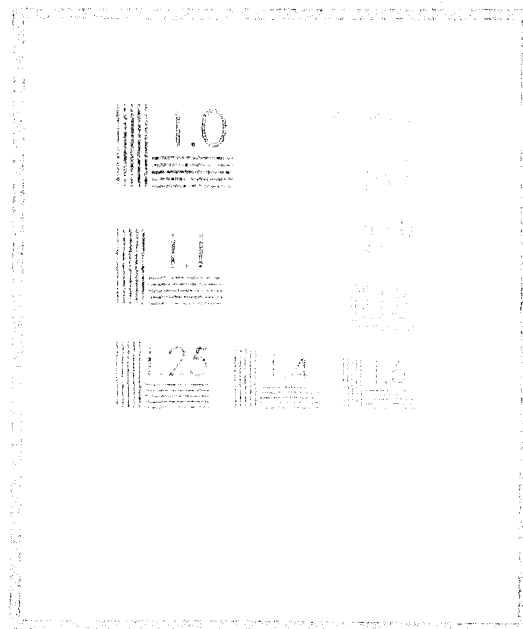


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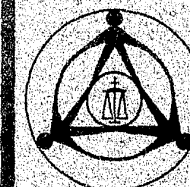
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Report on Short-Term Planning
of Judicial Facilities in the
CADDO PARISH COURTHOUSE
Shreveport, Louisiana



THE AMERICAN UNIVERSITY

Criminal Courts Technical Assistance Project
Institute for Studies in Justice and Social Behavior
The American University Law School
Washington, D.C.

Report on Short-Term Planning
of Judicial Facilities in the

CADDO PARISH COURTHOUSE

Shreveport, Louisiana

July, 1973

NCJRS

MAR 8 1977

ACQUISITIONS

CONSULTANT(S):

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CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT

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PROJECT SCOPE

At the request of Mr. Joseph Trotter, Jr., Coordinator of the Criminal Courts Technical Assistance Project, The American University, Space Management Consultants, Inc. agreed to provide architectural planning and space management consultation to the First District Court at Shreveport, Louisiana.

The First District Court is a trial court of general jurisdiction. It has jurisdiction over all matters within its geographic limits, with the exception of juvenile matters handled by the Caddo Juvenile Court and minor matters originating within the city limits of Shreveport handled by the City Court.

At present, there are five judges in the First District Court, the fifth judge being elected in 1966. A sixth judge is likely to be elected by the end of 1973. Facilities for this court is housed on the second floor of the Caddo Parish Courthouse which also houses facilities for the Court of Appeals, District Attorney's Office, Police Jury, Sheriff's Office, Parish Jail, Coroner's Office, Clerk's Office, Legal Aid's Office, Grand Jury Function, the Crime Lab, and several non-court parish functions.

There are presently five District Court courtrooms on the second floor. With the election of the sixth judge and the significant increase in criminal caseload, a sixth courtroom, to be used as the second criminal courtroom, will soon be needed. Ancillary facilities to the new courtroom, including judge's chamber, jury deliberation room and attorneys' conference room, will be needed.

The major goal of this project is to develop an optimum space use solution to providing the new criminal courtroom and its ancillary facilities so that the short-term needs of the District Court could be satisfied. In addition, a secondary objective is to provide preliminary comments and suggestions on possible long-term solutions to facility problems likely to be encountered by the First District Court.

METHODOLOGY

At the request of Judge John F. Fant and with the approval of the Police Jury of Caddo Parish, Dr. Michael Wong met with Judge Fant and members of the Police Jury's House and Grounds Committee to define in detail existing problems and scope of work to be carried out upon approval of the pending technical assistance grant. SMC staff assigned to the project reviewed available architectural plans and data compiled during the initial visit to familiarize with the existing flow layout and space use of the courthouse.

After grant approval, SMC project team visited Shreveport during July 18 and 19 to complete study of existing space use, to interview key departmental and court personnel, and to record architectural, mechanical, electrical, lighting, finishing and furniture aspects of existing facilities.

Compiled data and information on caseload, personnel, operations and facilities were organized, charted and analyzed. Architectural plans were obtained from the architects of the courthouse, reduced and prepared for showing existing and proposed space use. Existing space uses were analyzed according to their suitability and adequacy, and proposed new uses were introduced according to space standards developed by the consultants and to the needs of the court. Alternative proposed space use plans were developed for discussions and evaluation.

A draft report was produced with schematic plans showing layout of space to be occupied by the District Court. Comments were obtained from project coordinators and report revised prior to the completion of the final report at the end of July.

EXISTING SPACE USE

The Caddo Parish Courthouse is a steel-framed and concrete-encased building with limestone facade. It has a total of eight floors and a mezzanine; a ground floor and seven upper floors with a first floor mezzanine. The original building was completed in 1927, with a major addition completed at the ground, first floor and first floor mezzanine levels in 1972. These

floors, including the recent addition, are occupied primarily by the Sheriff's and the Clerk's Offices, with some space on the ground floor devoted to the Court Reporters, Registrar of Voter's Office, American Legion, and several other parish functions. The second floor accommodates district court facilities, with two large rooms occupied by minute clerks operating under the supervision of the Clerk. The Second Circuit Court of Appeals of the State of Louisiana is located on the third floor. The fourth floor houses the Police Jury while the District Attorney's Office occupies the fifth floor. The Crime Lab, Legal Aid's Office and Grand Jury occupy the sixth floor. The recently renovated seventh floor houses the parish jail while the eighth floor, which was previously used as part of the parish jail, is left unused and in disrepair.

The Courthouse, in general, is well maintained. Internal finishes include marble floor and wall in public corridors and lobbies, painted hard plaster walls in offices and wood-paneled walls to door level in courtrooms. Floors in offices are covered either with rubberized linoleum sheets. Ceilings in public corridors are either painted plastered with suspended fluorescent light fixtures or suspended acoustical tile ceiling with recessed 4 ft. x 2ft. fluorescent light fixtures. Courtroom ceilings are usually coffered, with suspended fluorescent light fixtures that are out-of-character with the original architectural treatment of these spaces.

The original building is H-shaped, with a central longitudinal corridor running along the length of the building on each floor. Three passenger elevators and a elevator lobby are centrally located in the building, with the elevator lobby placed at right angles to the public corridor. Two public stairways are centrally located and opposite to one another on each side of the corridor, each extending between the corridor and the external wall. Structural columns are located along the external walls and corridor walls, providing the potential for large clear spaces between these walls on each side of the public corridor.

There are five district court courtrooms on the second floor; four civil courtrooms on the east and north-east end and the large criminal courtroom on the west end of the floor. One of the four civil courtrooms is presently used to handle certain types of criminal cases. Judges' chambers and secretaries' offices are located along the south side of the floor. At present,

minute clerks' offices (criminal and civil) are also occupying space on this floor. The law library is located behind the south wall of the criminal courtroom. Behind the north wall of this courtroom are several witness rooms and the jury dormitory room on a mezzanine level; accessible from the courtroom by a flight of stairs. Adjoining the judicial area of the criminal courtroom and along the north side of this floor are offices vacated by the District Attorney's Office which is now located on the fifth floor. Directly adjoining this courtroom also is the prisoner elevator and secured stairway. Prisoners are brought down to the second floor from the seventh floor jail and are led directly into the courtroom and placed in the prisoners' dock at the north-west corner of the judicial area adjoining the judge's bench. The Deputy Sheriff responsible for the custody and security of these prisoners sits close to the prisoners' entrance into the courtroom and between the dock and the public area of the courtroom. Other deputy sheriffs sit along the rail separating the judicial area from the public area of the courtroom.

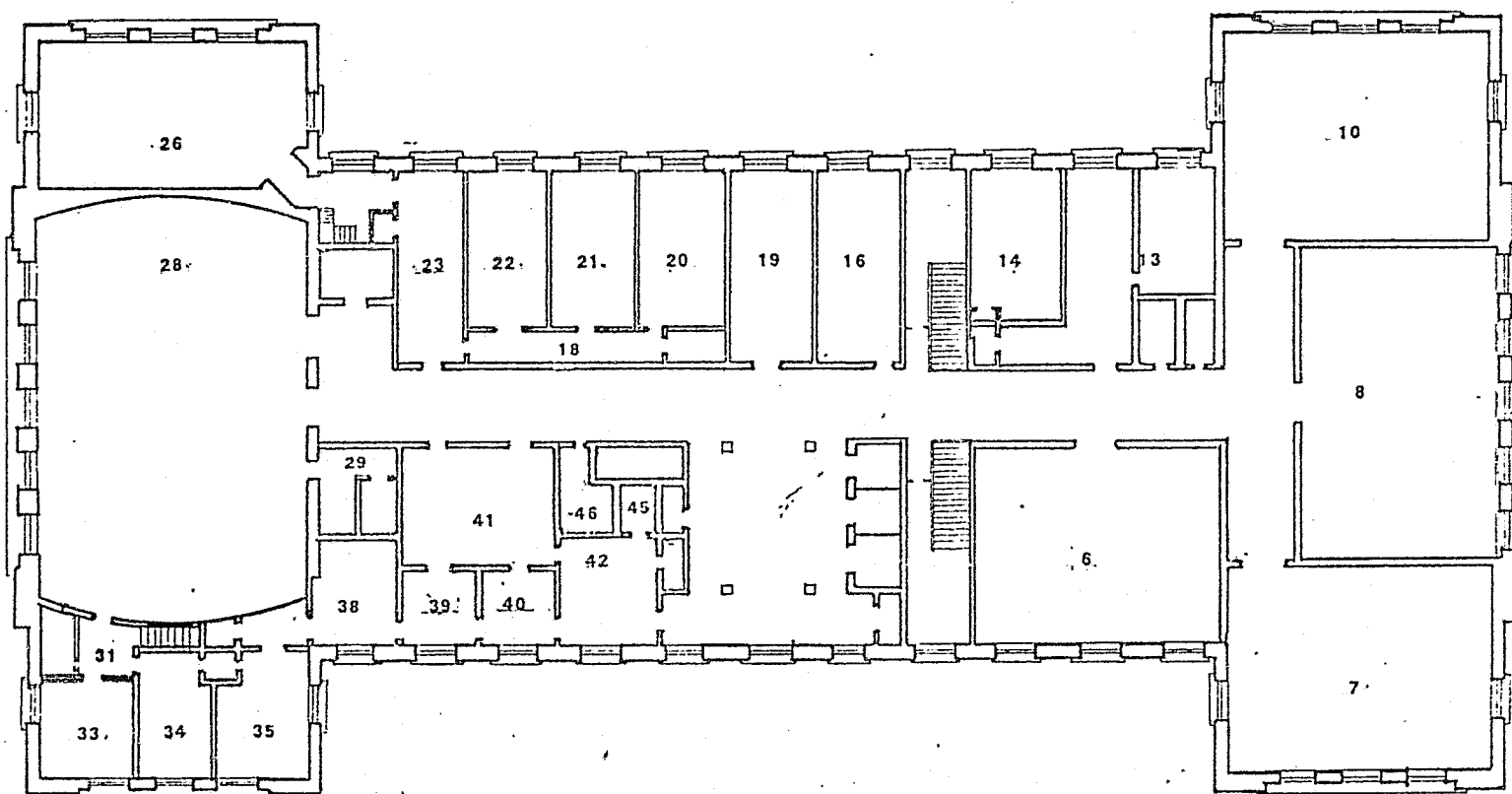
Plan 1 shows the existing facilities layout of the First District Court on the second floor of the Caddo Parish Courthouse. Table 1 presents the area analysis of these facilities. The total net area of district court facilities is calculated at 19,342 square feet.

CASELOAD

Table 2 summarizes caseload data available for the First District Court from the Annual Reports of the Judicial Council of the Supreme Court of Louisiana.¹ It shows that the total cases filed and terminated from 1960 to 1972 have nearly doubled. Criminal filings increased from 2,942 in 1966 to 8,939 in 1971, which represented a tripling of case filings over the five-year period. Criminal case terminations during the same period has

1. Judicial Administrator, Annual Report of the Judicial Council of the Supreme Court of Louisiana, 1960, 1966, 1968, 1969, 1970, 1972.

- | | |
|----------------------------|----------------------------|
| 6 - COURTROOM (CIVIL) | 18 - JUDGES' PASSAGE |
| 7 - COURTROOM (CIVIL) | 19 - MINUTE CLERK'S OFFICE |
| 8 - COURTROOM (CIVIL) | 20 - JUDGES CHAMBERS |
| 9 - CORRIDOR | 21 - JUDGES' CHAMBERS |
| 10 - COURTROOM (CIVIL) | 22 - JUDGES' CHAMBERS |
| 13 - JUDGE'S CHAMBER | 23 - SEC'T OFFICE AND |
| SEC'T OFFICE | WAITING ROOM |
| 14 - JUDGE'S CHAMBERS | 26 - LIBRARY |
| 16 - MINUTE CLERK'S OFFICE | 28 - COURTROOM (CRIMINAL) |



- | | |
|---------------------------|---------------------------|
| 29 - PRISONER ELEVATOR | 39 - UNUSED FORMERLY D.A. |
| 31 - ANTE ROOM | 40 - " " " |
| 33 - WITNESS ROOM | 41 - " " " |
| 34 - JURY DELIBERATION | 42 - " " " |
| 35 - CONFERENCE ROOM | 45 - " " " |
| 37 - PASSAGE | 46 - " " " |
| 38 - UNUSED FORMERLY D.A. | |

PLAN 1
EXISTING SPACE USE PLAN: SECOND FLOOR
CADDO PARISH COURTHOUSE, SHREVEPORT, LOUISIANA

TABLE 1
AREA ANALYSIS OF EXISTING AND PROPOSED SPACE USE
CADDO PARISH COURTHOUSE, SECOND FLOOR

EXISTING USE	ROOM NUMBER	EXISTING NET AREA (SQ. FT.)	PROPOSED USE	ROOM NUMBER	PROPOSED NET AREA (SQ. FT.)
<u>JUDGES' FACILITIES</u>					
JUDGE'S CHAMBER	20	315	JUDGE'S CHAMBER	20	260
JUDGE'S CHAMBER	21	315	JUDGE'S CHAMBER	21	260
JUDGE'S CHAMBER	22	315	JUDGE'S CHAMBER	22	260
JUDGE'S CHAMBER	14	313	JUDGE'S CHAMBER	14	313
JUDGE'S CHAMBER	13	263	JUDGE'S CHAMBER	13	263
SECRETARY'S OFFICE	23	305	SECRETARY'S OFFICE	23	305
SECRETARY'S OFFICE	13	300	SECRETARY'S OFFICE	13	300
*MINUTE CLERK'S OFFICE	19	315	JUDGE'S CHAMBER	19	260
*MINUTE CLERK'S OFFICE	16	315	JUDGE'S CHAMBER	16	260
FIRST FLOOR MEZZANINE (1M)			MINUTE CLERK'S OFFICE 1M(A)		1,125
LAW LIBRARY	26	1,497	LAW LIBRARY	26	1,497
PRIVATE PASSAGE	18	391	SECRETARY'S OFFICE	18	560
JUDGE'S TOILET	—	20	JUDGE'S TOILET	—	20
JUDGE'S TOILET	—	40	JUDGE'S TOILET	—	40
PRIVATE TOILET	24	104	JUDGES' TOILET	24	104
<u>COURTROOMS AND ANCILLARY FACILITIES</u>					
CIVIL COURTROOM	6	1,073	CIVIL COURTROOM	6	1,073
CIVIL COURTROOM	7	1,240	CIVIL COURTROOM	7	1,240
CIVIL COURTROOM	8	1,440	CIVIL COURTROOM	8	1,440
CIVIL COURTROOM	10	1,240	CIVIL COURTROOM	10	1,240
CRIMINAL COURT- ROOM	28	2,665	CRIMINAL COURTROOM	28	2,665
JURY DELIBERA- TION ROOM	33	210	WITNESS ROOM	33	210
JURY DELIBERA- TION ROOM	34	235	JURY DELIBERATION ROOM	34	235

* Relocate to First Floor Mezzanine (1M).

TABLE 1 (CONTINUED)
 AREA ANALYSIS OF EXISTING AND PROPOSED SPACE USE
 CADDO PARISH COURTHOUSE, SECOND FLOOR

EXISTING USE	ROOM NUMBER	EXISTING NET AREA (SQ. FT.)	PROPOSED USE	ROOM NUMBER	PROPOSED NET AREA (SQ. FT.)
<u>COURTROOMS AND ANCILLARY FACILITIES (CONTINUED)</u>					
ANTE ROOM	31	64	ANTE ROOM	31	64
JURY DORMITORY (3RD FLOOR)	17	940	JURY DORMITORY	17	940
PRISONER ELE- VATOR & STAIR	29	164	PRISONER ELEVATOR & STAIR	29	164
<u>PUBLIC FACILITIES</u>					
LOBBY	2	693	LOBBY	2	342
LOBBY			FINE COLLECTION RM.	2A	108
LOBBY			ATTORNEYS' CONFER- ENCE ROOM	2B	108
LOBBY			ATTORNEYS' LOUNGE	2C	135
CORRIDOR	—	2,118	CORRIDOR	—	2,118
CLOSETS	—	60	CLOSETS	—	30
CLOSETS			ATTORNEYS' CONFER- ENCE ROOM	2D	30
PUBLIC TOILETS	11	65	JURY TOILET	11	65
PUBLIC TOILETS	12	65	PUBLIC TOILET	12	65
VACANT	35	266	JURY DELIBERATION RM.	35	266
VACANT	36	15	CLOSET	36	15
VACANT	37	30	PASSAGE	37	30
VACANT	38	224	PRISONER DETEN- TION SPACE	38	172
VACANT	39	132	CRIMINAL COURTROOM	39	132
VACANT	40	132	CRIMINAL COURTROOM	40	132
VACANT	41	648	CRIMINAL COURTROOM	41	648
VACANT	42	208	CRIMINAL COURTROOM	42	208
VACANT	43	20	SOUND LOCK	—	20
VACANT	44	20	ATTORNEYS' CONFER- ENCE ROOM	2D	30

TABLE 1 (CONTINUED)
 AREA ANALYSIS OF EXISTING AND PROPOSED SPACE USE
 CADDO PARISH COURTHOUSE, SECOND FLOOR

EXISTING USE	ROOM NUMBER	EXISTING NET AREA (SQ. FT.)	PROPOSED USE	ROOM NUMBER	PROPOSED NET AREA (SQ. FT.)
<u>COURTROOMS AND ANCILLARY FACILITIES (CONTINUED)</u>					
VACANT	45	25	COURTROOM	—	25
VACANT	46	70	COURTROOM	—	70
			<u>CRIMINAL COURTROOM</u>		<u>1,215</u>
<u>TOTAL</u>		<u>19,342</u>			<u>20,467</u>

TABLE 2
HISTORICAL CASELOAD DATA : FIRST DISTRICT COURT

	1960	1965	1966	1968	1969	1970	1971	1972
CIVIL CASES FILED	4,840	NA	5,041	5,399	5,666	NA	6,179	6,468
CIVIL CASES TERMINATED	NA	NA	5,094	5,132	5,505	NA	6,170	6,659
CRIMINAL CASES FILED	NA	NA	2,942	6,268	6,701	NA	8,939	7,671
CRIMINAL CASES TERMINATED	NA	NA	2,834	6,268	6,701	NA	8,866	7,873
TOTAL CASES FILED	NA	8,043	7,983	11,667	12,367	14,708	15,118	14,139
TOTAL CASES TERMINATED	NA	7,521	7,928	11,400	12,206	14,543	15,036	14,532
<u>PER 1,000 POPULATION</u>								
CIVIL CASES FILED	NA	NA	22.6	23.7	24.4	28	30	28
CRIMINAL CASES FILED	NA	NA	18.1	32.3	34.3	51	51	33
TOTAL			40.7	56.0	58.7			
<u>PER JUDGE</u>								
CIVIL CASES FILED	1,210		1,260	1,080	1,133		1,236	
CIVIL CASES TERMINATED		NA	1,273	1,026	1,101	1,194	1,234	1,332
CRIMINAL CASES FILED			735	1,254	1,340		1,788	
CRIMINAL CASES TERMINATED	NA	NA	708	1,254	1,340	1,713	1,773	1,575
TOTAL			1,982	2,280	2,441		3,007	
<u>JUDGE TRIAL</u>								
CIVIL CASES TERMINATED	NA	NA	NA	NA	NA	1,428	1,649	1,849
CRIMINAL CASES TERMINATED	NA	NA	NA	NA	NA	211	206	203
<u>JURY TRIAL</u>								
CIVIL CASES TERMINATED	NA	0	2	5	5	5	11	7
CRIMINAL CASES TERMINATED	NA	6	16	13	19	14	14	12
CIVIL CASES TERMINATED — 1967 — 4 CRIMINAL CASES TERMINATED — 1967 — 9								
% GUILTY PLEAS IN CRIMINAL CASES	NA	NA	NA	NA	NA	82%	83%	84%

TABLE 3
HISTORICAL POPULATION OF CADDO PARISH*

YEAR	POPULATION	NUMBER OF JUDGES	POPULATION / JUDGE
1960	223,859	4	55,964
1966	243,786	4	60,947
1968	248,175**	5	41,363
1969	252,964**	5	50,593
1970	230,184	5	46,036
1971	NA	5	38,364

* SOURCE: ANNUAL REPORT OF THE JUDICIAL COUNCIL OF SUPREME COURT OF LOUISIANA,
1960,1966,1968,1969,1970,1971.

** ESTIMATIONS

a similar rate of increase. Civil case filings increased at a much slower rate from 4,840 in 1960 to 6,468 in 1972, an increase of about 50% over the 12-year period.

The number of civil cases terminated by judge trials is the third highest among the 33 parishes and New Orleans in the State of Louisiana. Civil cases terminated per judge is also the third highest in the state. Criminal cases terminated per judge, 1,575 in 1972, place the First District Court around the middle among the parishes.

When the fifth judge was elected in 1966, the caseload per judge dropped from 1,273 in 1966 to 1,027 in 1968. However, this figure has steadily increased over the past few years to 1,332 cases per judge in 1972. A sixth judge to be elected within the next 12 months will relieve part of the caseload burden over the next few years. With the anticipated increase in total population over the next twenty years (Table 3 shows a steady population increase from 1960 to 1971), the seventh and eighth judges are expected to be created by 1990. Both civil and criminal caseloads have shown a slight decrease from 1971 to 1972, indicating the possibility of the start of a tapering off in caseload increase. It is anticipated that caseload will increase steadily at a decelerated rate over the next twenty years, requiring an increase of two additional judges over that period, as compared to the increase of two judges between 1960 and 1974.

The number of jury trials each year over the past fifteen years has been small. Civil cases terminated by jury trial ranged from 0 to 11 and criminal cases 6 to 14. However, the number of cases requesting jury trial and were settled after calling and selection of jurors could be considerably higher. Anticipated changes in legislation concerning rights of individual to jury trials in misdemeanor and other cases may result in larger number of jury trials in the future. Over 80% of criminal cases handled by the First District Court are terminated through guilty pleas.

PERSONNEL

The First District Court has five judges, with one judge designated as the Presiding Judge. Each two judges share a secretary. There are presently

three secretaries serving the five judges. The number of secretaries is not expected to increase when the sixth judge comes into office. However, it is anticipated that a fourth secretary will be needed when the seventh judge is elected possibly within the next five years.

Each judge has a court reporter who moves around with the judge from one session in a courtroom to another session in another courtroom. The district court judges are assigned on a rotating basis to 8-week sessions. There are presently 3 1/2 civil sessions and 1 1/2 criminal sessions, each session occupying a courtroom.

Each judge is also supported by a minute clerk assigned to a courtroom by the clerk, and by a bailiff who is a deputy sheriff assigned by the Sheriff. The minute clerk and the bailiff are assigned to a courtroom instead of to a judge, consequently they do not rotate with the judge. With the sixth judge, the support staff for the judge in the courtroom would be proportionately increased.

It would seem likely that a court administrator could be appointed by the court within the next few years, perhaps at the same time that a seventh judge is elected. The consultants envision the importance of the court administration in relieving some of the administrative duties presently handled by the judges.

PROBLEMS DEFINITION

1. The election of the sixth judge to the First District Court requires the provision of a sixth courtroom and ancillary facilities. This courtroom would serve as the second criminal courtroom. The District Attorney had vacated several offices on the north-east side of the second floor. Some initial work has commenced to use these offices as attorneys' conference rooms and offices, but the work has been stopped, pending the implementation of recommendations from this study.
2. There is an obvious lack of ancillary facilities to courtrooms. There are no attorneys' conference rooms accessible from public area for attorneys to interview clients. Most of the judges' chambers are not properly designed and furnished, resulting in poorly utilized spaces.

3. The existing courtroom layout on the second floor requires that judges enter courtrooms through the public corridor. Within the existing structural constraints, it would not be possible to solve this problem satisfactorily without completely redesigning the entire floor.
4. The locational relationships between judges and secretaries are not ideal. Three judges are grouped together sharing one secretary while the two other judges have two secretaries located in an office between them.
5. No prisoner holding facility is available adjoining or in close proximity to the criminal courtroom. Prisoners are presently transferred from the seventh floor by the prisoner elevator, brought into the courtroom through a security access, and placed in the prisoner dock to one side of the judge's bench and clerk's station in the courtroom. A security risk exists with such an arrangement.
6. In cases involving fines, collection of fines are presently handled by the deputy sheriff sitting adjacent to the prisoner dock. People paying fines may not have sufficient cash and discussions between them and the deputy sheriff in the judicial area of the courtroom frequently disrupt the progress of another case before the judge several feet away.
7. The furniture layout and furnishings of the courtroom are not designed to best accommodate existing court operation. For example, while it may be unavoidable to have judges entering the courtroom through public corridors, some provision should be made to prevent the judge from having to traverse the length of the public seating area to reach the bench. In some cases, a separate door close to the judge's bench could be installed so that the judge could go directly to the bench.
8. There does not seem to be an overall space use plan for the courts and departments presently occupying space in the courthouse. No provision has been made to accommodate both immediate and long-term needs of the court.

PLANNING ASSUMPTIONS

In developing alternative solutions to the facility problem, the following planning assumptions were established:

- a. The First District Court will contribute to function within the Caddo Parish Courthouse for the foreseeable future. Consequently, recommendations for short-range solutions should be prepared as a integral part of the comprehensive long-term plan. While the scope of this technical assistance project is to develop short-term solutions, the consultants have considered, within existing planning and structural constraints, possible integration of such short-term recommendations within the wider framework of a long-term plan.
- b. With the existing location of the jail on the seventh floor and the security potential in movement of prisoners from the jail to criminal courtrooms, the consultants assumed that criminal court facilities would continue to be housed in the Caddo Parish Courthouse.
- c. The First District Court presently has five judges. A sixth judge is expected to be elected within the next 12 months. Increasing the court to eight judges within the next twenty years is considered a possibility.
- d. The District Court facilities on the second floor of the Caddo Parish Courthouse are not optimally utilized and significant improvements could be made at minimum costs to accommodate the short-term needs of the court.
- e. The existing structural constraints will determined the extent to which space use could be improved. Such constraints would limit the ability to design existing facilities according to space standards and guidelines developed and established by the consultants.
- f. For short-term solutions, disruptions to court and departmental operation in the courthouse during renovation should be kept to a minimum.

RECOMMENDATIONS

Based on the analysis of data compiled during site visits on facility needs, space availability, and court caseload, personnel and operation, the consultants have developed the following recommendations and conclusions:

1. Part of the vacant space on the second floor should be converted into the second criminal courtroom. One major determinant factor in arriving at this recommendation is that the prisoner elevator

and stairway connecting this courtroom floor to the jail on the 7th floor are in a location between the existing criminal courtroom and the proposed secured criminal courtroom. With this arrangement, prisoners could be transferred securely between the jail and both criminal courtrooms without coming into contact with court staff, judges or public. A prisoner holding area should be provided in Room 38 behind the jail elevator and secured stairway, with a secured corridor to the west of the elevator for transferring prisoners to the holding facility. From the holding facility, prisoners could be brought into the existing criminal courtroom through the present prisoner access and into the new courtroom through an entrance directly behind the courtroom.

2. A solid wall could be constructed in Room 38 to separate the prisoner holding facility from the private corridor for jurors moving between the new courtroom and the proposed jury deliberation room in Room 35. Passageway space 37 would serve as a soundlock to the jury deliberation room. While this room is presently air-conditioned by a convective unit under the window, the capacity of the unit may not be adequate for prolonged deliberation involving 12 jurors. The air-conditioning system for the rooms behind the main criminal courtroom should be studied in greater detail by a mechanical engineer.

A toilet separates this proposed jury deliberation room from the witness rooms behind the existing criminal courtroom. The toilet has a door on each of the east and west sides, with vents on the doors for air ventilation through an exhaust fan outlet at the rear of the toilet. The door on the side of the witness room should be soundproofed and the vents removed so that jury deliberation could not be heard in the witness room. During jury deliberation, that door should be locked. During non-jury trials, the proposed jury deliberation room could be used as a witness or conference room.

3. The two witness rooms behind the existing criminal courtroom should remain as witness rooms. One of the rooms could be used as a judge's conference room during trials when necessary. The room surface finishes and furniture are in poor state of disrepair, and the air-conditioning system through connective units under windows is hardly adequate when 10 to 20 witnesses could be sequestered in each room. The environmental condition of these rooms and the furnishing and furniture for use by jurors, judge and attorneys should be redesigned and improved.

4. Major renovation is necessary to convert the vacant space on the second floor into the second criminal courtroom. Existing toilets adjoining elevator lobby would have to be removed and space refurnished. The pipe space and stack however, would remain. A soundlock should be designed between public lobby and the courtroom to minimize noise transmission into the courtroom. An attorneys' conference room accessible from the public lobby could also be provided adjoining the sound lock next to the pipe stack. It is envisioned that cases involving fines (mainly misdemeanor and traffic cases) would be scheduled to be handled in the new courtroom. A fine-collection room could be planned at the rear of the courtroom between the courtroom and elevator lobby so that people paying fines

could move directly from the courtroom to the fine-collection room, pay the fines, and move directly into the elevator lobby. The occasional person sentenced to pay a fine in the large criminal courtroom (handling primarily felony cases) could be given a slip showing the amount to be paid and be escorted by a deputy sheriff to the central fine-collection room.

5. Adjoining the fine-collection room along the north wall of the elevator lobby is adequate space for a conference room and an attorneys' lounge. The conference room would be accessible from the elevator lobby and would be used by attorneys to interview the clients before, during or after court appearances. The conference room would be adequate in size to accommodate 6 to 8 people. The attorneys' lounge is a room for attorneys to hang their coats and hats while attending to their court business. There would also be two soundproof booths, each with a work surface, a chair and a telephone for attorneys to contact their offices and to do work in private while waiting for their cases to be called or after court appearances. The lounge could also be used by attorneys to rest after a long session in court; consequently the furniture should be comfortable in design.
6. In view of the possible increase in the number of judges to six in the foreseeable future, the existing space on the second floor, including the vacant space, will not be adequate to house the six courtrooms, judges' chambers and ancillary facilities, as well as the minute clerks' offices. The choice for creating more usable space on this floor is either to move the judges' chambers and ancillary facilities or to relocate the minute clerks' offices to another floor. Given the existing layout of this floor, the functional relationships between judges' chambers and courtrooms on this floor could be better served by locating the judges' chambers on the same floor as the courtrooms. The consultants recommend moving the minute clerks from the second floor to a part of the clerk's office on the first floor mezzanine, where a great deal of new office space is available for such a function. A stairway could be constructed between the first floor mezzanine and the second floor at the present minute clerk's office adjoining one of the major stairs, as shown on plans 1 and 2, so that the distance of travel for the minute clerks to the courtrooms would not be much further than at their present location.
7. With two large offices made available by relocating the minute clerks, the judge presently occupying a small office adjoining one of the civil courtrooms could move into one of these offices while the second office could be used for the sixth judge who is expected to assume office in 1974. The wall separating the chambers from the private corridor should be moved outwards towards the external walls by about 4 feet so that the private corridor would become 9 to 10 feet wide, adequate to accommodate judges' secretaries directly outside the judges' chambers. While the length of judges' chambers would be reduced to about 20 feet, the added advantage of having the secretaries in close proximity would improve the operations of the court. As this new secretarial space will be more than adequate to accommodate the three secretaries, the present secretary's office adjoining the law library could be used as a waiting and conference area.

8. After the relocation of the judge, his chamber could be converted into a judges' conference room. Such a conference room adjoining the presiding judge's suite would be a convenient place for judges to hold their meetings and conferences when necessary, and could also be used by attorneys for conferences when requested. It is anticipated that a court administrator may be appointed within the foreseeable future at which time this space could be converted into the court administrator's office and the present secretary's office adjoining the law library could then be renovated as a judges' conference room. If the court administrator is directly responsible to the presiding judge, this locational proximity to the presiding judge's chamber would be advantageous.

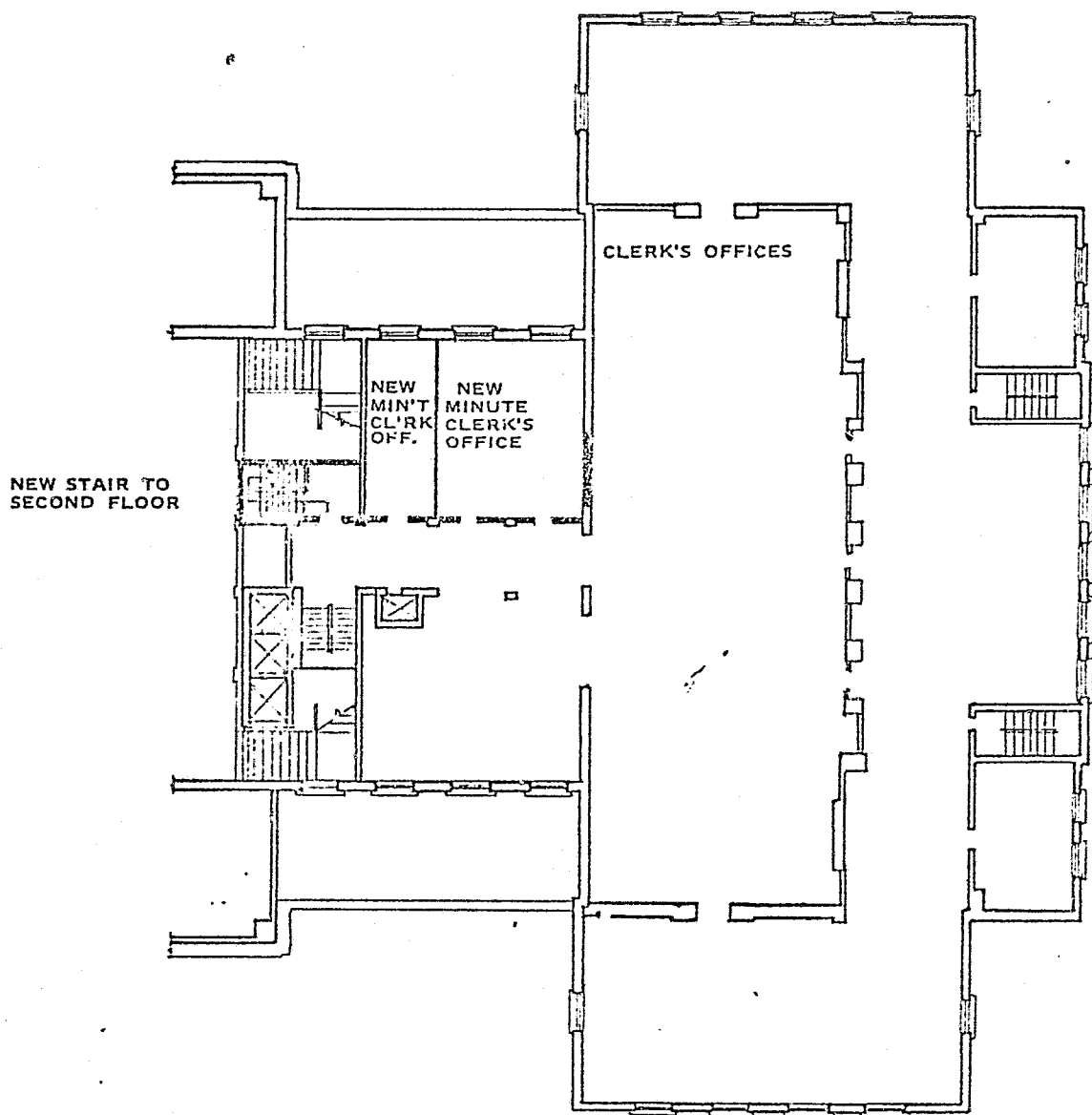
An alternative combined use of this room would be to convert the chamber into a multi-purpose room, including its use as a jury deliberation room for civil cases and for attorneys' conferences. Direct access could be provided to this room from the courtroom (for jurors) as well as from the public corridor (for attorneys and their clients). When used as a jury room, the door from public lobby should be locked. Both doors to this room should be made as soundproof as possible to prevent transmission of sound from jury deliberation. When used as judges' conference room, both external doors would be locked. For use as a jury deliberation room, one of the two adjoining women's toilets should be converted into a jurors' toilet, with access only from the jury deliberation room.

9. The existing vacant space on the second floor should not be left vacant until a decision has been made for its long-term use. In the interim period, the space should be cleaned and could be used in its present state as attorneys' conference rooms and witness rooms.

Plans 2 and 3 show the proposed layout of district court and related spaces on the second floor and part of the first floor mezzanine. Table 1 presents the area analysis of the spaces. The total net area of the proposed district court facilities as shown on plans 2 and 3 is 20,467 square feet, an increase of 1,125 square feet over the present space on the second floor.

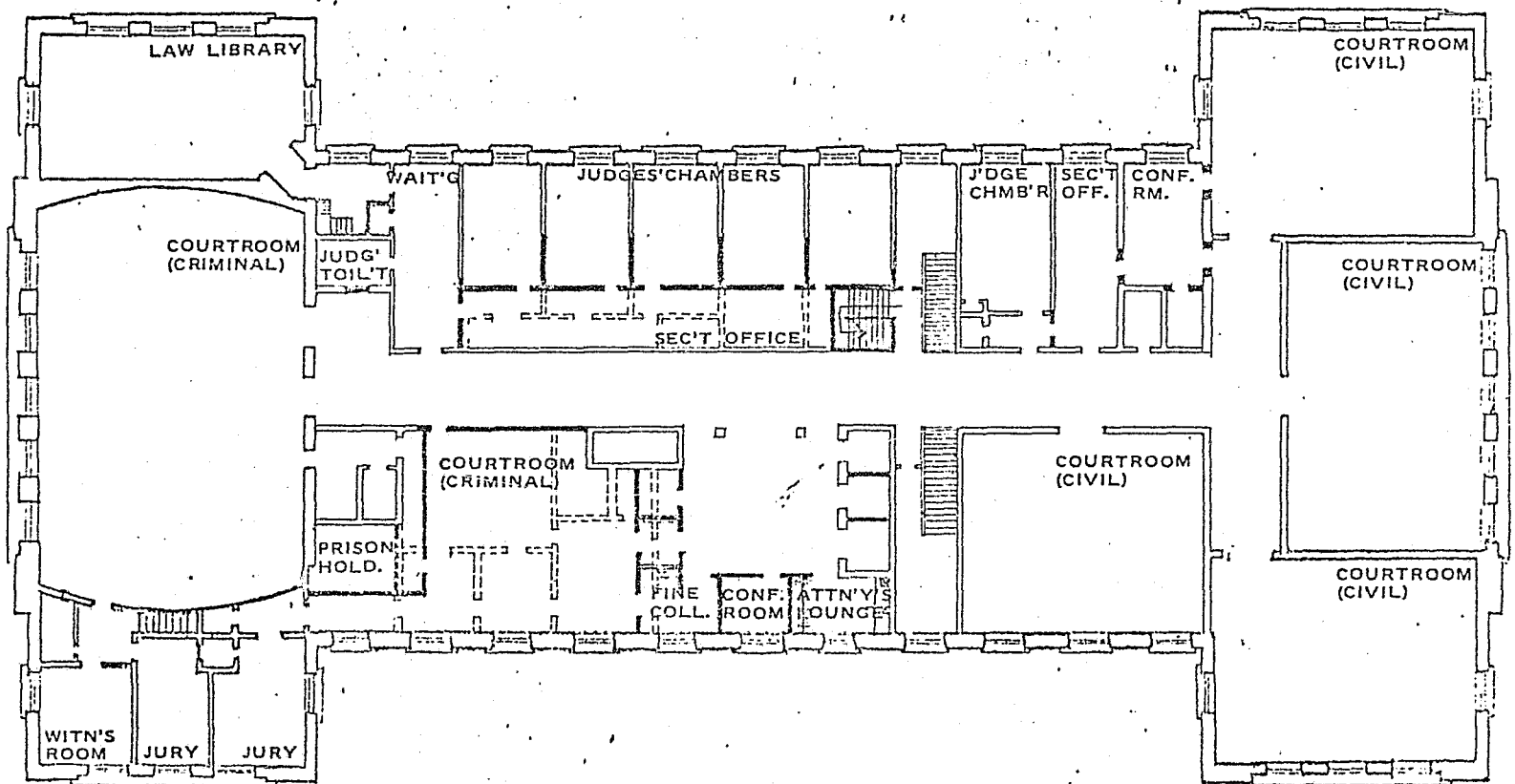
LONG-TERM CONSIDERATIONS

The above recommendations constitute the interim short-range plan for relieving the immediate facility problems of the First District Court. This plan could be implemented within a minimum renovation period at minimum cost. However, it is envisioned that a seventh district court judge will be needed within the next five years and an eighth judge by mid-1980. In implementing the recommended interim plan, the second floor is barely adequate to house



KEY:
 EXISTING WALLS ———
 NEW WALLS = = =
 REMOVED WALLS - - -

PLAN 2
 PROPOSED SPACE USE PLAN: FIRST FLOOR MEZZANINE
 CADDO PARISH COURTHOUSE, SHREVEPORT, LOUISIANA



KEY:
 EXISTING WALLS ———
 NEW WALLS ———
 REMOVED WALLS - - - -

PLAN 3
 PROPOSED SPACE USE PLAN: SECOND FLOOR
 CADDO PARISH COURTHOUSE, SHREVEPORT, LOUISIANA

the sixth courtroom, judge's chamber and ancillary facilities, would have to be accommodated on another floor.

While long-term projections and planning are outside the present project scope, the following suggestions should be considered as approaches to developing a long-term plan to accommodate future needs:

The second floor will not be able to accommodate further facility needs beyond the sixth judge and courtroom, and future expansion could only be implemented by means of one of two ways:

- a. Vacate functions occupying space adjoining or in close proximity to existing district court facilities. The vacated space could then be converted to accommodate the needs of the court.
- b. Considering the existing structural and planning constraints, to plan for the renovation of an existing or construction of a new structure outside the present courthouse to accommodate the functional, symbolic and security needs of the court.

Since the ground and first floor have recently been added to for providing necessary space to house the projected needs of the Sheriff's Office and the Clerk's Office over the next twenty years, it would not be desirable to expand court facilities to these floors other than on an interim basis or where such facilities are related to these two departments.

The third floor is presently occupied by the Second Circuit Court of Appeals of the State of Louisiana, the fourth floor by the Police Jury, the fifth floor by the District Attorney's Office, and the sixth floor by the Crime Lab, Legal Aid's Office and Grand Jury facilities. Should a decision be made to have the Caddo Parish Courthouse house facilities of the district court, the expansion needs of the court can only be satisfied by the relocation of those functions unrelated to court operation. For example, the Police Jury and Crime Lab could be moved out of the courthouse into a nearby building without adversely affecting the efficiency of court operation. The spaces on the fourth and sixth floors vacated by these two functions could then be replanned for court and court-related uses.

However, before decisions could be made on the planning and design of vacated spaces, it is essential for a detailed and in-depth study to be conducted of the total space available in the entire building and the optimum use that could be made of such space. To do this, functional and spatial relationships should be established between departments and between functions;

projected personnel needs should be estimated; space standards and design guidelines should be established; and facility needs should be developed. Having considered these parameters, a comprehensive and integrated plan of the entire building could be developed to accommodate court and court-related needs over the next twenty years.

As a result of such an analysis, it might be established that non-court functions to be moved out of the courthouse require a certain amount of space which would have to be accommodated elsewhere in other buildings. As it is essential to move such functions out of the courthouse before vacated space could be renovated for court use, the implementation of the comprehensive and integrated plan relies on how soon non-court functions could be relocated.

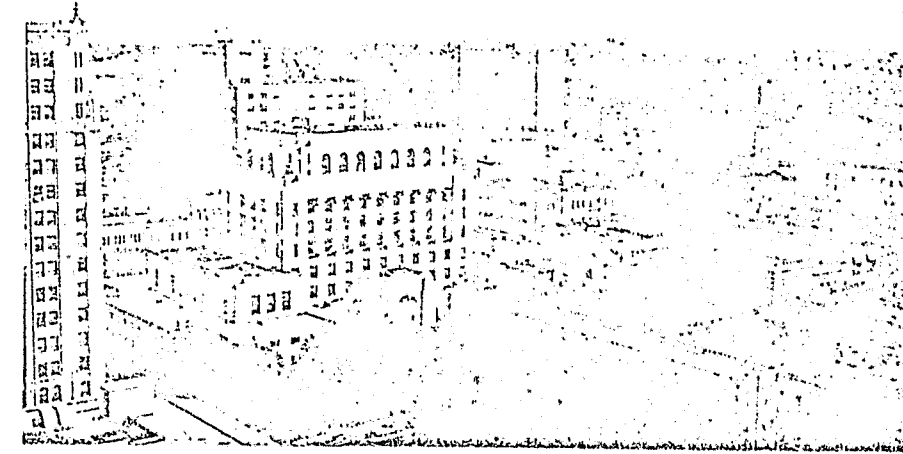
The consultants are aware that the U.S. Post Office Building diagonally opposite the courthouse may soon become vacant after the relocation of the Post Office and other federal governmental functions to a new office building under construction several city blocks away from its present location. As the Post Office Building is in close proximity to the present courthouse, and since it seems adequate architecturally, symbolically and spatially to accommodate either court or non-court functions, its becoming vacated in the near future offers an excellent opportunity for Caddo Parish to negotiate with the General Services Administration in obtaining it for either court or parish use. If the Caddo Parish Courthouse continues to be used for court and related functions, the Police Jury and Crime Lab facilities could be relocated to ample space in the Post Office Building. Should a decision be made to house court facilities in this building, the high ceiling and open spaces in the Post Office Building could easily be adapted to court needs. With such a building, it might even be possible to design optimum solutions to courtrooms and ancillary facilities without the same structural and planning constraints imposed by the existing courthouse. However, the eventual uses of such a building cannot be decided until a comprehensive and integrated study of long-term needs of each of the departments presently occupying space in the courthouse has been completed.

The U.S. Post Office Building offers only one possibility. Other alternative sites in close proximity to the courthouse should be investigated as soon as possible to accommodate functions to be relocated from the courthouse. If a new courthouse or office building is contemplated, the site

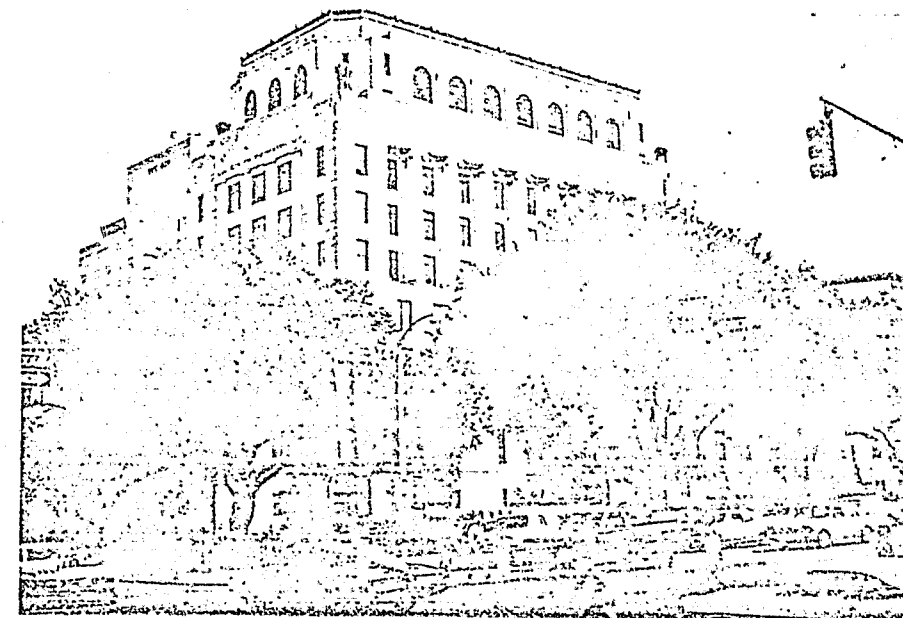
for such a new building should be studied soon, as the period between developing the comprehensive plan and the construction of a new building could conservatively be five years.

PHOTOGRAPHIC SURVEY OF EXISTING FACILITIES

CADDO PARISH COURTHOUSE

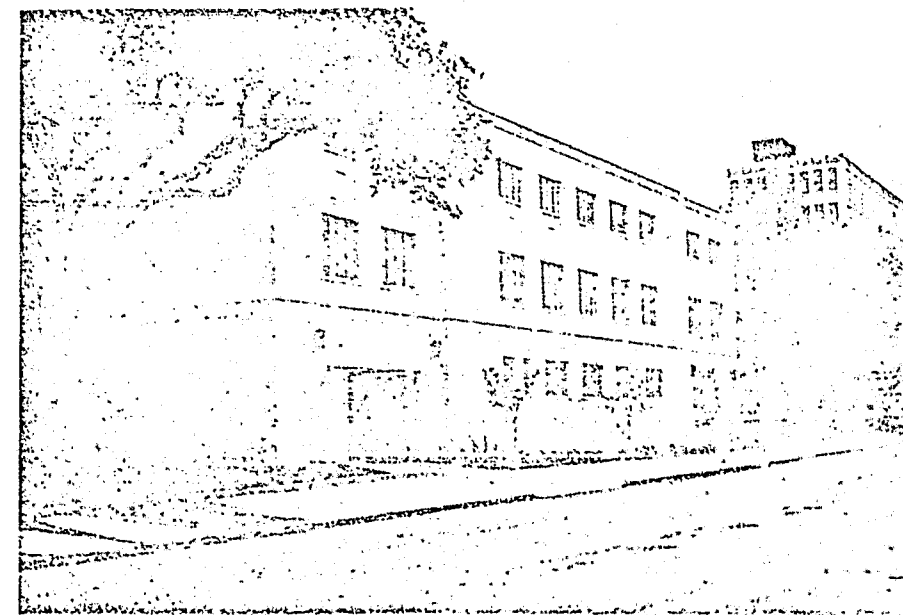


OVERVIEW

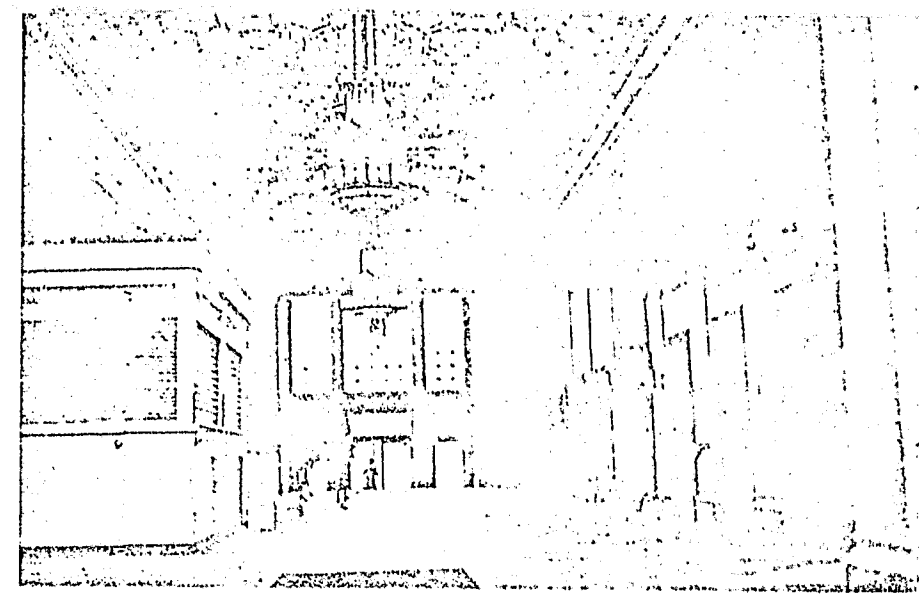


NORTH-WEST VIEW

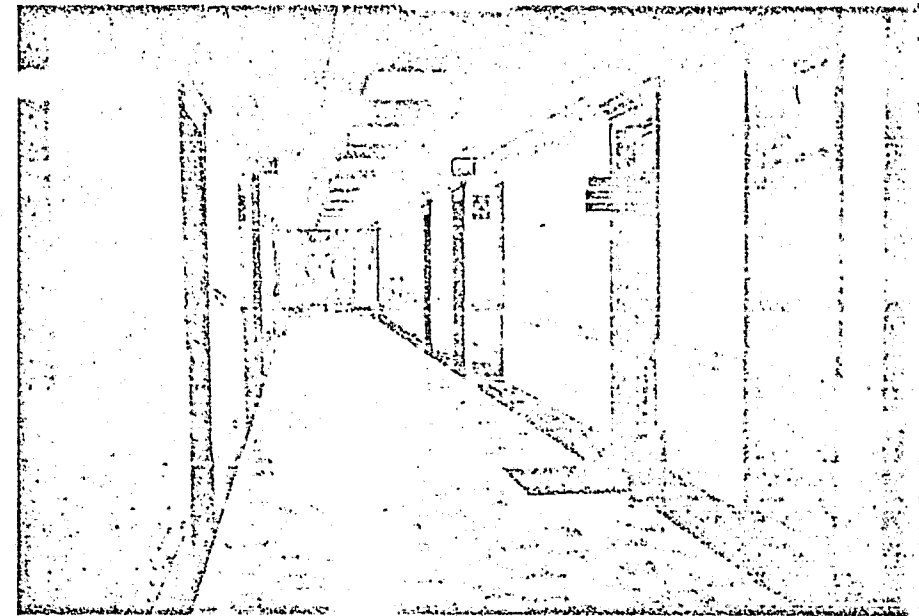
WEST VIEW : ENTRANCE TO SHERIFF'S DEPARTMENT



CADDO PARISH COURTHOUSE

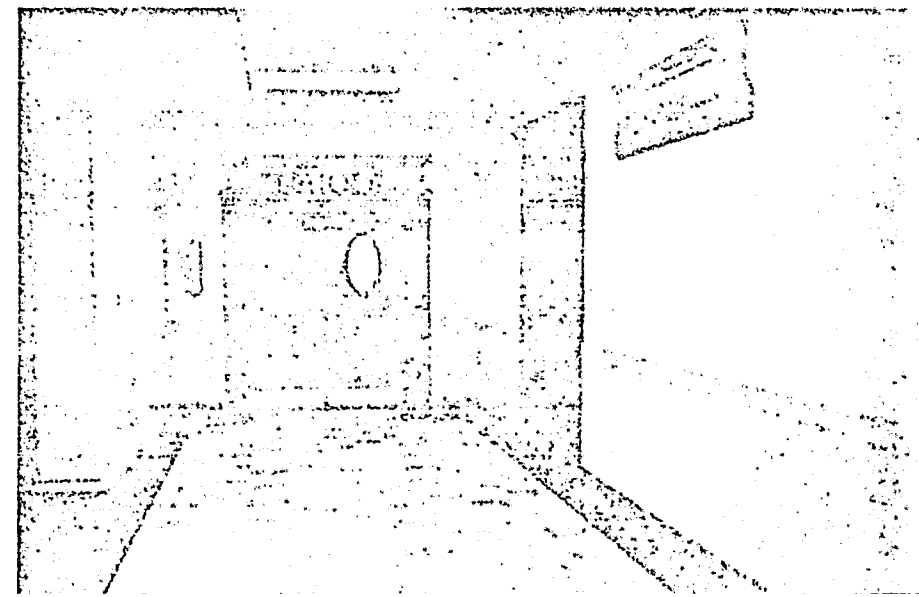


MAIN ENTRANCE LOBBY

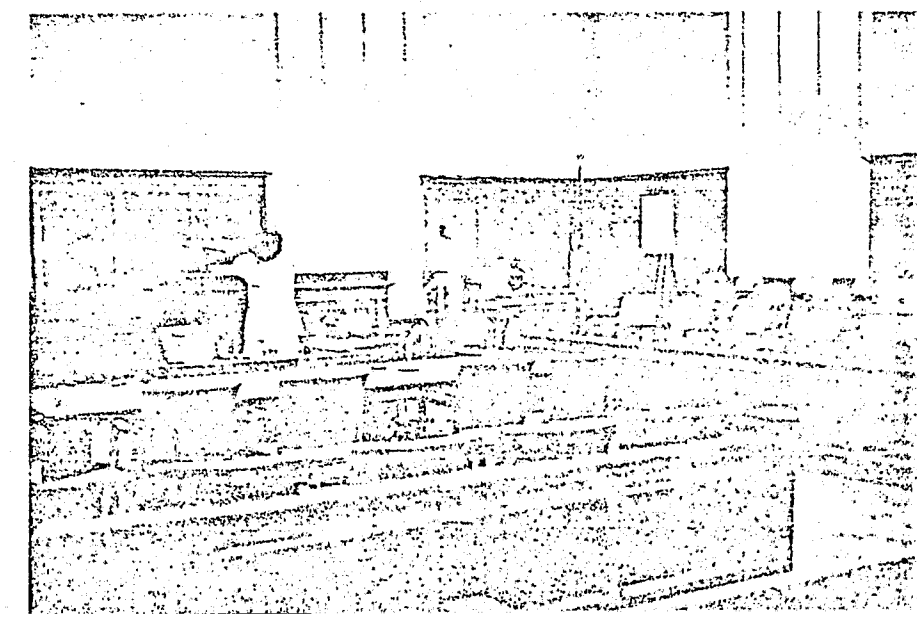
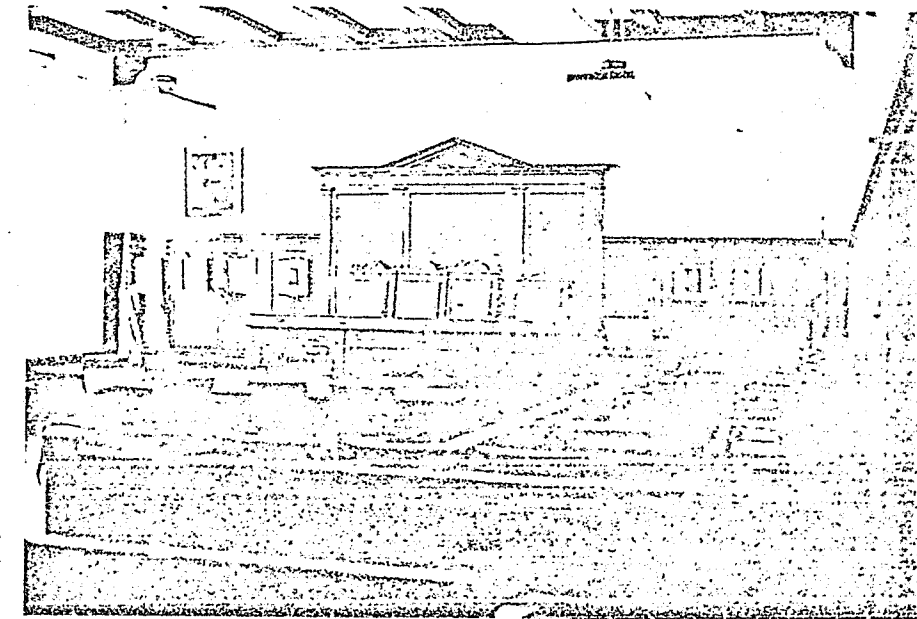
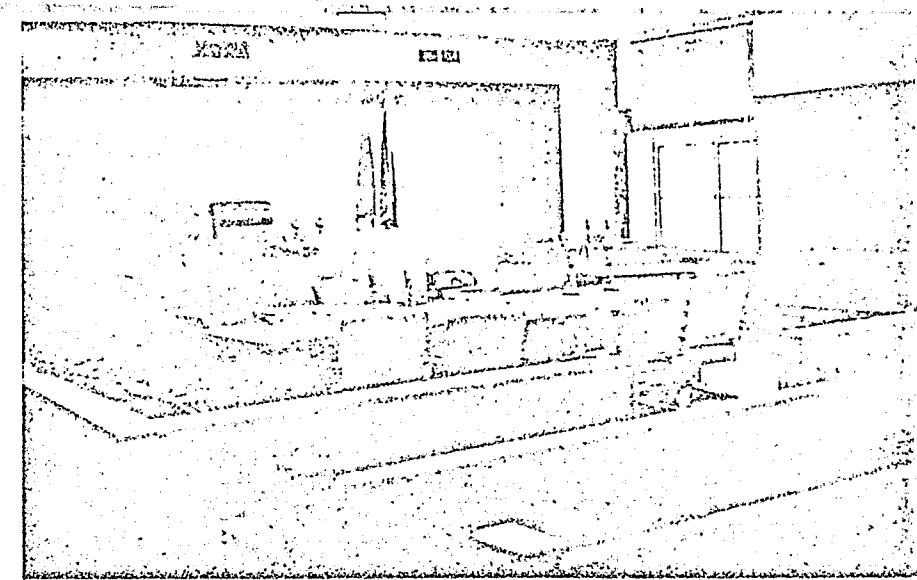


SECOND FLOOR CORRIDOR

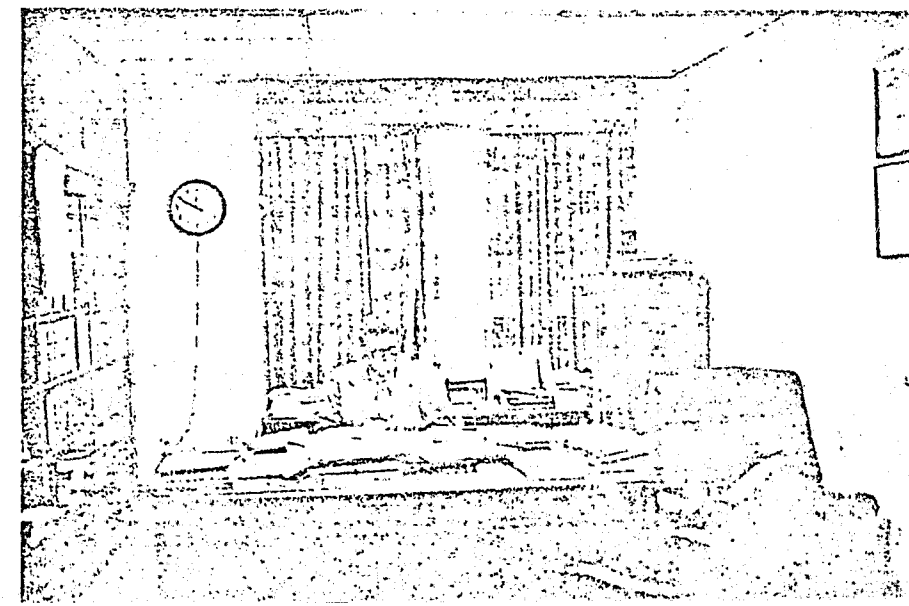
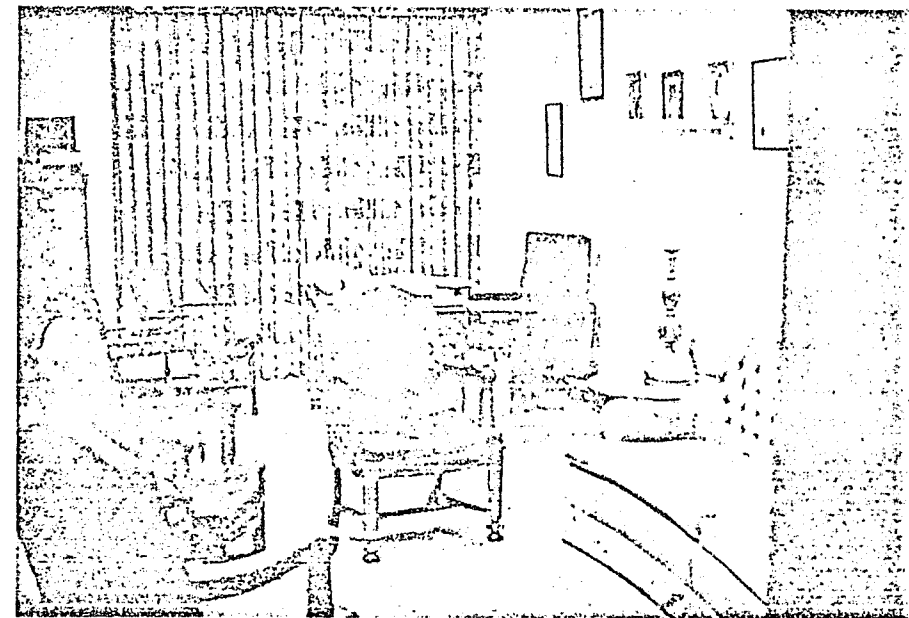
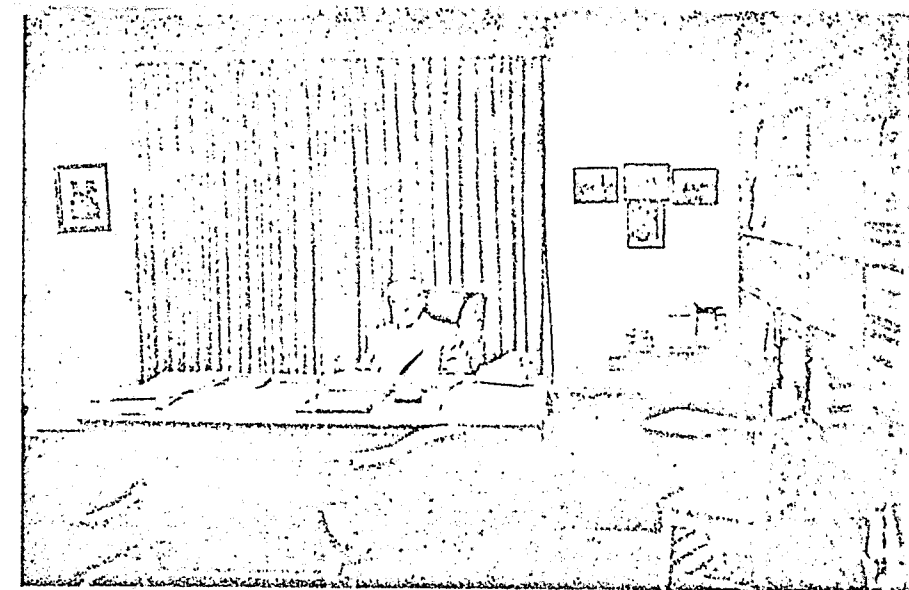
SECOND FLOOR CORRIDOR
TO SECTION 'B' COURTROOM

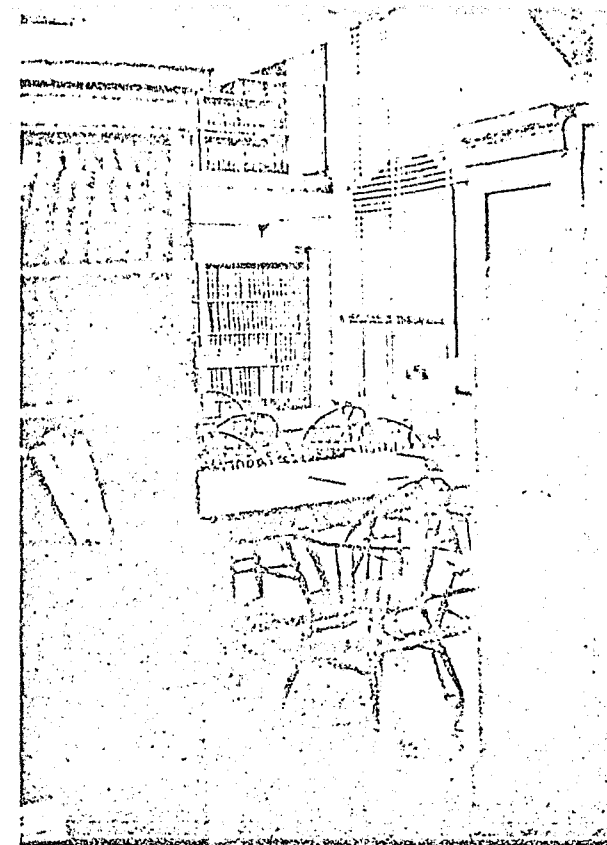


CADDO PARISH COURTHOUSE
CIVIL COURTROOMS

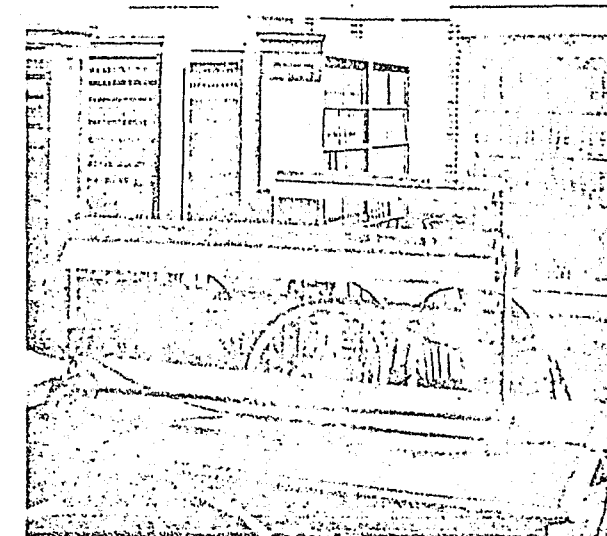
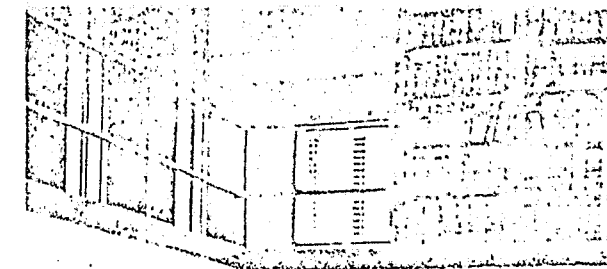


CADDO PARISH COURTHOUSE
JUDGES' CHAMBERS





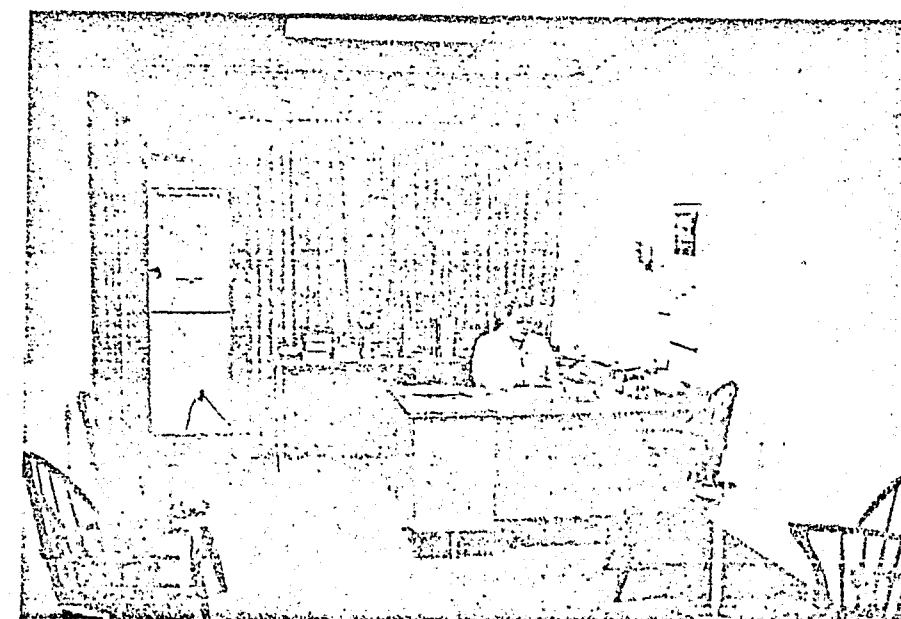
LAW LIBRARY FROM ENTRANCE



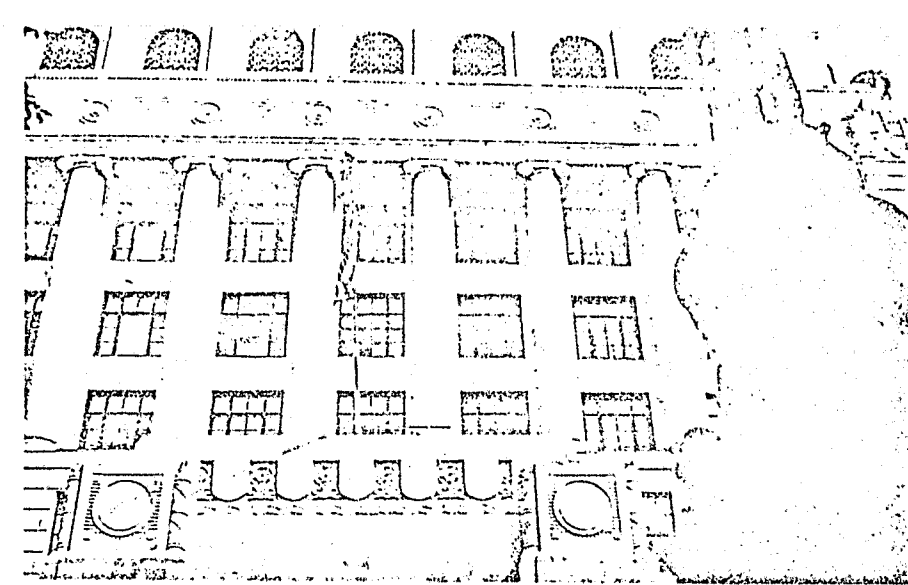
LAW LIBRARY

CADDO PARISH COURTHOUSE

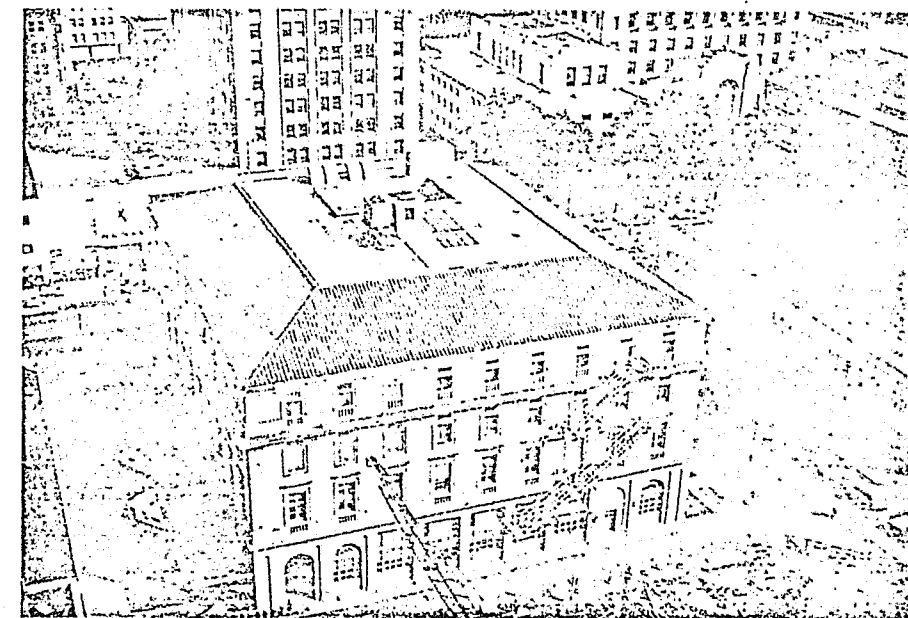
JUDGES' SECRETARY AND
RECEPTION AREA



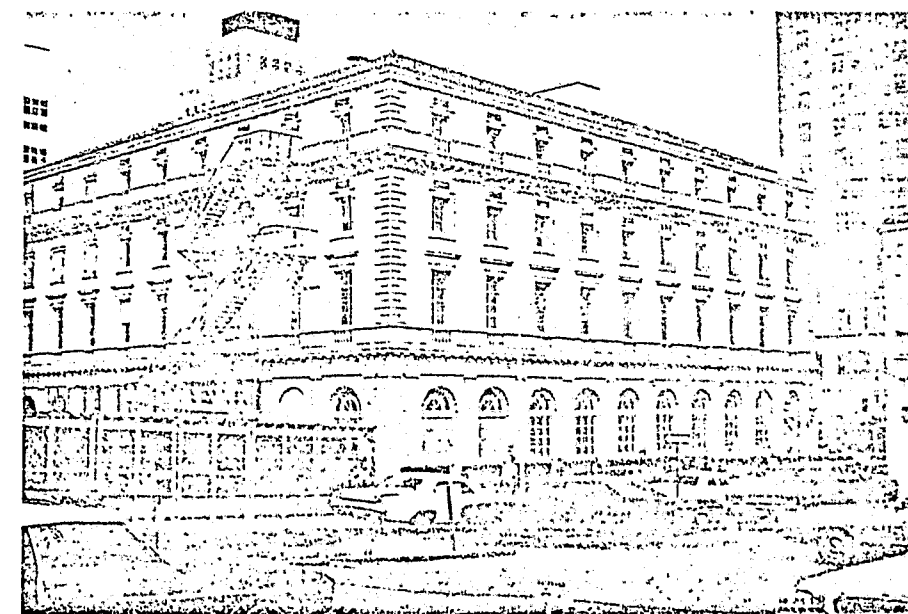
CADDO PARISH COURTHOUSE
WEST FACADE



U. S. POST OFFICE BUILDING
WEST FACADE. CADDO PARISH
COURTHOUSE IN UPPER RIGHT CORNER.



U. S. POST OFFICE BUILDING
EAST FACADE





AERIAL VIEW OF SHREVEPORT



AERIAL VIEW OF CADDO PARISH

END