

Jefferson County Courthouse and Sheriff Building Renovation
Space Requirement Summary

Departmental Summary

Printed: 4/6/2020		Existing 2020		2025		2030		
Department	Plan Code	Staff Totals	Space Totals	Staff Totals	Space Totals	Staff Totals	Space Totals	Comments: Adjacencies
Administration / CJCC	A	5	1,080	7	2,209	7	2,209	HR, Finance, Corp Counsel
County Board	A.1	1	2,325	6	2,760	6	2,760	0
Central Services	B	8	2,405	8	1,630	8	1,630	Boiler, Mech
Child Support	C	11.8	3,988	14	3,199	15	3,361	Family Court, Corp Counsel, Court Commissioners, Finance
Clerk of Courts	D	20	4,628	23	4,767	23	4,767	0
Corporation Counsel	E	4	1,069	5	1,683	5	1,683	Clerk of Courts, Admin
County Clerk	F	2.5	2,633	3	2,011	3	2,011	Bldg. Entry, Finance, HR, Administration. Fin & CC in same d
County Treasurer	G	3	2,239	3	1,491	3	1,491	Land Info, Reg of Deeds
Courts	H	6	21,619	6	20,841	6	20,841	0
Register in Probate/Juvenile	H.1	2.5	1,554	3	2,018	3	2,018	Jail,C of C, Courts, Court Com, RIP, DA, Corp Counsel
District Attorney	I	17	5,242	17	4,152	18	4,314	0
Emergency Management	J	1.6	480	2	1,540	2	1,540	0
Finance	K	5.5	1,305	6	2,298	6	2,298	HR, Administration, Treasurer, Corp Counsel
Human Resources	L	4	675	6	1,670	6	1,670	Finance, Corp Counsel, Administrator
Management Informational Systems	M	11	0	14	4,703	14	4,703	Ok with staying in current building.
Land & Water Conservation	N	5	1,260	7	1,980	8	1,980	Planning & Zoning
Land Information	O	3.5	1,387	7	2,029	7	2,029	Reg. of Deeds, Treasurer, Planning and Zoning. OK w/ curre
Medical Examiner	P	7	210	9	1,654	9	1,654	HR, Finance, Treasurer, On-Route to courts
Parks	Q	1	824	6	1,187	6	1,187	Land & Water, Land Info., Plan & Zoning
Planning & Zoning	R	6	2,108	8	2,215	8	2,215	Reg of Deeds, Land & Water, Land Info, Parks
Sheriff	S	79	23,136	81	23,524	81	23,524	Jail
State Patrol	T	1	108	1	126	1	126	Courts
Register of Deeds	U	4	3,119	4	3,339	4	3,339	Land Info, County Clerk, Treasurer
Veterans Services	V	3.5	1,396	4	1,399	4	1,399	Reg of Deeds. Like current location. Easy access for Vets.
Jail	X	44	45,046	48	34,843	48	34,909	Sheriff, Courthouse
Common Areas/Ideas	W	0	0	0	0	0	0	Interact with all departments.
Total Staff		256.9		298		301		
Total Net Space			129,836		129,267		129,657	
Total Program w/ Grossing Factor			166,604	1.35	174,510	1.35	175,037	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Ben Wehmeier
 Date of Interview: _____
 Date Printed: _____

User Group: **Administration / CJCC** **A**

	Quantity of Staff/Spaces						Area Requirements					Comments		
Administration / CJCC	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies:		
	Staff	Spaces	Staff	Spaces	Staff	Spaces								
County Administrator	1	1	1	1	1	1	PO	180	265	180	180	HR, Finance, Corp Counsel Access to conference space. Conference for 4 people. Reduced office size ok if there's an adj. conf room. Exist. Workstation 8'-6" x 11'-6". 8' x 8' workstation.		
Executive Assistant	1	1	1	1	1	1	WS	100	98	100	100			
Management Analyst/Planner/Legislative Advisor	0	0	1	1	1	1	WS	64	0	64	64			
Management Analyst/Planner/Legislative Advisor	0	0	1	1	1	1	PO	120	0	120	120			
CJCC/Treatment:												Close to Courts and Jail.		
CJCC/Treatment Court Coordinator	1	1	1	1	1	1	PO	120		120	120	Screening. County employee.		
Case Managers	2	2	2	2	2	2	PO	120		240	240	Near restroom. Meet w/ clients 1 on 1. Lockable file cabs for samples/papers.		
Administration Common Areas														
Waiting	0	1	0	1	0	1	-	250	210	250	250	Needs to be larger/welcoming. Lounge furniture. Seating 4 people.		
Files	0	1	0	1	0	1	-	100	100	100	100	On floor. Currently shared with HR.		
Work/Copy Area	0	1	0	1	0	1	-	50		50	50	Currently shared with HR. Shared within "wing" ok. Currently not in department.		
Conference Room	0	1	0	1	0	1	-	250	0	250	250	Shared within wing ok. 8-10 people.		
Break/Coffee	0	1	0	1	0	1	-	50	250	50	50	Shared. Could be replaced w/ Shared Break areas thru-out.		
Department Storage	0	0	0	0	0	0	-			0	0			
CJCC/Treatment Common Areas														
CJCC/Treatment Waiting	0	0	0	1	0	1	-	100	0	100	100	2-3 people. Can be shared w/ another dept. Child Support, DA.		
CJCC/Treatment Files	0	0	0	0	0	0	-	0	0	0	0	Located in offices.		
CJCC/Treatment Secured Restroom	0	0	0	1	0	1	-	50	0	50	50	ADA compliant.		
Files/Department Storage	0	0	0	1	0	1	-	50		50	50			
Program Totals														
Total Employees	5		7		7									
Total Net Area												1,724	1,724	
Intra Departmental Circulation												485	485	
Total w/ Department Circulation												1,080	2,209	2,209

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Ben Wehmeier

Date of Interview: _____

Date Printed: _____

User Group: **County Board** **A.1**

	Quantity of Staff/Spaces				Area Requirements				Comments			
	Existing		2025		2030		Space	Net Area		Existing	Space	Space
County Board	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030	Adjacencies:
County Board Chair	1	1	1	1	1	1	PO	150	0	150	150	Adj. to the board room. Coats, mailboxes, A/V equipment.
County Board Room	0	1	0	1	0	1	-	2325	2325	2325	2325	Existing to remain. Reconfigure. Divide into multiple conference rooms.
Program Totals												
Total Employees	1		1		1							
Total Net Area										2,475	2,475	
Intra Departmental Circulation										285	285	
Total w/ Department Circulation									2,325	2,760	2,760	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: _____
 Date of Interview: ###
 Date Printed: *PrintDate

User Group: **Central Services** **B**

	Quantity of Staff/Spaces						Area Requirements				Comments	
Central Services	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjancies: Boiler, Mech
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
Building Maintenance Foreman	1	1	1	1	1	1	WS	0	55	0	0	Shared Workstation. Located in Maintenance Shop
Building Maintenance II	1	1	2	1	2	1	WS	0	55	0	0	Shared Workstation. Located in Maintenance Shop
Building Maintenance I	1	0	1	0	1	0	-	0	0	0	0	
Central Service Worker	1	0	1	0	1	0	-	0	0	0	0	Also maintains MIS bldg
Custodians	2	0	3	0	3	0	-	0	0	0	0	Work from Janitor's Closets.
Part Time Custodians	2	0	0	0	0	0	-	0	0	0	0	Work from Janitor's Closets.
Department Common Areas												
Maintenance Shop	0	1	0	1	0	1	-	820	820	820	820	Existing to remain.
Storage	0	1	0	1	0	1	-	168	168	168	168	Existing to remain.
Janitor Closets	0	6	0	6	0	6	-	50	50	300	300	Existing to remain. All have Slop sink.
												Currently Jail addition sprinklered. Should look at sprinklering the Courts/Administration side.
Program Totals												
Total Employees	8		8		8							
Total Net Area										1,288	1,288	
Intra Departmental Circulation										342	342	
Total w/ Department Circulation									2,405	1,630	1,630	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Stacey Jensen
 Date of Interview: _____
 Date Printed: _____

User Group: **Child Support** **C**

	Quantity of Staff/Spaces						Area Requirements					Comments	
	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030		
Child Support	Staff	Spaces	Staff	Spaces	Staff	Spaces						Adjacencies: Family Court, Corp Counsel, Court Commissioners, Finance	
Child Support Director	1	1	1	1	1	1	PO	180	143	180	180	Conf 3 people. No window in door.	
Child Support Lead Specialist	1	1	1	1	1	1	PO	120	96	120	120	Conf 3 people. Window in door.	
Child Support Specialist II (Enforcement Specialist)	6	6	7	7	8	8	PO	120	varies	840	960	Exist varies from 85-110 sf. Conf 3 people. Window in door.	
Financial Specialist	1	1	2	2	2	2	PO	100	95	200	200	Window in door.	
Administrative Assistant II	1	1	1	1	1	1	WS	64	66	64	64	Located at window. Prefer to be in small office for security/confidentiality.	
Assistant Corporation Counsel	1.8	2	2	2	2	2	PO	150	168	300	300	Currently located in Child support and across the hall. Window in door.	
Department Common Areas													
Waiting Room	0	1	0	1	0	1	-	150	140	150	150	Kiosk and Printer. Seating-5. Additional seating in hallway ok. small table w/ 2 chairs.	
Front Counter	0	1	0	1	0	1	-	20	20	20	20	Window. Admin assistant at window. 5' long. 14" deep counter on public side with pass thru.	
Work/Copy/Scanner	0	1	0	1	0	1	-	80	80	80	80	2 Copiers / Scanners, not shared.	
Conference Room	0	1	0	1	0	1	-	350	250	350	350	In Department. Can be shared. Existing is also break and storage room. 15 people. Include Cabinet/counter for Genetic testing.	
File/Department Storage	0	1	0	1	0	1	-	0	0	0	0	In basement. Existing space more than needed.	
Kitchenette/Coffee	0	1	0	1	0	1	-	80	50	80	80	Ref, micro, toaster. Would like a sink.	
Coats	0	0	0	1	0	1	-	12	0	12	12		
Genetic Testing Area	0	0	0	0	0	0	-	0	0	0	0	Testing performed by Agency staff, random days - Fam Court Hearings. Testing can be done in conf.room. Testing: 2 paternity days/mo & random days. Panic buttons.	
Program Totals													
Total Employees	11.8		14		15								
Total Net Area											2,396	2,516	
Intra Departmental Circulation											803	845	
Total w/ Department Circulation											3,988	3,199	3,361

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Cindy
 Date of Interview: 3/5/2020
 Date Printed: *PrintDate

User Group: **Clerk of Courts** **D**

	Quantity of Staff/Spaces						Area Requirements					Comments	
Clerk of Courts	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies:	
	Staff	Spaces	Staff	Spaces	Staff	Spaces							
Clerk of Courts	1	1	1	1	1	1	PO	165	150	165	165	2-3 Seat Conferencing	
Chief Deputy	2	1	2	1	2	1	PO	165	150	165	165	Shared Office	
Clerk 1 & 2	12	12	15	15	15	15	WS	48	36	720	720	Clerk 1 - Front Counter, Clerk 2 - Book Keepers	
Clerk 3	3	3	3	3	3	3	WS	48	36	144	144		
Intern	2	2	2	2	2	2	WS	48	36	96	96		
Department Common Areas													
Waiting	0	1	0	1	0	0	-	475	270	475	0	Too Small	
Front Counter	0	1	0	1	0	1	-	130	90	130	130	(3) Clerk 1's A@ Counter, (2)Public Access Comp. want (5)	
Work/Copy Area	0	2	0	2	0	2	-	80	60	160	160	(2) Floor Copiers	
File Storage Room (Vault)	0	1	0	1	0	1	-	275	275	275	275	2 HR Rated, Maintain Exist Size	
Department Storage	0	1	0	1	0	1	-	700	1020	700	700	Located in Basement. Could give up 1 of the 3 spaces.	
CCAP Server Room	0	1	0	1	0	1	-	80	76	80	80		
Scanning Station	0	2	0	2	0	2	-	36	36	72	72		
Kitchenette	0	1	0	1	0	1	-	80	115	80	80	Sink Desired	
Clerk Supply Room	0	2	0	2	0	2	-	100	200	200	200	1 Per floor near courtrooms	
Exhibit Room	0	1	0	1	0	1	-	200	200	200	200	Ventilation, secure, Near courts	
Printer Area	0	4	0	4	0	4	-	40	40	160	160	4-5 Shredders	
Mail Area	0	1	0	1	0	1	-	80	50	80	80		
Coats	0	1	0	1	0	1	-	12	8	12	12		
Program Totals													
Total Employees	20		23		23								
Total Net Area												3,914	3,439
Intra Departmental Circulation												853	1,328
Total w/ Department Circulation												4,628	4,767

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Elena Zarwell, Sarana Stc

Date of Interview: 3/5/2020

Date Printed: *PrintDate

User Group: **Corporation Counsel** **E**

	Quantity of Staff/Spaces						Area Requirements					Comments	
	Existing		2025		2030		Space	Net Area	Existing	Space	Space		
Corporation Counsel	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030	Adjacencies:	
Corporation Counsel	1	1	1	1	1	1	PO	180	200	180	180	Clerk of Courts, Admin	
Assistant Corporation Counsel	2	2	2	2	2	2	PO	150	Varies	300	300	Conference 4-5 Seats	
*Assistant Corporation Counsel	0	0	0	0	0	0	PO	150	150	0	0	Exist. 120 s.f. & 150 s.f.	
Paralegal	1	1	1	1	1	1	WS	72	72	72	72	*(2) Located w/Child Support	
Paralegal Assistant	0	0	1	1	1	1	WS	72	0	72	72	Near Corp Counsel & Assist Corp. Counsel. Scanner	
Paralegal Assistant	0	0	1	1	1	1	WS	72	0	72	72	Cover the front counter	
Department Common Areas													
Waiting	0	1	0	1	0	1	-	80	72	80	80	Acoustic Security, can be smaller, waiting in corridor	
Front Counter	0	0	0	1	0	1	-	30	30	30	30	No glass. Security not a concern, Exist s.f. ok.	
Work/Copy	0	1	0	1	0	1	-	80	35	80	80	Floor Copier, typewriter, printer, shredder	
Files/Storage	0	1	0	1	0	1	-	0	0	0	0	Files located under front counter. Ok.	
Dept/File Storage	0	1	0	1	0	1	-	100	100	100	100	In Basement, hope to be eliminated	
Kitchenette	0	0	0	1	0	1	-	80	0	80	80	Can share w/ adj department.	
Conference Room	0	0	0	1	0	1	-	200	0	200	200	8 Seats, Shared	
Coats	0	0	0	1	0	1	-	10	0	10	10		
												Corp Counsel could be in a suite with Administration as long as confidentiality is considered.	
Program Totals													
Total Employees	4		5		5								
Total Net Area												1,204	1,204
Intra Departmental Circulation												479	479
Total w/ Department Circulation												1,069	1,683

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Audrey McGraw
 Date of Interview: 3/5/2020
 Date Printed: *PrintDate

User Group: **County Clerk** **F**

	Quantity of Staff/Spaces						Area Requirements					Comments	
	Existing		2025		2030		Space	Net Area	Existing	Space	Space		
County Clerk	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030	Adjacencies:	
County Clerk	1	1	1	1	1	1	PO	200	316	200	200	Bldg. Entry, Finance, HR, Administration. Fin & CC in same dept.	
Chief Deputy County Clerk	1	1	1	1	1	1	WS	48	48	48	48	Meeting with 4-5 people.	
Deputy County Clerk	0.5	1	1	1	1	1	WS	48	35	48	48	First point of contact for the counter.	
Department Common Areas													
Waiting	0	1	0	1	0	1	-	180	175	180	180	Shared with Finance. Passport Photos.	
Front Counter	0	1	0	1	0	1	-	36	36	36	36	Shared with Finance. Finance helps cover counter.	
Marriage License	0	1	0	1	0	1	-	48	48	48	48		
DMV	0	1	0	1	0	1	-	64	64	64	64		
Election Voting Equip Room	0	1	0	1	0	1	-	400	300	400	400	Locked.	
Files(on floor)	0	1	0	1	0	1	-	30	30	30	30	On Floor, under front counter	
Work/Copy Area	0	1	0	1	0	1	-	60	60	60	60	In Vault	
Long Term File Storage	0	1	0	1	0	1	-	135	135	135	135	Basement. Shared with Finance. Spacesaver	
Kitchenette	0	1	0	1	0	1	-	80	50	80	80	Located in vault	
Coats	0	1	0	1	0	1	-	10	10	10	10	Wall Mounted	
File Storage Room	0	1	0	1	0	1	-	150	150	150	150	"Vault"	
Program Totals													
Total Employees	2.5		3		3								
Total Net Area												1,489	1,489
Intra Departmental Circulation												522	522
Total w/ Department Circulation							2,633					2,011	2,011

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: _____
 Date of Interview: 3/5/2020
 Date Printed *PrintDate

User Group: **County Treasurer** **G**

	Quantity of Staff/Spaces						Area Requirements					Comments
County Treasurer	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies: Land Info, Reg of Deeds
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
County Treasurer	1	1	1	1	1	1	WS	72	72	72	72	
Deputy Treasurer	1	1	1	1	1	1	WS	72	72	72	72	
Assistant Deputy Treasurer	1	1	1	1	1	1	WS	54	54	54	54	
Department Common Areas												
Waiting	0	1	0	1	0	1	-	120	165	120	120	Seating for 4
Front Counter	0	1	0	1	0	1	-	50	50	50	50	2 Computers
Work/Copy	0	1	0	1	0	1	-	50	50	50	50	2 Print, 1 Copy
Files	0	1	0	1	0	1	-	35	35	35	35	On floor, files area
Dept/File Storage	0	1	0	1	0	1	-	400	600	400	400	Basement, keep hard copies 15 yrs. all imaged, could reduce s.f.
Vault	0	1	0	1	0	1	-	200	300	200	200	Files/records/money
Coffee	0	1	0	1	0	1	-	50	-	50	50	Currently shared with County Clerk
Coats	0	1	0	1	0	1	-	10	10	10	10	
Program Totals												
Total Employees	3		3		3							
Total Net Area										1,113	1,113	
Intra Departmental Circulation										378	378	
Total w/ Department Circulation									2,239	1,491	1,491	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Cindy Hamre Incha, Judge Hue

Date of Interview: _____

Date Printed: _____

User Group: **Courts** **H**

Courts	Quantity of Staff/Spaces						Area Requirements					Comments	
	Existing Staff	Existing Spaces	2025 Staff	2025 Spaces	2030 Staff	2030 Spaces	Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030		
Branch 1 Courtroom	0	1	0	1	0	1	-	2000	1630	2000	2000	First Floor. One of the Banch Courtrooms is to be increased in size. "Cerimonial Courtroom" . Courtroom expansion TBD. Currently not ADA compliant.	
Vestibule	0	1	0	1	0	1	-	50	50	50	50		
Attorney Conference Room	0	3	0	3	0	3	-	90	varies	270	270		128 sf, 64 sf, 72 sf. Existing to remain.
Jury Room	0	1	0	1	0	1	-	540	540	540	540		Existing to remain. Add kitchenette w/ sink.
Jury Toilet Room	0	2	0	2	0	2	-	50	varies	100	100		60 sf, 27 sf. Existing to remain. ADA compliant?
Judges Chamber	1	1	1	1	1	1	PO	270	270	270	270		Chambers size could be reduced.
Judges Toilet	0	1	0	1	0	1	-	50	24	50	50		Needs to be ADA compliant.
Judges Closet	0	1	0	1	0	1	-	6	6	6	6		
Judges Conference Room	0	1	0	1	0	1	-	200	204	200	200		Potentially reduce the number of conf. rooms. 1Conf/2 judges.
Court Reporter	1	1	1	1	1	1	WS	64	72	64	64		Workstation instead of private office.
Judicial Assistant	1	1	1	1	1	1	WS	49	49	49	49	7'x7' existing stations.	
Branch 1 Court Storage	0	1	0	1	0	1	-	100	167	100	100	Can be shared with adjacent courtroom.	
Work/Copy Area	0	1	0	1	0	1	-	80	60	80	80	Can be shared with adjacent courtroom branch.	
Kitchenette	0	1	0	1	0	1	-	80	0	80	80	Can be shared with adjacent courtroom branch . Existing sf included in Kitchenette sf.	
Branch 3 Courtroom	0	1	0	1	0	1	-	1536	1536	1536	1536	First Floor. Existing to remain. Currently not ADA compliant.	
Vestibule	0	0	0	1	0	1	-	60	0	60	60	Add vestibule if works in plan.	
Attorney Conference Room	0	2	0	4	0	4	-	125	varies	500	500	100 sf, 63 sf. Potentially add 2 additional conf rms.	
Jury Room	0	1	0	1	0	1	-	495	495	495	495	Existing to remain. Add kitchenette w/ sink.	
Jury Toilet Room	0	2	0	2	0	2	-	50	varies	100	100	Existing 20 sf. and 40 sf. Not ADA compliant.	
Judges Chamber	0	1	0	1	0	1	PO	270	270	270	270	Chambers size could be reduced.	
Judges Toilet	0	1	0	1	0	1	-	50	24	50	50	Needs to be ADA compliant.	
Judges Closet	0	1	0	1	0	1	-	6	6	6	6		
Judges Conference Room	0	0	0	0	0	0	-	0	204	0	0	Shared with adjacent courtroom branch.	
Court Reporter	0	1	0	1	0	1	WS	64	52	64	64	Workstation instead of private office.	
Judicial Assistant	0	1	0	1	0	1	WS	49	49	49	49	7'x7' existing stations.	
Branch 3 Court Storage	0	0	0	0	0	0	-	0	62	0	0	Shared with adjacent courtroom branch.	
Work/Copy Area	0	0	0	0	0	0	-	0	0	0	0	Shared with adjacent courtroom branch.	
Kitchenette	0	0	0	0	0	0	-	0	0	0	0	Shared with adjacent courtroom branch.	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Cindy Hamre Incha, Judge Hue

Date of Interview: _____

Date Printed: _____

User Group: **Courts** **H**

Courts	Quantity of Staff/Spaces						Area Requirements					Comments
	Existing Staff	Existing Spaces	2025 Staff	2025 Spaces	2030 Staff	2030 Spaces	Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	
Branch 4 Courtroom	0	1	0	1	0	1	-	1630	1630	1630	1630	Second Floor. Existing to remain. Currently not ADA compliant.
Vestibule	0	1	0	1	0	1	-	50	50	50	50	Existing to remain.
Attorney Conference Room	0	3	0	3	0	3	-	90	varies	270	270	128 sf, 64 sf, 72 sf. Existing to remain.
Jury Room	0	1	0	1	0	1	-	540	540	540	540	Existing to remain. Add kitchenette w/ sink.
Jury Toilet Room	0	2	0	2	0	2	-	50	varies	100	100	35 sf, 70 sf. ADA compliant?
Judges Chamber	0	1	0	1	0	1	-	270	270	270	270	Chambers size could be reduced.
Judges Toilet	0	1	0	1	0	1	-	50	24	50	50	Needs to be ADA compliant.
Judges Closet	0	1	0	1	0	1	-	6	6	6	6	
Judges Conference Room	0	1	0	1	0	1	-	200	204	200	200	Potentially reduce the number of conf. rooms. 1Conf/2 judges.
Court Reporter	0	1	0	1	0	1	-	64	72	64	64	Workstation instead of private office.
Judicial Assistant	0	1	0	1	0	1	-	49	0	49	49	7'x7' existing stations.
Branch 4 Court Storage	0	1	0	1	0	1	-	100	167	100	100	Can be shared with adjacent courtroom.
Work/Copy Area	0	1	0	1	0	1	-	80	60	80	80	Can be shared with adjacent courtroom branch.
Kitchenette	0	1	0	1	0	1	-	80	0	80	80	Can be shared with adjacent courtroom branch . Existing sf included in Kitchenette sf.
Branch 2 Courtroom	0	1	0	1	0	1	-	1536	1536	1536	1536	Second Floor. Existing to remain. Currently not ADA compliant.
Vestibule	0	1	0	1	0	1	-	60	0	60	60	Add vestibule if works in plan.
Attorney Conference Room	0	1	0	3	0	3	-	125	varies	375	375	100 sf, 63 sf. Potentially add 2 additional conf rms.
Jury Room	0	1	0	1	0	1	-	495	495	495	495	Existing to remain. Add kitchenette w/ sink.
Jury Toilet Room	0	2	0	2	0	2	-	50	varies	100	100	Existing 20 sf. and 40 sf. Not ADA compliant.
Judges Chamber	0	1	0	1	0	1	PO	270	270	270	270	Chambers size could be reduced.
Judges Toilet	0	1	0	1	0	1	-	50	24	50	50	Needs to be ADA compliant.
Judges Closet	0	1	0	1	0	1	-	6	6	6	6	
Judges Conference Room	0	1	0	0	0	0	-	0	204	0	0	Shared with adjacent courtroom branch.
Court Reporter	0	1	0	1	0	1	WS	64	52	64	64	Workstation instead of private office.
Judicial Assistant	0	1	0	1	0	1	WS	49	49	49	49	7'x7' existing stations.
Branch 2 Court Storage	0	0	0	0	0	0	-	0	62	0	0	Shared with adjacent courtroom branch.
Work/Copy Area	0	0	0	0	0	0	-	0	0	0	0	Shared with adjacent courtroom branch.
Kitchenette	0	0	0	0	0	0	-	0	0	0	0	Shared with adjacent courtroom branch.

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Cindy Hamre Incha, Judge Hue

Date of Interview: _____

Date Printed: _____

User Group: **Courts** **H**

	Quantity of Staff/Spaces				Area Requirements				Comments
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Courts	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies:
	Staff	Spaces	Staff	Spaces	Staff	Spaces						

Holding Room	0	2	0	2	0	2	-	76	76	152	152	1st and 2nd floors. Existing to remain.
Secure Vestibule	0	2	0	2	0	2	-	108	108	216	216	1st and 2nd floors. Existing to remain.
Jury Assembly	0	1	0	1	0	1	-	800	435	800	800	Currently on 2nd floor. Can be relocated. Needs to be larger.
Security Office	0	1	0	1	0	1	-	120	180	120	120	Currently on 2nd floor. Can be relocated. Can be smaller.
Hearing Room 1	0	1	0	1	0	1	-	1200	850	1200	1200	1st floor. Currently Family and Traffic Court.
Hearing Room 2	0	1	0	1	0	1	-	1200	560	1200	1200	2nd floor.

Family Court												
Mediator	1	1	1	1	1	1	PO	150	240	150	150	
Custody Study Writer	1	1	1	1	1	1	PO	150	126	150	150	
Administrative Assistant	1	1	1	1	1	1	WS	48	48	48	48	
Waiting Room	0	1	0	1	0	1	-	150	0	150	150	
Work/Copy Area	0	1	0	1	0	1	-	50	30	50	50	
Conference Room	0	1	0	1	0	1	-	200	0	200	200	8-10 people.

Court Commissioner												
Court Commissioner	0	2	0	2	0	2	PO	200	varies	400	400	Existing 230 and 260 sf.
Administrative Assistant	0	1	0	1	0	1	WS	48	48	48	48	
Work/Copy Area	0	1	0	1	0	1	-	50	50	50	50	
Conference Room	0	0	0	1	0	1	-	200	0	200	200	

Courts Long Term File/Dept. Storage	0	1	0	1	0	1	-	0	0	0	0	
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Program Totals												
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Total Employees	6		6		6							
Total Net Area									18,617		18,617	
Intra Departmental Circulation									2,224		2,224	
Total w/ Department Circulation									21,619		20,841	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Robert Pordini
 Date of Interview: 3/5/2020
 Date Printed: *PrintDate

User Group: **Register in Probate/Juvenile** H.1

	Quantity of Staff/Spaces				Area Requirements				Comments
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RIP and C of C needs to be connected. Direct/secured access to courts.

Register in Probate/Juvenile	Existing		2025		2030		Space	Net Area	Existing	Space	Space	Adjacencies:
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space	Need 2025	Need 2030		
RIP/Juvenile Clerk /Court Comissioner	1	1	1	1	1	1	PO	180	126	180	180	Jail, C of C, Courts, Court Com, RIP, DA, Corp Counsel
Deputy RIP/Juvenile Clerk	1.5	2	2	2	2	2	WS	80	80	160	160	Conduct hearings and meetings in office. Conf w/ 3 people. Exist OK
Department Common Areas												
Waiting	0	1	0	1	0	1	-	180	180	180	180	Can be shared with C of C. 3-4 Seats, small table
Work/Copy Area	0	1	0	1	0	1	-	50	0	50	50	2 printers. RIP printer not shared. Other for staff. In Open Office.
Conference Room	0	0	0	1	0	1	-	200	0	200	200	8 Seats, accessed from public + staff sides, locked
File Storage Room	0	1	0	1	0	1	-	175	175	175	175	2 HR Rated, permanent retention
Department/File Storage	0	1	0	1	0	1	-	670	670	670	670	In basement. Spacesaver system. move to South side w/Clerk?
Kitchenette	0	1	0	1	0	1	-	0	0	0	0	Shared with Clerk of Courts
Coats	0	1	0	1	0	1	-	0	0	0	0	Shared with Clerk of Courts, escape route.

Program Totals												
Total Employees	2.5		3		3							
Total Net Area											1,615	1,615
Intra Departmental Circulation											403	403
Total w/ Department Circulation									1,554	2,018	2,018	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Leigh Ann Scherer
 Date of Interview: _____
 Date Printed: _____

User Group: **District Attorney** |

	Quantity of Staff/Spaces						Area Requirements					Comments		
	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030			
District Attorney	Staff	Spaces	Staff	Spaces	Staff	Spaces						Adjacencies:		
District Attorney	1	1	1	1	1	1	PO	180	168	180	180	Conf up to 4 people.		
Assistant District Attorney	6	6	6	6	7	7	PO	120	varies	720	840	Currently two PT, (.3 and .7). 100sf to 150 sf. two guests		
Office Manager	1	1	1	1	1	1	PO	120	110	120	120	1 guest.		
Victim Witness Coordinator	1	1	1	1	1	1	PO	150	132	150	150	2-4 guests		
First Offender Program	1	1	1	1	1	1	PO	120	90	120	120	1-2 guests		
Paralegal	1	1	1	1	1	1	PO	100	90	100	100	Quiet area for research.		
Legal Assistant/Justice Computer Specialist	1	1	1	1	1	1	PO	100	105	100	100			
Legal Assistant	4	4	4	4	4	4	PO	100	105	400	400			
Administrative Assistant	1	1	1	1	1	1	WS	64	64	64	64			
Future Workstation	0	1	0	1	0	1	WS	64	64	64	64			
Scanning/Attorney Hoteling Station	0	0	0	1	0	1	WS	24	0	24	24	Defense Attorney's review media.		
Department Common Areas														
Waiting/Reception	0	1	0	1	0	1	-	200	145	200	200	Prefer Bullet resistant glazing to ceiling, separate employee entrance and second emergency egress. Seating-9.		
Conference Room	0	1	0	1	0	1	-	300	280	300	300	Large. Not shared. Seating-12.		
Victim Witness Waiting Room	0	0	0	1	0	1	-	150	0	150	150	Lounge seating, TV. Seating-5.		
Victim Witness Restroom	0	0	0	1	0	1	-	50	0	50	50	If feasible.		
Media Duplicating Station	0	1	0	1	0	1	-	20	20	20	20			
Work/Copy Room	0	1	0	1	0	1	-	80	40	80	80	Prefer in a room. Centrally located.		
Files	0	1	0	1	0	1	-	120	220	120	120	In the dept. Can be reduced.		
File/Department Storage	0	1	0	1	0	1	-	0	0	0	0	Basement. Accessed weekly. Can be reduced in the future.		
Kitchenette	0	1	0	1	0	1	-	80	70	80	80	Sink, 2 UC Ref, Coffee, Ice, Toaster.		
Coats	0	1	0	1	0	1	-	12	65	12	12	Provide second exit/entrance to department.		
Program Totals														
Total Employees	17		17		18									
Total Net Area												3,054	3,174	
Intra Departmental Circulation												1,098	1,140	
Total w/ Department Circulation												5,242	4,152	4,314

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Donna Haugom

Date of Interview: 3-2-20

Date Printed: _____

User Group: **Emergency Management** **J**

	Quantity of Staff/Spaces				Area Requirements				Comments				
	Existing		2025		2030		Existing	Space Need 2025		Space Need 2030			
Emergency Management	Staff	Spaces	Staff	Spaces	Staff	Spaces	Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjancies:	
Emergency Mangement Director	1	1	1	1	1	1	PO	200	222	200	200	Utilized 98% of the time, office is sufficient size	
Program Assistant	0.6	1	1	1	1	1	PO	200	194	200	200	Utilized 100% of the time, office space is sufficient	
Department Common Areas													
Work/Copy	0	0	0	0	0	0	-	0	0	0	0	Work done at desk area, need ability to scan grants, flood mitigation papers, retention is required.	
Storage	0	1	0	1	0	1	-	100	50	100	100	Remote storage is desired, lower level okay, accessible by vehicle	
Conference	0	0	0	0	0	0	-	0	0	0	0	Use adjacent conference rooms is sufficient	
EOC	0	1	0	1	0	1	-	800	800	800	800	@ UW Extensions Building - Not ideal, 2hr setup	
Program Totals													
Total Employees	1.6		2		2								
Total Net Area											500	500	
Intra Departmental Circulation											1,040	1,040	
Total w/ Department Circulation									480	1,540	1,540		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Marc DeVries

Date of Interview: _____

Date Printed: _____

User Group: **Finance** **K**

	Quantity of Staff/Spaces						Area Requirements				Comments		
Finance	Existing		2025		2030		Space	Net Area	Existing	Space	Space	Adjacencies:	
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030		
Finance Director	1	1	1	1	1	1	PO	180	170	180	180	HR, Administration, Treasurer, Corp Counsel	
Assistant Finance Director	1	1	1	1	1	1	PO	120	80	120	120	Conference-2 people	
Financial Systems Specialist	1	1	1	1	1	1	WS	80	80	80	80	Conference-1 person	
Accounting Specialist II	1	1	1	1	1	1	WS	80	80	80	80	Conference-1 person	
Accounting Specialist I	1	1	1	1	1	1	WS	80	80	80	80	Conference-1 person	
Purchasing Coordinator	0.5	0	1	1	1	1	WS	80	80	80	80	Conference-1 person. Acoustical privacy.	
Department Common Areas													
Conference	0	0	0	1	0	1	-	200	0	200	200	6-8 Seat. Can be shared.	
Work/Copy Area	0	1	0	1	0	1	-	80	20	80	80	(2) HP605 printers, (1) Shredder, (1) Copier. Can be shared.	
File Area (on Floor)	0	1	0	1	0	1	-	75	75	75	75		
File/Department Storage	0	1	0	1	0	1	-	220	280	220	220	In Basement, Need to keep some physical	
Kitchenette	0	1	0	1	0	1	-	80	50	80	80	Refridgerator, Microwave, Coffee, Table, Sink. Can be shared.	
Coat Closet	0	0	0	1	0	1	-	10	10	10	10	Can be shared.	
File Room	0	1	0	1	0	1	-	480	0	480	480	2 HR Fire Rated w/Layout Table(5'x9'). Currently share layout space with County Clerk.	
Program Totals													
Total Employees	5.5		6		6								
Total Net Area											1,765	1,765	
Intra Departmental Circulation											533	533	
Total w/ Department Circulation									1,305	2,298	2,298		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Terri M Palm-Kostroski

Date of Interview: _____

Date Printed: _____

User Group: **Human Resources** L

	Quantity of Staff/Spaces						Area Requirements					Comments		
	Existing		2025		2030		Space	Net Area	Existing	Space	Space			
Human Resources	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030	Adjacencies:		
HR Director	1	1	1	1	1	1	PO	180	190	180	180	Finance, Corp Counsel, Administrator		
HR Benefits Specialist	1	1	1	1	1	1	PO	120	115	120	120	Sight and acoustic barriers.		
HR Specialist	1	1	1	1	1	1	PO	120	100	120	120	Sight and acoustic barriers.		
Risk Manager	0.5	0.5	1	1	1	1	PO	120	50	120	120	Risk Mgr and Safety Officer currently combined position.		
Safety Officer	0.5	0.5	1	1	1	1	WS	64	50	64	64	Risk Mgr and Safety Officer currently combined position.		
HR Generalist	0	0	1	1	1	1	WS	64	0	64	64	Allow professional staff to focus on laws and policy issues.		
Department Common Areas														
Waiting	0	1	0	1	0	1	-	100	100	100	100	Can be shared. More private.		
Work/Copy Area	0	1	0	1	0	1	-	50	50	50	50	Possibly shared. Confidentiality. Back-up printer.		
File Room	0	1	0	1	0	1	-	100	100	100	100	Medical/employee files. locked.		
Conference Room	0	1	0	1	0	1	-	200	0	200	200	Can be shared. Training videos, orientations. 8 people. Employee discipline. Camera & badge printer.		
Department Storage	0	1	0	1	0	1	-	0	0	0	0	Currently spread out in bldg. can combine into one storage room in basement. Doesn't have to be in dept. retain employee files 7 yrs. Currently shared with Treasurer.		
Break/coffee	0	1	0	1	0	1	-	80	0	80	80	Can be shared.		
Coats	0	0	0	0	0	0	-	12	0	0	0	Can be in break room.		
Program Totals														
Total Employees	4		6		6									
Total Net Area												1,198	1,198	
Intra Departmental Circulation												472	472	
Total w/ Department Circulation												675	1,670	1,670

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: John Rageth
 Date of Interview: _____
 Date Printed: _____

User Group: **Management Informational Systems** **M**

	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030		
Management Informational Systems												Adjacencies: Ok with staying in current building.	
Information Technology Director	1	1	1	1	1	1	PO	150	150	150	150		
Senior Network Specialist Supervisor	0	0	1	1	1	1	PO	150	0	150	150		
Network Specialist	1	1	1	1	1	1	PO	150	168	150	150		
Microcomputer Specialist	3	3	4	4	4	4	WS	180	180	720	720		
Computer Hardware Technician	1	1	1	1	1	1	WS	200	144	200	200		
Student Hardware Technician	1	1	1	1	1	1	WS	80	83	80	80		
Senior Systems Analyst Supervisor	1	1	1	1	1	1	PO	150	168	150	150		
Programmer Analyst	1	1	1	1	1	1	WS	80	80	80	80		
Systems Analyst	1	1	1	1	1	1	WS	80	80	80	80		
Senior Systems Analyst	0	0	1	1	1	1	WS	80	0	80	80		
Central Duplicating												Storage located in department accessed daily.	
Central Duplicating Office	1	1	1	1	1	1	PO	160	160	160	160	Work area and office can be one space w/ divider.	
Central Duplicating Work Area/Central file	0	1	0	1	0	1	-	380	230	380	380	U shaped central file work surface, 10' x 10' "U". Built in w/ storage below. Window for ventilation.	
Department Common Areas													
Computer Hardware Technician Work Area	0	1	0	1	0	1	-	200	144	200	200		
Work/Copy Area	0	1	0	1	0	1	-	50	50	50	50		
Computer Storage	0	1	0	1	0	1	-	300	170	300	300	Store new and old computer systems. Hardware Tech uses this space.	
Equipment Set Up	0	1	0	1	0	1	-	225	125	225	225	Hardware Tech uses this space.	
Conference Room	0	1	0	1	0	1	-	250	200	250	250	8-10 people.	
Computer Recycling Room	0	1	0	1	0	1	-	230	230	230	230		
Break/Coffee	0	1	0	1	0	1	-	80	0	80	80		
Coats	0	1	0	1	0	1	-	12	0	12	12		
Program Totals													
Total Employees	11		14		14								
Total Net Area									3,727	3,727			
Intra Departmental Circulation									976	976			
Total w/ Department Circulation								0	4,703	4,703			

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Patricia Cicero
 Date of Interview: 3/5/2020
 Date Printed: *PrintDate

User Group: **Land & Water Conservation** **N**

	Quantity of Staff/Spaces						Area Requirements						Comments
Land & Water Conservation	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies: Planning & Zoning	
	Staff	Spaces	Staff	Spaces	Staff	Spaces							
Director	0	1	1	1	1	1	PO	150	150	150	150	Meet with 2 people.	
Resource Conservationist	2	2	2	2	2	2	PO	120	80	240	240	Meet with 2 people. Lots of clients(farmers). Could be in a 120 sf shared office.	
Water Resource Management Specialist	1	1	1	1	1	1	PO	120	80	120	120	Meet with 2 people.	
GIS Land Use Specialist	1	1	1	1	1	1	WS	80	80	80	80	Meet with 1-2 people. Plotter Proximity. Could be own division?	
Administrative Specialist	1	1	1	1	1	1	WS	64	80	64	64	At counter to greet customers.	
Invasive Specie Coordinator	0	0	0.5	1	1	1	WS	64	0	64	64		
Water / Grounwater Coordinator	0	0	0.5	1	1	1	WS	64	0	64	64		
Department Common Areas													
Waiting	0	1	0	1	0	1	-	120	80	120	120	2 people w/ brocure rack, boot brush to be located outside, increased security.	
Work/Copy Area	0	1	0	1	0	1	-	50	40	50	50	Plotter for large printing. Copier. Printer. Shredder.	
File Area	0	1	0	1	0	1	-	75	75	75	75	In open office.	
Map & Equipment Storage	0	1	0	1	0	1	-	50	40	50	50	Currently across Hall, Maps can be shared, Equip Nearby	
Department File/Storage Room	0	1	0	1	0	1	-	50	142	50	50	Tree sale equip. Can be combined with other storages. Located in basement.	
Kitchenette/Coffee	0	1	0	1	0	1	-	80	30	80	80	Coffee, Microwave, Refridgerator, Sink desired	
Coats	0	1	0	1	0	1	-	0	0	0	0	Wall mount hooks are sufficient	
Collaboration Area	0	0	0	1	0	1	-	150	0	150	150	4-6 People in open office	
Clean Up Sink/Alcove	0	0	0	1	0	1	-	10	0	10	10		
Program Totals													
Total Employees	5		7		8								
Total Net Area									1,367		1,367		
Intra Departmental Circulation									613		613		
Total w/ Department Circulation									1,260		1,980		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Traci Saxby, Ncholl Ostopowicz, Jim Morrow
 Date of Interview: _____
 Date Printed: _____

User Group: **Land Information** **0**

Land Information	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing		2025		2030		Space	Net Area	Existing	Space	Space		
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030		
Director	0	1	1	1	1	1	PO	150	140	150	150	Adjacencies: Reg. of Deeds, Treasurer, Planning and Zoning. OK w/ current location.	
County Surveyor	1	1	1	1	1	1	PO	150	75	150	150	Now: 8'-8" x 8'-8" workstation. Survey equipment stored in office. Recharging.	
Cartographer (GIS)	1	1	3	3	3	3	WS	80	75	240	240	Now: 8'-8" x 8'-8" workstation. Prefer more space.	
Real Property Lister	1	1	1	1	1	1	WS	80	54	80	80	Prefer more space. Adj. to front counter.	
Administrative Specialist	0.5	0.5	1	1	1	1	WS	0	0	0	0	Not in Dept. Located in Treasurer Dept.	
Department Common Areas													
Waiting	0	1	0	1	0	1	-	120	84	120	120	Public comp. Display area.	
Reception/Front Counter	0	1	0	1	0	1	-	45	45	45	45	Need Large-Layout space. Gate. 1 public computer on swivel platform. Counter-40"W x 10'-6" L x 43 3/4 " H. Counter ok. Adj. to staff side of counter. Potential future workstation.	
Open Work Area	0	0	0	1	0	1	-	150	0	150	150	Collaboration Space. Glass wall between waiting and Open work area. Monitor. Table for 8 people.	
Work/Copy Room	0	1	0	1	0	1	-	180	110	180	180	Need Large-Layout space. Large format plotter. All flat files.	
File/Storage Room	0	1	0	1	0	1	-	120	120	120	120	File cabinets, storage racks. Room for expansion.	
Equipment Storage Room	0	0	0	1	0	1	-	80	0	80	80	Survey equipment. Power/Re-charging. Shelving w/ Counter.	
Break/Coffee	0	1	0	1	0	1	-	50	40	50	50	Sink, Ref, micro,	
Coat Closet	0	0	0	1	0	1	-	10	0	10	10		
RPL Storage Area	0	0	0	1	0	1	-	50	0	50	50		
Program Totals													
Total Employees	3.5		7		7								
Total Net Area										1,425	1,425		
Intra Departmental Circulation										604	604		
Total w/ Department Circulation									1,387	2,029	2,029		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Nichol Tesch
 Date of Interview: 3-2-20
 Date Printed: _____

User Group: **Medical Examiner** **P**

	Quantity of Staff/Spaces						Area Requirements						Comments
Medical Examiner	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjancies: HR, Finance, Treasurer, On-Route to courts	
	Staff	Spaces	Staff	Spaces	Staff	Spaces							
Medical Examiner	1	1	1	1	1	1	PO	200	127	200	200	Includes detached closet, space for table and chairs in office (4 people), want acoustic privacy 1 new full time staff 5-6 per diem work from home with laptops, a work station space is needed for all 5-6 to share in the office	
Investigator Office	0	0	1	1	1	1	PO	120	0	120	120		
Investigator (per diem)	6	0	7	1	7	1	WS	48	0	48	48		
Department Common Areas													
Work/Copy	0	0	0	0	0	0	-	0	0	0	0	Work is done at desk area, copier, fax	
Conference	0	0	0	0	0	0	-	0	0	0	0	Use adjacent conference rooms if larger group	
Storage	0	1	0	1	0	1	-	80	40	80	80	Need 2 times the existing storage area, shelving preferred, storing equipment, body bags, evidence, file cabinets	
Kitchenette	0	0	0	0	0	0	-	0	0	0	0	Not required, use adjacent areas	
Morgue	0	0	0	1	0	1	-	800	0	800	800	1-2 bodies	
Body Examination Area	0	0	0	1	0	1	-	100	0	100	100	Well lit area for photos/examination	
Program Totals													
Total Employees	7		9		9								
Total Net Area										1,348	1,348		
Intra Departmental Circulation										306	306		
Total w/ Department Circulation									210	1,654	1,654		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Mary Truman, Kevin Wiesmann

Date of Interview: _____

Date Printed: _____

User Group: **Parks** Q

	Quantity of Staff/Spaces						Area Requirements					Comments
Parks	Existing		2025		2030		Space	Net Area	Existing	Space	Space	Adjacencies:
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030	
Director	0	0	1	1	1	1	PO	200	165	200	200	Land & Water, Land Info., Plan & Zoning
Program Assistant	1	1	1	1	1	1	WS	120	90	120	120	Meetings-4 people. Monitor.
Part-Time Administrative Assistant	0	0	1	1	1	1	WS	90	90	90	90	Printer located in workstation.
Part-Time Volunteer Coordinator	0	0	1	1	1	1	WS	64	0	64	64	Acts as reception, "greet" walk in customers, share space with Volunteer Assist.
Intern	0	0	2	2	2	2	WS	24	0	48	48	May share space w/Admin. Assist.
Department Common Areas												
Waiting / Reception	0	1	0	1	0	1	-	120	0	120	120	Seating 2-3. Display, Brochures.
Front Counter	0	0	0	1	0	1	-	30	0	30	30	No wrkst @ front counter.
Work/Copy	0	1	0	1	0	1	-	30	30	30	30	Copier, Scanner
File Storage Area	0	1	0	1	0	1	-	80	80	80	80	Locate in department.
Conference Room	0	0	0	0	0	0	-	0	0	0	0	Potentially needed If no conf space adj to department.
Department Storage	0	1	0	1	0	1	-	0	0	0	0	2 storage areas on 2nd flr. 1 in basement. Prefer all in one location. Need to calculate sf. Existing sf ok.
Coffee	0	1	0	1	0	1	-	30	30	30	30	
Coats	0	0	0	1	0	1	-	12	0	12	12	
												Would like a kiosk with maps at the main public entry.
												Confidentiality. Acoustical privacy. Windows.
												Photos of Parks on the wall.
												12 filed staff not located in department.
Program Totals												
Total Employees	1		6		6							
Total Net Area										824	824	
Intra Departmental Circulation										363	363	
Total w/ Department Circulation									824	1,187	1,187	

**Jefferson County Courthouse and Sheriff
Building Renovation**

Departmental Space Requirements

Attendees: Matt Zangl
Date of Interview:
Date Printed

User Group: **Planning & Zoning** **R**

	Quantity of Staff/Spaces						Area Requirements					Comments
Planning & Zoning	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies:
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
Director of Planning and Zoning	1	1	1	1	1	1	PO	150	165	150	150	
Zoning and On-Site Waste System Technician	2	2	3	3	3	3	PO	150	165	450	450	Inspections. Assists landowners at front counter.
Solid Waste/Clean Sweep Specialist	1	1	1	1	1	1	WS	80	99	80	80	Splits time -solid waste and zoning. Helps at front counter.
Administrative Specialist I	1	1	2	2	2	2	WS	64	92	128	128	Adj. to front counter.
Program Assistant	1	1	1	1	1	1	WS	80	169	80	80	POWTS program. Helps at front counter. Office too large.
Department Common Areas												
Customer Service Area	0	1	0	1	0	1	-	150	125	150	150	Gate.
Front Counter	0	1	0	1	0	1	-	60	50	60	60	Longer Counter. 2-3 computers. Minimize public behind counter.
Work/Copy Area	0	1	0	1	0	1	-	80	56	80	80	Use shared space, print a lot, printer room not required. Marker board. Typewriter. Locate adj to front counter.
Scanning Station	0	1	0	1	0	1	-	48	76	48	48	
Conference Room	0	0	0	0	0	0	-	0	0	0	0	Use adjacent meeting rooms.
File Room	0	1	0	1	0	1	-	35	218	35	35	Permits. Relocate majority of files to the basement.
Department File/Storage Room	0	1	0	1	0	1	-	200	200	200	200	Close proximity desired, permits and reports. Could be larger.
Kitchenette	0	1	0	1	0	1	-	80	110	80	80	
Coats	0	0	0	1	0	1	-	12	0	12	12	
Program Totals												
Total Employees	6		8		8							
Total Net Area										1,553	1,553	
Intra Departmental Circulation										662	662	
Total w/ Department Circulation									2,108	2,215	2,215	

**Jefferson County Courthouse and Sheriff
Building Renovation**

Departmental Space Requirements

Attendees: Jeffrey Parker

Date of Interview: _____

Date Printed: _____

User Group: **Sheriff** **S**

	Quantity of Staff/Spaces						Area Requirements					Comments
Sheriff	Existing		2025		2030		Space	Net Area	Existing	Space	Space	Adjancies: Jail
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030	
Sheriff	1	1	1	1	1	1	PO	150	416	150	150	
Cheif Deputy	1	1	1	1	1	1	PO	150	238	150	150	
Accounting Specialist	1	1	1	1	1	1	WS	80	335	80	80	
Admin Specialist/ Receptionist	1	1	1	1	1	1	WS	80	288	80	80	
Patrol Captain	1	1	1	1	1	1	PO	120	120	120	120	
<u>Patrol Division</u>												
Sergeant (Shift Sgt.)	6	3	6	3	6	3	WS	64	50	192	192	
Patrol Sec (Admin Assistant II)	1	1	1	1	1	1	PO	64	65	64	64	
Deputy	34	0	36	0	36	0	-	0	-	0	0	
Mechanic (Maintenance)	1	1	1	1	1	1	-	500	327	500	500	
<u>Communication Division</u>												
Communications Supervisor	1	1	1	1	1	1	PO	120	70	120	120	
Communications Operator I/II	9	4	9	4	9	4	WS	64	64	256	256	
Communications Equip	0	1	0	1	0	1	-	60	60	60	60	
Communications Operator (PT Pool)	1	0	1	0	1	0	-	0	-	0	0	
Admin Captain	1	1	1	1	1	1	PO	150	144	150	150	
<u>Support Services Division</u>												
Sergeant	1	1	1	1	1	1	PO	150	79	150	150	
Deputy	5	1	5	1	5	1	PO	120	-	120	120	
Admin Assistant II	1	1	1	1	1	1	PO	120	-	120	120	
Deputy (OPT POOL)	1	1	1	1	1	1	PO	120	-	120	120	
<u>Detective Division</u>												
Detective	8	8	8	8	8	8	PO	120	Varies	960	960	9 Offices from 60-120sf
Interview	0	2	0	2	0	2	-	60	Varies	120	120	2 Rooms at 55sf
Sergeant	2	0	2	0	2	0	PO	120	-	0	0	
Admin Assistant II (4.4)	1	0	1	0	1	0	PO	120	-	0	0	
Drug Task Force Deputies (POOL)	1	0	1	0	1	0	PO	120	-	0	0	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Jeffrey Parker

Date of Interview: _____

Date Printed: _____

User Group: **Sheriff** **S**

	Quantity of Staff/Spaces						Area Requirements					Comments
Sheriff	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjancies: Jail
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
Department Common Areas												
Squad Room	0	1	0	1	0	1	-	260	260	260	260	
Break Room	0	1	0	1	0	1	-	298	298	298	298	
Public Lobby	0	1	0	1	0	1	-	541	541	541	541	
Public Toilets	0	1	0	1	0	1	-	150	150	150	150	
Janitor	0	1	0	1	0	1	-	44	44	44	44	
Briefing Room	0	1	0	1	0	1	-	475	475	475	475	
Dispatch Lounge	0	1	0	1	0	1	-	110	110	110	110	
Lav	0	1	0	1	0	1	-	40	40	40	40	
Conference Room (Briefing Room)	0	1	0	1	0	1	-	208	208	208	208	
Storage	0	1	0	1	0	1	-	200	200	200	200	
Generator	0	1	0	1	0	1	-	243	243	243	243	
Cooling Tower	0	1	0	1	0	1	-	250	250	250	250	
Men's Locker Room	0	1	0	1	0	1	-	400	400	400	400	
Women's Locker Room	0	1	0	1	0	1	-	130	130	130	130	
Boilers	0	1	0	1	0	1	-	1480	1480	1480	1480	
Boiler Room	0	1	0	1	0	1	-	636	636	636	636	
IT Servers	0	1	0	1	0	1	-	160	160	160	160	
Wiring	0	1	0	1	0	1	-	170	170	170	170	
Open Records	0	1	0	1	0	1	-	150	150	150	150	
Storage	0	1	0	1	0	1	-	85	85	85	85	
Staff Break Room	0	1	0	1	0	1	-	300	300	300	300	
Men's Toilet	0	1	0	1	0	1	-	60	60	60	60	
Women's Toilet	0	1	0	1	0	1	-	70	70	70	70	
File Storage	0	1	0	1	0	1	-	320	320	320	320	
Storage	0	1	0	1	0	1	-	40	40	40	40	
Meeting Room	0	1	0	1	0	1	-	300	300	300	300	
Sheriff's Garage	0	1	0	1	0	1	-	7962	7962	7962	7962	
Vehicle Search	0	1	0	1	0	1	-	400	400	400	400	
Air Intake	0	1	0	1	0	1	-	56	56	56	56	
Secure Evidence Storage	0	1	0	1	0	1	-	630	630	630	630	
Special Process Equipment	0	1	0	1	0	1	-	137	137	137	137	
Weapons Room	0	1	0	1	0	1	-	94	94	94	94	
Drying Room	0	1	0	1	0	1	-	62	62	62	62	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Jeffrey Parker

Date of Interview: _____

Date Printed: _____

User Group: **Sheriff** **S**

Sheriff	Quantity of Staff/Spaces						Area Requirements			Comments		
	Existing Staff	Existing Spaces	2025 Staff	2025 Spaces	2030 Staff	2030 Spaces	Space Type	Net Area per Space	Existing		Space Need 2025	Space Need 2030
Program Totals												
Total Employees	79		81		81							
Total Net Area										19,973	19,973	
Intra Departmental Circulation										3,551	3,551	
Total w/ Department Circulation								23,136		23,524	23,524	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Jeffrey Parker

Date of Interview: 3-3-20

Date Printed: _____

User Group: **State Patrol** **T**

	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing		2025		2030		Space	Net Area	Existing	Space	Space	Adjancies: Courts	
State Patrol	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030		
State Patrol Officer	1	1	1	1	1	1	PO	90	90	90	90	Currently adjacent to Medical Examiner. Can be relocated to the Sheriff's Department.	
Department Common Areas													
Work/Copy	0	0	0	0	0	0	-	0	0	0	0	Access to printer	
Program Totals													
Total Employees	1		1		1								
Total Net Area										90	90		
Intra Departmental Circulation										36	36		
Total w/ Department Circulation									108	126	126		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Staci Hoffman
 Date of Interview: 3/5/2020
 Date Printed: *PrintDate

User Group: **Register of Deeds** **U**

	Quantity of Staff/Spaces						Area Requirements					Comments
Register of Deeds	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies: Land Info, County Clerk, Treasurer
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
ROD Director	1	1	1	1	1	1	PO	180	176	180	180	Sightline to counter and staff.
Chief Deputy	1	1	1	1	1	1	WS	64	52	64	64	Sightline to counter
Deputy ROD 1	1	1	1	1	1	1	WS	64	52	64	64	Sightline to counter, part time
Deputy ROD 2	1	1	1	1	1	1	WS	64	52	64	64	Sightline to counter
Department Common Areas												
Waiting/ Customer Service	0	1	0	1	0	1	-	180	130	180	180	Existing space is too small. Seat 6
Reception/Front Counter	0	1	0	1	0	1	-	50	30	50	50	Existing space is too small. 3 computers, 2 stations
Work/Copy Area	0	1	0	1	0	1	-	50	40	50	50	
Vault/Records Viewing	0	1	0	1	0	1	-	1550	1550	1550	1550	Currently on two levels. Prefer fire proofed. 4 Computer stations @ 40 sf total. 65 sf layout table with stor below. 28 sf rack storage w/ workspace, bookshelves 18" deep. Mortgage books in basement. 1 layout table in basement
Confidential Records Room	0	0	0	1	0	1	-	100	0	100	100	Lockable
Conference Room	0	0	0	1	0	1	-	200	0	200	200	Adjacent to Waiting. Can be shared w/land depts. 8 Seats.
Kitchenette	0	1	0	1	0	1	-	80	90	80	80	
Coat Closet	0	0	0	1	0	1	-	10	6	10	10	
Scanning Station	0	1	0	1	0	1	-	24	24	24	24	
Files	0	1	0	1	0	1	-	15	15	15	15	In open office.
Vital Records	0	1	0	1	0	1	-	50	50	50	50	In open office.
Program Totals												
Total Employees	4		4		4							
Total Net Area										2,681	2,681	
Intra Departmental Circulation										658	658	
Total w/ Department Circulation									3,119	3,339	3,339	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Yvonne Duesterhoeft

Date of Interview: _____

Date Printed: _____

User Group: **Veterans Services** **V**

	Quantity of Staff/Spaces				Area Requirements				Comments			
	Existing		2025		2030		Space	Space		Space		
Veterans Services	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space	Existing	Need 2025	Need 2030	Adjacencies:
County Veterans Service Officer	1	1	1	1	1	1	PO	160	160	160	160	Reg of Deeds. Like current location. Easy access for Vets.
Deputy CVSO	1	1	1	1	1	1	PO	188	188	188	188	Confidentiality. Conf w/ 2-3 people.
Veterans Benefits Specialist	1	1	1	1	1	1	WS	42	42	42	42	Confidentiality. Conf w/ 2-3 people. Additional files.
Veterans Scan Clerk	0.5	1	1	1	1	1	WS	42	42	42	42	6' x 7' workstation.
												Half time. Located in same open office space as Veterans Benefits Specialist.
Department Common Areas												
Waiting / Resource Room	0	1	0	1	0	1	-	180	150	180	180	Can be shared. 4-5 people. Lounge furniture. Mental health counseling (1 day & 3 mornings). Outside agencies meet w/ clients.
Conference Room	0	1	0	1	0	1	-	156	156	156	156	Currently in Kitchen area. Locate in open office area. Scanning paper files. Possibly eliminate in the future. Brochure storage.
Files	0	1	0	1	0	1	-	50	0	50	50	In basement. File storage.
Department Storage Room	0	1	0	1	0	1	-	120	200	120	120	Currently above file cabinets.
Break/Coffee	0	1	0	1	0	1	-	80	0	80	80	Coat hooks behind doors ok.
Coats	0	0	0	0	0	0	-	0	0	0	0	Canopy roof could be employee patio. Ok with accessing through Vets department.
Program Totals												
Total Employees	3.5		4		4							
Total Net Area										1,018	1,018	
Intra Departmental Circulation										381	381	
Total w/ Department Circulation									1,396	1,399	1,399	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Lawrence Meyers

Date of Interview: _____

User Group: **Common Areas/Ideas**

W

	Quantity of Staff/Spaces						Area Requirements						Comments
Common Areas/Ideas	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjacencies: Interact with all departments.	
	Staff	Spaces	Staff	Spaces	Staff	Spaces							
First Floor													
Lobby	0	1	0	0	0	0	-	0	1615	0	0	Requested larger Lobby with public seating.	
Conference Room	0	1	0	0	0	0	-	0	430	0	0		
Staff Lounge	0	1	0	0	0	0	-	0	190	0	0		
Staff Toilet Room	0	2	0	0	0	0	-	0	85	0	0		
Second Floor													
Meeting Room A	0	1	0	0	0	0	-	0	300	0	0		
Meeting Room B	0	1	0	0	0	0	-	0	260	0	0		
Meeting Room C	0	1	0	0	0	0	-	0	230	0	0		
Meeting Room D	0	1	0	0	0	0	-	0	640	0	0		
Break Room	0	1	0	0	0	0	-	0	515	0	0		
Staff Lounge	0	1	0	0	0	0	-	0	190	0	0		
Staff Toilet Room	0	2	0	0	0	0	-	0	85	0	0		
Staff Requested Spaces													
Special Lounge	0	0	0	0	0	0	-	0	0	0	0		
Lactation Room	0	0	0	0	0	0	-	0	0	0	0		
Showers	0	0	0	0	0	0	-	0	0	0	0		
Lockers	0	0	0	0	0	0	-	0	0	0	0		
Outdoor Staff Break Area	0	0	0	0	0	0	-	0	0	0	0		
Rooftop Patio	0	0	0	0	0	0	-	0	0	0	0		
Interior Employee Bike Parking	0	0	0	0	0	0	-	0	0	0	0		
Cafeteria	0	0	0	0	0	0	-	0	0	0	0		
On-site Child Care	0	0	0	0	0	0	-	0	0	0	0		
Program Totals													
Total Employees	0		0		0								
Total Net Area										0	0		
Intra Departmental Circulation										0	0		
Total w/ Department Circulation									0	0	0		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Jeffrey Parker, Margo Gray

Date of Interview: 3-3-20

Date Printed: _____

User Group: **Jail** **X**

Jail	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2025 Staff	2025 Spaces	2030 Staff	2030 Spaces	Space Type	Net Area per Space	Existing	Space Need 2025		Space Need 2030
BOOKING/INTAKE												Adjancies: Sheriff, Courthouse
Public Lobby	0	1	0	1	0	1	Lob	500	500	500	500	
Holding 1	0	1	0	1	0	1	H	55	55	55	55	
Holding 2	0	1	0	1	0	1	H	55	55	55	55	
Holding 3	0	1	0	1	0	1	H	55	55	55	55	
Holding 4	0	1	0	1	0	1	H	76	76	76	76	
Group Holding	0	1	0	1	0	1	GH	100	100	100	100	
Vehicle Sally Port	0	1	0	1	0	1	VSP	997	997	997	997	
Multi-Purpose Room	0	1	0	1	0	1	MP	947	947	947	947	
Storage	0	1	0	1	0	1	St	11	11	11	11	
Booking	0	1	0	1	0	1	B	1068	1068	1068	1068	
Booking / Fingerprint	0	1	0	1	0	1	B / FP	98	98	98	98	
Property	0	1	0	1	0	1	Prop	100	100	100	100	
Nurse	0	1	0	1	0	1	N	190	190	190	190	
Nurse Exam	0	1	0	1	0	1	Ex	172	172	172	172	
Lav	0	1	0	1	0	1	Lav	20	20	20	20	
Master Control	0	1	0	1	0	1	MC	262	262	262	262	
Lav	0	1	0	1	0	1	Lav	20	20	20	20	
Janitor	0	1	0	1	0	1	Jan	39	39	39	39	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Jeffrey Parker, Margo Gray

Date of Interview: 3-3-20

Date Printed: _____

User Group: **Jail** **X**

	Quantity of Staff/Spaces				Area Requirements				Comments
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Jail	Existing		2025		2030		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjancies: Sheriff, Courthouse
	Staff	Spaces	Staff	Spaces	Staff	Spaces						
VISITATION - JAIL												
Visit 8 - Inmate	0	1	0	1	0	1	V	18	18	18	18	
Visit 8 - Public	0	1	0	1	0	1	V	18	18	18	18	
Visit 7 - Inmate	0	1	0	1	0	1	V	18	18	18	18	
Visit 7 - Public	0	1	0	1	0	1	V	18	18	18	18	
Vist 6 - inmate	0	1	0	1	0	1	V	17	17	17	17	
Visit 6 - Public	0	1	0	1	0	1	V	17	17	17	17	
Visit 5 - Inmate	0	1	0	1	0	1	V	17	17	17	17	
Visit 5 - Public	0	1	0	1	0	1	V	17	17	17	17	
Visit 4 - Inmate	0	1	0	1	0	1	V	17	17	17	17	
Visit 4 - Public	0	1	0	1	0	1	V	17	17	17	17	
Visit 3 - inmate	0	1	0	1	0	1	V	17	17	17	17	
Visit 3 - Public	0	1	0	1	0	1	V	17	17	17	17	
Visit 2 - Inmate	0	1	0	1	0	1	V	17	17	17	17	
Visit 2 - Public	0	1	0	1	0	1	V	17	17	17	17	
Visit 1 - Inmate	0	1	0	1	0	1	V	17	17	17	17	
Visit 1 - Public	0	1	0	1	0	1	V	17	17	17	17	
Vestibule	0	1	0	1	0	1	SP	88	88	88	88	
Storage	0	1	0	1	0	1	SP	38	38	38	38	
Public Circulation	0	1	0	1	0	1	Circ	190	190	190	190	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

Attendees: Jeffrey Parker, Margo Gray

Date of Interview: 3-3-20

Date Printed: _____

User Group: **Jail** **X**

Jail	Quantity of Staff/Spaces				Area Requirements				Comments			
	Existing Staff	Existing Spaces	2025 Staff	2025 Spaces	2030 Staff	2030 Spaces	Space Type	Net Area per Space		Existing	Space Need 2025	Space Need 2030
JAIL POD												
GROUND FLOOR												
Jail Housing Pod A	0	1	0	1	0	1	Cells	626	626	626	626	
Shower	0	1	0	1	0	1	SH	24	24	24	24	
Jail Housing Pod B	0	1	0	1	0	1	Cells	864	804	804	864	
Jail Housing Pod C	0	1	0	1	0	1	Cells	794	735	794	794	
Shower	0	1	0	1	0	1	SH	27	27	27	27	
Jail Housing Pod D	0	1	0	1	0	1	Cells	794	746	794	794	
Jail Circulation - Egress	0	1	0	1	0	1	Circ	167	167	167	167	
Jail Housing Pod E	0	1	0	1	0	1	Cells	887	817	887	887	
Shower	0	1	0	1	0	1	SH	23	23	23	23	
Jail Housing Pod F	0	1	0	1	0	1	Cells	936	867	936	936	
Jail Housing Pod G	0	1	0	1	0	1	Cells	881	816	881	881	
Shower	0	1	0	1	0	1	SH	25	25	25	25	
Jail Housing Pod H	0	0	0	1	0	1	Cells	804	758	804	804	
Jail House Control	0	1	0	1	0	1	JC	189	189	189	189	
Jail Pod Circulation	0	1	0	1	0	1	Circ	755	755	755	755	
Jail Sally Port	0	1	0	1	0	1	SP	490	490	490	490	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

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Date Printed: _____

User Group:	Jail	X
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Jail	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing Staff Spaces		2025 Staff Spaces		2030 Staff Spaces		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjancies: Sheriff, Courthouse	
FIRST FLOOR													
Jail Housing Pod A	0	1	0	1	0	1	Cells	335	378	335	335		
Shower	0	1	0	1	0	1	SH	24	24	24	24		
Jail Housing Pod B	0	1	0	1	0	1	Cells	582	630	582	582		
Jail Housing Pod C	0	1	0	1	0	1	Cells	528	533	528	528		
Shower	0	1	0	1	0	1	SH	27	27	27	27		
Jail Housing Pod D	0	1	0	1	0	1	Cells	491	484	491	491		
Jail Circulation	0	1	0	1	0	1	Circ	755	755	755	755		
Jail Housing Pod E	0	1	0	1	0	1	Cells	576	571	576	576		
Shower	0	1	0	1	0	1	SH	23	23	23	23		
Jail Housing Pod F	0	1	0	1	0	1	Cells	616	647	616	616		
Jail Housing Pod G	0	1	0	1	0	1	Cells	601	622	601	601		
Jail Housing Pod H	0	1	0	1	0	1	Cells	445	520	445	445		
Shower	0	1	0	1	0	1	SH	25	25	25	25		
HUBER VISITATION													
Huber Visitation - Public	0	4	0	4	0	4	Dorm	16	16	64	64		
Huber Visitation - Secure	0	4	0	4	0	4	Dorm	16	16	64	64		
Huber Visitation - Public	0	1	0	1	0	1	Dorm	36	36	36	36		
Huber Visitation - Secure	0	1	0	1	0	1	Dorm	27	27	27	27		
Storage	0	1	0	1	0	1	Dorm	162	162	162	162		

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

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User Group: **Jail** **X**

Jail	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing Staff	Existing Spaces	2025 Staff	2025 Spaces	2030 Staff	2030 Spaces	Space Type	Net Area per Space	Existing	Space Need 2025		Space Need 2030
HUBER												
Female Huber	0	1	0	1	0	1	Dorm	977	977	977	977	
Intake	0	1	0	1	0	1	Intk	105	105	105	105	
Female Huber Lockers	0	1	0	1	0	1	Lock	60	60	60	60	
Huber Lockers	0	1	0	1	0	1	Lock	524	524	524	524	
Dorm 2	0	1	0	1	0	1	Dorm	750	750	750	750	
Dorm 3	0	1	0	1	0	1	Dorm	743	743	743	743	
Dorm 4	0	1	0	1	0	1	Dorm	735	735	735	735	
Dorm 5	0	1	0	1	0	1	Dorm	1843	1843	1843	1843	
Dorm 6	0	1	0	1	0	1	Dorm	257	257	257	257	
Dorm 7	0	1	0	1	0	1	Dorm	245	245	245	245	
STAFF SPACES												
Captain Office	0	1	0	1	0	1	PO	180	256	180	180	
Jail - Sergeants	6	2	6	2	6	2	PO	100	100	200	200	
Jail - Deputies	30	0	34	0	34	0	-	0	0	0	0	Mobile no work space
Conference	0	1	0	1	0	1	Conf	86	86	86	86	
Conference	0	1	0	1	0	1	Conf	71	71	71	71	
Conference	0	2	0	2	0	2	Conf	50	50	100	100	
Conference	0	1	0	1	0	1	Conf	68	68	68	68	
Conference Video	0	1	0	1	0	1	Vid	98	98	98	98	
Accounting Assitant I (Fund FT)	0	1	0	1	0	1	PO	60	50	60	60	SHARED PO
Accounting Assistant II	0	1	0	1	0	1	PO	60	50	60	60	SHARED PO
Break Room	0	1	0	1	0	1	Brk	73	73	73	73	
Male Staff Lockers	0	1	0	1	0	1	Lock	220	220	220	220	
Female Staff Lockers	0	1	0	1	0	1	Lock	182	182	182	182	
Storage	0	1	0	1	0	1	St	171	171	171	171	

Jefferson County Courthouse and Sheriff Building Renovation

Departmental Space Requirements

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User Group: **Jail** **X**

Jail	Quantity of Staff/Spaces						Area Requirements				Comments	
	Existing		2025		2030		Space	Net Area	Existing	Space		Space
	Staff	Spaces	Staff	Spaces	Staff	Spaces	Type	per Space		Need 2025	Need 2030	Adjancies: Sheriff, Courthouse
KITCHEN												
Kitchen Area	0	1	0	1	0	1	K	670	670	670	670	
Freezer	0	1	0	1	0	1	Fr	70	70	70	70	
Freezer	0	1	0	1	0	1	Fr	89	89	89	89	
Dry Satorage	0	1	0	1	0	1	DS	137	137	137	137	
Jail Food Service Supervisor	1	1	1	1	1	1	PO	120	116	120	120	
Cooks (FT)	1	0	1	0	1	0	-	0	0	0	0	(5) (1 FT, 3 PT, 1 OPT)
Cooks (PT)	3	0	3	0	3	0	-	0	0	0	0	
Cooks (1 OPT)	1	0	1	0	1	0	-	0	0	0	0	
Dish Wash	0	1	0	1	0	1	DW	121	121	121	121	
Secure Vestibule	0	1	0	1	0	1	SV	55	55	55	55	
Dry Storage	0	1	0	1	0	1	DS	159	159	159	159	
Circulation	0	1	0	1	0	1	Cir	222	222	222	222	
Lockers	0	1	0	1	0	1	Lo	48	48	48	48	
Lav	0	1	0	1	0	1	Lav	25	25	25	25	
Cooler	0	1	0	1	0	1	Co	164	164	164	164	
Receiving	0	1	0	1	0	1	Rec	160	160	160	160	
IT	0	1	0	1	0	1	IT	22	22	22	22	

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Jail	Quantity of Staff/Spaces						Area Requirements						Comments
	Existing Staff Spaces		2025 Staff Spaces		2030 Staff Spaces		Space Type	Net Area per Space	Existing	Space Need 2025	Space Need 2030	Adjancies: Sheriff, Courthouse	
Department Common Areas													
Custodian II	2	0	2	0	2	0	-	0	0	0	0	(2) (PT)	
Storage	0	1	0	1	0	1	-	400	400	400	400		
Pump Room	0	1	0	1	0	1	PU	242	242	242	242		
Laundry	0	1	0	1	0	1	L	159	159	159	159		
Elev Equip	0	1	0	1	0	1	Eqp	100	100	100	100		
Files	0	1	0	1	0	1	Fil	200	200	200	200		
Program Totals													
Total Employees	44		48		48								
Total Net Area									29,935	29,995			
Intra Departmental Circulation									4,908	4,914			
Total w/ Department Circulation									45,046	34,843	34,909		