

Mr. Bryant Huff
District Attorney for Gwinnett County

Mr. W. A. Cooper
Unit Coordinator, Office of Parole and Rehabilitation

Mr. J. W. Crunkleton
Chief, Gwinnett County Police Department

Mr. Millard Pevy
Chief Clerk of the Superior Court

Mr. A. W. Tucker
Ordinary for Gwinnett County

Mr. Aubray King
Chief Deputy Sheriff

Mr. John Lester
Solicitor for Gwinnett County

The consultants appreciate the honor of being selected by the Criminal Courts Technical Assistance Project, the American University, to conduct the study, and is especially thankful to Mr. Joseph A. Trotter, Jr., Project Coordinator.

Consultant's staff participating in the project:

Dr. Michael Wong, Principal Consultant
Mr. Judson Bryant, Project Manager
Mr. Lawrence Siegel, Analyst

INTRODUCTION

At the request of Gwinnett County Superior Court and with funds provided by the American University's Criminal Justice Technical Assistance Project, Space Management Consultants Inc. agreed to conduct a brief study of the county court facilities in Lawrenceville, Georgia, with the intention of providing possible solutions to space utilization problems.

On August 13, 1973, the consultants met with Superior Court Judge Reid Merritt and Mr. Douglas Ikelman of the State Crime Commission at the Gwinnett County Courthouse in Lawrenceville in an effort to further determine the role of the consultants. At this meeting it was agreed that the consultants would:

1. Determine whether courthouse use was consistent with the needs of the courts and related agencies.
2. Estimate the projected needs of the courts and related agencies.
3. Determine, on the basis of these projections, whether the courthouse would serve these needs over the next 10 to 15 years.
4. Determine the extent of renovation necessary for these projections and the feasibility, both in terms of cost and structural constraints, of more extensive renovations should they be necessary.
5. Determine alternatives to renovation that would better serve the needs of the courts.

Under the severe limitations of a 15 man day schedule, the consultants achieved these goals but with less depth than desirable for a project of this magnitude. It is imperative that any future planning be done only after a more thorough study of court and county projections has been completed.

This report has been divided into three main sections. The first is a report summary showing in outline form the total of

the consultants proposals. Next, the methodology or approach to the compilation and analysis of data in terms of problem definition and resolution is discussed. Finally, the results and proposals of the study are dealt with in detail showing historical data and projections, departmental analysis and space use, existing and proposed.

REPORT SUMMARY

In general, our study has been aimed at finding the answers to three specific questions. First, how to better utilize the courthouse as it stands or with minor improvements? Second, how long will the courthouse with such improvements serve the needs of the courts and related agencies? Finally, what are the possibilities for expansion? In order to answer these questions it was necessary to study in detail the various departments in the courthouse. How have these departments grown, how are they likely to grow, and how are they organized? The county and its pattern of growth must be studied and projections must be evaluated to determine the ability of the courts to cope with problems of a greatly increased population. Some of these considerations were immediately apparent upon inspection of the site. Other questions require much more time for analysis and evaluation.

The site inspection and associated interviews proved invaluable however, in providing the necessary information on the extent to which the building would have to be renovated to serve the needs of the various departments and the limits imposed by its structural and architectural constraints. In addition, the total inadequacy of the building to function for the long term needs of the courts and related agencies became apparent without any consideration of the population growth statistics.

For the short term, however, there are minor renovations which, over the next few years, will allow the courts and related agencies to remain in the courthouse. They are as follows:

Second Floor

1. The one large courtroom should be divided into two smaller courtrooms. (This renovation was already

under way when the consultants arrived for the on-site study).

2. Two jury deliberation rooms, secured from the public and other court personnel, should be constructed. Each should have private toilets, male and female.
3. Prisoners should be detained in a secured room adjacent to the courtroom where they can be held until their time in court on a particular day.
4. The Grand Jury room presently located at the South end of the Second floor should be used as an Interlocutory Hearing Room and witness waiting room combined. Hearings could be scheduled so that there would be no conflict between uses. This will allow one space to serve two functions.
5. The large hearing room adjacent to the judge's chambers should be the Grand Jury room.
6. The judge's reception space should be combined with Judge Merritt's secretary's office to provide adequate space for all judges' secretaries. This would free one office (presently a judge's secretary's office) for an additional judge's chamber. All chambers would enter immediately off the secretary's enlarged space.
7. The Solicitor's office should be moved to the renovated building on the north-east corner of the courthouse site. This will provide ample space for the anticipated full-time personnel while freeing space of the second floor for a larger court reporter's office.
8. The present court reporter's office at the south end of the building would be converted into an attorney's conference room and lounge. This space should be equipped with pay telephones and adjacent writing spaces.

First Floor

9. The County Clerk presently controls half of the usable floor space on the first floor. This space will adequately provide for the growth of the Clerk's personnel for the next five years. The two Assistant Clerks should be combined in the office now occupied by the Deputy Clerk while he should move to the office adjacent the County Clerk. The Deputy Clerk's new office would also be able to house additional records. The space now used solely as a lounge could be better used, with the lounge immediately adjacent to the kitchenette and one wall for record storage. This still leaves ample room for a copier. Should the records increase to the point that even these measures do not provide sufficient space, then the counters in both the Superior and the State Records sections could be incorporated into the wall of the corridor. This would allow the clerks to serve the public easily without losing any space to reception. The amount of space for record storage in each of these rooms would then be increased by close to fifty percent.

10. The Office of Parole and Rehabilitation occupies three offices. This represents about 25% of the total usable space on the floor. The present space, with modifications, will be able to handle the short term needs of this department. It is our suggestion that the largest, middle office be converted into six small cubicles for interviews.

These cubicles should be soundproof and provide enough room for two people and a writing surface. A small receptionist's desk should be provided at the door to channel parolees into the cubicles as they come into the office. The corner office would then serve to house the desks used by the probation officers and counsellor. The Unit Coordinator and his assistant would then share the remaining office.

11. The remaining departments, namely: the Records Court, the Ordinary's office with associated record storage, and the Sheriff's office, would remain relatively unchanged in the next five years. The Ordinary does predict an increase of three clerks but these people could be housed in the existing offices.

Basement

12. The basement serves as storage for the County Clerk. The long process of microfilming records has begun and so the basement houses not only the Platts and various records but also microfilm equipment. The process of microfilming should convert all records to the extent that this is possible.

13. The clerks and secretaries presently located behind the stairs should be located immediately adjacent to the microfilm equipment in the space now occupied by the copying machines. This space should be enlarged so that personnel could be organized into a pool with a receptionist/secretary located near the stairs to answer questions and give directions to the public.

14. The existing men's toilet should be divided so that one end becomes a women's toilet while the other end remains a men's toilet. The entrance to the women's toilet would be from the clerk's pool and the entrance to the men's room would remain as it is.

15. By consolidating the clerk's and secretaries' spaces, the records could be connected in a continuous loop, beginning where the Platts are presently stored and continuing uninterrupted to the microfilm section in the corner.

These fifteen points will, if implemented, serve the needs of the courts and related agencies for a maximum of five years. Beyond that point the present facilities will no longer be adequate. Furthermore, considering the condition, age and architectural plan of the existing building, there will be no further direction for renovation other than the creation of another structure. The question, then, is whether such a structure should be a connected building, similar to the addition of 1962, or an entirely new building? Also, if a new building is accepted as the answer to long term needs; should it be located on the same site or an altogether new site?

Due to the time limitation, the consultants were not able to consider these questions in great depth; there are, however, certain factors which start to point towards an answer. They are as follows:

1. If the courts continue to use the old building and simply add to it when needed, then the addition will simply bypass the real problem. That is, the existing courthouse, while probably very functional in its day, does not represent even minimal standards for a modern courthouse. No addition will

completely solve any of the problems inherent in the structure.

2. If a new independent building is constructed on the same site, it will be totally separated from other county facilities and agencies. This isolation will not serve the needs or convenience of the public or the court. Furthermore, there is no facility for parking at the site. While it is conceivable that an appropriate parking facility could be found, it would probably either be too far away from the new building to be serviceable or in downtown Lawrenceville which is already suffering from insufficient parking.

It would appear to the consultants that a new building located near other county agencies and housing all court and court related functions would meet the long term needs of the county. Furthermore, it appears that site for such a building must have adequate space for parking facilities and adequate road and highway approaches to make the building function properly. The selection of such a site and the program for such a structure must be carefully considered after further detailed study and analysis.

In conclusion, it is the opinion of the consultants that, with the projected growth of Gwinnett County and the projected expansion of court operations, the existing Gwinnett County Courthouse will not continue to serve the needs of either the people or the courts unless the recommendations expressed here are implemented. It is also the opinion of the consultants that the recommendations stated here will only delay the eventual need for a new building for five years at most. Finally, this new building should be located convenient to other county facilities and to ample parking and should not simply be an

extension of the existing structure.

METHODOLOGY |

After the conclusion of the on-site meeting, the consultants began a detailed analysis of existing courthouse operations. This was accomplished in two phases. First, an intensive study of the building proper was begun in order to establish the constraints dictated by the building's architectural condition. Structural limitations were studied to determine the feasibility and direction of any renovative work if that should be necessary. Space characteristics, locations and surface finishes were noted. Peculiarities of spaces, heating, air-conditioning, and ventilation systems were observed and noted. Lighting, accoustical treatments and furnishings were evaluated. Because plans for the courthouse were unavailable, the consultants sketched complete plans for the first and second floor and partial plans for the basement. Adjoining structures, one on the north-west corner of the County Courthouse property and the other on the north-east corner, were surveyed for possible court use.

The second phase of the analysis dealt with the personnel of the courts and other departments housed in the existing facilities. The consultants interviewed the heads of the courts and various departments to determine the present number of personnel and the general organization, caseload, and space presently required by the court or department. Peculiar needs as determined by department heads were noted and functional relationships between the various organizations and the courts were determined. Finally, on the basis of historical personnel growth and in conjunction with the County's population growth, the department heads were asked for their personnel

projections. In this regard the consultants found that the various departmental records on historical personnel requirements were unavailable or not tabulated on a yearly basis. In addition, exact caseload figures over a period of years were not kept in a tabulated form so that the historical basis for projections was difficult to evaluate. The consultants, therefore, were forced to use figures that could not be fully substantiated.

Statistics and information compiled during the site visit were subsequently organized and analyzed. The development of an existing space use plan was begun from which a preliminary inventory of court space needs was determined. This data, in addition to population trends supplied by the Planning Commission for Gwinnett County, and data related to court functional and spatial relationships developed by the consultants over the past few years, enabled the consultants to evaluate, on a preliminary level, facilities needs for Gwinnett County Courthouse.

COUNTY HISTORY

Gwinnett County, located within the Metropolitan Atlanta Region, is about to experience the most rapid population increase in its history. In fact, within the next ten years projections indicate that the county's population will be 200,000. And within twenty-five years the county will grow another 100,000 to a total of 300,000 by the year 2000. Obviously, this increase in population will also cause a rise in criminal and civil caseloads for Gwinnett County Superior Court. Furthermore, the total number of court related county employees is expected to increase dramatically. (See Table 1) The need for larger and more efficient spaces to house the

courts and related agencies will outstep the space that the Gwinnett County Courthouse can provide.

When it is realized that Gwinnett County represents 25% of all land in the Metropolitan Atlanta Region and that this land has witnessed an increase in population of 123.8% between 1950 and 1970 (See Table 2 and Table 3) it becomes apparent then, that extensive renovation of the courthouse will only begin to handle the caseloads of the next 25 years. In fact, when the age of the existing structure is considered and the condition of the structure is evaluated, the possibility of extensive renovation is not a reasonable approach to the facilities problem at all.

TABLE 1|
PROJECTED NUMBER OF COUNTY EMPLOYEES | BY 1983|

No. of	1960	1983
county employees	6,396	22,914

TABLE 2|
POPULATION STATISTICS FOR GWINNETT COUNTY, 1950 - 1973|

<u>Year</u>	<u>Population</u>
1950	32,320
1960	43,541
1962	46,100
1964	49,300
1966	53,800
1968	59,800
1970	72,349
1972	86,500
1973*	95,000

* Estimated.

TABLE 3
POPULATION STATISTICS FOR GWINNETT COUNTY, 1950 - 1970

Election Districts	Population 1950			Population 1960			Population 1970		
	Total	White	Other Than White	Total	White	Other Than White	Total	White	Other Than White
501	6705	5850	855	7870	6849	1021	9221	8135	1086
502	2419	2163	256	4266	3837	429	6279	5846	433
503	3707	3353	354	7825	7401	424	11457	10910	547
504	3838	3737	101	4667	4538	129	17904	17795	109
505	6366	5733	633	9508	8755	753	13892	13154	738
506	4518	4160	358	4270	3995	275	5312	4975	337
507	<u>4767</u>	<u>4272</u>	<u>495</u>	<u>5135</u>	<u>4660</u>	<u>475</u>	<u>8284</u>	<u>7732</u>	<u>552</u>
Total	32320	29268	3052	43541	40035	3506	72349	68547	3802

GWINNETT COUNTY SUPERIOR COURTHOUSE;

The Gwinnett County Superior Courthouse is a wood and masonry frame building. It was constructed approximately 100 years ago from 1872 to 1873 after a fire demolished the previous structure. An addition to the original building was completed in 1962. Both the original structure and the addition are two stories with a basement. The first floor at ground level is used mostly for administrative functions while the second floor is used specifically for the court and court-related functions.

The corridors, lobby, stairways and courtroom are finished in painted plaster on masonry walls. The floors in these areas are rubberized tiles. The ceilings are painted, plaster lath. The private office areas, all recently renovated, have paneled walls, wall to wall carpeting and acoustically treated suspended ceilings. All these spaces have recessed fluorescent fixtures mounted flush to the suspended ceiling. The public areas are lit by a series of exposed fluorescent tubes suspended from the ceilings. The renovated spaces are heated either through baseboard type electrical units or hot water units supplied by the power plant in the basement. All the spaces in both the original and the renovated structures are cooled with window units except for the main courtroom on the second floor which is air-conditioned from the ceiling by an individual package unit.

When the consultants arrived at the courthouse, the second floor was being renovated. Plans for the division of the larger courtroom into two smaller courts were being considered. A hearing room, grand jury room, and a court reporter's office had recently been completed. The construction of two jury deliberation rooms was under way. At this point it was necessary for the consultants to submit additional ideas and sugges-

tions for the efficient use of the new spaces. As a result, on August 17, 1973, Judge Reid Merritt was sent a copy of the Proposed Space Use Plan for the Second Floor as it appears in this report. In addition, the consultants submitted on August 22, 1973 detailed plans for the location and arrangement of both courtrooms.

The Gwinnett County Superior Courthouse is an old building. It shows its age not so much in terms of its deterioration, but rather, in terms of its poor planning. In a building of this size and capacity, especially with the two new courtrooms, it would be natural for restrooms, both male and female, to be located on all floors. This, however, is not the case. Women who work in the records storage section in the basement must climb three flights of stairs to find the only ladies room in the entire building. Similarly, the judges and men working on the second floor must go the basement for the only public toilet of any size. And while it is true that there is a toilet on the second floor this space is no larger than a closet and functions quite poorly. Finally, this structure houses most of the records for the county clerks office as well as expensive equipment for the reduction and reproduction of these records. All this continues though the building is not fire-proof. The original structure spanning over the courtrooms is timber. It would also appear that the floor's structure is entirely timber.

In addition to the main building, there exists two other structures available to the county on the site. The first on the north-west corner presently houses the county surveyor. This building has been condemned so there is no need to consider or assess the feasibility of its usefulness. The other structure on the north-east corner is approximately 25 by 45 feet in size and is one story. It

is poorly heated and is in dire need of surface finishing and painting but is otherwise in fair condition. The floors are rubberized tiles. The interior partitioning is wood stud and plasterboard.

DEPARTMENTAL ANALYSIS;

Clerk's Office

It is the Clerk's function to administer the distribution and storage of records for the Superior and State Courts of Gwinnett County. He supervises deeds and marriage licenses as well as maintains records of county transactions. In 1972, the Superior Division registered 971 issues filed, while the State Division registered 1215 issues filed. (See Table 4)

As a result of the Clerk's responsibilities, this department's existing space is second only to the Courts in area, and in addition, requires the use of special microfilming equipment and copy machines.

The Clerk's office represents 14 full time personnel under the direction of the Clerk of the Superior Court. (See Chart 1) As with all court related agencies, the workload of a particular department is directly related to the court caseload. The Clerk of the Superior Court expects the caseload to rise so dramatically that within the next two years personnel in this department will reach 20 people. Beyond this point, a comprehensive study of caseloads would be required to arrive at some reasonable projection for personnel.

TABLE 4 |
SUPERIOR COURT AND STATE COURT CASELOAD FOR 1972

	Issues Filed	Motions Docketed	Misdemeanors Filed	Felony Indictments
Superior	971	541	N/A	270
State	1215	405	2209	N/A

Office of Parole and Rehabilitation

The Office of Parole and Rehabilitation serves as the

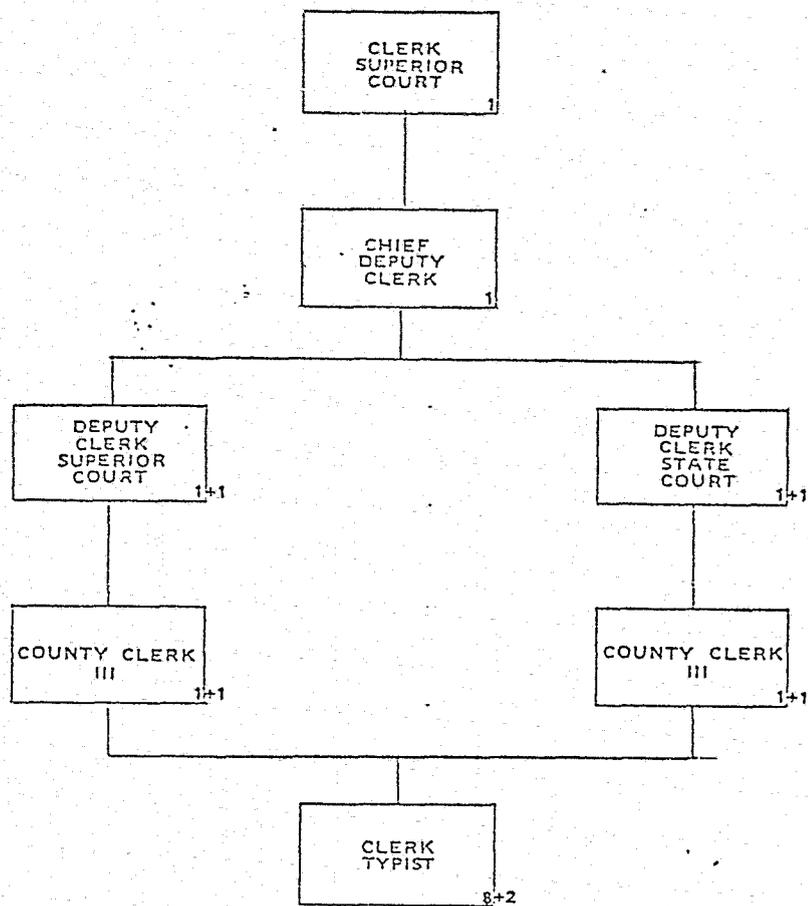


CHART 1
 ORGANIZATIONAL CHART - COUNTY CLERK
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

supervisory extension of the courts. The department is responsible for the counseling and rehabilitation of defendants found to be or pleading guilty, yet not confined to a county or state institution. Also, it is the department's function to counsel and supervise criminals released on parole from county penal institutions. The only space requirement unique to this department deals with counseling. The necessity of private counseling and the legal requirement for the confidentiality of such interviews suggests a need for space where the counselor and the defendant can meet privately.

In terms of personnel, the office of Parole and Rehabilitation represents seven full time people. They are directly responsible to the Unit Coordinator. (See Chart 2) The major area of growth given for this department in discussion with the Unit Coordinator will be the Probation Parole Supervisor. This division will, in five years, add two new people. Such an increase will cause a need for at least one additional field secretary, thereby bringing the total number of employees to 10 in five years. This projection is substantiated by the historical growth of the department over the last 10 years.

Solicitor's Office

The office of the Solicitor serves the county as the prosecutor for the state court. In this capacity, the office is responsible to initiate investigations for the county to determine the culpability of the individuals involved and to issue bench warrants as required. The Department handles between 400 and 500 such cases a month.

Presently, the department is headed by a part-time solicitor. (See Chart 3) This position will become full time in 1974. In addition, a new investigator and secretary will be added, bringing the total number of employees in the Solicitor's Office to seven. The Solicitor operates totally independent of both the State Court Judge and the investi-

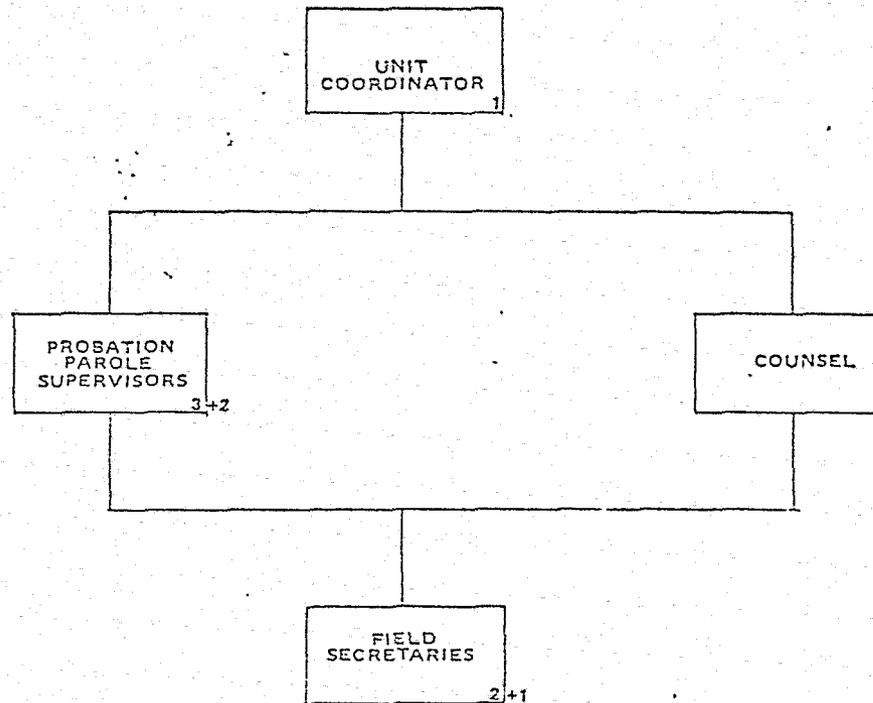


CHART 2
ORGANIZATIONAL CHART - OFFICE OF PAROLE AND REHABILITATION
GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

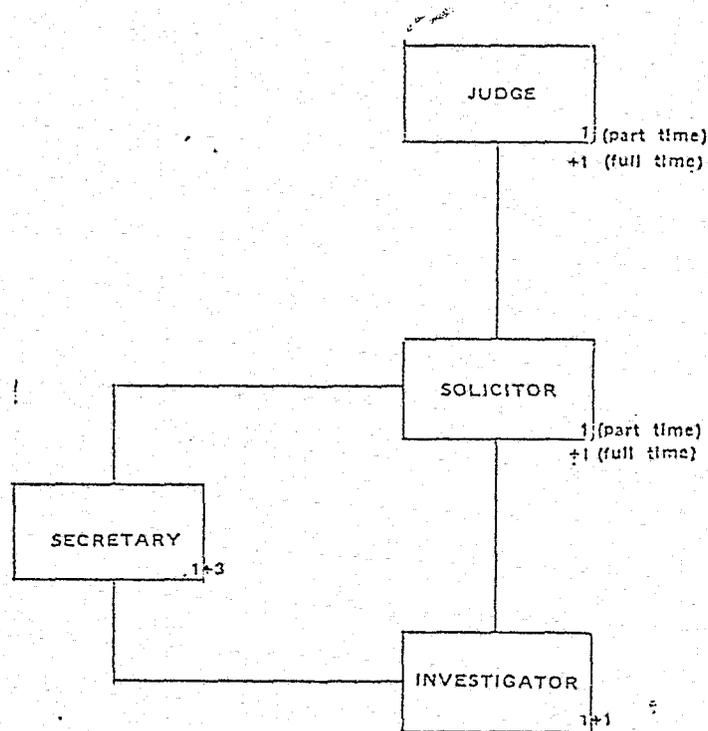


CHART 3
 ORGANIZATIONAL CHART - SOLICITOR'S OFFICE
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

gators. This condition is unique because it permits the total separation of employees in a functioning organization. Consequently the Solicitor need not be located in the same space or an adjacent space relative to his staff. And while the investigator need not be adjacent to the Solicitor there is a very close correlation between the investigator and the County Clerk. Records are constantly being borrowed from while new records are supplied to the Clerk's office for storage. This information would seem to indicate the need for a direct link between these two departments; the same information does not require close interoffice communication within the Solicitor's Office.

Ordinary and the Court of the Ordinary

The Ordinary serves in a judicial capacity in the Court of the Ordinary. In so doing, the Ordinary, under the Provisions of the 1945 Georgia Constitution, Article VI Section VI, paragraph 2, is responsible for state traffic offense. This is in addition to his administrative responsibilities over wills, child support, and guardian commitments. The Ordinary and his personnel handle between 500 and 600 cases in 1972 and shows a yearly caseload increase of 25%. In all, 75% of the total time for each case is spent in administration.

At present, the work is processed by an Administrative Assistant, Secretary/Clerk, and a Clerk, in addition to the Ordinary. The Ordinary projects that within five years three additional clerks will be added to the payroll to handle the increased load. (See Chart 4) If the population of the County continues to rise at the present rate, the Ordinary's office is expected to continue to increase at the rate of 25% a year, if not more.

The housing of additional employees is the first of two problems faced by the Ordinary. Space available for record

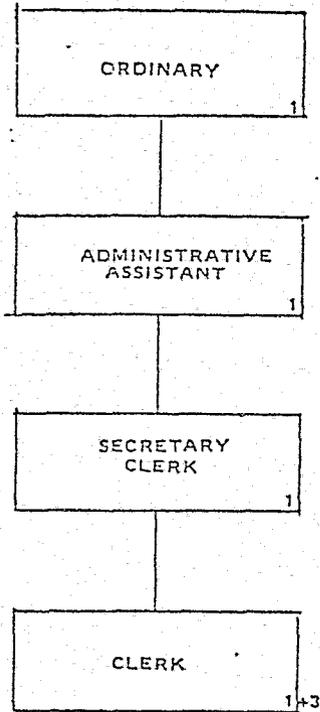


CHART 4
ORGANIZATIONAL CHART - ORDINARY'S OFFICE
GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

storage will either have to be increased or more efficiently planned to provide for the projected increase in caseload.

Sheriff's Office

Though the Sheriff's main office is presently at the Gwinnett Jail, he does maintain a small office in the Gwinnett County Superior Courthouse. At present this office is staffed by a sergeant and secretary. The Sheriff's projections show, however, that two additional sergeants with two new secretaries will be used in the courthouse within five years. (See Chart 5)

The Sheriff is responsible for the supervision of all prisoners appearing in the Superior, State, and Recorder's Court. This requires the Sheriff to maintain constant communications with the court officials so that the correct defendants are presented to the bench. In addition, the Sheriff's Office must secure all criminal warrants and transfer prisoners to and from the jail. The department is also responsible for the detention of the accused for a maximum of 72 hours. Due to the lack of space available to the Sheriff for detention, and with the increasing number of cases handled by the Sheriff's Office, provisions have been made at Banks County Jail and the DeKalb County Jail for additional prisoner detention. The new county jail, presently being planned, will house close to 80 prisoners, male and female, and will eliminate the need for detention in other county jails.

The Deputy Sheriff is responsible to open the Court of the Ordinary. He must maintain records in the courthouse, and receives all moneys, fees etc. as required by the court. He is also responsible for securing all subpoenas and civil summonses.

The total operation, in addition to the two people stationed in the courthouse, represents 17 people. This figure is expected to increase by 19 within five years and

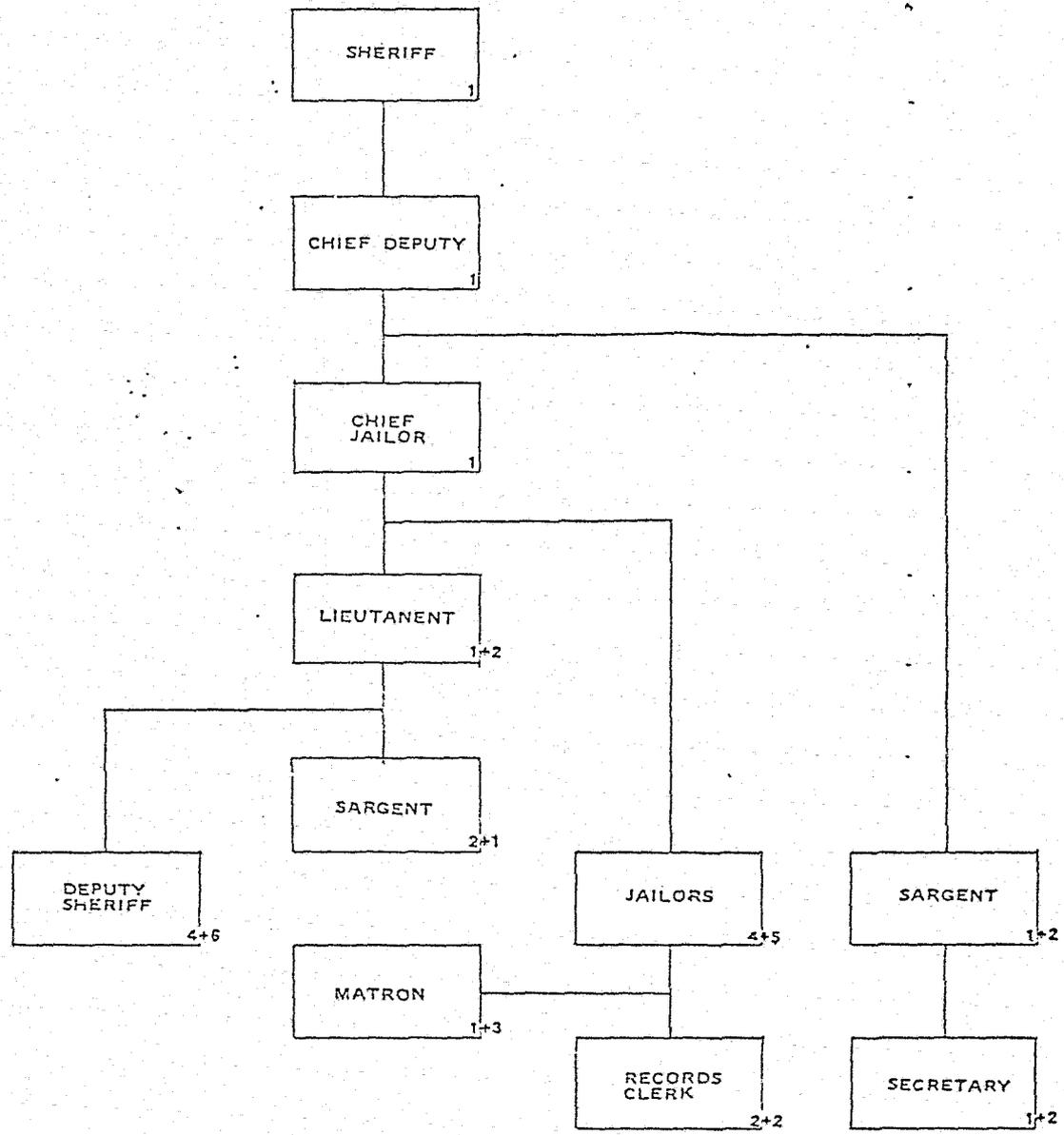


CHART 5
 ORGANIZATIONAL CHART - SHERIFF'S OFFICE
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

will represent the largest growth of any court related agency. The total number of people representing the sheriffs office will be 42 by 1980.

District Attorney's Office

It is the duty of the District Attorney to represent the State in all cases in the Superior Court in his circuit and in all appeals to the Superior Court and the Court of Appeals. (Georgia Constitution Article VI Section XI) In addition, the District Attorney has authority to prefer accusations or seek indictment by a grand jury. The Grand Jury meets once a month, calling a full 23 man jury. (See Table 5)

These responsibilities are presently handled by the seven members of the District Attorney's office. (See Chart 6) The Assistant District Attorney projects that the caseload will triple by 1985.

TABLE 5: DISTRICT ATTORNEY'S CASELOAD, 1971 - 1973

	1971	1972	1973
Caseload	900	1400	1600 (projected)

In the event of such an increase, the District Attorney's staff would increase by 100%, bringing the total to 14 full time employees. This increase will not directly affect the space use of the Gwinnett County Courthouse. It does, however, demonstrate the affect of the dramatic increase in caseload. The general pattern on growth for departments such as the District Attorneys Office point the way for the rest of the Courts to grow.

Police

The Police are responsible for maintainence of the laws of Gwinnett County and the State of Georgia. At present, the Department, divided into six sections employs 102 full time

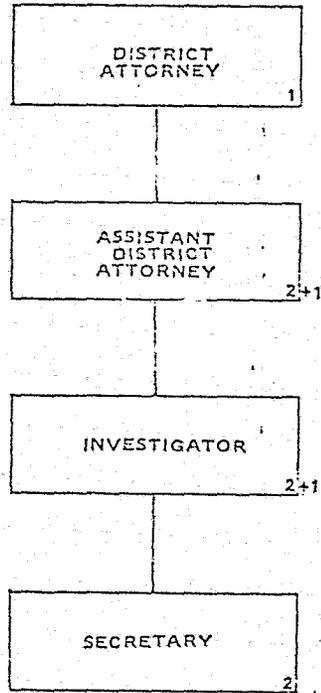


CHART 6
ORGANIZATIONAL CHART - DISTRICT ATTORNEY'S OFFICE
GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

personnel. (See Chart 7) This department handled a total of 2890 calls in 1972, resulted in 366 arrests.

With the influx of people to Gwinnett County and the resulting natural increase in crime, the Police Chief projects an increase to 200 full time members to handle expected calls. The largest growth will occur in the Uniform Divisions where 47 men are expected to be added in 7 years.

Here, as in the case of the District Attorney, the growth of the Police Department will not infringe on the space available to the Courthouse since the department has separate headquarters. The expected growth of the department indicates the direction of future caseloads. The department's growth also demonstrates the need for immediate reevaluation of the existing use of the Courthouse.

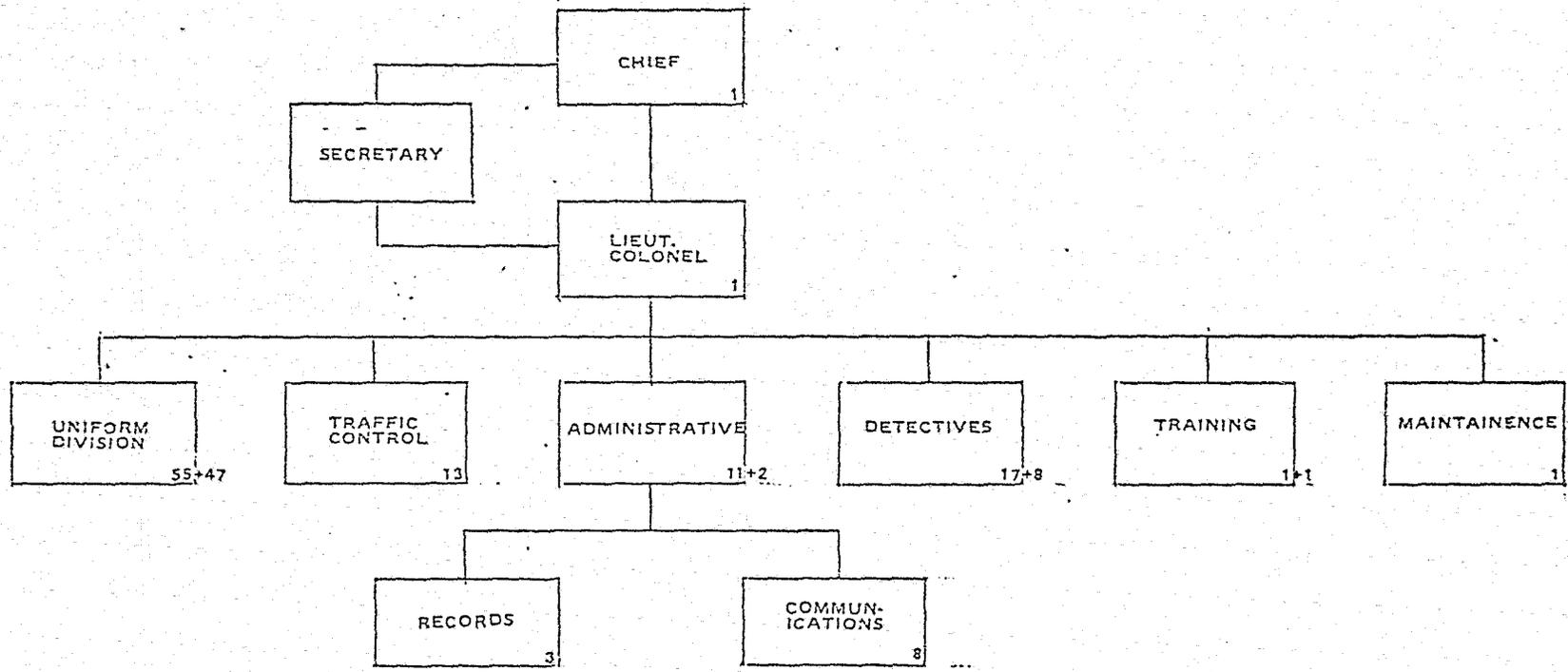


CHART 7
 ORGANIZATIONAL CHART - POLICE DEPARTMENT
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE GEORGIA

TABLE 6:

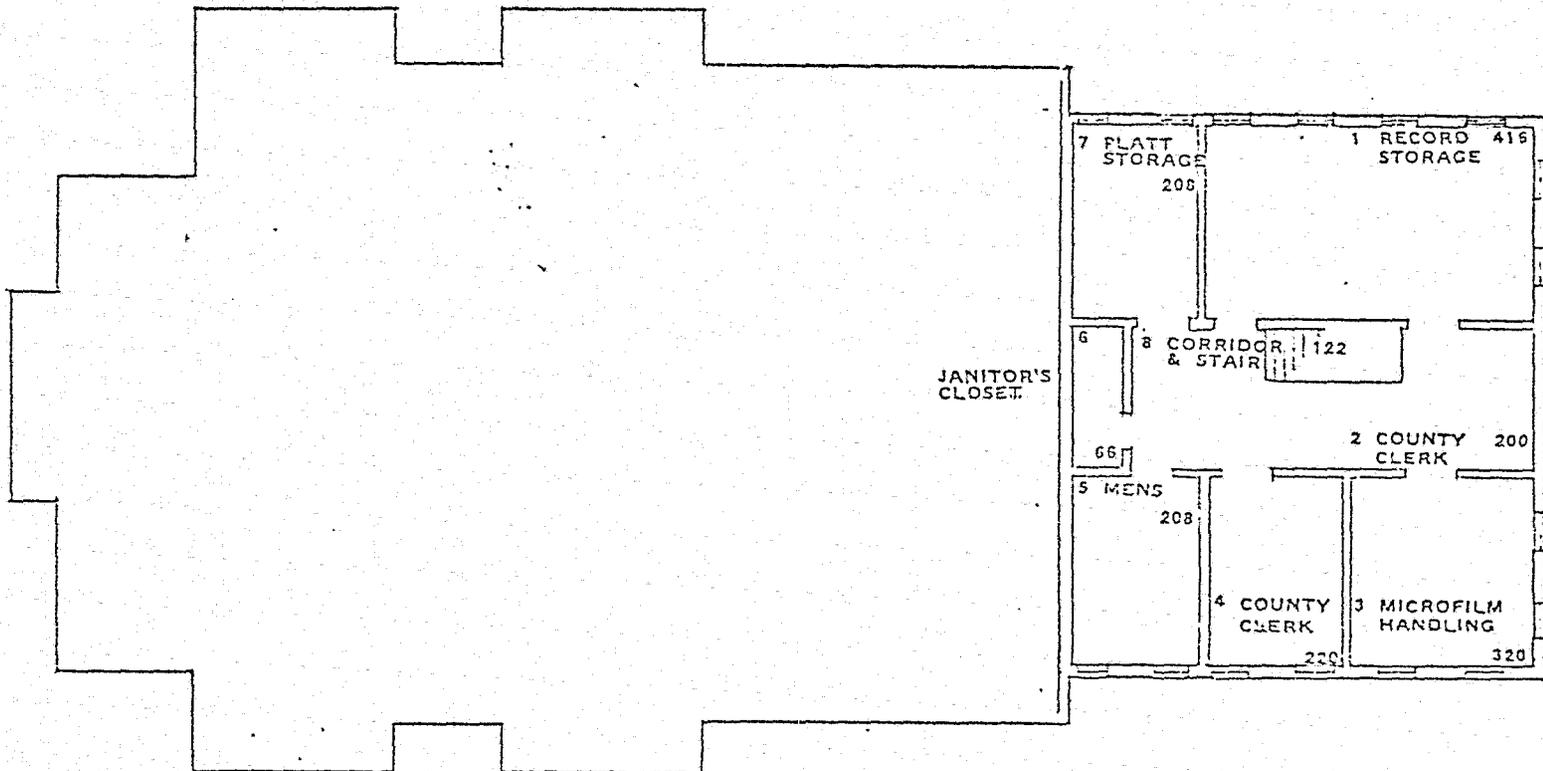
AREA ANALYSIS OF EXISTING AND PROPOSED SPACE USE BY FUNCTION
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

Function	Floor	Room No.	Net Area Per Floor (sq.ft.)	Total Net Area By Function (sq.ft.)
Superior Court	2	1,2,3,4,6, 7,8,10,11,12, 13,14,15,16	4,920	4,920
County Clerk	1	1,11,12,13,14, 15,16,17	2,681	4,045
	B	1,2,3,4,7	1,364	
Ordinaries	1	3,4,5,6	968	968
Office of Rehabilitation	1	8,9,10	785	785
District Attorney	2	9	192	192
Recorders Court	1	7	384	384
Sheriff	1	2	256	256
Public Circulation	B	8	74	1,961
	1	18	1,364	
	2	17,10A	523	
Stairway	1-2	-	372	420
	1-B	-	48	
Toilets	2	5,18	225	499
	B	5,6	274	
Total				14,430

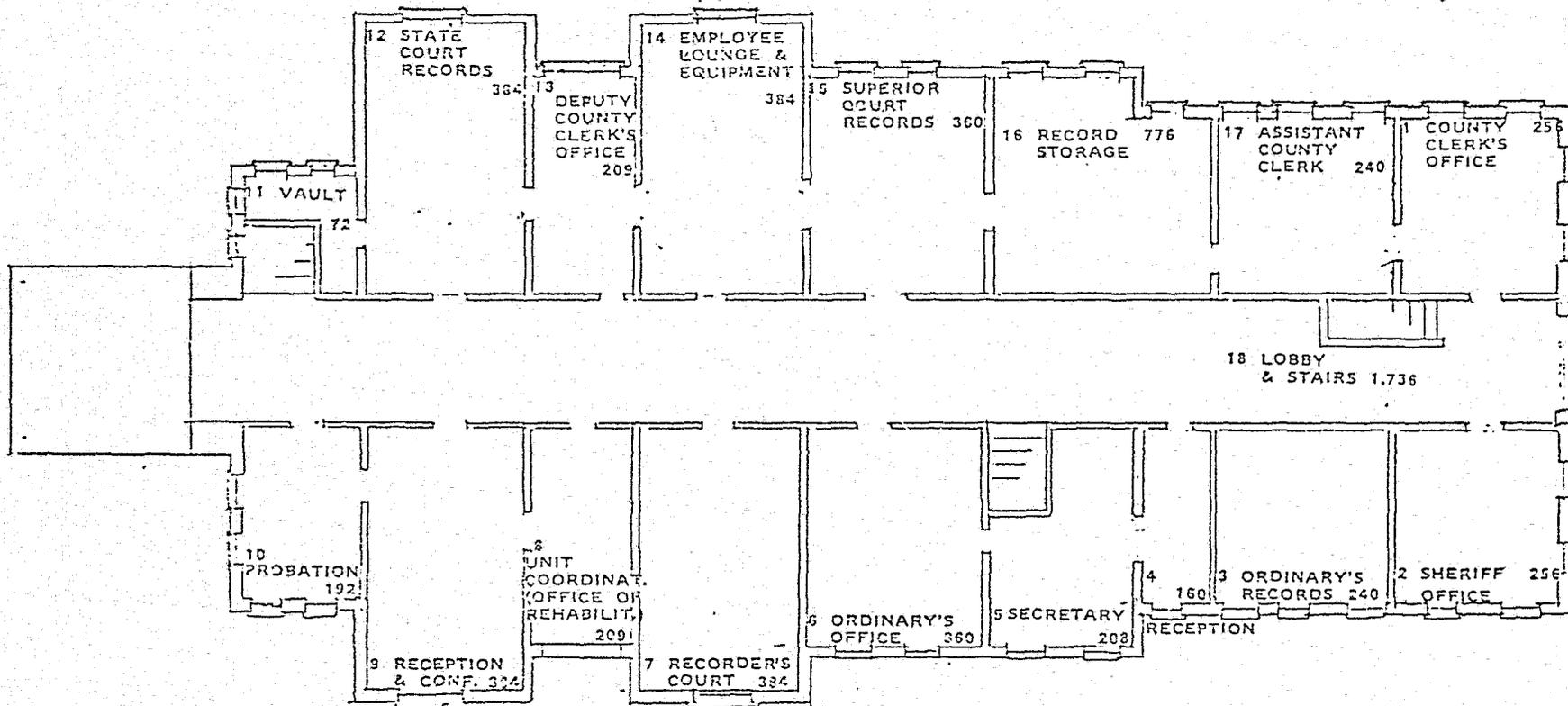
TABLE 7

AREA ANALYSIS OF EXISTING AND PROPOSED SPACE USE BY FLOOR
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

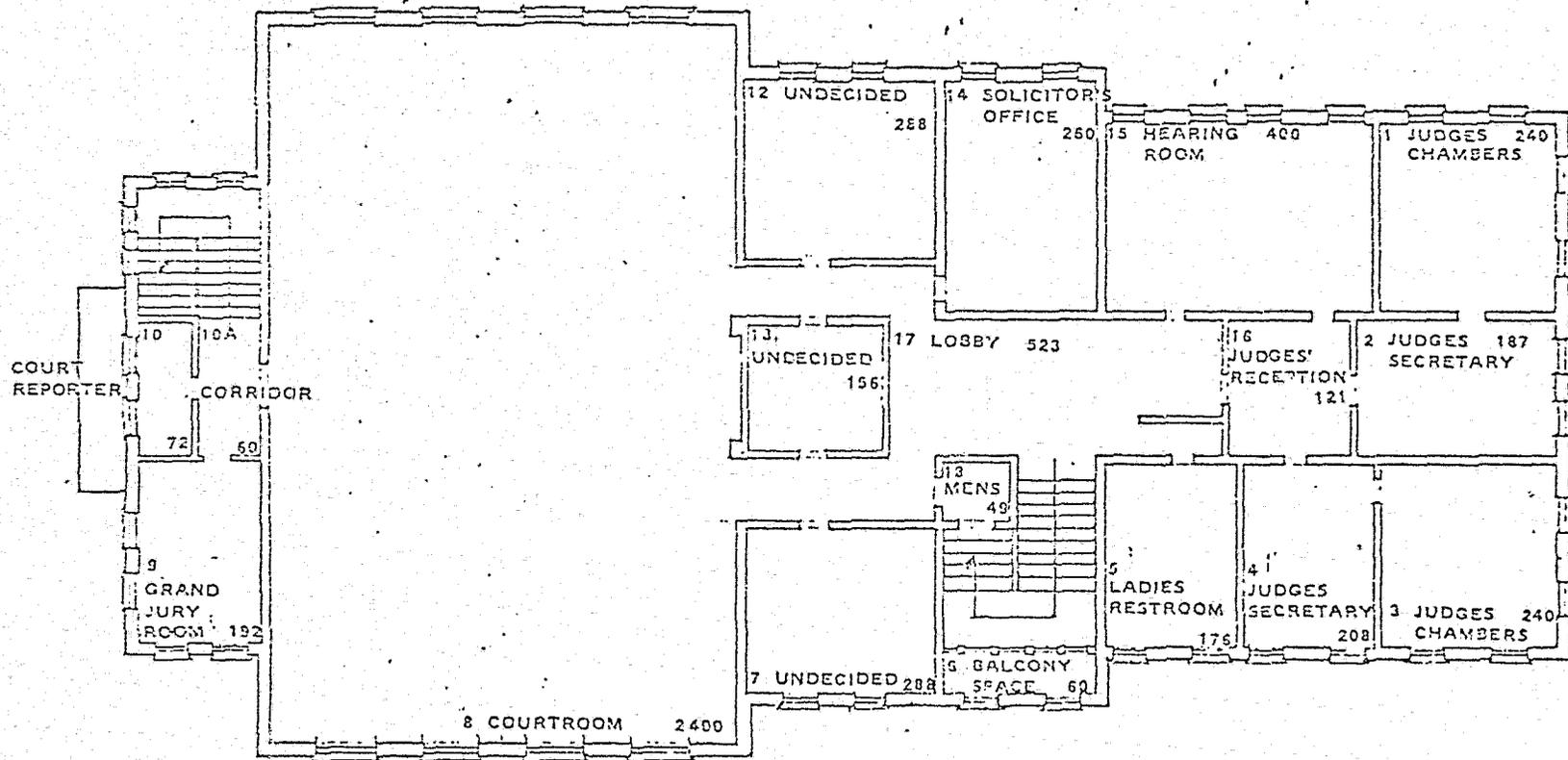
Floor	Function	Net Area Per Function (sq.ft.)	Total Net Area By Floor (sq.ft.)
B	County Clerk (Record Storage)	1,364	
	Public Circulation and Stairs	122	
	Toilets	274	1,760
1	County Clerk (Offices & Storage)	2,681	
	Ordinaries' Office	968	
	Office of Rehabilitation	785	
	Recorder's Court	384	
	Sheriff	256	
	Public Circulation and Stairs	1,736	6,810
2	Superior Court	4,920	
	District Attorney	192	
	Public Circulation	523	
	Public Toilets	225	5,860
TOTAL			14,430



PLAN 1
 EXISTING SPACE USE PLAN: BASEMENT
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA



PLAN 2
 EXISTING SPACE USE PLAN: FIRST FLOOR
 GARNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA



PLAN 3
 EXISTING SPACE USE PLAN: SECOND FLOOR
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

EXISTING SPACE USE ANALYSIS

The Gwinnett County Superior Courthouse provides a total area of 14,430 sq. feet. The total usable area, minus 2,880 sq. feet for public circulation, stairways, and toilets, is 11,550 sq. feet. The Superior and State Court courtroom and ancillary facilities occupy a total of 4,920 sq. feet. (See Table 6)

Generally, the building's usable area is proportioned properly. Court related agencies most in need of space have been given the most space. The floors also represent divisions of function. (See Table 7) Superior and State Courts occupy the second floor, while court-related agencies are immediately below on the first floor, with record storage in the basement.

Basement

Presently, the basement under the 1962 addition is used solely by the County Clerk. All records not stored on the first floor are housed here. In addition, the desks for three clerks are located in area 2 (See Plan 1) and two desks for secretaries in area 4 (See Plan 1).

Persons wishing to use the records are directed from the first floor offices to the basement. Here, they are directed to the area of their concern; Platt storage, general records, or microfilm. Duplicators, for information are made available and are maintained by the Clerk in area 4.

Additional public area, totaling 372 sq. feet, is divided into a large men's rest room, circulation and a janitor's closet.

First Floor

The County Clerk's office has 2,681 sq. feet or about 40% of the total floor area. In terms of usable area, the Clerk controls slightly more than 50% of the usable office

area. (See Plan 2, Rooms 1,11,12,13,14,15,16 and 17). Most of this space is inefficiently planned. Large areas in room 14 and 17 are under-used and should be more efficiently re-planned. The larger record rooms (12,15 and 16) show inefficient planning and wasted space. On the other extreme, room 1 and 13 are over crowded with records and general storage. There is room for the Clerk to expand, however, when his space, now poorly used, is better planned.

The Department of Parole and Rehabilitation (Rooms 8,9 and 10) maintains a total of 785 sq. feet. In relation to the needs of this department, this area is totally inadequate. The Unit Coordinator's Office (Room 8) is under-used and the Probation, Parole and Counsel office (Room 9) does not function properly. There is no private area for interviews, and little area for receiving visitors.

The Court of the Ordinary, occupying 968 sq. feet in four offices, serves the present needs of the court adequately. The Ordinary has a private office with an adjacent assistant's office. The reception area is used also for limited record storage. The remaining rooms (7 and 2) house the Recorder's Office, Court and Sheriff's branch office respectively.

Second Floor

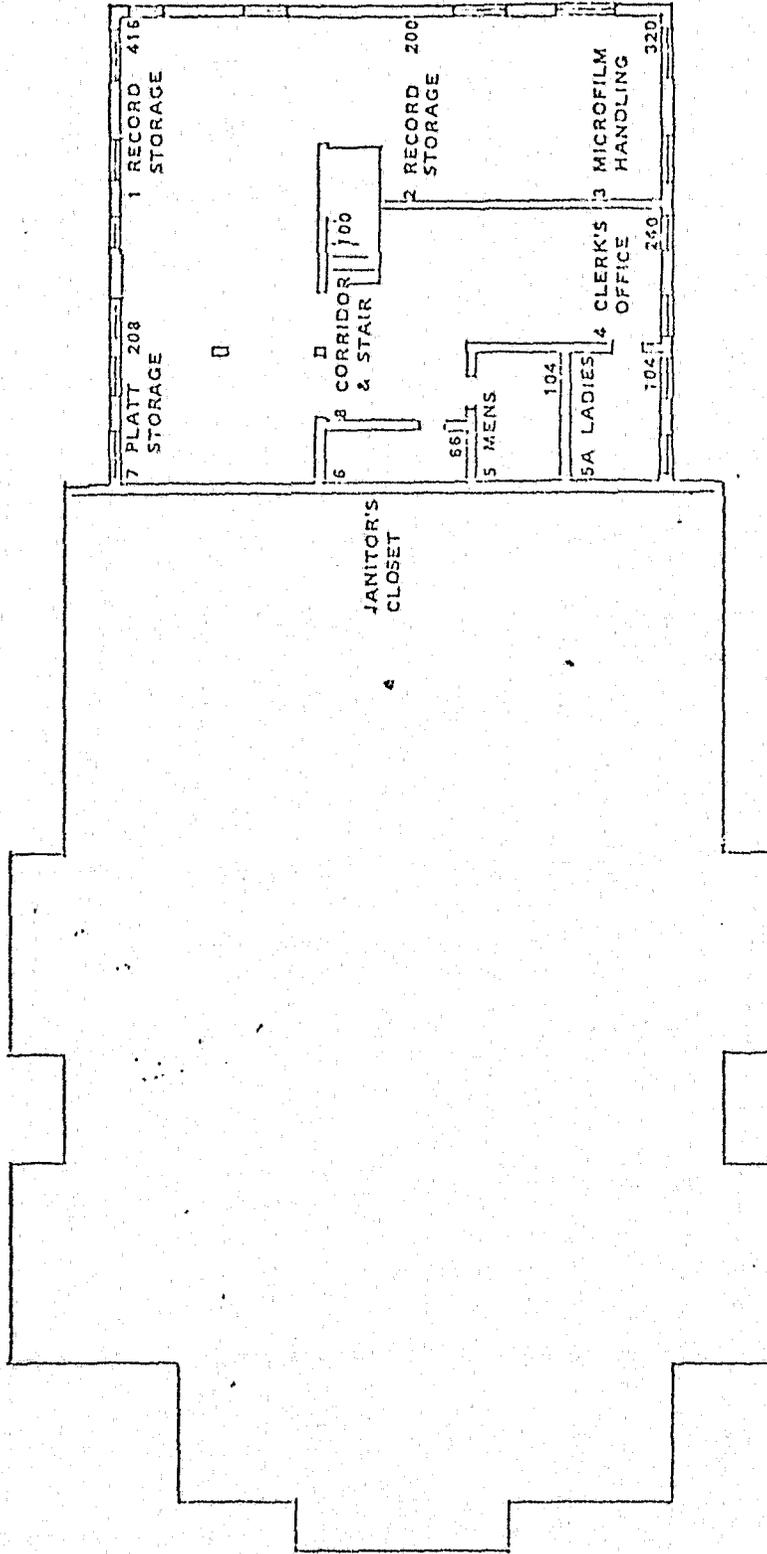
The entire second floor serves the specific needs of the Superior and State Courts. Two courtrooms, 1,100 and 1,300 feet respectively, are the most imposing spaces on the floor. These court rooms have double-height ceilings and are capable of seating between 39 to 70 people. At the southern end of the courtroom is located the grand jury room (192 sq. feet) and the court reporter's office (72 sq. feet). Both of these spaces have been recently renovated but are totally inadequate for their functions.

Also, recently renovated, are the judges chambers at the north end of the floor (Rooms 1,2,3 and 4). These offices,

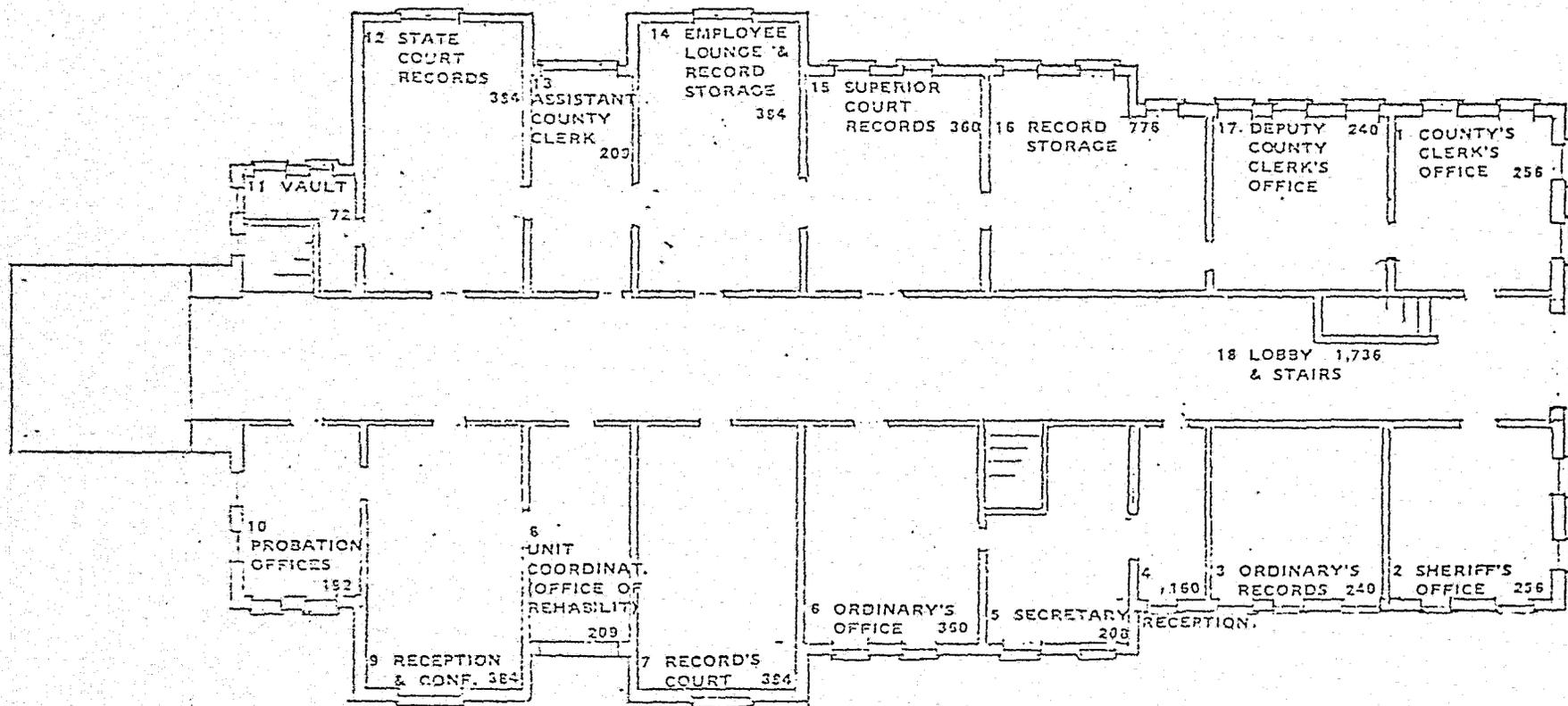
while indicative of the respect due the judges, are more than adequate for the secretaries. A total of 516 sq. feet is used for a reception area and secretarial offices while the judges occupy only 480 sq. feet. Surely, considering the need for space this area should be replanned for better use.

In addition, construction on an Interlocutory Hearing Room/¹ Judges Library (Room 15) has recently begun. When completed, this 400 sq. foot space will be accessible from both the reception area of the judges space and the lobby on the second floor. The Solicitor's Office (Room 14) occupies the only office space on this floor not directly under court control. The only ladies toilet in the courthouse is located off the second floor lobby (Room 5) and the only toilet available for the judges' use is through the public lobby past the staircase. Not only is this toilet inconveniently located, it is totally inadequate to the needs of the judges.

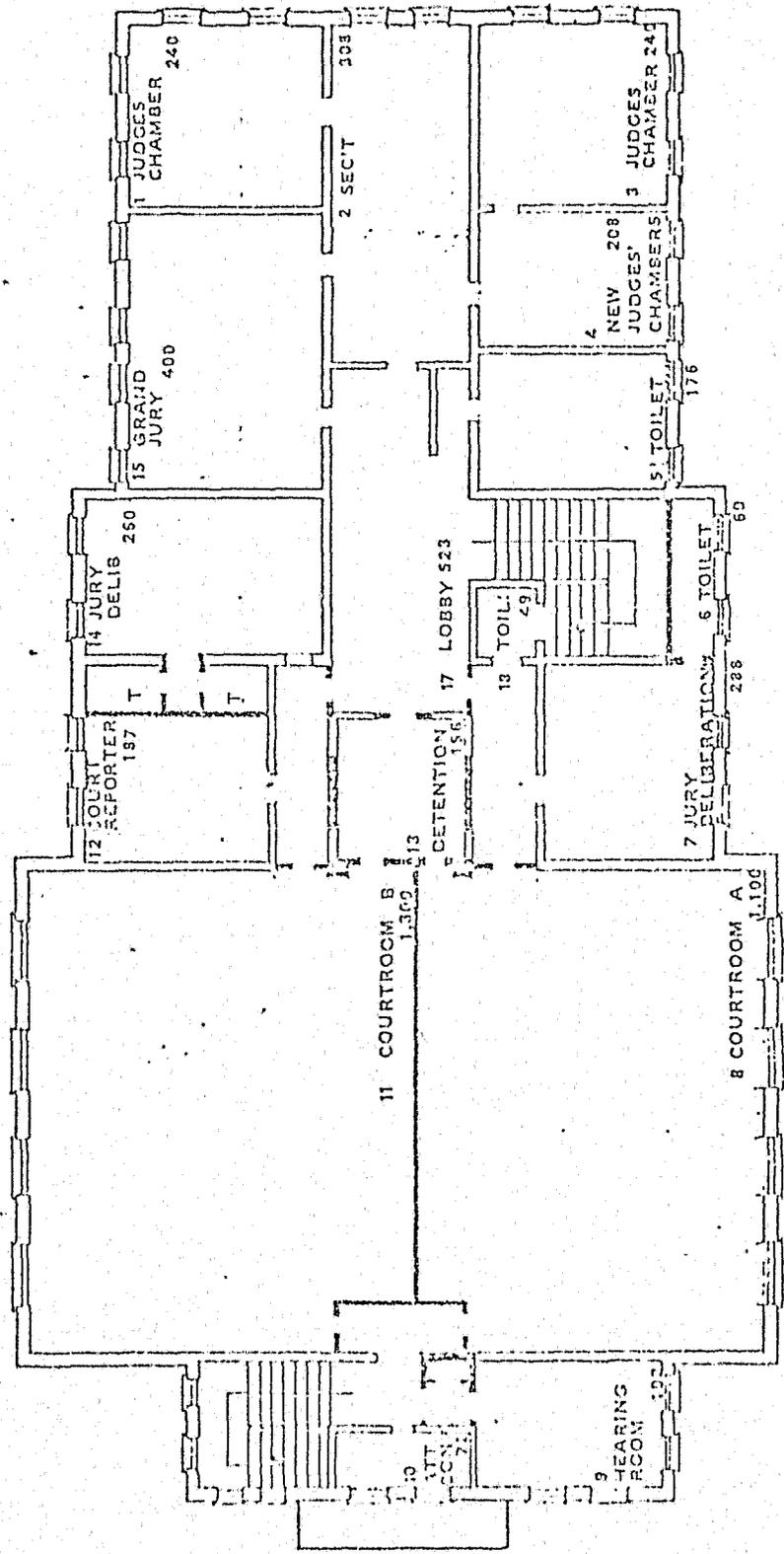
When the consultants arrived on site, Rooms 7, 12 and 13 were under consideration for use as a combination of jury deliberation, detention or toilets. At the time of this writing, the actual use of these spaces was still undecided (See Tables 6 and 7 for area references).



PLAN 4
 PROPOSED SPACE USE PLAN: BASEMENT
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA



PLAN 5
 PROPOSED SPACE USE PLAN: FIRST FLOOR
 GWINNETT COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA



PLAN 6
 PROPOSED SPACE USE PLAN: SECOND FLOOR
 SHARPE COUNTY COURTHOUSE, LAWRENCEVILLE, GEORGIA

RECOMMENDATIONS

The problems of Gwinnett County Superior Court will not be solved simply through the renovation of the existing facility. All the data collected for this report demonstrates that the existing courthouse will serve only for a maximum of 5 years at which time the expansion of personnel due to increased caseload would completely outstrip the ability of the building to cope with the expanded needs. Short-term renovations however, must not be neglected. The courts should not underestimate the time involved in the planning and implementation of a new facility. The process of concept development, programming, planning, design and construction, even if begun tomorrow, would require a minimum of 3 to 4 years before the structure could be ready for occupancy. By that time, the existing facility would be inadequate.

The consultants therefore recommend the following:

Basement (See Proposed Space Use Plan: Basement)

The point most needed for the improved functional patterns of this floor lies with microfilming. All court records, Platts and other records stored here should be converted to microfilm. Readers and printing equipment should be made available so the public may study and make copies of available records. This, in itself, will not totally resolve the problems on this floor.

The larger men's toilet should be divided into men's and women's toilets. The majority of people working in the basement are women, yet there is only the one toilet on the second floor for their use.

The room adjacent to the restroom should be extended to the staircase, cleared and prepared as a centralized clerical office space. Rooms 7,1,2 and 3 would then form a continuous semi-circle with an increased capacity for more efficient organization and storage of records.

First Floor (See Proposed Space Use Plan First Floor)

This floor will probably witness most of the projected personnel growth. To handle this growth, storage function and clerical function must be consolidated. This process should occur in all departments. The Clerk's Office must be entirely reorganized. This will allow the deputy clerk to relocate to the office adjacent to the Clerk's private office. By thus freeing the existing deputy clerk's office, it can be made available for use as an assistant clerk's office. The lounge must be consolidated so as to form two areas - one serving as a lounge and lunchroom while the other serves to handle the copier and record storage.

Additionally, the corridor walls could be provided with counters and sliding glass windows into the corridor, thereby allowing the corridor to serve as a waiting room for the public. This will free vital interior office space for storage but should be done only after the walls are studied to determine areas most easily penetrated. Such a penetration will effectively increase the usable office space by close to 50%.

The Office of Parole & Rehabilitations should immediately begin to convert the center office into an interview complex. Six to eight cubicles of about 40 sq. feet constructed with acoustically treated 6-foot panels and writing surfaces would provide private, confidential areas for parolees and officers to meet. The Unit Coordinator's office should be refurbished and made to accommodate his assistant, and finally, the office at the southern end of the building, by applying open landscaping office techniques, should handle the projected increase in the number of employees.

The remaining offices will be forced to stay very much the same as at present due to the lack of available space. Only slight changes, in the form of a rearrangement of office furniture, will add enough space for increased personnel.

Second Floor (See Proposed Space Use Plan Second Floor)

With the conversion of the one large courtroom into two small courtrooms, (See Auxiliary Plan A) there is a decided need for jury rooms immediately adjacent to each courtroom. By securing the corridor to the courtrooms at the lobby, not only can the courts be supplied with jury rooms, but also a secured passage for judges and court reporters.

Because of the ever increasing possibility of mistrial and the need for jury protection, each jury room must be supplied with individual male and female toilets. These toilets should be secured and soundproofed and adjacent to the deliberation rooms. This can be accomplished through the utilization of an existing pipe chase in the proposed court reporters office and through connections with plumbing from the existing ladies toilet through to the platform at the rear of the public stairs. (See Plan 6)

Finally, the courts desperately need a prisoner detention facility. At present, prisoners are made to stand in groups around the courthouse waiting for the court to go into session. They are then placed in the courtroom under the supervision of the sheriff or bailiff but they are not inhibited in any way other than the physical presence of the guard. While an instance of violence in Gwinnett County has no historical precedence this does not mean that such an act will not occur.

Such a detention room would enter directly off the lobby and allow prisoners to be separated from all other court related personnel. The prisoner could wait in the room until called to enter the court and then be escorted by a deputy sheriff.

Finally, the hearing room should be replaced by a grand jury room to provide space for the 23 man jury and witnesses. The present grand jury room would function interchangeably

as needed with the new grand jury room. With the court reporter in a new office, his old office could be converted to an attorneys conference room complete with pay telephones for the attorneys needs. The Solicitor would be relocated to the structure on the north-east corner of the Gwinnett County Courthouse to permit the formation of the second jury deliberation room. The building, though small, would adequately serve the Solicitor's needs until better facilities could be provided.

In the event of a third judge, secretaries would unite in a pool that would include the present reception area in the chambers. This will provide an additional private chamber for a new judge.

Again, it is important to realize that, while these suggestions will adequately handle personnel and caseload increases for the next three to five years, they are only temporary measure. The only real solution lies with a new building. A structure that will house all functions of the Courts and related agencies is the only solution to the long term needs of a county that is growing as rapidly as Gwinnett County.

A building that is capable of fulfilling these requirements should be planned carefully and only after extensive investigation of the possibilities open to location, size, and complexity. Specific studies into caseload and population growth in much greater detail should be conducted. Consideration of possible fundings from government and private sources should begin immediately. These funds would be in addition to those raised by the County either by public bond issues or state aid.

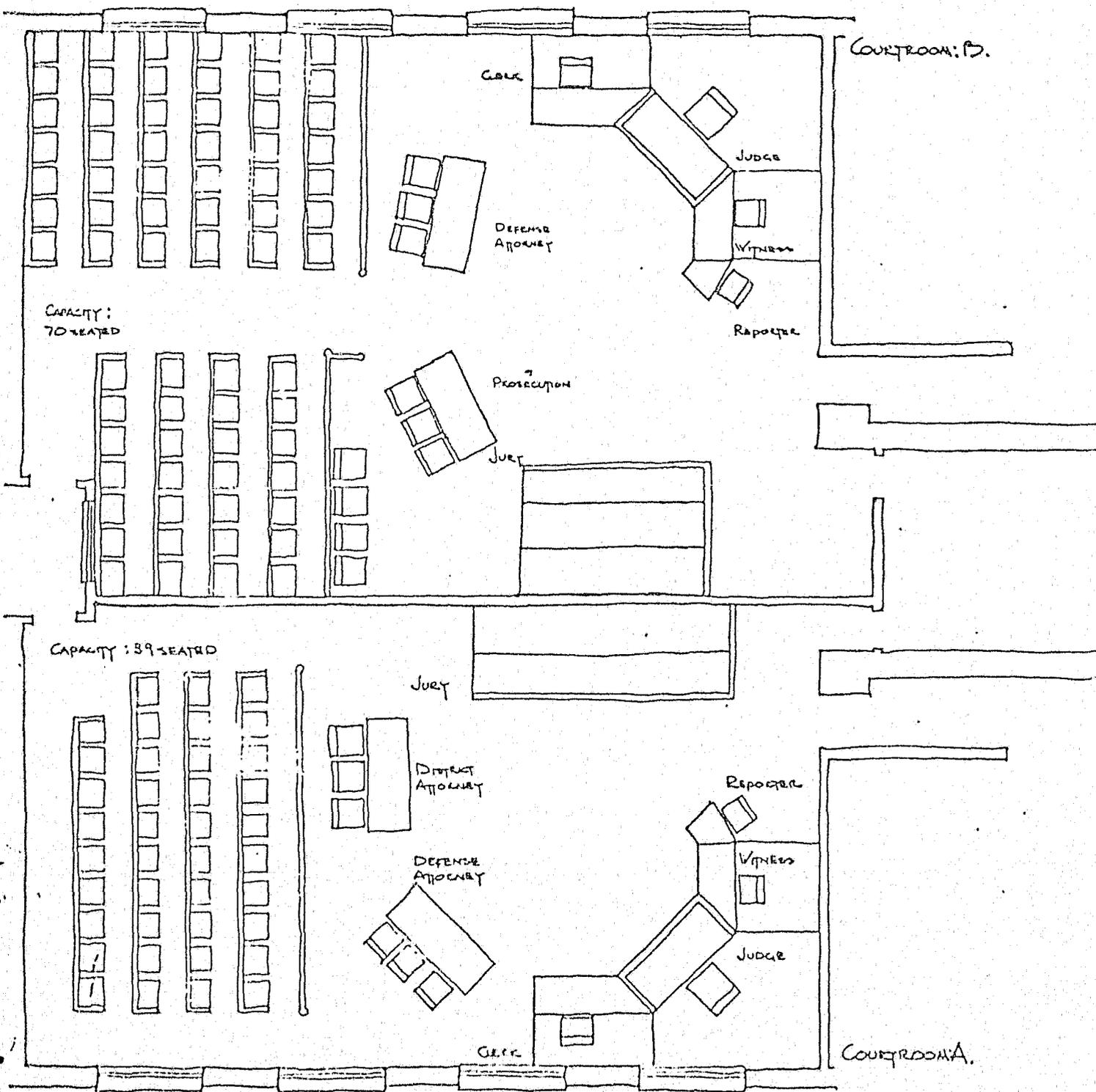
Certain other factors, immediately apparent to the consultants, must also be given consideration. Parking at present in the town of Lawrenceville is inadequate. The addi-

tional parking load that a new structure would bring if built in the same location as the old courthouse would further deteriorate conditions in the town center. Furthermore, additions to the existing 100-year-old building do not at this time seem proper. The building is mostly of wood and easily susceptible to fire. Any additions would only compound the possible loss due to fire and in any case by-pass the overall facility problem. No amount of renovation to an existing structure will meet the future facility needs of the county.

Presently, the people of the county go to one location for some county functions, another location for some other services and still a third for additional services. Related functions should be located in close proximity to each other to minimize inconvenience to the public.

A new structure should facilitate not only the needs of the courts, but also the public. With this in mind, it is the suggestion of the consultants that a new building be considered for the site adjacent to the new administration building.

The consultants recommend the immediate implementation of the short-term renovations in the existing courthouse to facilitate court operation for a maximum of five years. The consultants further recommend that immediate consideration be given to the planning of a new building to be completed by the end of the five years.



COURTROOM B.

CAPACITY: 70 SEATED

CAPACITY: 39 SEATED

COURTROOM A.

AUXILIARY PLAN A

END