

L A W
and
J U S T I C E
C E N T E R
for
Kalispell Mt

P378
.N8725



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A handwritten signature in cursive script, reading "Martin Noyd". The signature is written in dark ink and is positioned above the printed name.

Martin Noyd

A LAW AND JUSTICE CENTER

by

Martin Noyd

A thesis submitted in partial fulfillment of the

requirements for the degree

of

Bachelor of Architecture

Advisor

Chairman thesis committee

Director school of architecture

Montana State University

Bozeman, Montana

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The purpose of thesis is to explore symbolic, aesthetic and functional elements of courthouse architecture. The application of this research into the design process and ultimately the final design will complete the thesis.

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The 'Courthouse in the town square' is a traditional American archetype. This strong architectural presence becomes the cornerstone of our towns and small cities, a storage vault for valuable records, and the built expression of a town's vitality.

Historically, the courthouse was the most prominent feature of a town. The highest hill or public square became the site. The building represented the county's stature, prosperity, and confidence in the future.

The large mass of the courtbuilding defined the town as an urban network. It was a combination of proven form, decoration, ornamentation and siting that gave cohesiveness to this building type. Many modern court complexes lack these traditional qualities. The design emphasis is on function and economics, which is the way it should be in a public building, but

the architecture should also project an identifiable image to the public. In most communities the courthouse complex is the nucleus for law and justice, an ideal that welds public with government. In a larger city this may not be so evident because the scale of the urban structure overrides this factor.

"Symbolism is the art or practice of using visible representation to invest meaning or express the invisible or intangible."

Symbolism, as referred to here, is the practice of attaching meaning to Architecture. The meaning is communicated to humans through a process of cognition. Recognizing the meaning is based on prior experience, memory and learned response.

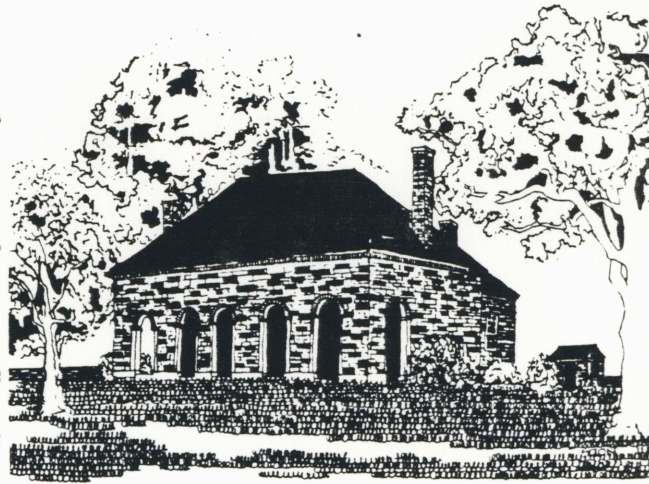
Expression in built form should reflect ideals that a culture finds significant. Symbolism cannot be applied by itself but must be incorporated within the other aspects of design.

To define the concept of building type, the Architecture should project a recognizable image to the public. This is where symbolism plays an important role. It should communicate what the building is all about, what it represents and who uses it.

There are many ways to apply this concept. Ideals can be expressed through the use of sculpture, decoration, ornamentation, manipulation of form, and the implementation or abstraction of building type. This is done in the case, by analyzing case studies and determining the qualities and elements that a user recognizes and perceives as belonging to a specific building type. These are analyzed for form, scale, symbolic representation and successfulness in projecting an image.

Courthouses of the Colonial Period in the United States were generally one room structures. Offices for the clerk and judge were in nearby buildings. Stylistically they were the same as the houses of the period, differing only in the interior, which contained a large overscaled judge's chair. Siting was usually in the town square.

Thomas Jefferson's Virginia State Capitol building was one of the first symbolic government structures in the United States. Even before the United States was a country, Architects in other nations were using Greek and Roman temple forms to express the structure of government. It seems appropriate that our early government Architecture was modeled on the ancient civilizations that gave us ideas of Democracy and rule of law.



Jefferson based his Capitol design on that of a Roman Temple. His idea was to express the classical ideas of democracy and law founded in the Roman Empire. The building was sighted in a landscaped square in Richmond and elevated on a podium to signify its unique importance as the center of the state's legal, judicial and executive activities. The organization of the plan also has symbolic significance. The legislative chamber and the Supreme Courtroom were expressed as co-equal branches of the government. This gave the building its symmetrical form.

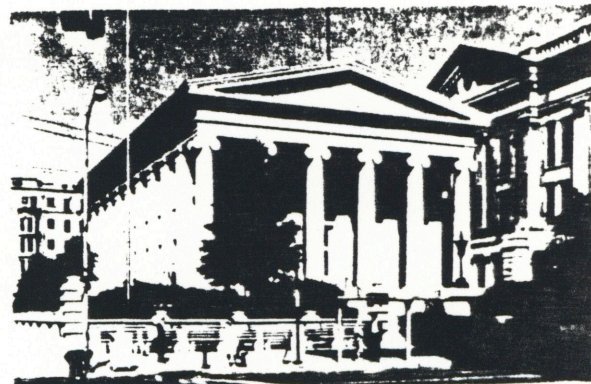
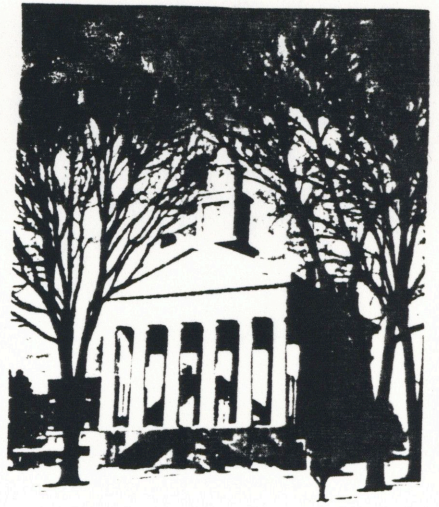
In analyzing case studies of building types it is found that styles change through time, but that basic elements remain constant.

Orange County Courthouse, built in 1817 refers to a temple for its form. A cupola and exterior symmetrical stairway have

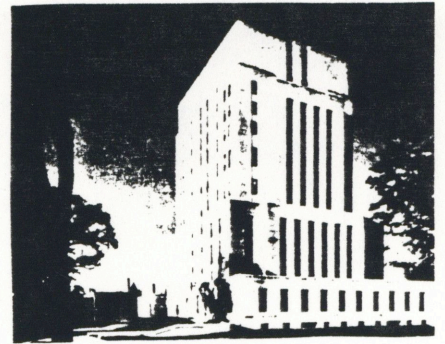
been added as functional elements. They reinforce the central focus on the entry and create a vertical axis. The cupola made the building visible from a distance and reinforced the idea of it being the center for the towns activity.

This 1850 Orange County Court house resumes some of the same components as the afore mentioned 1817 building it replaced. An abstraction of the same basic temple form is noticed as well as the cupola and symmetrical shape. The entrance may symbolize the columns and arcade found in the earlier work. This structure is not so monumental and relates to a more human scale in entry and window elements.

The county courthouse for Dayton Ohio, built in 1847 also makes a classical reference. Monumentality and symmetry seems to be a major focus.



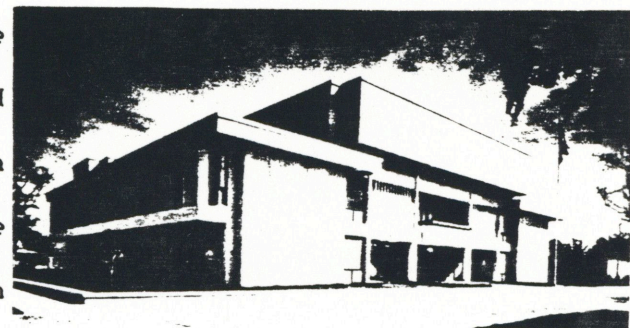
Racine County Courthouse projects an image appropriate for a government building. It doesn't make direct reference to a temple from, but by stressing the verticality and rhythm in the facade, a formal feeling is evoked. This perhaps symbolizes the formal workings of a law and order system.



The Amite Courthouse and Florida District Court of Appeals are similar in several respects. The verticality of the facade is stressed by square columns in the Florida example while oversized mullions express this in the Louisiana structure. The size and overall scale gives them a monumental quality, at the same time horizontal elements strengthen the connection to human scale.

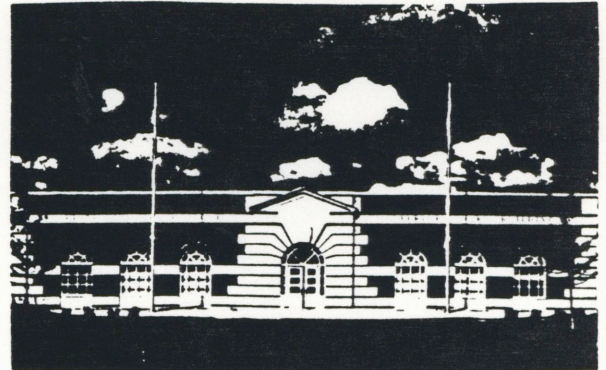


The Manchester Courtbuilding is an interesting example because it proves that by applying selected elements a specific image can be created. The building was

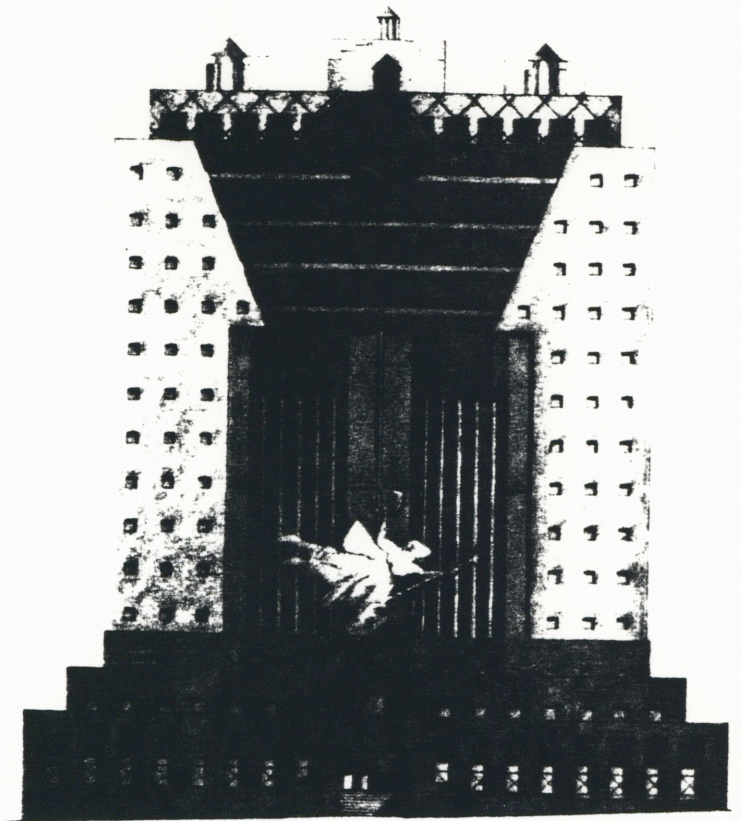


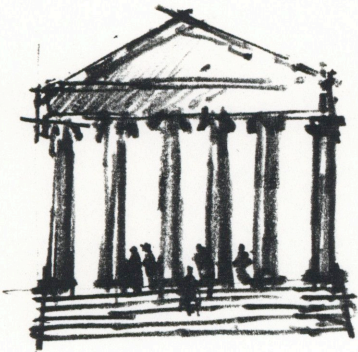
redesigned into a courthouse from a supermarket. The Architect, Allan Greenburg, created Monumentality by vertically emphasizing the entrance and using a pediment form at the center above the entrance. The way this was done does not conflict with the human scale horizontal banding, windows and entry.

Micheal Graves' public service building for Portland contains many of the elements discussed in earlier case studies. A central entrance and symmetrical facade lend itself to the classical elements that were used. The implied columns and keystone also symbolize the government offices below supporting the commercial above them. Graves imagery reflects his architectural philosophy as well as emblemizing government. The stepped base of the structure alludes to the base of a mountain and the small 'hut' centered at the top of the building reflects the 'Temple on the Height'



and the relationship between man,
nature and Architecture.

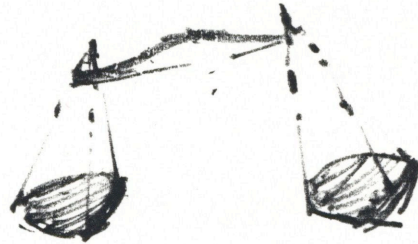




SCALE

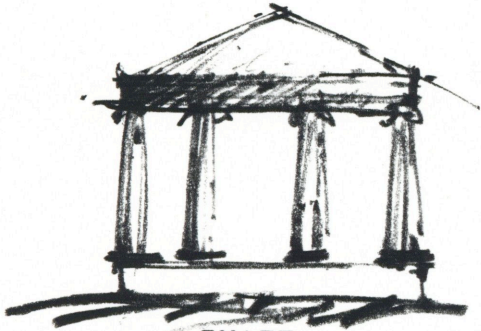


SYMMETRY

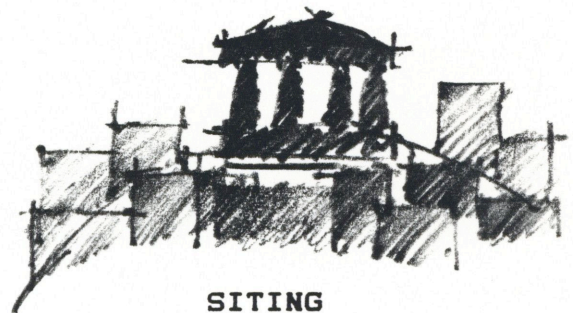


SCALES OF JUSTICE

EQUAL IMPORTANCE

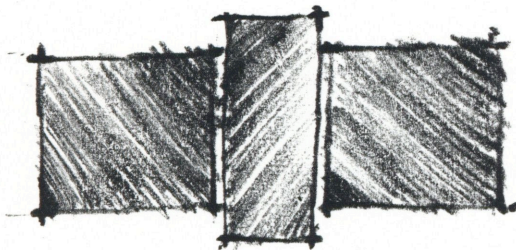


IMAGE

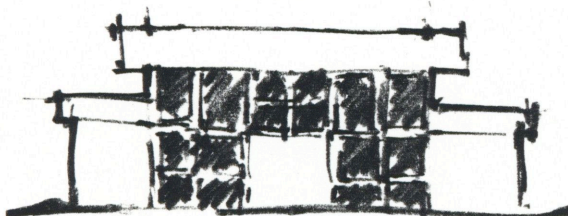
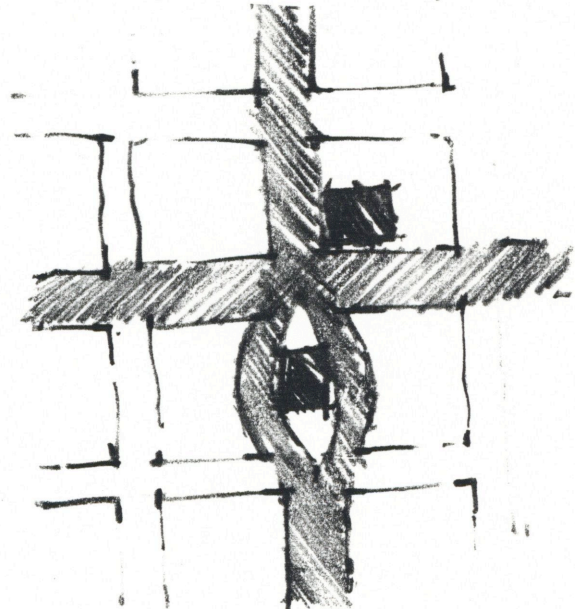


SITING

CENTER OF TOWN



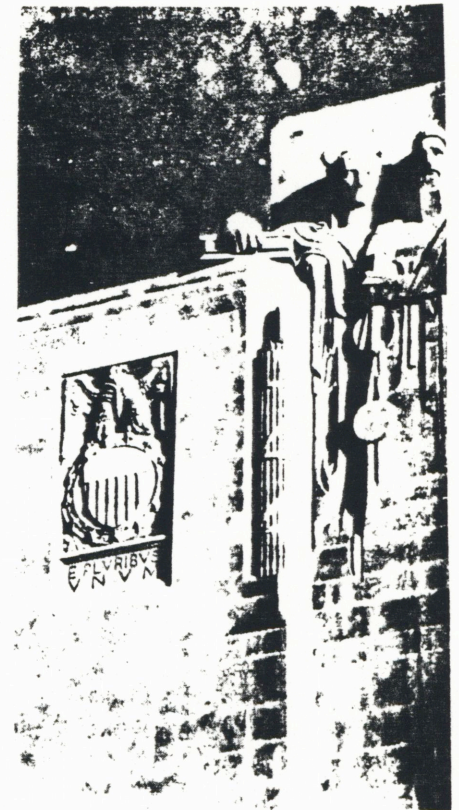
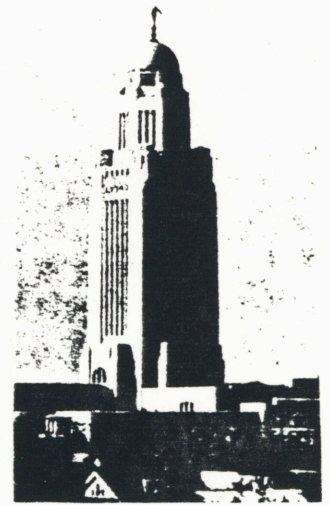
ORDER



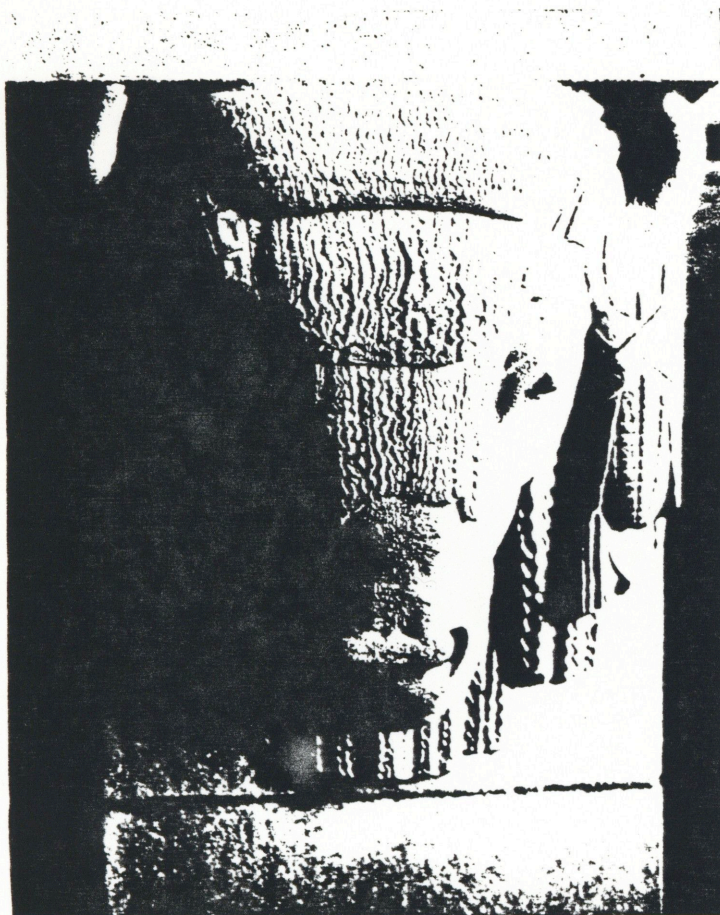
FORMALITY

Symbolism can be expressed on a humanistic level to help the user identify the architecture as public or having a special purpose. Using decoration and ornamentation to communicate cultural identity is common in public buildings. This can happen on a local, regional, nationwide or world wide scale. References to meaning in a society are usually historic in nature and displayed in a chronological order.

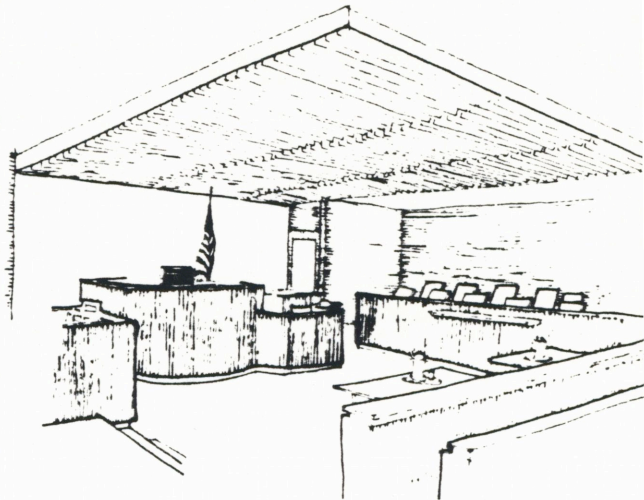
Courthouses and Government Law buildings regularly display the initiation of our country's law system. The Nebraska State Capitol is rich in cultural meaning. Panels on the exterior of the building recount the history of the law up to Nebraska Statehood. Three additional panels depict the Magna Carta, Declaration of Independence and Constitution. Local and regional emblems of Nebraska history embellish the interior of the Capitol. Column Capitals, balustrades and the



governors fire place are decorated
with corn husks, wheat sheaves and
buffalo heads.

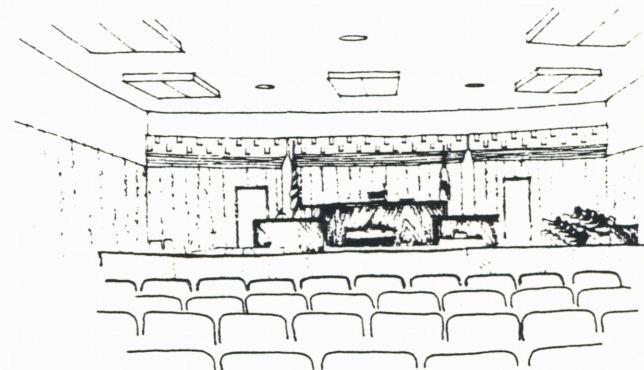


Symbolism may be used to express relationships inherent in a culture. In court buildings it may connect our form of government or law to the ideals of its predecessors. Cultural ideals such as the history of a state may be associated with the inhabitants of an area. Meaning as such, can be identified with the internal workings of the court system as well.



Our society is based on a democratic system and the ideals of law and order. Planning the setting for a justice system and court procedure is important in establishing the correct atmosphere for the system to function efficiently and justly.

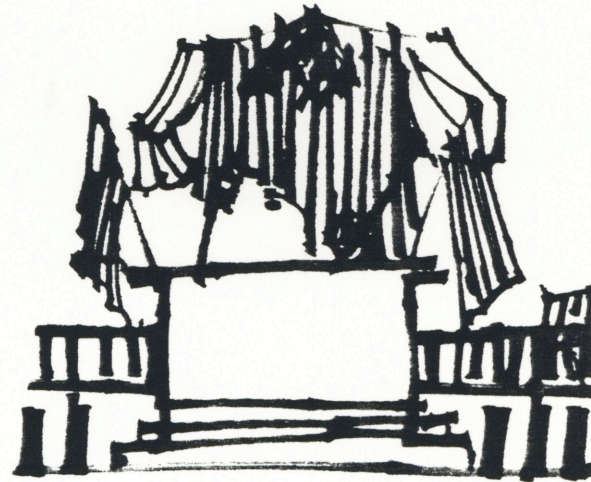
Court proceedings and procedures are highly formalized to apply justice in the correct manner. This operation should uphold and emblemize the tradition and development of our justice system.



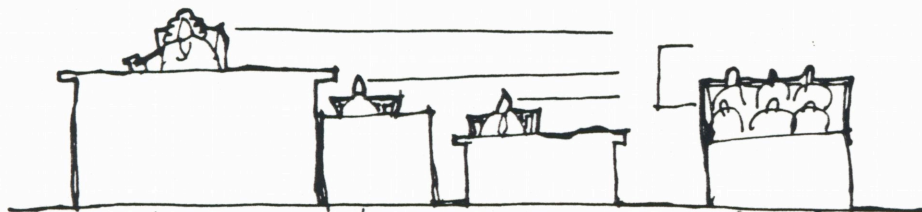
The architectural forms should be designed to be used and perceived by the public as a signs system through which society tries to communicate the ideals model of the relationship between the elements of the judicial system.

In a courtroom, the hierarchical relationship between the judge, jury, attorneys, witness and public are expressed by their position and height. The judge is the symbol of justice and thus occupies a place of prominence, above eye level of the other participants. The attorneys represent equal adversaries and thus take positions of equal importance in elevation, work area and distance from the judge. This idea is perhaps the basis for the symmetrical arrangement for the courtroom.

The witness occupies a position next to the judge but below his eye level and should face the complaining and responding



parties. The jury should occupy a position so they can hear and see everything. This may be elevated but below eye level of the judge depending on the organization of the courtroom. The public observers should have a position of lesser importance and be treated so as not to interfere with the proceedings of the court.



REPRESENTS HIERARCHY OF IMPORTANCE

JUDGE --- SYMBOL OF JUSTICE

--- PLACE OF IMPORTANCE ELEVATION

-CASE STUDIES-

1. Gloucester County Justice Center, N.J.
area/bldg. = 105,000 sq. feet
4 courts
84 jail cells
2. Collin County Gov. Center, Texas
area/bldg. = 122,105 sq. feet
4 courts
3. Frederick County Multi-service Center, MD.
area/bldg. = 152,825
4. Prince William/Manassas Courthouse, VA.
area/bldg. = 125,000 sq. feet
10 courtrooms

Kalispell History and Economics

The first settlement in what now is Flathead Valley was established in 1857 by Joe Ashley at the north end of Flathead lake. In 1864, Montana Territory was created and Northwest Montana became Missoula County. Until 1893, when Flathead County was formed.

In 1892, the Great Northern Railroad reached the Flathead Valley and Kalispell became an official town and later the County seat.

Agriculture was one of the earliest industries in the Region and is still a large factor in the economy.

The largest Employers are the forest industry, Arco Aluminum Company, and tourism. Major attractions of the area include Glacier Park, Hungry Horse Dam, Flathead Lake and Big Mountain Ski Area.

Kalispell has a population of approximately 15,000 with 15,000 more people in rural areas and adjacent towns like Columbia Falls, Whitefish and Bigfork.

The existing Flathead County Courthouse is a fairly elegant and expressive structure. The building is too small to house the expanding need of the county and too outdated to accommodate the functional requirements a of modern Courtbuilding and jail.

It is currently in good structural condition but does not meet any fire or handicap codes.

Kalispells answer to these problems has been to add on to the courthouse and move the remaining departments to any available city owned building. The sheriffs department is located behind the courthouse and is outdated and in substandard condition. The city is concerned about lawsuits from prisoners arising from poor conditions.

Many of the social service departments are in the old hospital, which is now called Courthouse East. It is in poor condition and is located over a mile from other county services. The building is poorly organized and, like the courthouse, doesn't meet any codes.

The Blue Annex is a sheet metal building housing the Motor Vehicle Department. It is located about 200 yards from the courthouse and was intended only as a temporary structure.

The County Commissioners offices are tacked onto the west side of the courthouse. They are only a few years old and already more space is needed.

Separation of these departments has caused duplication of work, unneeded travel between related departments and general inefficiency. They are also a very poor image to project of the county Government.

It has been decided by the City of Kalispell that the existing Courthouse will be preserved as a museum.

Selecting the site for the new Law and Justice complex was one of the most important decisions in the design process. The factors used in determining the site were:

- proximity to other county departments
- relation to the business district
- access for sheriff's vehicles
- public visibility and image projected by the site
- relation to the existing courthouse-the most visible sign of county government

PROXIMITY MAP

Distance to local civic areas and nearby cities in
highway miles.

LOCAL CIVIC AREAS

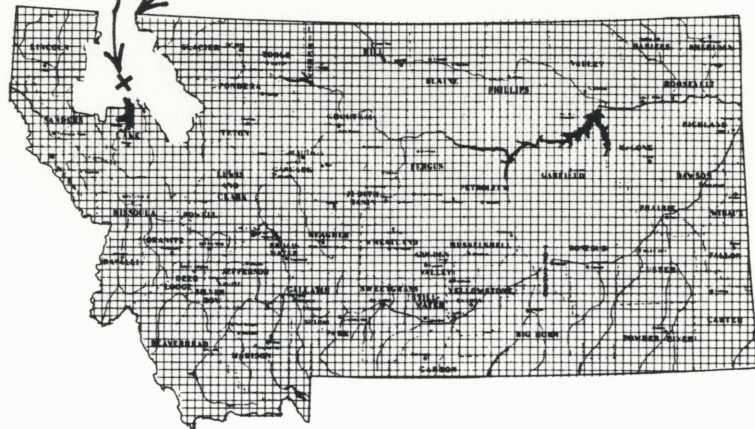
Courthouse	-----	7/8 mi.
Courthouse East	-----	1 mi.
City Hall	-----	3/4 mi.
New Hospital	-----	3/4 mi.
Main Intersection	---	1/4 mi.

NEARBY TOWNS

Whitefish, MT	-----	15 mi.
Columbia Falls, MT	--	18 mi.
Libby, MT	-----	90 mi.
Missoula, MT	-----	125 mi.

Kalispell

Flathead County



MONTANA



NEW HOSPITAL

TO WHITEFISH

SITE

TO LIBBY

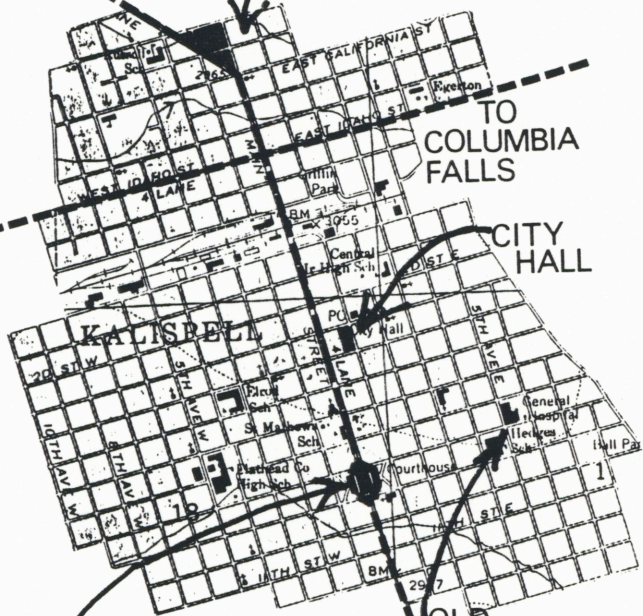
TO COLUMBIA FALLS

CITY HALL

EXISTING COURTHOUSE

OLD HOSPITAL

TO MISSOULA

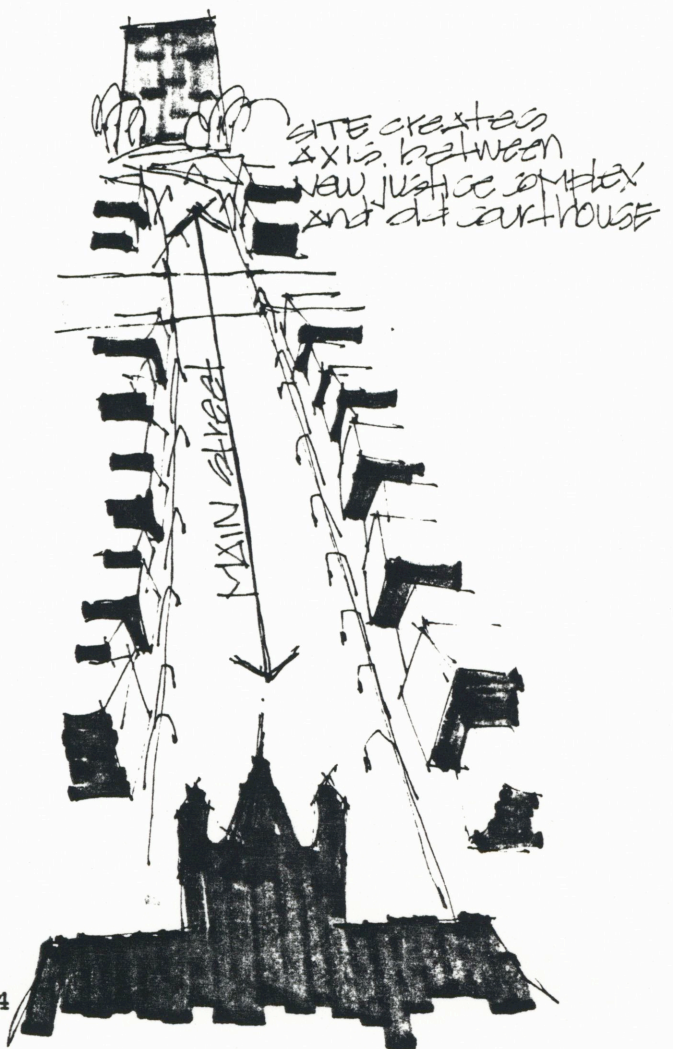


The selected site has obvious advantages over the other sites. The site chosen by the city for the Justice Complex is already owned by Kalispell. This gives this site an economic advantage built fails in many other areas.

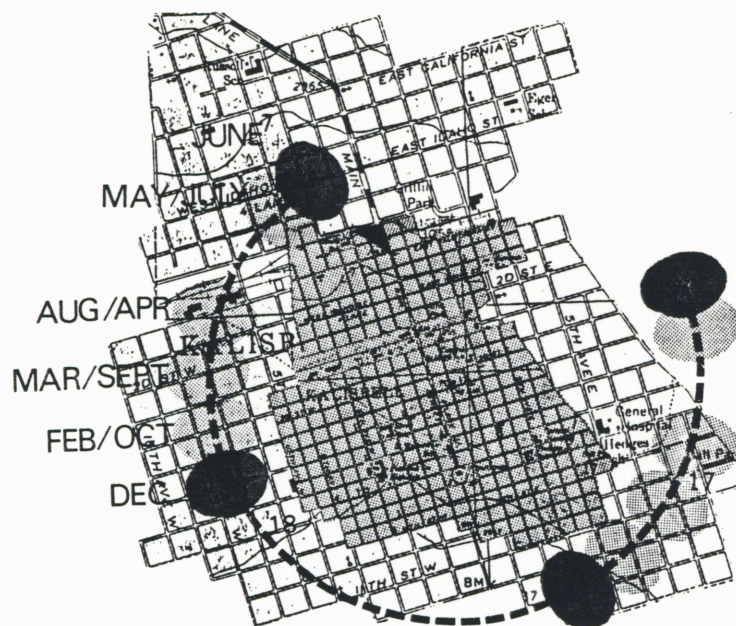
No functional connection is required between the existing courthouse and the new structure, but this relationship is symbolically important. The existing courtbuilding is in an important location in the town as well as a visible expression of government. It terminates Main street and the business district to the south. A main arterial, Hwy 93, is split and diverted around the site indicating the beginning of the business district going north.

The site selected for this project meets most requirements of the site selection process. There is sufficient access to the area from Hwy 93 and a lower volume of traffic than other parts of Kalispell. The major building and zoning types are office and some commercial which makes the site compatible with a government building.

The site is within 1/2 mile of the other County facilities and 1/4 mile of the central business district. A visual connection is extended to the existing courthouse and the size and mass of the new structure will cause it to dominate the north end of town. This will allow the building to make its own statement without competing with the image of the existing county courthouse.



KALISPELL CLIMATIC DATA 48° N. Latitude



Degree Days ----- 8055

Average Daily Temperature

January ----- 25.4°

April-October ----- 49.0°

July ----- 73.8°

Magnetic Variation ----- 20° East

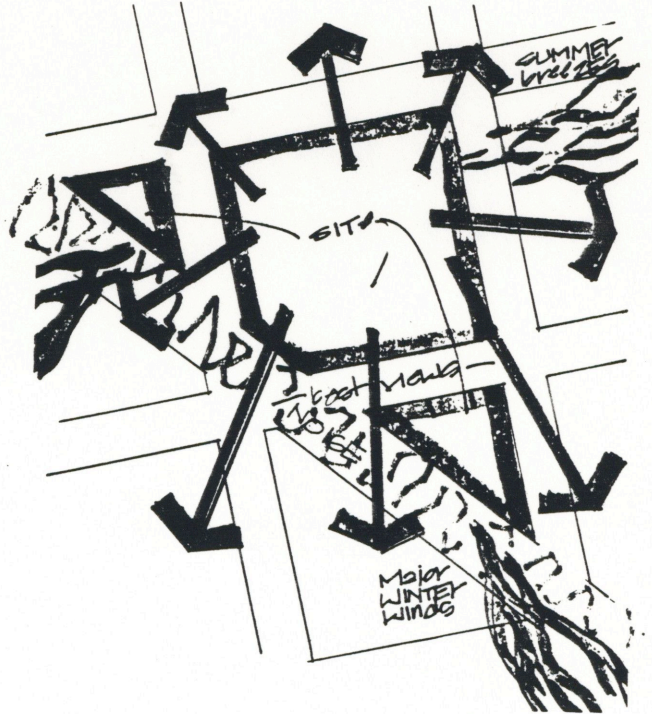
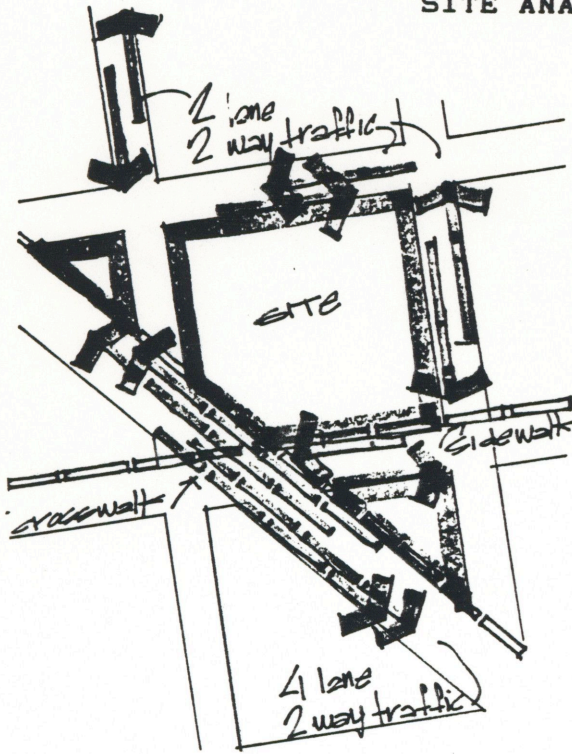
Major Winds:

winter-South

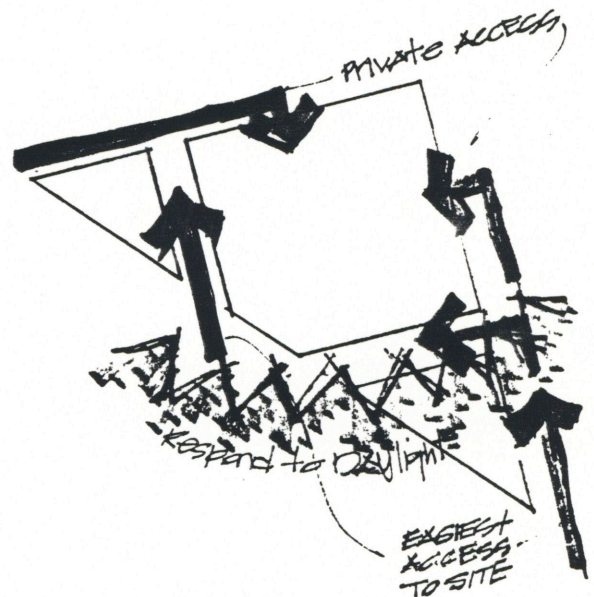
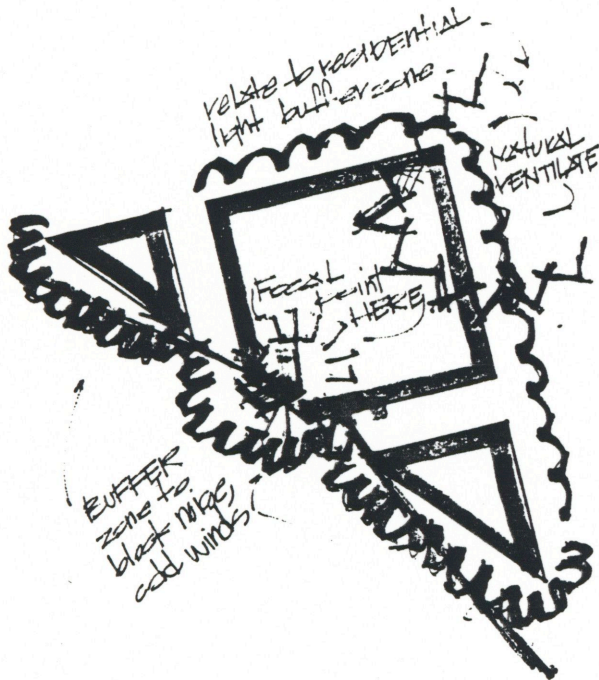
-West

summer-Northeast

SITE ANALYSES



RESPONSE TO SITE ANALYSIS



LIGHTING REQUIREMENTS (minimum)

Court Rooms

seating/viewing ----- 10 fc.

court activities ----- 70 fc.

Library

study areas ----- 70 fc.

card files ----- 100 fc.

stack areas ----- 30 fc.

Interview/Conference ----- 30 fc.

Jail Cells

reading/writing areas ---- 20 fc.

Offices/Clerical/Auditing

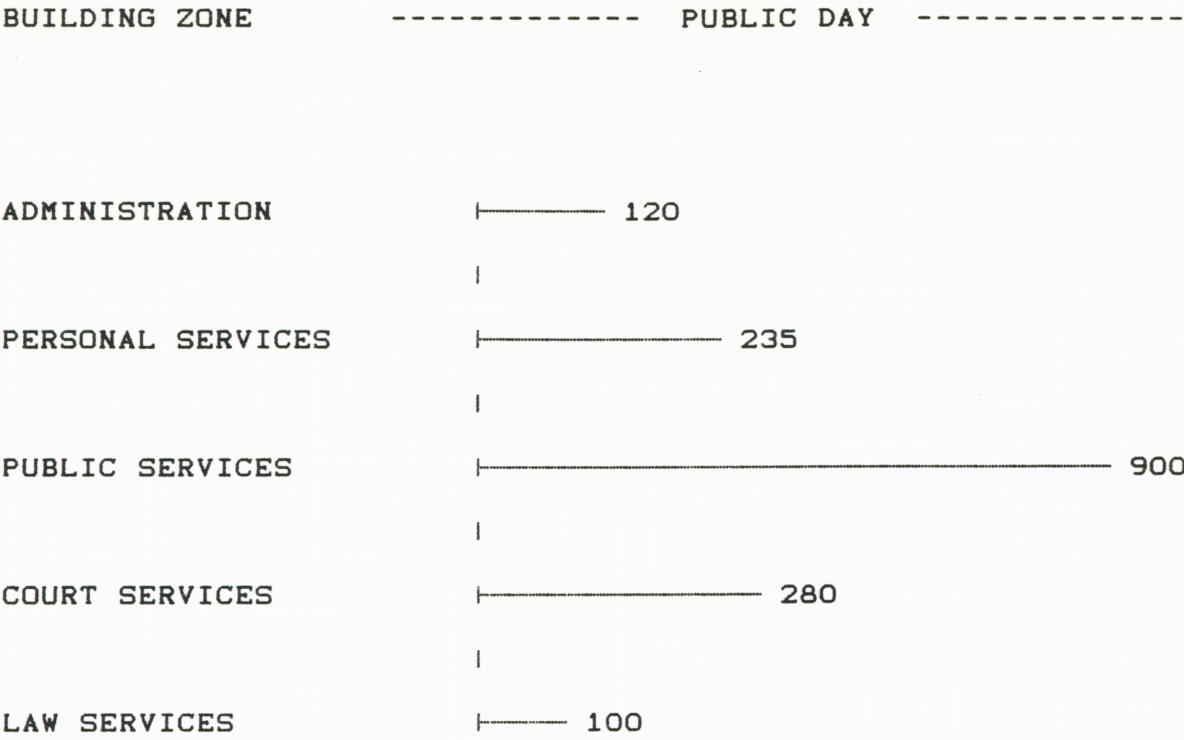
reading (well printed) --- 30 fc.

(poor reproductions) 150 fc.

Lounge/Waiting Areas ----- 10 fc.

Corridors/Stairway/Elevators ----- 20 fc.

PUBLIC USE/ACCESS GRAPH



The building zones were developed according to the functional aspects of each space and the relationships of one space to another. Within these zones, private access, restricted public access and public access zones are applied to each space to further organize them within the building zones. To organize them even further, the spaces are segregated in the building horizontally and vertically according to how accessible they must be to the public. This is determined by the number of users per day per building zone.

ADMINISTRATION ----- County Commissioners
Superintendent of Schools
Areawide Planning Office
Parks and Recreation
Extension Office

PERSONAL SERVICES --- Health Department
Welfare Department
Mental Health Department
Area Agency on Aging
Council on Aging

PUBLIC SERVICES ----- Election Office
Clerk and Recorder
Plat Room
County Surveyor

Data Processing

Auditor

Appraiser

Assessor

Motor Vehicle Department

Treasurer

COURT SERVICES ----- District Court

Justice of the Peace

County Attorney

Clerk of Court

Probation

Family Services (fraud)

Family Court Services

LAW CONTROL SERVICES Sheriffs Department

County Jail

SPACE/ROOM -----	County Commissioners
BLDG. ZONE -----	Administration
PERSONNEL -----	3-Commissioners
	1-Assistant
	1-Secretary/Receptionist
PUBLIC SERVED/DAY -----	20
ADJACENCY -----	All County Offices
ACCESS CONTROL -----	Through public desk/secretary
ENVIRON. REQUIREMENTS ----	Daylighting preferred in office areas
REQUIRED SPACIAL AREA ----	Commissioners Offices-3@220
	Assistants Office-150
	Secretary/Reception-200
	Conference-1000
	Coat Closet-70
	2080 sq. feet
RELATED DUTIES -----	Meet with the public as individuals or as the Board of County Commissioners. Their duties include approving budgets for county offices or schools, plan and establish new county roads, pass on claims for county money, order elections to raise money for public improvements, determine mill levies to be assessed against property in the county, fill vacancies in the county offices, act as the legislative branch of the county government.

SPACE/ROOM -----	Superintendent of Schools
BLDG. ZONE -----	Administration
PERSONNEL -----	1-Superintendent
	3-Deputies
	1-Administrative Assistant
PUBLIC SERVED/DAY -----	20
ADJACENCY -----	Clerk and recorder, Assessor
	Election Office
	Treasurer
ACCESS CONTROL -----	Through reception
ENVIRON. REQUIREMENTS ----	Day lighting preferred in office areas
REQUIRED SPACIAL AREA ----	Superintendents Office-180
	Assistants Office-150
	Secretary/Reception-420
	Work Room-300
	Storage-700
	1750 sq. feet
RELATED DUTIES -----	General supervision over the schools in the county. This office supervises school budgets and and disburses funds. They keep records of the school expenses and confer with school officials and county officials on school problems. Related to clerk and reorder and election office for the information required to sort out school budgets and elections. Assessor determines property values in school districts.

SPACE/ROOM	-----	Area wide planning office
BLDG. ZONE	-----	Public services
PERSONNEL	-----	1-Planner
		1-Assistant
		1-Secretary/Reception
PERSONNEL EQUIP.	-----	Office equip., drawing table
PUBLIC SERVED/DAY	-----	5-10
ADJACENCY	-----	County Commissioner
		Plat Room
		Surveyor
ACCESS CONTROL	-----	Through reception
ENVIRON. REQUIREMENTS	----	Daylighting preferred for office areas
REQUIRED SPACIAL AREA	----	Planners Office-220
		Assistants Office-200
		Secretary/Reception-200
		Meeting-250
		Drawing Room-200
		Storage-100

		1170 sq. feet
RELATED DUTIES	-----	Coordinate and carry out changes in zoning requirements, county and city wide. Uses plat room often to refer to maps. Confers with county commissioners on variance matters and zoning changes.
CONSIDERATIONS	-----	<u>Planners office:</u> daylighting preferred, access through reception area, 1-office desk and chair, one light table.
		<u>Assistants office:</u> daylighting preferred, 1-desk, 1-office chair.
		<u>Drawing room:</u> space for two drafting tables, plat storage cabinet.

SPACE/ROOM -----	Parks and Recreation Office
BLDG. ZONE -----	Administration
PERSONNEL -----	1-Director
	1-Assistant Director
	4-Assistants
	1-Secretary
PUBLIC SERVED/DAY -----	10-50
ADJACENCY -----	Planning Office
ACCESS CONTROL -----	Through secretary/reception
ENVIRON. REQUIREMENTS ----	Daylighting preferred
REQUIRED SPACIAL AREA ----	Directors Office-180
	Assistants Office-160
	Work Area-500
	Secretary/Reception-180
	Storage-200
	1220 sq. feet
RELATED DUTIES -----	Coordinates and supervises the area and county park system. In charge of creating new parks, cleanup work programs, etc.

SPACE/ROOM	-----	County Extension Agent
BLDG. ZONE	-----	Administration
PERSONNEL	-----	3-Extension Agents
		3-Secretaries
PERSONNEL EQUIP.	-----	Copy machine
PUBLIC SERVED/DAY	-----	15-20
ADJACENCY	-----	Does not interact with any other county agency.
ACCESS CONTROL	-----	Through reception
FLEXIBILITY	-----	Private offices for private work.
ENVIRON. REQUIREMENTS	----	Daylighting preferred in office areas
REQUIRED SPACIAL AREA	----	Extension offices-3@180
		Work Area-450
		Bulletin Storage-150
		Copy Room-100
		Storage-100
		Bulletin Display-150
		1540 sq. feet
RELATED DUTIES	-----	Advises farmers and interested citizens of agricultural methods, conservation, soil testing. Free information if the form of bulletins and brochures are available.

SPACE/ROOM	-----	Health Department
BLDG. ZONE	-----	Personal services
PERSONNEL	-----	1-Director (Physician)
		1-Nurse Coordinator
		1-Dental Hygienist
		1-Health Educator
		1-Dietician
		5-Nurses
		6-Secretaries
PUBLIC SERVED/DAY	-----	20-50
ADJACENCY	-----	Welfare
ACCESS CONTROL	-----	Through reception/waiting
ENVIRON. REQUIREMENTS	----	Daylighting preferred in office areas
REQUIRED SPACIAL AREA	----	Directors Office-180
		Unit Heads Offices-4@160
		Waiting Area-500
		Secretary/Reception-720
		Examining-200
		Family Planning-250
		Women/Infants/Children-200
		Teenage Pregnancy-300
		Conference/Classroom-500
		Copy/Storage-100
		Employee Lounge-200
		Sick Room-150
		4310 sq. feet
RELATED DUTIES	-----	Supervises health conditions in the county and is in charge of immunization programs and advising citizens on family planning, prescribing birth control, etc.

SPACE/ROOM	-----	Department of Public Welfare
BLDG. ZONE	-----	Public services
PERSONNEL	-----	1-Director
		8-Eligibility Interviewers
		6-Social Workers
		6-Clerical
		5-Home Attendants
		4-Supervisors
PUBLIC SERVED/DAY	-----	100
ADJACENCY	-----	Health Dept.
		Treasurer
ACCESS CONTROL	-----	Through waiting/reception
FLEXIBILITY	-----	Private offices for private
		conferences and counseling of
		individuals
ENVIRON. REQUIREMENTS	----	Daylighting preferred in office areas
REQUIRED SPACIAL AREA	----	Directors Office-200
		Supervisors Offices-4@180
		Interns Offices- 8@150
		Social Workers Offices-6@150
		Clerical Area-1000
		Storage-300
		Waiting-450
		5220 sq. feet
RELATED DUTIES	-----	Determines eligibility for, and
		disburses public assistance in the
		form of welfare, disability, etc.
		Related to the health department for
		information on teenage pregnancy,
		health records, etc. to determine
		eligibility. Needs information
		from the treasurer on taxes paid and
		tax value of property, etc. to
		determine need for assistance.

SPACE/ROOM -----	Mental Health Center
BLDG. ZONE -----	Personal services
PERSONNEL -----	1-Director
	5-Psychologists
	3-Clerical/secretary
PUBLIC SERVED/DAY -----	30-35
ADJACENCY -----	Health
	Welfare
	Sheriff
ACCESS CONTROL -----	Semi-private, through reception
FLEXIBILITY -----	Private offices
	Open office plan for clerical
ENVIRON. REQUIREMENTS ----	Offices-windows/daylighting preferred
REQUIRED SPACIAL AREA ----	Directors office-200
	Psychologists offices 5@180
	Waiting-200
	Conference-300
	2590 sq. feet
RELATED DUTIES -----	Observing and examining prisoners to determine their mental health prior to court appearances. Offers low income counseling to families and individuals. Patients referred here by health and welfare offices.

SPACE/ROOM	-----	Area Agency on Aging
BLDG. ZONE	-----	Personal services
PERSONNEL	-----	1-Director
		1-Administration Clerk
		1-Nutrition Director
		1-Fiscal Coordinator
		1-Secretary
PUBLIC SERVED/DAY	-----	15
ADJACENCY	-----	Health Department
		Council on Aging
ACCESS CONTROL	-----	Through reception
FLEXIBILITY	-----	Closed offices to allow for private work area
ENVIRON. REQUIREMENTS	----	Daylighting preferred in offices
REQUIRED SPACIAL AREA	----	Offices-4@150
		Secretary/Reception-200
		800 sq. feet
RELATED DUTIES	-----	Oversees and coordinates the budget for area council on aging. Helps the needy senior citizens get monetary assistance for heating etc.

SPACE/ROOM -----	Council on Aging
BLDG. ZONE -----	Personal services
PERSONNEL -----	1-Director
	2-Assistants
	3-Secretaries
	2-Cooks
PUBLIC SERVED/DAY -----	15
ADJACENCY -----	Health Department
	Welfare
	Area Agency on Aging
ACCESS CONTROL -----	Through reception area
FLEXIBILITY -----	Open clerical office plan
ENVIRON. REQUIREMENTS ----	Daylighting preferred in office spaces
REQUIRED SPACIAL AREA ----	Directors Office-180
	Assistants Offices-2@150
	Secretary/Reception-350
	980 sq. feet
RELATED DUTIES -----	Coordinate the requirements for nutrition and health of senior citizens, especially low income. Cooks work in the field preparing meals and providing nutritional information. Works closely with the health department to coordinate health related needs of senior citizens such as immunization, works with welfare office to find needy clients. Area Agency on Aging Coordinates and oversees the budget.

SPACE/ROOM -----	County Election Office
BLDG. ZONE -----	Public services
PERSONNEL -----	1-Director
	1-Assistant
	7-Part-time Assistants
PUBLIC SERVED/DAY -----	6-300
ADJACENCY -----	Clerk and Recorder
	Superintendent of Schools
	Data Processing
ACCESS CONTROL -----	Access through clerical
FLEXIBILITY -----	Open office plans because amount of
	work fluctuates during the year
ENVIRON. REQUIREMENTS ----	Daylighting preferred in work areas
	and clerical
REQUIRED SPACIAL AREA ----	Clerical-900
	Work Room-330
	Storage-450
	1680 sq. feet
RELATED DUTIES -----	Supervision and coordination of
	county and city wide elections. In
	charge of campaigning for voter
	registration, must have access to
	clerk and recorder who registers
	voters. Meetings with school
	superintendent to discuss mill levy
	votes. Uses data processing to
	record voter statistics. Informs the
	public on voter issues.

SPACE/ROOM -----	Clerk and Recorder
BLDG. ZONE -----	Public services
PERSONNEL -----	1-Director
	5-Bookkeepers
	10-Clerical
PERSONNEL EQUIP. -----	Photocopy machine, camera equipment to record special documents
PUBLIC SERVED/DAY -----	50-200
ADJACENCY -----	Election Office
	Plat Room
ACCESS CONTROL -----	Through reception/waiting area
FLEXIBILITY -----	Open clerical office plan with directors office in a position to ease supervision
ENVIRON. REQUIREMENTS ----	Daylighting preferred in office and work areas
REQUIRED SPACIAL AREA ----	Directors Office-180 Bookkeeping-900 Clerical/Reception-1700 Camera/Copy Room-200 Storage Vault-400
	3500 sq. feet
RELATED DUTIES -----	Records documents, audits and records claims, issues warrants and keeps financial records, makes monthly reports to the auditor and treasurer, acts as clerk for the county commissioners, registers voters and distributes voter information to election office. Access to plat room for claims relating to property, etc.

SPACE/ROOM -----	Plat Room
BLDG. ZONE -----	Public services
PERSONNEL -----	6-Clerical Staff
PUBLIC SERVED/DAY -----	20
ADJACENCY -----	Surveyor
	Clerk and Recorder
ACCESS CONTROL -----	Through clerical
ENVIRON. REQUIREMENTS ----	Environmentally controlled space for plat storage
REQUIRED SPACIAL AREA ----	Clerical-600
	Plat Storage-500
	Vault-300
	Plat Viewing-200
	1600 sq. feet
RELATED DUTIES -----	In charge of all maps relating to county lands, this includes storage and care of maps. Also in charge of access to all maps and making blueprint copies upon request.

SPACE/ROOM	-----	County Surveyor
BLDG. ZONE	-----	Public services
PERSONNEL	-----	1-County Surveyor
		2-Draftsmen
PERSONNEL EQUIP.	-----	2-Drafting tables
		Cabinets for drawing storage
PUBLIC SERVED/DAY	-----	20-25
ADJACENCY	-----	Plat Room
		Clerk and Recorder
ACCESS CONTROL	-----	Through surveyors office
ENVIRON. REQUIREMENTS	----	Daylighting preferred in office areas
REQUIRED SPACIAL AREA	----	Surveyors Office-150
		Drawing-200
		Drawing Storage-200

		550 sq. feet
RELATED DUTIES	-----	Works on county bridge and road
		structure and is responsible for the
		supervision of the maintenance of
		county roads and bridges

SPACE/ROOM	-----	Data Processing
BLDG. ZONE	-----	Public services
PERSONNEL	-----	1-Director
		2-Programmers
		4-Punch Card Operators
		1-Librarian
		1-Assistant Director
		1-Secretary
PUBLIC SERVED/DAY	-----	10
ADJACENCY	-----	All Offices
ACCESS CONTROL	-----	Through reception, secure area to protect equipment and stored data
ENVIRON. REQUIREMENTS	----	Daylighting in offices, environmental controls to prevent decomposition of computer equipment
REQUIRED SPACIAL AREA	----	Offices 2@180 Secretary/Reception-250 Programmers Office-250 Key Punch Room-250 Library-250 Computer Room-300 Paper Storage-150
		1810 sq. feet
RELATED DUTIES	-----	Coordinate and organize all the data from related county offices into a computer system, retrieve data when needed, serves the public by retrieving requested information

SPACE/ROOM	-----	Auditor
BLDG. ZONE	-----	Public services
PERSONNEL	-----	1-Auditor
		2-Deputy Auditors
ADJACENCY	-----	Clerk and Recorder
		Treasurer
		Data Processing
ACCESS CONTROL	-----	Through clerical
FLEXIBILITY	-----	Open clerical plan, private office
		for supervision of deputy auditors
ENVIRON. REQUIREMENTS	----	Daylighting preferred in offices and
		clerical area
REQUIRED SPACIAL AREA	----	Auditors office-180
		Clerical area-400
		Storage vault-250
		830 sq. feet
RELATED DUTIES	-----	The auditor is the chief finance
		officer for the county. He checks
		the accounts of all offices for
		authenticity and correctness

SPACE/ROOM	-----	Appraiser
BLDG. ZONE	-----	Public services
PERSONNEL	-----	1-Chief Appraiser
		4-Appraisers
		3-Clerks
PUBLIC SERVED/DAY	-----	10-40
ADJACENCY	-----	Assessor
		Plat Room
		Treasurer
ACCESS CONTROL	-----	Through public counter/reception
FLEXIBILITY	-----	Open office clerical plan, private
		offices for quiet work area
ENVIRON. REQUIREMENTS	----	Daylighting preferred
REQUIRED SPACIAL AREA	----	Chief Appraisers office-180
		Appraisers offices-4@160
		Clerical-500
		Record Storage Vault-300
		1620 sq. feet
RELATED DUTIES	-----	Appraises real estate and buildings
		in the county and determines a
		taxable value according to a
		classification system. Some field
		work is done to set a tax value and
		then the land is ready for the
		assessors office

SPACE/ROOM -----	Assessor
BLDG. ZONE -----	Public services
PERSONNEL -----	1-Assessor
	7-Deputies and Secretaries
PUBLIC SERVED/DAY -----	25-100
ADJACENCY -----	Treasurer
	Dept. of Motor Vehicles
ACCESS CONTROL -----	Through clerical/reception
FLEXIBILITY -----	Office in a position to supervise clerical
ENVIRON. REQUIREMENTS ----	Daylighting preferred in office areas
REQUIRED SPACIAL AREA ----	Assessors Office-180
	Clerical Area-1000
	Storage-350
	1530 sq. feet
RELATED DUTIES -----	Assesses all property in the county for state, county, city and school district taxes. This is done when deeds and titles are brought into the office. Determines taxable values on vehicles

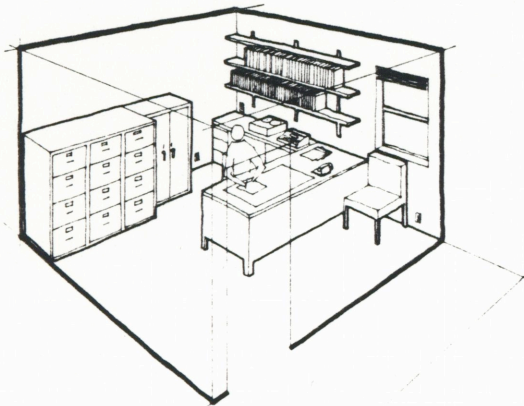
SPACE/ROOM	-----	Department of Motor Vehicles
BLDG. ZONE	-----	Public services
PERSONNEL	-----	12-Clerks and Secretaries
PUBLIC SERVED/DAY	-----	200+
ADJACENCY	-----	Treasurer
		Assessor
ACCESS CONTROL	-----	Public waiting/clerical
FLEXIBILITY	-----	Large public desk
ENVIRON. REQUIREMENTS	----	Daylighting preferred
REQUIRED SPACIAL AREA	----	Clerical-900
		Public Waiting-600
		Storage-200
		1700 sq. feet
RELATED DUTIES	-----	Issue license plates, licensing new and used vehicles, issuing and renewing drivers licenses, determining the market/taxable value of cars (assessor) and then charging that tax.

SPACE/ROOM	-----	Treasurer
BLDG. ZONE	-----	Public Services
PERSONNEL	-----	1-Treasurer
		9-Deputies and Clerks
PUBLIC SERVED/DAY	-----	25-100
ADJACENCY	-----	Assessor, Appraiser, Data Processing, Auditor, Dept. of Motor Vehicles
ACCESS CONTROL	-----	Through reception
FLEXIBILITY	-----	Private treasurers office located for supervision of staff
ENVIRON. REQUIREMENTS	----	Daylighting preferred
REQUIRED SPACIAL AREA	----	Treasurers Office-180 Clerical Area-1600 File Room-300 Vault-300
		2380 sq. feet
RELATED DUTIES	-----	The treasurers office collects the county taxes, mostly through the mail, the treasurer supervises the deputies, is in charge of county funds and the disbursement of county funds. Related to the other offices for the collection of data to determine taxes and tax bases

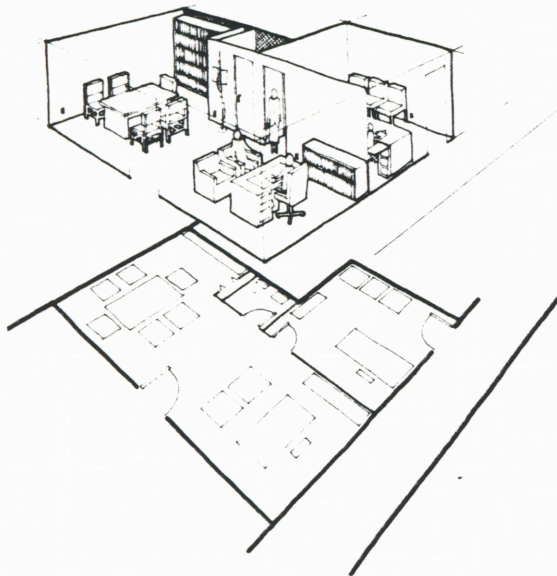
SPACE/ROOM	-----	District Court
PERSONNEL	-----	2-Judges
		2-Secretaries
		2-Court Reporters
		2-Bailiffs
PUBLIC SERVED/DAY	-----	5-20
ADJACENCY	-----	Clerk of Court
		Sheriff
		County Attorney
		Justice of Peace
REQUIRED SPACIAL AREA	----	Courtroom-1500
		Courtroom-1000
		Judges Chambers-2@220
		Reception/Secretary-2@200
		Court Reporters Office-2@150
		Jury Room-250
		Restrooms-2@100
		Law Library-1000
		Copy Room/Storage-100
		Bailiffs Office-2@150

		5790 sq. feet
RELATED DUTIES	-----	Holds court and presides over the
		cases brought before the court,
		instructs the jury on the laws
		involved, pronounces the verdict

CONSIDERATIONS -----



Reporters Office



Judges chambers

and sentences or penalty. Reviews cases and advises individuals on legal matters

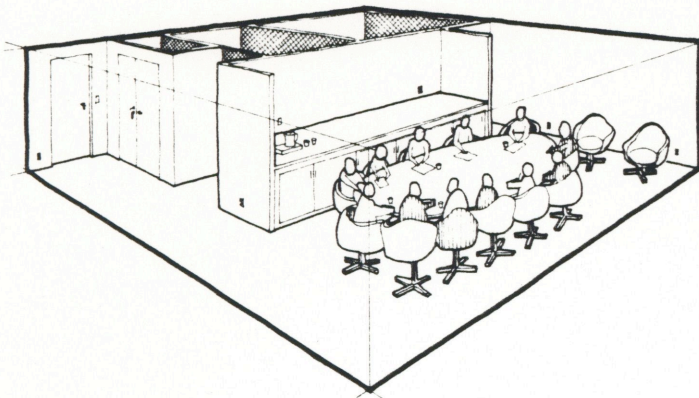
Reporters Office: storage for tapes and transcripts, quiet, private work space.

Judges chambers: toilet room, robe closet provided. Security to judges chambers essential, private path between building entrance and chambers, restricted to public but easy access for attorneys.

Jury Room: display cases provided for exhibits, two toilet rooms, mechanically ventilated, drinking fountains and coffee machines provided. Restricted circulation because jurors must be escorted when leaving the room.

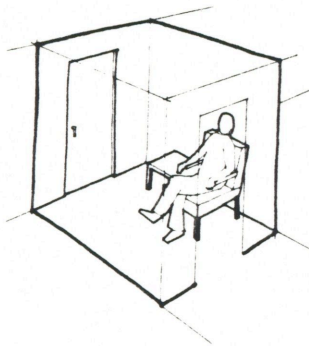
Witness rooms: located directly off of courtroom, supervised and acoustically treated for isolation.

Courtrooms: Corner courtroom design offers best sight lines and acoustical control, also is more economical in its use of space.

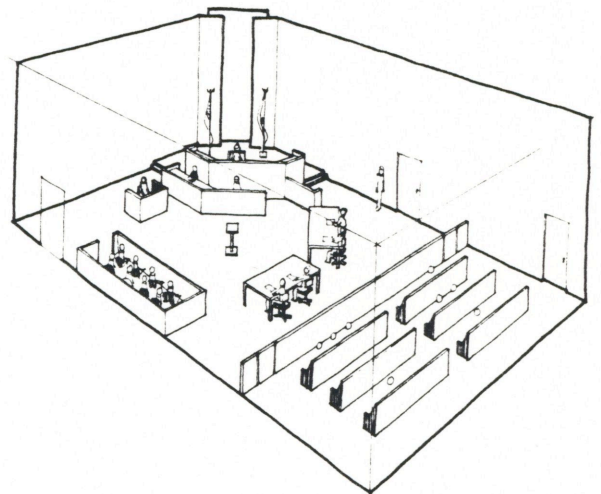


Courtroom Lobby: a small lobby should be located close but not adjacent to the courtroom and should be near the public restrooms and include a pay phone and drinking fountain

Jury Room



Witness room



Courtroom

SPACE/ROOM	-----	Justice of Peace Courts
BLDG. ZONE	-----	Court Services
PERSONNEL	-----	2-Justices
		4-Secretary/Clerical
PERSONNEL EQUIP.	-----	see District Court
PUBLIC SERVED/DAY	-----	5-50
ADJACENCY	-----	Sheriff
		Courts
		County Attorney
ACCESS CONTROL	-----	Restricted public access to Judges
		Chambers through secretary
FLEXIBILITY	-----	Open office plan clerical area
ENVIRON. REQUIREMENTS	----	acoustic control for Courtrooms,
		Jury rooms and witness isolation
		areas
REQUIRED SPACIAL AREA	----	Justices Offices-2@180
		Secretary/Clerical-600
		Witness Room-100
		Jury Room-150
		Courtrooms-2@600
		2410 sq. feet
RELATED DUTIES	-----	Presides over criminal and civil
		cases, issues summonses, examines
		witnesses and performs marriage
		ceremonies
CONSIDERATIONS	-----	see program for District Court

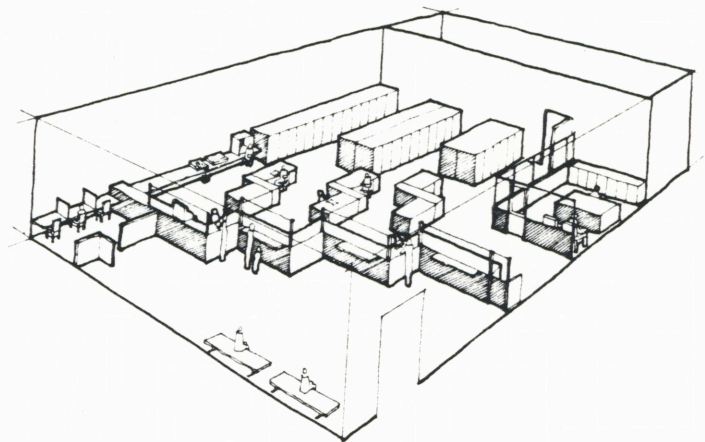
SPACE/ROOM	-----	County Attorney
BLDG. ZONE	-----	Court Services
PERSONNEL	-----	1-County Attorney
		5-Deputy Attorneys
		2-Paralegals
		5-Secretaries
PUBLIC SERVED/DAY	-----	10-40
ADJACENCY	-----	Sheriff
		Justice of Peace
		District Court
		Clerk of Court
ACCESS CONTROL	-----	Through secretary
FLEXIBILITY	-----	Closed office plan for private
		work and small conferences
ENVIRON. REQUIREMENTS	-----	Daylighting preferred
REQUIRED SPACIAL AREA	-----	Attorneys Office-200
		Assistants Office-5@180
		Paralegal Office-2@150
		Secretary/Reception-750
		Conference-250
		Storage-100
		2500 sq. feet
RELATED DUTIES	-----	Represents the state, county or
		school district in cases, gives
		legal advice, spends out of court
		time in conference with persons
		involved with the courts.

SPACE/ROOM	-----	Clerk of Court
BLDG. ZONE	-----	Administration
PERSONNEL	-----	1-Clerk of Court
		2-Deputies
		4-Assistants
PERSONNEL EQUIP.	-----	Reception-reference table and public counter
		Vault-fireproof records vault
PUBLIC SERVED/DAY	-----	20-50
ADJACENCY	-----	District Court
		County Attorney
		Justice of peace
ACCESS CONTROL	-----	Public access through reception area
FLEXIBILITY	-----	Permanent private office, flexible office plan for deputies and assistants
ENVIRON. REQUIREMENTS	----	Daylighting
REQUIRED SPACIAL AREA	----	Clerks office-180
		Clerical area-800
		Records vault-700
		Storage room-300
		Microfilm/Xerox-150
		2030 sq. feet
RELATED DUTIES	-----	Charged with the care of all documents concerning proceedings

of district court. Attends all court proceedings, keeps records of witnesses, defendants, and plaintiffs. Makes out marriage license and application for citizenship

CONSIDERATIONS -----

Serves the public best if office is located near the main entrance, adjacent to the public lobby or corridor to the courtrooms



SPACE/ROOM	-----	Probation
BLDG. ZONE	-----	Court service
PERSONNEL	-----	1-Probation Officer (Director)
		3-Assistant Probation Officers
		1-Intern
		2-Secretary/Clerical
PUBLIC SERVED/DAY	-----	20-40
ADJACENCY	-----	Courts
		Sheriff
		County Attorney
ACCESS CONTROL	-----	Through Secretary
ENVIRON. REQUIREMENTS	----	Daylighting preferred in office spaces
REQUIRED SPACIAL AREA	----	Directors Office-180
		Assistants Office-4@160
		Secretary/Reception-300
		Conference Room-200
		1320 sq. feet
RELATED DUTIES	-----	Make presentence investigations and reports, makes recommendations to the court on the granting of probations and supervises the actions of the probationer

SPACE/ROOM	-----	Family Support (Fraud)
BLDG. ZONE	-----	Court services
PERSONNEL	-----	1-Director
		2-Investigators
		1-Bookkeeper
		2-Secretaries
PUBLIC SERVED/DAY	-----	60-70
ADJACENCY	-----	Family Court Services
		County Attorney
		Courts
ACCESS CONTROL	-----	Through reception
FLEXIBILITY	-----	Closed office plan for privacy
ENVIRON. REQUIREMENTS	----	Daylighting preferred
REQUIRED SPACIAL AREA	----	Directors office-180
		Investigators Office2-@150
		Clerical/Bookkeeping-400
		Files/Storage-100

		980 sq. feet
RELATED DUTIES	-----	Investigate and process fraud
		cases dealing with child support,
		alimony and other aspects of
		divorce cases. Refers to County
		Attorney on legal advice handles
		cases invoked by the city. Uses
		the courts to take action on
		cases, refers low income families

to family court services for
assistance in processing a case

SPACE/ROOM	-----	Family Court Services
BLDG. ZONE	-----	Court services
PERSONNEL	-----	2-Counsellor
		1-Secretary
PUBLIC SERVED/DAY	-----	5-8
ADJACENCY	-----	Family Support
		Welfare
		Courts
ACCESS CONTROL	-----	Through reception
FLEXIBILITY	-----	private offices for counseling
ENVIRON. REQUIREMENTS	----	Daylighting preferred
REQUIRED SPACIAL AREA	----	Counsellor Office-2@160
		Secretary/Reception/Filing-180
RELATED DUTIES	-----	Counseling families (mostly low
		income) in matters of divorce and
		child custody court cases

SPACE/ROOM	-----	Sheriff Department
BLDG. ZONE	-----	Law services
PERSONNEL	-----	1-Sheriff
		1-Undersheriff
		30-Deputies
		5-Detectives
		7-Dispatchers
		1-Receptionist
		2-Secretaries
		5-Jailers
		1-Mechanic
		1-Cook
PUBLIC SERVED/DAY	-----	23-100
ADJACENCY	-----	Courts
		County Attorney
		Probation
REQUIRED SPACIAL AREA	----	Sheriffs Office-180
		Undersheriffs Office-160
		Reception-350
		Secretary-300
		Detectives Offices-5@130
		Deputies Office-1000
		Polygraph Room-160
		Interrogation Room-150
		Crime Lab-200
		Conference-300
		Squad Room-400

Dispatcher-300
Records Storage-200
Lockers/Change/Showers-700
Evidence Storage-200
Weapons Room-180
Mechanics Garage-900

6330 sq. feet

COUNTY JAIL -----

Sally Port-400
Shower/Search-250
Belonging Check Room-250
Booking Room-200
Jailer Facility-500
Interrogation Room-2@180
Prisoner Visiting-300
Medical Exam and Dispense-250
Kitchen-500
Storage-300
Mentally Disturbed Holding-80
Juvenile Holding-5@150
Exercise and Day-room-250
Eating Area-150
Showers-150
Mens Holding Cells 50@80
Day Room-600
Eating Area-400

Showers-250

Women Holding Cells-15@80

Day Room-250

Eating-200

Showers-150

11740 sq. feet

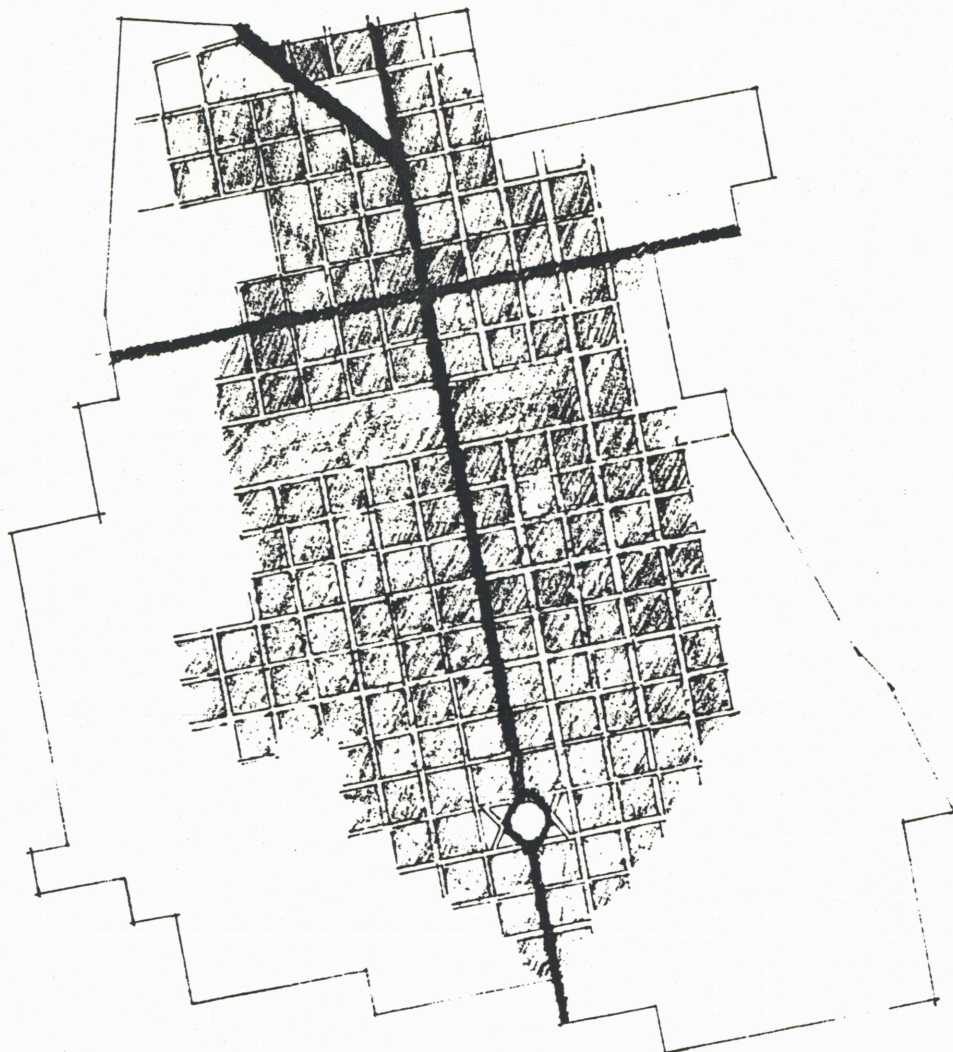
RELATED DUTIES -----

The sheriffs office is in charge of protecting all property in the county. The sheriff and his deputies are on call 24 hours a day and most of their time is spent on patrol duty. The sheriff is also in charge of the county jail and must carry out all sentences passed by the court and obey all requests of the court. The jails average correctional stay is four to six months, maximum is eighteen months. Provides pretrial and post trial detention for adult males and females and juveniles

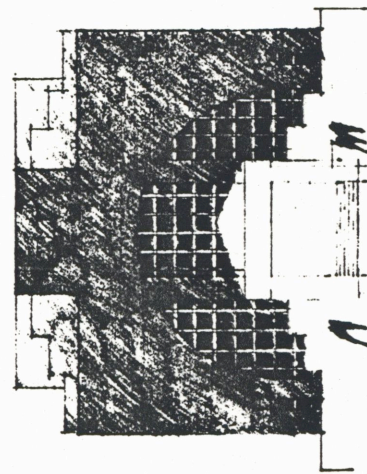
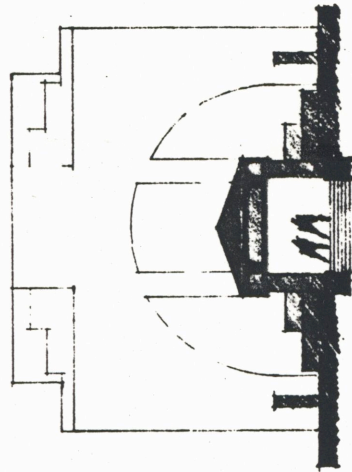
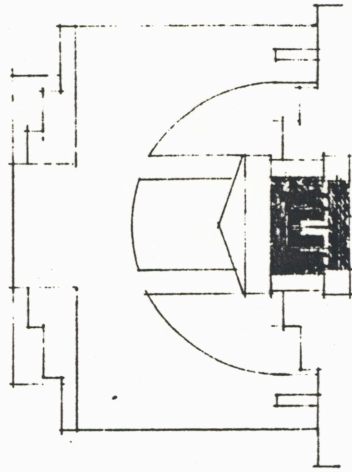
JAIL CONSIDERATIONS -----

Cells must provide natural light.
- Lighting provide a minimum of 20 fc for reading and grooming area

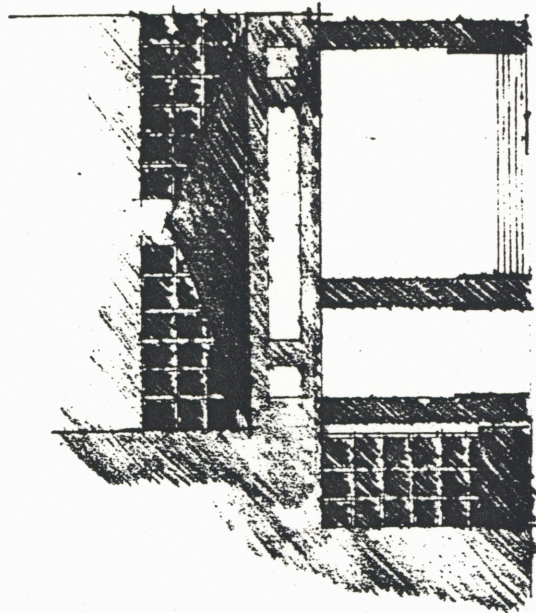
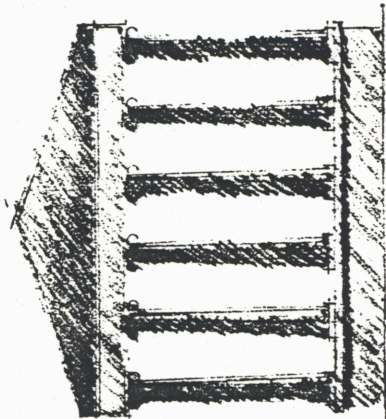
- Sound - no more than 70 db sound
in the day, 45 db at night
- toilet above floor level
- wash basin with hot and cold
water
- bed above floor level
- desk and writing area with stool



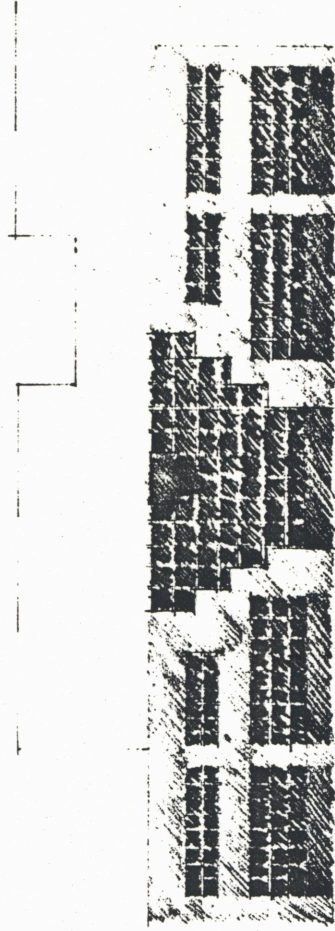
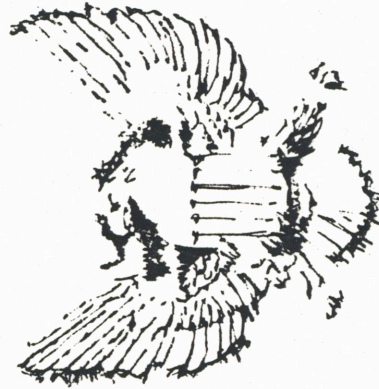
siting



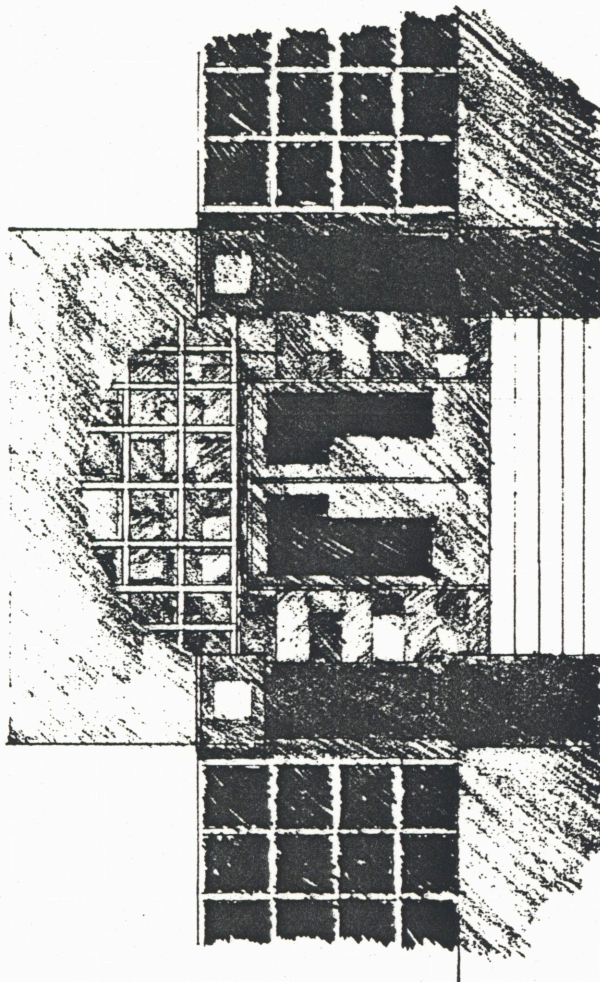
scale



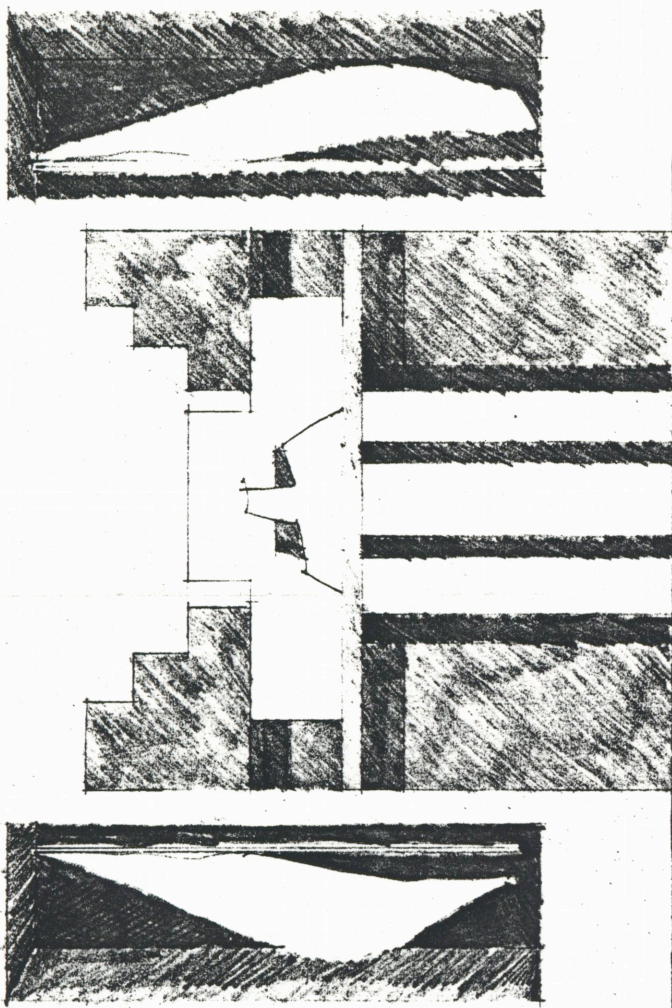
symbolizing democracy and law



symbolizing government



jail - symbol of confinement



reinforce - judge as symbol of justice - focus

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