To: Mayor and Council

From: Scott Pickup, City Manager

Date: September 24, 2010

Re: DRAFT report of the Rye City Court Facility

Attached please find a DRAFT copy of a report entitled "Restatement of the Deficiencies of the Rye City Court Facility". Judge Alan D. Scheinkman is asking for City comments on the report before it is finalized and released to the public. Please forward any comments you may have so that we may compile them for Judge Scheinkman's use.

Scott Pickup
City of Rye
City Manager

STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT
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Received
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City Manager's Office
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HON. ANN T. PFAU
Chief Administrative Judge

HON. MICHAEL V. COCCOMA
Deputy Chief Administrative Judge
Courts Outside New York City

HON. ALAN D. SCHEINKMAN
District Administrative Judge
Ninth Judicial District

NANCY M. MANGOLD
District Executive
Ninth Judicial District

September 17, 2010

Hon. Douglas French
City of Rye
City Hall
Rye, New York 10580

Dear Mayor French:

It was a personal delight to have the opportunity to meet you last evening at the Westchester Municipal Officials Association meeting and dinner. I very much appreciate the opportunity that we had to have an informal discussion about the City of Rye court facilities.

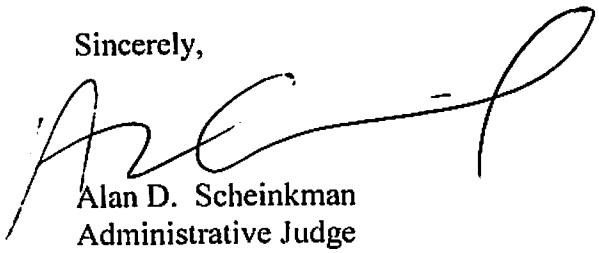
As promised in our conversation, I am enclosing a draft of a report ("Restatement of the Deficiencies of the Rye City Court Facility") that has been prepared by the facilities specialists at the Office of Court Administration. Your comments on this report are invited so that we can address them before the report is finalized for public dissemination. As background information, I am also enclosing a copy of an "Interim Report", dated May 7, 1998, which was prepared by a consultant for the City.

In our conversation last night, you asked if there was any standard for determining what would be adequate space and I referenced general standards issued by the Office of Court Administration. I had forgotten that, in fact, the Office of Court Administration, in June, 2007, had undertaken a Space Compliance Review in reference to the existing Rye City Court facility. I am enclosing a copy of that Review as well (one page). You will see from the Review that all of the identified, existing court areas were found to be located in inadequate space. Overall, the existing court facility is located in roughly 3,000 square feet of space, while a total of approximately 13,000 square feet of space is needed.

Please contact me as soon as possible after you have had time to review these materials.

I thank you again for your courtesy and assistance.

Sincerely,



Alan D. Scheinkman
Administrative Judge
Ninth Judicial District

cc: Ron Younkins
Nancy Mangold

Restatement of the Deficiencies of the Rye City Court Facility

Introduction

The operations of the Rye City Court, located on the second floor of 21 McCullough Place, Rye, NY 10580, have long been challenged by the inadequacies of its courthouse facility.

The original building, which houses both the City Court and the Police Department headquarters, was built in 1936. A garage was added later and was converted, in 1978, into office space for the police. The Police Department occupies the basement and first floor of the building and the Court is located on the second floor. The inadequacies of the building, for both police and court use, have been long recognized.

In May 1998 a consultant for the City[1] prepared a detailed study of the combined Court facility and Police Department headquarters and found that the court operations (as well as the Police Department) were struggling within the limited facility space. In 2007, the Unified Court System prepared an updated program study of the Rye City Court and found that since the1998 study, circumstances had not improved. Copies of these studies are attached.

In 2006, the City acquired a site at 1037 Boston Post Road for use as a possible replacement facility for both police and court use. While the City sponsored a study as to the costs of developing the facility at the site, no action has been taken, undoubtedly due to the significant costs involved. While cost is most certainly a relevant consideration, the fact remains that continued use of the present facility presents significant public safety issues and the court cannot operate properly, efficiently, and with the requisite degree of dignity, in the present setting. Action is required, at least from the perspective of the court.

Analysis

The court currently occupies approximately 3,700 square feet. The 2007 analysis, which is still valid, confirms that the existing court operations require a facility of at least 12,800 square feet. Accordingly, an additional 9,100 square feet. of space is needed to provide a suitable court facility.

This shortage of space creates two significant problems:

1) It compromises virtually every aspect of court operations, from public access to courthouse security;

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[1]Kaestle Boos Associates, Inc.

2) It precludes the expansion of court services and programs since there is no available space in which to locate additional court staff and resources.

The most significant deficiencies in the courthouse can be categorized as follows:

Security Issues

The court lacks a secure holding facility for prisoners awaiting court appearance. Due to this deficiency, the court must close off a hallway and use it for detaining prisoners awaiting court appearance. This hallway is served by a stairway which leads to the police department offices on the first floor, and which is accessible to all police department employees, including civilians. The police department must use this hallway when accessing its files, which are stored on the second floor, within the court facility. This hallway is also used by Judges and court employees which places them in close proximity to in-custody defendants and results in the periodic closure of the hallway. This situation presents serious safety issues and hinders court operations.

The court is in need of a secure interview room where attorneys can meet with in-custody defendants. Presently, attorney interviews with detained clients must occur in the courtroom, compromising the use of this space for court proceedings, presenting safety issues, and compromising the confidentiality of attorney/client discussions.

In addition, the court needs a second means of emergency egress for the public and court staff located on the second floor of the building. The present means of emergency egress is inadequate and there would be difficulty in safely evacuating the public and court staff in the event of an emergency.

The public lobby is inadequate in size and therefore additional security screening cannot occur due to insufficient space for an x-ray machine. Consequently, there is a risk that persons may bring weapons or other dangerous objects into the court. The court deals with quality of life issues (such as domestic violence, criminal, and landlord/tenant matters) which have led to incidents of violence in other court buildings and proper security screening is essential in order to protect the safety of all persons in the building, from judges and court staff to attorneys, litigants and the public.

Finally, regarding building security, the court lacks a secure judge/staff entrance and secure judicial parking – deficiencies which place the judges/staff in close proximity to litigants whose cases have just been heard and decided. The building also has numerous windows which do not open or cannot be locked.

Chambers, Office Space, Locker Rooms & Storage

In addition to the security related concerns, the facility lacks adequate space for its personnel and its operations.

The court needs an additional judge's chambers. Two judges preside in the Rye City Court, however the facility has only one judicial chamber. The chamber can only accommodate one desk, which the judges must share. Moreover, the chamber is also shared with court staff who use it as a lunch and meeting area. Within the chamber it is cramped and crowded and the shelves and storage space for legal reference material have been exhausted. Legal reference items must be stored in closets and nooks throughout the facility.

The court's chief clerk needs a private office to properly carry out the various supervisory duties required of this position, including meetings with individual employees to discuss job performance. Due to the lack of sufficient private office space the chief clerk must work in the main clerk's office sharing space with three subordinate court employees. Confidential meetings, telephone conversations and employee counseling sessions are not possible in this setting.

The court needs a much larger main office for the court clerk's operation. The conditions in the existing clerk's office are inappropriate, seriously congested and unsuitable for the court's needs. Given the variety of court operations and staff that must be accommodated within the clerk's office, it is not possible to design an appropriate office given the limited space available in the existing building. The Unified Court System's courthouse design standards require that these clerk facilities include appropriate space for a public window and counter, a secure cashiers station/window, a secure vault for the safe storage of cash, important documents and evidence, a public waiting area, copying and related equipment, proper work stations for the court staff, storage for case records as well as supplies, and much more. The current space limitations within the building make it impossible to design or establish an appropriate clerk's office within the court facility.

The Court Officers lack appropriate, adequate space. There is only one locker room in the court which is actually a converted storage closet. Currently, male & female officers assigned to the court must share this single locker room space.

The court requires a conference room where staff meetings and training can take place and it lacks appropriate storage where court files and court supplies can be kept.

Courtroom and Juror Facilities

In addition to office and locker room deficiencies, the court lacks a jury deliberation room, which is essential to properly conducting a trial. When trials are conducted, the jury is required to deliberate in the courtroom, which compromises the sensitive nature of these proceedings. Further, there is no place to send a jury if, during trial, there is a need to excuse the jury from the courtroom proceedings.

The jury box in the courtroom does not meet the requirements of the Guidelines for Court Facilities. It is undersized, lacks space for alternate jurors and is not ADA compliant. Complaints of juror discomfort are common.

Restrooms, Public Spaces and Common Areas

The Court requires appropriate public and staff restrooms. Currently there is one single use public restroom in the courthouse. There should be male and female restrooms for public use and these restrooms should be ADA compliant. In addition, the court staff should have adequate, secure restroom facilities.

The courthouse lacks attorney/client conference rooms or any type of area where an attorney can have a confidential conversation with a client, another attorney, a litigant, or a witness.

As indicated above, the court's lobby is inadequate. During busy court sessions it cannot accommodate the volume of people waiting to pass through the court's security screening on the second floor. As a result, the public must queue on the stairway leading up to the court's lobby. This situation presents life-safety concerns since the public queue on the stairway is dangerous and can interfere with ADA access and emergency egress from the building.

ADA Access

Given the court's location on the second floor the facility should have an elevator to provide court access for the disabled. Handicapped access is currently achieved using a handrail chairlift in the public stairwell. Use of the chairlift on busy court dates interferes with the queue that forms on the stairway as the public waits to pass through court security screening. Court personnel are required to set up and operate the chairlift, taking them from court-related responsibilities. As mentioned above, the location of this lift is potentially hazardous as its use restricts the flow of people in and out of the building.

The clerks/cashier window is not ADA compliant, nor is the courtroom or the restroom facility.

Future Growth

The complete exhaustion of space in the existing facility prevents the introduction of additional court services which would benefit the Rye City community. For example, speciality courts such as drug courts and youth courts require additional court staff, confidential office space and discrete testing facilities which, due to the lack of space, cannot be implemented in the Rye City Court.

Conclusion

Almost every aspect of the court facility fails to comply with the UCS Guidelines for New York State Court Facilities (Part 34 Rules of the Chief Judge). Despite an eleven year old report on the inadequacies of both the court and police facilities the City of Rye has not taken any actions to address the deficiencies discussed above. The building is no longer suitable as a court

facility in a jurisdiction as busy as the City of Rye. To address this serious situation the city must prepare a Capital Plan which addresses both the immediate needs of the court facility as well as long term, permanent solutions to the deficiencies set forth above.

Prior discussions have centered on relocating both court and police department operations to another building of appropriate size and design. While this should be consideration in the proposed Capital Plan, there is an alternative that should also be considered, namely, relocating the police department to another building and expanding the City Court operations into the vacated police department space.

We look forward to working with the City in developing a proposed Capital Plan as promptly as possible.

DRAFT NINTH JUDICIAL DISTRICT

RYE CITY COURT SPACE COMPLIANCE REVIEW

21 Mc Cullough Place, 2ndFloor

RYE, NY 10580

Rye City Court Space Compliance Review June 21, 2007		Existing Area/Staff			Total Required*			Notes
		Qnty	C [1]	NC	Qnty	Net SF/Unit	SF Sub-Total	Review based on +20 year projection needs relative to case load, operational/staffing requirements and assessment of current, second floor facility conditions.
CITY COURT								
1	Courtroom	1	0	1	1	1,200	1,200	6 P. Jury; ADA & Tech. Upgrade Rqd.; Spectator area too small; no vestibule.
2	Jury Deliberation Room	0	0	1	1	200	200	6 Pers. w/ toilets rqd.
3	Attorney/Client Conf. Rm	0	0	1	1	100	100	Corridor/stair currently used.
4	Public Waiting Area	0	0	1	1	300	300	No seating or assembly areas; currently an egress hazard, inadequate ADA.
5	Witness Waiting Rm	0	0	1	1	100	100	No secure area presently available.
6	Defendant Holding	1	0	1	1	300	300	20 SF/Pers. w/ rqd Male/Female/Juvenile; secure rm. rqd w/ fixed seating.
7	Secure Interview Rm.	0	0	1	1	60	60	No secure area presently available.
8	Judges' Chambers	1	0	1	1	250	250	No secure entry or HC access provided
9	Secretary/Reception Area	0	0	1	1	200	200	Shared for all court parts.
10	Conference Rm	0	0	1	1	200	200	Shared for all court parts.
SPECIALITY COURT (Domestic Violence, Treatment Court, Jury Selection, Hearings, Multi-Purpose)								
11	Courtroom	0	0	1	1	1,200	1,200	ADA & Tech. Upgrade Rqd.
12	Attorney/Client Conf. Rm	0	0	1	1	100	100	Shared for all court parts.
13	Public Waiting Area	0	0	1	1	300	300	12 SF/Pers
14	Judge's Chambers	0	0	1	1	250	250	Currently needed for visiting Judge and for future full time Judge; include private toilets.
TREATMENT CENTER								
15	Coordinator	0	0	1	1	120	120	
16	Toilet/Testing	0	0	1	1	100	100	Including 6 LF counter and sink.
STAFF AREAS								
17	Chief Clerk	1	0	1	1	200	200	Single shared desk is inadequate.
18.	Deputy Clerk	0	0	1	1	150	150	Single desk, ltd. file access, w/o work station, is inadequate.

File
Rye

Public Safety and Court Facilities Study for the City of Rye New York

Interim Report

May 7, 1998

KAESTLE BOOS
ASSOCIATES, INC.
ARCHITECTS

Acknowledgements

FIRE DEPARTMENT
Vincent Ballantoni, Fire Chief
George Ballantoni, 1st Assistant Fire Chief
Walter Roode, 2nd Assistant Fire Chief
James Dianni, Fire Inspector

POLICE DEPARTMENT
William Chase, Police Commissioner

COURT
Tonia Cipriano, Chief Clerk

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Frank Culross, City Manager
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III. NEXT STEPS

I. POLICE STATION AND COURTHOUSE

A. Location and Site

The City of Rye's Police Station and Courthouse is located at the northern end of Third Street, in the downtown area of the city. The building footprint fills the site except for a single driveway on both the north and south sides off of Third Street.

Immediately to the north are the New York, New Haven, and Hartford Railroad Property and Station, bounded to the north by the New York State Thruway (Route 95). The entire area between the Police Station/Courthouse and the Railroad Station is paved for parking and vehicular access.

To the west and south of the building are commercial properties, also with buildings that fill their respective sites, leaving narrow alleyways on these two sides.

Perpendicular parking exists along the east side of the building on Third Street, and around to the north side facing the Railroad Station lot. Approximately 16 parking spaces exist for use by the Police Station/Courthouse staff and public.

Public sewer, water, and gas utilities service this site.

B. Building

1. General

The Police Station/Courthouse consists of an original two-story plus basement building built in 1936. Subsequently, a garage was added to the rear, extending beyond the original building to the north and south. This garage was later converted into office space for use by the police in 1978, along with other interior modifications (drawings prepared by Robert W. Crozier & Associates). Modifications for handicapped accessibility were done in 1994 (drawings prepared by Gretchen Ann Meili, Architect). The Rye Police Department occupies the basement and first floor, while the Courthouse and supporting facilities are located on the second floor.

Gross building areas are:

Basement	3,852 s.f.
First Floor	6,605 s.f.
Second Floor	3,750 s.f.

2. Structural

The original building consists of a multi-story structure with a basement, first floor, and second floor. The garage conversion into office space created a two-story structure with a basement and first floor adjoining the floors from the original building.

Foundations of the original building and garage appear to be mortared stone walls that are at least two feet thick. Since drawings of the original building are not available for review, there is no information on any wall footings that may exist to support the foundation walls. The foundation walls support the first floor and the exterior masonry bearing walls of the building.

The floors of the original structure are concrete slabs, which are typically supported by concrete beams and masonry bearing walls. The first floor of the former garage area is composed of a thin concrete slab that is supported by concrete rib construction. The roof is framed with steel beams and joists - this framing is pocked into the bearing walls. The roof of the original building, including the open span over the Court Room, is completely concealed by finished ceilings. The structure above the actual Court Room is assumed to be a truss, consisting of wood or steel which spans the room.

The exterior masonry generally does not appear to exhibit movement, except at the chimney. Cracks are visible in the exterior surfaces of the brick chimney, and the apparent movement is possibly caused by water infiltration through the cracks. Movement can also be seen in the exterior masonry above a former window opening located at the end of Corridor 218, which has been infilled with brick. The movement was seen in the brick above the former steel lintel, and may be caused by corrosion in the steel angle. In the former garage area (Conference Room), mortar was spalling out of the joints in the exterior stone walls where the steel beams and joists were bearing in the wall. Most interior surfaces of the bearing walls were concealed by wall coverings, and therefore could not be viewed.

The chimney above and possibly below the roof line should be rebuilt with reinforced masonry. The masonry exhibiting movement over the infilled window should be further investigated to determine the cause of the movement. All exposed steel lintels should also be assessed for extent of deterioration. Those angles that are severely corroded must be replaced and the others must be cleaned, painted, and properly flashed to prevent future rusting.

An additional investigation as to the cause of the spalling mortar under the beam and joist pockets in the addition should be performed. Currently, it is not clear if the mortar is failing due to low strength, if the weight imposed by the beams is above the intended maximum allowable, or if the condition exists from the time of the construction of the wing.

3. **Architectural**

The exterior envelope of the building is generally in adequate condition. The cut stone exterior walls were repointed where necessary in 1997, at which time the rear stucco wall was refurbished. In 1996, a new, fully adhered single ply (EPDM) roof was installed. Windows are single glazed wood sashes in need of replacement with more energy efficient units. It is unlikely that any insulation exists in the exterior walls, given the age and apparent construction type of the building.

The interior is a conglomeration of spaces and levels resulting from the original front portion of the building, and the subsequent conversion of the rear garage into office type spaces. One half flight of stairs between the two areas is the only connection, leaving much of the Police department inaccessible to persons with disabilities. An awkward, non-code conforming ramp wraps its way around the base of the interior stair of the building to make the floor transition in that area.

Most finishes are in reasonable condition - painted plaster walls, wood doors and trim, and acoustical ceiling tiles, which were replaced in 1997. Some interior partitions were relocated to enlarge the Sergeants' Locker area in 1997.

A thorough investigation for hazardous materials is necessary, to determine if asbestos, lead paint, PCB's, etc., are present. This will impact costs of any future renovation or demolition work.

The building is not listed in the Federal Historic Directory of Historical Places.

4. **Mechanical**

The building is served by a Weil-McLain Model BG 1176 gas fired steam boiler with a Power Flame Model WJK-50 burner equipped with a Honeywell burner control. The boiler is fed from a Hoffman Model 100 VBFD-B, 100 gallon duplex boiler feed unit. The pumps have a capacity of 15 gpm each.

The boiler has two tankless hot water coils rated at 8 gpm each for domestic hot water. These units are piped in parallel with a State Model PRV 75 gas fired hot water heater for use when the boilers are not firing. This heater has a capacity of 75 gallons, an input of 75,100 Btu/hr, and a recovery of 71 gallons per hour.

The boiler, boiler feed unit, and hot water heater are one year old and in very good condition. There are several items however in the boiler room that need attention. There are no combustion air louvers within the room to allow combustion and ventilation air into the space. There are also no backflow preventers on either the boiler make-up water or the make-up water to the boiler feed unit. A great deal of pipe covering also appears to be asbestos.

Steam radiators around the perimeter of the facility serve the building's heating needs. There are three cooling only, electric rooftop units with steam heating coils in the distribution ductwork. These units are located on the roof. One air-handling unit with a steam coil and a DX cooling coil serves the Courtroom. An air-cooled condensing unit located on the roof serves the air-handling unit. Presently, there is no outside air ducted into the Courtroom air-handling unit.

There are no fire protection sprinklers serving this facility.

The plumbing system is adequate, however somewhat dated. A house trap in the line serving the cells is required, and this has been an issue in at least one instance. An eyewash station has been added to one of the prisoner cells, making the cell unusable for holding purposes.

5. **Electrical**

The building is served by an 800 amp, 120/208 volt, 3-phase, 4-wire electrical service. Emergency lighting is provided by a 35 kw diesel generator with a 200 amp disconnect switch and an automatic transfer switch. A daytank is located adjacent to the generator and is fed from a 275 gallon tank in the basement.

The fire alarm system is an Edwards 5721 system, with heat detectors throughout the facility. The system is presently silenced because of numerous false alarms caused by the heating system tripping heat detectors.

All electrical systems in the facility are either outdated or inadequate. There is no card key access or video system serving the facility, one toggle switch to unlock the front door, and only one video camera in the cell area which feeds back to the desk.

The phone system is an AT&T System 75 analog system, and the computer network in the building is two years old.

C. <u>Program</u>

1. **Police Department**

The total square footage of 6,760 that the Police Department utilizes is woefully inadequate to meet the Department's current needs. The *Summary Space Needs Assessment* identifies over 21,000 square feet of space needed to meet current staffing and programs needs, while also meeting the modest department growth anticipated over the next 20 years.

Aside from the severe space shortage, the facility also contributes to program deficiencies due to the following conditions and inadequacies:

- The Communications/Dispatch center does not meet the requirements of NFPA 12-21, one aspect of which is not being enclosed in fire rated construction. Security and confidentiality of the area are also severely compromised, being open to adjacent passages, and the prisoner entry and temporary holding area.
- There are no interview rooms with which to deal with the public, suspects, or informants.
- There is no public access to interac with Records personnel and obtain documents.
- Inadequate Juvenile facilities.
- Inadequate Evidence storage and processing facilities.
- Inadequate security separation from the Court facilities on the second floor.
- The basement is not accessible to persons with disabilities.

2. **Courthouse**

As is the case with the Police Department, the present Courthouse space of approximately 3,700 square feet falls short of the 5,500 square feet recommended to meet the program needs. Workstation and storage space in the Clerk's Office is extremely cramped - two judges share one chamber. There is no facility for holding prisoners awaiting entrance into the Courtroom. Prisoners are brought up a set of stairs from the Police Department below, which is both a potentially difficult and dangerous procedure. A proper elevator would make this transfer much safer.

A stairlift has been added to the public stair leading to the Public Lobby outside the Courtroom to make the area accessible to persons with disabilities. Generally, stairlifts are difficult to operate, and require advance notification when they need to be used. They are a poor substitute for an elevator.

The State of New York administers the Courthouse operations and personnel, although the City of Rye owns the facility.

D. Recommendations

Given the severe space shortage in the building for Police Department personnel, programs, and storage, and the inability to add on to the facility horizontally due to site constraints, and vertically due to seismic constraints, it is recommended that a new facility for the Police Department be sought. Even if the Courthouse facilities were to move out of the building, and the space converted for Police use, a shortfall of over 10,000 square feet for program needs would remain.

There is a natural affinity between the Police operations and the Courtroom activities. Wherever the Police Department relocates to, it is logical that the Courthouse should follow.

The present central location of the Courthouse is desirable, although adequate parking does not exist. If the Courthouse remains in the existing building, and the Police do not, the Courthouse could utilize some of the first floor areas for needed program space. However, all of the building area would not be required for the Courthouse functions.

Possible scenarios could be:

- Build a new, or renovate an existing facility to house both the Police Department and Courthouse. The existing building could be offered for private development, or demolished for needed parking, or for new construction.
- Build a new, or renovate an existing facility for the Police Department. Renovate and expand Courthouse functions into the first floor of the existing building. Remaining space could be utilized by other City functions, the rear garage portion of the building left vacant, or demolished.

KAEBTLE BOOS ASSOCIATES, INC. ARCHITECTS

Rye, New York
Public Safety and Court Facilities Study
Summary Space Needs Assessment

Police Department

May 7, 1998

RECOMMENDED		QUANTITY	SUBTOTAL	TOTAL
	Lobby/Reception/Waiting		400	
	Vestibule		120	
	Department History Display		60	
	Public Toilets		130	
	Communications Positions	2	400	
	Toilet		65	
	Kitchenette/Coats/Supplies		100	
	Communications/Computer Equipment		120	
	E-911 Room		50	
	Classroom/E.O.C.		1000	
	Audio-visual/Training Materials Storage		60	
	Public Information Counter		40	
	Police Information Counter		40	
	Records Staff Work Area	2	200	
	File Area		100	
	Central Photocopy		90	
	Computer Room		80	
	Archives-Old Records		100	
	Department Supplies		20	
	Patrol Supervisor's Shared Office		200	
	Coat/Supply Closet		16	
	Patrol Squad Room	10	300	
	Report Preparation		100	
	Patrol Supplies		40	
	Armory		80	
	Ammunition Storage		20	

RECOMMENDED		QUANTITY	SUBTOTAL	TOTAL
	Secretary/Reception		80	
	Work/File Area		120	
	Waiting		80	
	Coat/Supply Closet		20	
	Lieutenant's Office	2	350	
	Chief's Office		225	
	Chief's Toilet		40	
	Conference	12	240	
	Detective Squad Room	3	280	
	Detective Secretary		60	
	Conference/Team Work Area		100	
	Detective Supervisor Office		175	
	Interview Rooms	2	200	
	Supply/Coat Closet		10	
	Equipment Room		60	
	File Area		100	
	Juvenile Office		140	
	File Area		60	
	Toilet		65	
	Processing/Laboratory		120	
	Dark Room		120	
	Evidence Storage		400	
	Drugs/Weapons/Valuables		60	
	Bulk Evidence/Found Property		400	
	Sally Port	1	420	
	Road Supply Storage		60	
	Internal Circulation		160	
	Temporary Holding Enclosure		80	
	Prisoner Processing		300	
	Toilet/Shower		60	
	Custodial		20	

RECOMMENDED		QUANTITY	SUBTOTAL	TOTAL
	Matron's Room		80	
	Interview Room		100	
	Female Cells	2	260	
	Male Cells	6	780	
	Male Lockers	40	600	
	Male Toilets/Showers		280	
	Female Lockers	5	75	
	Female Toilets/Showers		200	
	Fitness Center		900	
	Break Room		200	
	D.A.R.E. Office		100	
	D.A.R.E. Storage		50	
	Auxilliary Police		100	
	School Crossing Guard		80	
	P.B.A. Office		100	
	Bicycle Patrol		80	
	Impound Bay/Overflow Sally Port	1	420	
	Janitor Closets	2	100	
	Boiler Room		250	
	Electrical Room		100	
	Stair Tower (2 floors)	2	900	
	Elevator (2 floors)		160	
	Elevator Machine Room		40	

KAESTLE BOOS ASSOCIATES, INC. ARCHITECTS

Rye, New York
Public Safety and Court Facilities Study
Summary Space Needs Assessment

Court House

May 7, 1998

Court Program

RECOMMENDED		QUANTITY	SUBTOTAL	TOTAL
	Lobby/Reception/Waiting		300	
	Vestibule		80	
	Public Toilets		130	
	Public Window		50	
	Waiting		80	
	General Office Workstations	4	240	
	File Area		100	
	Copy/Microfiche Area		80	
	Coat Closet		10	
	Supply Closet		10	
	Chief Clerk's Office		120	
	Court Room	100	1720	
	Court Officer		80	
	Conference/Jury Room	8	160	
	Coat Closet		10	
	Toilet Room		50	
	Judges Chambers	2	360	
	Prisoner Holding		130	
	Lunch Room		160	
	Staff Toilets		130	
	General Storage		80	
	Janitor Closets	1	30	
	Boiler Room		180	
	Electrical Room		80	

Rye City Court Space Compliance Review June 21, 2007		Existing Area/Staff			Total Required*			Notes Review based on +20 year projection needs relative to case load, operational/staffing requirements and assessment of current, second floor facility conditions.
		Qnty	C [1]	NC	Qnty	Net SF/Unit	SF Sub-Total	
19	Court Asst Supervisor	1	0	1	1	100	100	Single desk, ltd. files, w/o work station, is inadequate
20	Court Office Asst.	2	0	1	2	80	160	Single desk, ltd. files, w/o work station, is inadequate.
COMMON AREAS								
21	Lobby	0	0	1	1	300	300	Queing line presently includes main stairway that must be totally vacated when HC chair lift is used.
22	Public Counter	1	0	1	1	100	100	Ltd. file, queing and counter access.
23	Secure Record Storage	0	0	1	1	100	100	
24	Gen. Supply Storage	0	0	1	1	150	150	Shared for all court parts.
25	Copy/Mail/Fx/DS/Supply	0	0	1	1	150	150	Shared for all court parts.
26	Training/Staff Lounge	0	0	1	1	150	150	
27	Entry w/ Mag.	1	0	1	1	100	100	Ltd. space w/o x-ray unit.
28	Security Off First Aid Rm	0	0	1	1	100	100	
29	LAN Room	0	0	1	1	100	100	Presently ltd. security w/o controlled cooling system
30	Children's Center	0	0	1	1	200	200	w/ toilet
Subtotal		9	0	30			7,040	
Grossing Factor (40% of SF)							2,816	Includes circulation & MEP.
Gross SF							9,856	
Existing GSF FacilityTotal		30%					2,937	Provides only aprox. a third of the space needs.
Compliance Difference			0%	100%			6,919	No full compliance was noted in any spaces; serious egress and security issues are evident.
Proposed New Building Total							10,000	1st Floor CVS (bsmt subject to water penetration and flooding); insufficient if shared with Police Dept. – as noted by City to require 10,000 SF.
Program Difference							144	

* Includes existing and future anticipated needs.

1 Existing space evaluated for NYS guideline compliance (C) / noncompliance (N).