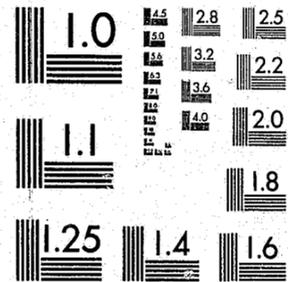


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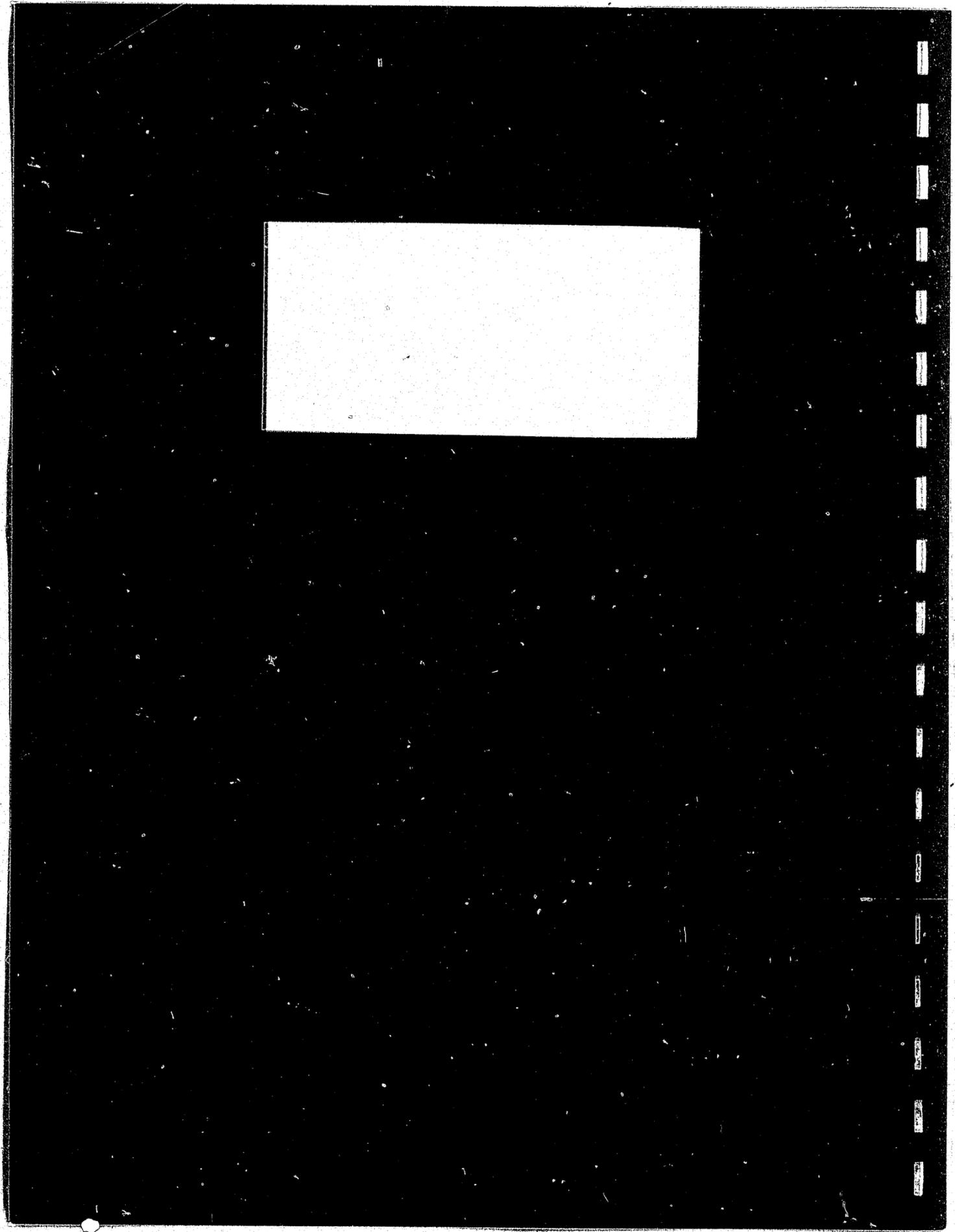
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REVIEW OF CURRENT COUNTY COURT FACILITIES
AND
SPACE REQUIREMENTS
DAKOTA COUNTY (HASTINGS), MINNESOTA

AUGUST 1980

CONSULTANTS:

Michael A. Bignell
Walter A. Sobel

NCJRS

MAR 20 1981

ACQUISITIONS

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT
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I. INTRODUCTION

A. Background of this Study

Dakota County, Minnesota is one of the state's most rapidly growing counties, with a current population of just under 200,000, and a projected population of 300,000 by the year 2000. In order to plan systematically for the County's judicial, juvenile detention and jail facility needs, the County Board of Commissioners, in cooperation with the local judiciary, appointed a Judicial and Criminal Justice Facilities Task Force to examine the County's Criminal justice facility problems and needs and to explore alternatives available to address them.

The Task Force, appointed on February 12, 1980, consists of the following individuals: Frederick W. Joy, County Administrator (Chairman); Hon. Robert Breunig, Chief District Court Judge; Rod Boyd, County Sheriff; Joseph Schur, Director of Planning, Human Services; John Rowe, Court Services Director; Harvey Jones, Attorney; Robert Carolan, County Attorney (legal advisor); and the following Commissioners representatives: Thomas Schaffer, James Cotton, Karen Ferguson, Charles Dolinar and Michael Turner. In March, the Task Force issued a preliminary report which presents background information regarding the County's demographic characteristics, criminal justice facility needs, fiscal, legal and other issues which should be considered in planning for these needs, alternative approaches for facility development, and recommendations for further study.

In follow-up to this report, Mr. Schur requested LEAA's Criminal Courts Technical Assistance Project at The American University to assist the Task Force in examining judicial facility needs in particular.* The request was received by the Project in May 1980.

* The Task Force also secured additional technical assistance from the National Institute for Corrections (NIC) to examine facility problems relating to the County's jail and juvenile detention needs.

One of the concerns of the Task Force expressed in the request was that the facilities be planned and located in such a way that they would be of optimal service to the community and be cost effective in terms of construction and transportation costs and the relatively large geographic spread of the County's population. In submitting the request, Mr. Schur indicated that, while fiscal restraint would obviously be a concern to the County Board in determining the type of criminal justice facilities to be provided, the Board would give serious consideration to the final recommendations submitted by the Task Force.

Although the long-range planning needs of the Task Force called for resources beyond those available through the Technical Assistance Project, it was agreed that limited planning assistance could be provided to guide the Task Force in determining the nature of the judicial facilities needed for the County and the most appropriate location for them. Particular attention would be given to alternative proposals presented in the Task Force's Preliminary March Report.

Two consultants were assigned to provide this assistance: Michael A. Bignell, AIA, and Walter A. Sobel, FAIA, both principals of their own architectural and consulting firms in Annapolis, Maryland and Chicago, Illinois, respectively. Both Mr. Bignell and Mr. Sobel had extensive experience in the analysis of court system facility use and planning in numerous jurisdictions. Mr. Schur agreed to take responsibility for local coordination of the technical assistance study and follow-up of the consultants' recommendations.

The judicial facilities involved in this technical assistance effort are Dakota County's District and County Courts. This District Court is the court of general jurisdiction and serves a seven county area. In Dakota County, the District Court is located at Hastings, the County Seat. The County Court is the court of limited jurisdiction and sits in four locations: Hastings, Burnsville, South St. Paul and West St. Paul. The District Court occupies a new facility which, it is felt, is deficient in both layout and space. In addition to District Court Functions,

the facility is also used for County Court jury trials which are presided over by County Court judges. Of the four County Court facilities, two were considered deficient. The Courthouse at Hastings, which has been designated a national historic site, was considered inadequate in terms of space, acoustics and other features. The County Court facility at Burnsville is also overcrowded and similar space problems were noted. The facilities at South St. Paul and West St. Paul were considered adequate but there had been some concern that both facilities might not be necessary.

Site work to respond to the Task Force's concerns was conducted by Mr. Bignell and Mr. Sobel on June 25-27. During this site study, the consultants visited each of the facilities currently being used by the judiciary, County and Corrections Departments. They also met with most of the Task Force members, Judges, the County Administrator, Directors of Planning for the Human Services and Physical Development agencies, heads of departments and key staff of the various support functions such as the County Attorney, Sheriff's Department and County Clerk, as well as the President of the Bar Association. ** A draft report of the consultants' findings and recommendations was submitted to the Task Force in July for review at their July 30th meeting.

This report represents the final report of the technical assistance provided to Dakota County regarding judicial facility needs. Limited additional assistance is available to assist the Task Force in considering the report and presenting their recommendation to the Board of Commissioners.

B. Overview of the Report

During the technical assistance study, Messrs. Sobel and Bignell concluded that, in addition to the needs of the judiciary, the inter-related functions of the County administrative office facilities, Department of Corrections and Juvenile

** Ms. Margareta Vranicar of the Minnesota Judicial Planning Committee also accompanied the consultants on site. Ms. Vranicar was responsible for developing Guidelines for Minnesota Court Facilities, recently published by the JPC.

Services and detention facilities also require long range projections of space and manpower needs. Furthermore, decisions regarding the long term location for these new facilities as well as the value of existing facilities must be made. Although the type of long range study needed to address these issues was beyond the scope of this technical assistance effort, the consultants were able to provide the Task Force with recommended guidelines pertaining to the following decisions:

1. Centralization of the judicial, administrative, juvenile and corrections functions.
2. Long term location of the centralized facilities, and related decisions regarding the expansion of or re-use of existing buildings.
3. The nature of a briefing document (Request for Proposal) using the above decisions as general parameters for selection and monitoring of a qualified consulting firm to conduct the requisite long range comprehensive study for the projection of facility, space and manpower needs for all divisions of the county.
4. The financial implications of these projected facility, space and manpower needs and of alternative funding options for the County.

From their exposure to the facilities and personnel, the consultants noted that, in addition to the need for a long term plan, there are a number of immediate problems with the physical plant at various locations. Constraints of time prevented the consultants from addressing these concerns in their entirety, but this report summarizes the consultants' recommendations for those areas they were able to analyze.

There is a consensus at all levels in the County that a long term plan is now required. A great deal of enthusiasm and the capacity for hard work is apparent both within the Task Force and within the various County agencies. This motivation, coupled with the quality of data gathering that has occurred, will simplify the planning effort required to project the future needs of the County.

II. SUMMARY OF STATISTICAL BACKGROUND AND EXISTING CONDITIONS AT THE VARIOUS COUNTY FACILITIES

The facilities involved at this technical assistance effort are those housing the District and County Courts. As noted earlier, the District Court is the court of general jurisdiction with 5 *** judges and serves a seven county area. In Dakota County, the District Court is located in Hastings. The County Court is the court of limited jurisdiction and is served by 5 *** judges and sits in four locations in the County: Hastings; Burnsville; South St. Paul, and West St. Paul.

A. Statistical Background and Projections

Dakota County is continuing to experience a period of growth and development, as it has for many years, as summarized by the March 1980 Preliminary Report by the Task Force.

"... In general terms, the main areas of population growth in Dakota County have been in the western communities (e.g., Burnsville, Apple Valley, Egan). The accompanying map (Figure 1) indicates that growth has been very rapid in these communities compared to northern and southern areas. Projected growth is expected to occur, primarily in the western communities, as well as the central area consisting of the cities in Inver Grove Heights and Rosemount ...".

The same Report continues with a summary of caseload statistics as follows:

*** The consultants were advised that with the system of rotation, this equates to approximately eight full-time judges in Dakota County.

Per Capita Crime Rate

	<u>1978 Population</u>	<u>1978 Reported Crime</u>	<u>1978</u>
Dakota	177,630	17,903	10.0%
Apple Valley	18,440	1,403	7.6%
Burnsville	35,920	3,842	10.7%
Egan	19,950	2,342	11.7%
Farmington	4,520	493	10.9%
Hastings	13,740	841	6.1%
Inver Grove Heights	17,610	2,041	11.6%
Lakeville	13,700	2,251	16.4%
Mendota Heights	7,520	465	6.2%
Rosemount	5,210	302	5.8%
South St. Paul	22,200	1,505	6.8%
West St. Paul	18,820	1,844	9.8%

SOURCE: Metropolitan Council, Dakota County 1978 Crime Analysis Report

Case Filings By Court: 1976-1978

	<u>1976</u>	<u>1977</u>	<u>1978</u>
COUNTY COURT	37,198	36,478	37,037
Division 1 (Hastings)	1,745	1,694	1,488
Division 2 (Hastings)	6,321	5,516	5,482
Division 3 (South St. Paul)	7,463	7,349	8,087
Division 4 (West St. Paul)	7,367	6,834	6,961
Division 5 (Burnsville)	14,302	15,085	15,019
DISTRICT COURT	779	800	N/A

Projections for population growth and change in Dakota County are outlined in a report entitled Population Analysis. **** In summary, projections through the year 2000 are as follows:

**** Report No. 3, Population Analysis of Dakota County, prepared by the Dakota County Planning Department.

DAKOTA COUNTY POPULATION PROJECTIONS: 1979-2000

Year	Metropolitan Council	Dakota County	State Planning
1979	194,900	194,766	-
1980	195,400	198,120	202,200
1985	230,060	226,100	225,800
1990	264,720	254,100	249,300
1995	288,615	279,500	272,400
2000	312,510	304,900	293,300

SOURCE: Metropolitan Council
Dakota County Planning Department
State Planning Agency

This report continues with the following qualification:

"... These three sets of projections have been generated with the assumption that current conditions will continue, or at least change in the presumed manner. If this assumption does not prove to be true, the actual population will be considerably different than the projections. The one area of uncertainty is net-migration. A change in net-migration can be in response to a variety of stimuli that are difficult to foresee. For example, if energy costs for transportation continue to increase, the benefits of a suburban environment may become less important than the cost of travel. This would drastically alter the settlement pattern of Dakota County. At this time, it is impossible to predict the effects of an unforeseen incident, but it is important to point out that changes in circumstances will necessitate changes in the projections."

Projections and anticipated caseload activity, manpower and facility requirements for the next 20 years and beyond should be one of the major topics addressed in the long-range facility study. On a gross basis, however, it can be assumed that, if the projected population growth of approximately 50% is maintained, an anticipated equivalent growth would occur in manpower and facilities. This would mean at the judicial level, for example, that the current number of 8 full-time judges would be increased to at least 12 judges. In addition to this, there will need to be increased facilities to accommodate present unmet needs. For example, the juvenile crime load is rising dramatically, and no retention facilities exist at the present time.

B. Existing Facilities

1. Description

The existing County and District Court facilities are summarized statistically by the Task Force in the preliminary report as follows:

DISTRICT COURT Hastings	COUNTY COURT-DIVISION 1&2 Hastings
Total Court Space 8,267 sq. ft.	Total Court Space 4,349 sq. ft.
Number of:	Number of:
Court Rooms 4	Court Rooms 3
Judges Chambers 4	Judges Chambers 3
Jury Rooms 4	Jury Rooms 2
Court Reporter 4	Court Reporter 3
Conference Rm. 4	Clerk of Courts office 2,482 sq. ft.
Clerk of District Court Office 1,935 sq. ft.	

**COUNTY COURT-DIVISION 3
South St. Paul**

Total Court Space 1,595.5 sq. ft.
Number of:
Court Rooms 1
Judges Chambers 1
Jury Room 1
Clerk of Courts Office 705.5 sq. ft.

**COUNTY COURT-DIVISION 4
West St. Paul**

Total Court Space 2,410 sq. ft.
Number of:
Court Rooms 1
Judges Chambers 1
Jury Room 1
Clerk of Courts Office 310 sq. ft.

**COUNTY COURT-DIVISION 5
Burnsville**

Total Court Space 2,602 sq. ft.
Number of:
Court Rooms 1
Judges Chambers 1
Jury Room 1
Court Reporters 1
Clerk of Courts Office 794 sq. ft.

Existing County Jail facilities at the Hastings location are similarly summarized:

Dakota County Jail

Office Space	3,560 sq. ft.
County Sheriff	3,560
Jail Facilities	6,119 sq. ft.
Cell Blocks	4,937
Laundry	405
Kitchen	390
Office, etc.	387
	<u>9,679 sq. ft.</u>

The bulk of the non-Court related facilities currently being used by the County are located in the Government Center Building at Hastings. The original architect's "Facility Programming Study" * provides for a total net usable space in the Government Center Building of 91,060 sq.ft. The County also has a new Human Services Building near the Government Center Building, and uses the space on the first floor of the old Courthouse in Hastings.

2. Consultants' Observations

a. The Government Center

Built in the early 1970's, the Government Center is a striking, sculptural building dramatically situated on a hillside in Hastings. When the Government Center was constructed, the County wisely acquired considerable acreage at this location, in the anticipation of future expansion of Court and government facilities.

The design of the Government Center anticipated that expansion space would be needed by the year 1985. A general concept of how this additional space could be added was indicated on the Ellerbe drawings.

In examining the existing building, the consultants focused their attention primarily on the judicial functions and noted a number of deficiencies relating to security of access and holding, such as the following:

- No facilities exist for the Sheriff's Department to bring prisoners into the building in a secure manner or to detain them in a secure area when they are in the building. Prisoners are escorted through the main entrance and through public circulation areas to the courtrooms.

* Ellerbe. Dakota County Courthouse Facility Programming Study. December 7, 1971.

- Judges have no secure circulation system which would provide safe access to their chambers from the exterior of the building.
- At meal breaks, juror, litigants, witnesses and general staff are able to mingle in the cafeteria.
- Victims and witnesses have no suitable private waiting areas. Under certain conditions this leads to very stress related situations. (For example, a rape victim may be placed in close proximity to a suspect being escorted to the courtroom).
- The building lacks adequate clear direction signs in general. Frequently during their visit, the consultants were asked to direct bewildered visitors looking for courtrooms or County services.

The consultants' general reaction to these deficient aspects of the judicial functions can be summarized as follows:

- Victims, witnesses, litigants and the public are not treated well at the Government Center. The lack of private waiting and meeting areas increases the stress of the trial process, and, as has been noted, the risk of direct contact with criminal defendants is considerable.
- The lack of prisoner security measures in the facility increases Sheriff transportation and manpower needs. This also increases the chances for the prisoner to have contact with sympathizers or adversaries in the building. The potential exists here for potential claims that the criminal defendant has been denied due process with resulting costly mis-trial activity.
- The judges' environment does not compare favorably with recent designed court facilities in other jurisdictions. Preferable conditions would allow the Judge to park in a secure area, enter the building by a private entrance and proceed to their chambers in corridors and elevators which are separate from those travelled by the public.

b. The Old Dakota County Courthouse

This Courthouse is typical of many built during the Victorian period. With its graceful style and high domed roof, it dominates the old town of Hastings. The building is in urgent need of repair and restoration, inside and out. Apparently some funds are available for restoration and the consultants urge that this be carried out before further deterioration occurs.

As a functional court facility, the building has many deficiencies. The bulk of the juvenile trial work in the County is carried out on the second floor of the old building and its attached wing on the side. The corridors are used for the assembly of victims, witnesses, attorneys, relatives and defendants awaiting and preparing for the various trials. Judges' chambers are actually small offices and in two cases, the Judges are required to use public toilet facilities with attendant security risks. The largest courtroom in the new wing is subject to street noise and trials are disturbed by truck traffic on the adjacent highway.

The correction of these functional deficiencies, and the updating of the building to meet contemporary standards of life, safety, and access by the handicapped would require extensive remodeling and interior reconstruction. It is unlikely, however, that the facility could ever reach a level of functional efficiency which would justify the expenditure of funds necessary to extensively remodel it for use as a court facility.

c. The County Jail

Although study of the county jail is the subject of a separate technical assistance effort undertaken by the National Institute of Corrections (NIC), the consultants visited the facility and made summary observations.

The existing two-story building, constructed in the 1950's, is well maintained and is cleanly and efficiently run by the Sheriff's Department. It was built, of course, during a different era when social conditions and the County population

did not require the diversified facilities that complement a modern incarceration complex. The Task Force correctly summarized the Jail building as follows:

Number of beds..... 54 beds
Approved capacity..... 27 beds
Average Daily Population..... 31.3 persons

Bed Per Cell Block

Cell Block 1	18
Cell Block 2	18
Cell Block 3	6
Cell Block 4	6
Cell Block 5	6

There are currently five cell blocks, but due to state statutes which require that females must be completely separate from male prisoners, it is conceivable that one female prisoner could technically occupy six cells, or one entire cell block. Therefore, the availability of beds is dependent upon the type of prisoners in the jail. Following a recent state survey of County jails, facilities required but not presently available in the County jail are as follows:

- In-Door Recreation
- Out-Door Recreation
- Dispensary
- Minimum Security Cell Block
- Medium Security Cell Block
- Cell Blocks that separate those who are waiting trial and those serving time.

During the consultants' visit, the NIC jail study was also in progress. The results of related workshop discussions with the NIC officials were reviewed with the Task Force.

One structural option available to the County is to increase space at the Jail by adding a third floor. While this would resolve part of the inmate overcrowding problem, it would have other ramifications. Existing support functions such as food service and laundry would also require expansion and would involve

costly reorganization of the existing interior. In addition, the Sheriff's office functions, radio room, etc. is already inadequate for the existing staff and their support facilities. Existing prisoner intake facilities are also inadequate and need to be reorganized in any event.

In summary, it was the consultants' opinion that the present jail facility would not meet minimum standards as a modern detention facility under any circumstances. The continuation of this structure as a detention facility in the long term should be seriously questioned.

d. Satelite Facilities

The consultants visited each of the satelite facilities in the burgeoning western and northern areas of the County. These satelite court facilities are situated in the general geographic areas which generate the bulk of the case-load activity in the court system. Population growth has reached a point where none of the three satelites is capable of handling the number of people called to trial.

This is particularly acute at Burnsville, for example, where the small courtroom (925 sq.ft.) is used for arraignment of 174 people or more, and on trial days, discussions occurring in the domestic relations office can be heard in the courtroom.

The Burnsville facility lacks the most rudimentary requirements for the conduct of court functions. It was pointed out to the consultants that the lease for that space will expire this year, and, pending decisions as to the longer range acquisition of adequate space in the Burnsville area, it is recommended that a lease extension be negotiated on a month-to-month basis.

The other two satelites (at West and South St. Paul) are both located in facilities that were designed to house court activities, but have functional problems that are exacerbated by the volume of business being handled.

In West St. Paul, trials are held in a large courtroom that doubles as a

City Boardroom. The acoustics in this room are inadequate for trial purposes. Space for the court reporter was arranged on a make-shift basis, and it was noted that the entrance to the Judge's Chambers was directly off the main public entrance area.

The South St. Paul facility also lacks adequate space for functions such as the court reporter (who is located in the jury room) and the Judge is required to use public toilet facilities. Once again, there are no spaces in either facility for private witness waiting areas or for attorney-client conferences.

III. RECOMMENDATIONS

A. Recommendations for the Long Term

1. Summary

The consultants' recommendations are intended for use as discussion points and guidelines for the Task Force. County services, in general, will need to be expanded to serve the needs of the growing population. Similar growth and change will occur in the related Judicial, Corrections and Juvenile Services areas. Increasing fiscal restraint will require that future services be managed to optimize the cost for manpower and facilities. In summary, the following recommendations are made:

a. Centralize Functions at the Government Center as Much as Possible.

In order to optimize the use of personnel and resources and to provide management flexibility, it is recommended that County functions, the Judiciary, Corrections and Juvenile facilities be centralized in one general complex. In view of the commitment already made to the Government Center site, this would appear to be the logical location for this expanded multi-use complex.

b. Consider new uses for the other Facilities in Hastings.

Since the existing jail building and the old Courthouse have limited use for their intended purposes, other uses should be identified for these facilities when the new complex is constructed. The Jail building, for example, could be converted to office or even retail uses (for example, some jails have been successfully converted to restaurants). The old Courthouse has historic value and could lend itself to museum or gallery uses and, in any event, should be restored to its original quality.

c. Consider the Need for Satellite Facilities.

It would appear that with the continue population growth in the county, a case can be made for two satellite facilities. In view of the problems

commented on in the existing satellite facilities, these future installations would need to be of new construction. It is recommended that consideration be given to satellites at Burnsville and in the general West St. Paul and South St. Paul area.

2. Discussion

In arriving at the above recommendations, the consultants have borne in mind a number of factors which will influence the final decisions of the County in determining the location of future facilities. In any planning process, pragmatic considerations will affect the facility location decisions at issue in Dakota County. Given ideal circumstances, the preferred location for a centralized complex of courts, administration, corrections, etc., would reflect the population distribution and growth to the North and West. However, the investment that has occurred in the Government Center and its surrounding acreage, not to mention the fact that Hastings is the County seat, makes this a logical location for the expanded facilities.

The consolidation of new centralized facilities will assist in the management activity that is in process in the County and District Courts and their support functions. To a certain extent, the continuation of new satellite facilities will create some duplication of manpower and facilities. In developing long range projections for space and personnel needs at the satellites, it will be necessary to specifically define their role and function so as to minimize this duplication.

B. Recommendations for the Short Term

The following suggestions for potential short term solutions to some of the more obvious functional and spatial problems observed by the consultants at various locations are offered below.

1. The Government Center

a. Introduce a secure prisoner entry area and holding facility,

entered from the loading dock area. A secured holding area could be constructed at the lower level, the size and configuration to be as agreed with the Sheriff. Provide a key operated over-ride on the elevator for use by the Sheriff in transporting prisoners to the Courtroom floors.

b. Investigate the possibility of allowing judges to enter the building from the loading area at the lower level on occasions when their protection is necessary.

c. Provide a screened off area for jurors in the cafeteria. Portable screens 6' 0" high would provide for this temporary measure.

d. Investigate the possibility of providing some private or screened off areas for witnesses, litigants, and for attorney-client conferences, as near the courtrooms as possible. Preferably, this space would be in private rooms, but if this is not possible, at least some semi-private areas should be created by the use of temporary screens.

2. The Old Courthouse

As noted above the consultants do not recommend the extensive remodeling at the old Courthouse which would be required to create a more functional layout. Some potential short term improvements, however, could consist of:

a. Installing sound insulating double glass in courtroom windows that are affected by the street noise. To further reduce noise, some of the windows could also be closed, with sound insulating panels.

b. Providing areas for witnesses, etc., similar to those recommended for the Government Center building.

c. For the remaining years that the building is used for court purposes, the interior environment would benefit from improved lighting, interior painting, and some new furniture in selected areas. In addition, an energy study may suggest other potential cost-beneficial improvements.

3. The Jail Facility

In view of the existing jail study that is in progress, the consultants did not examine the facility for the purposes of making short term recommendations. They did observe, however, that prisoner intake occurs in a basically unsecure area, and that in the first floor laundry, objects could be passed to and from laundry workers through the windows.

4. Satelite Facilities

a. Burnsville

Of all the facilities being used by the County and the courts, the leased space at Burnsville has the most problems. There is an acute need for new facilities in the area of Burnsville. Pending the provision of this new space, it is recommended that the private offices and waiting areas that adjoin the courtroom be re-located, preferably to additional lease space in the building. As a temporary measure, this move would at least allow trials and meetings to occur at the same time.

b. West St. Paul and South St. Paul

It has been noted that both of these facilities lack adequate waiting areas and work areas (for the court reporters, for example). It is recommended that, as a short term measure, increased space be acquired in the buildings to provide for these necessary functions. In the West St. Paul building, for example, some of the large public waiting area could presumably be partitioned off to provide more space for court use; this would also make the Judges' Chamber entrance to be made more secure.

The facilities required at each location should include provision for:

- Pre-trial conferences
- Domestic relations conferences
- Pre-sentence investigations

- Juvenile intake
- Secure holding facilities
- Waiting areas for large numbers of people (for arraignments, traffic court, etc.).

IV. SUMMARY

At a formal meeting of the Task Force Advisory Group on June 25th, 1980, it was agreed that the date for presentation of findings and recommendations to the County Board would be postponed from September 15, 1980 to February 15, 1981. The purpose of this extension of time is to allow the Task Force to analyze the recommendations of this Technical Assistance effort and to decide on a course of action for further consultant study of the problems.

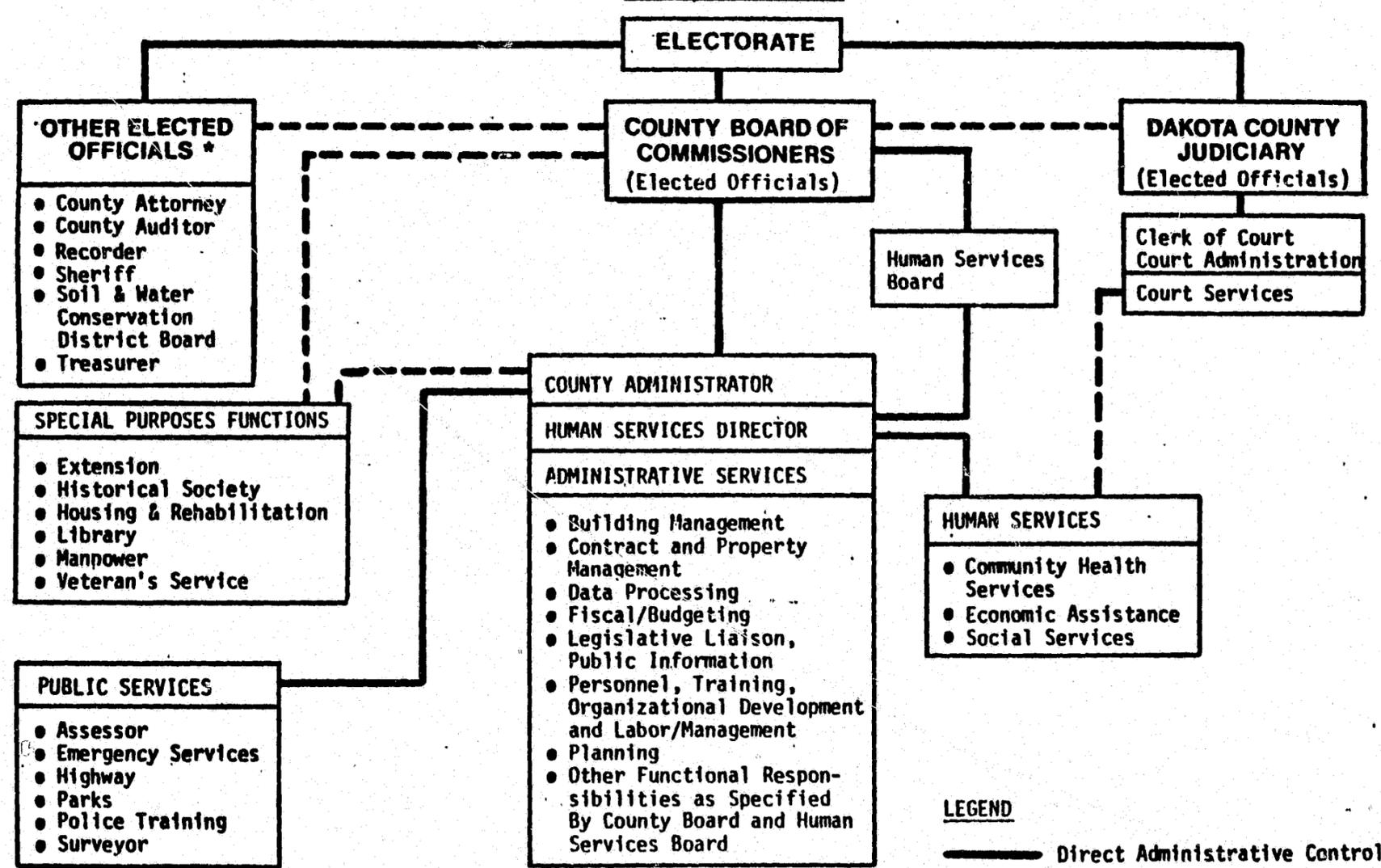
If it is concluded that analysis and projections should be developed by a consulting firm that is expert in the field, there are established procedures for obtaining competitive proposals. Sample Requests for Proposals (RFP's) can be provided by the Courts Technical Assistance Project to the Task Force as models. It is recommended that the RFP for the pending study be prepared locally by the Task Force and require the consulting firm to address the long term issues outlined in this report.

In order to structure any further study or projection however, it is recommended that a basic set of decisions be made as to the future general location of major facilities for the future. These decisions can be provided as guidelines to the consulting firm which can then verify them during their study.

APPENDICES

DAKOTA COUNTY GOVERNMENT

Organization Chart



- OTHER ELECTED OFFICIALS ***
- County Attorney
 - County Auditor
 - Recorder
 - Sheriff
 - Soil & Water Conservation District Board
 - Treasurer

- SPECIAL PURPOSES FUNCTIONS**
- Extension
 - Historical Society
 - Housing & Rehabilitation
 - Library
 - Manpower
 - Veteran's Service

- PUBLIC SERVICES**
- Assessor
 - Emergency Services
 - Highway
 - Parks
 - Police Training
 - Surveyor

- COUNTY ADMINISTRATOR**
- HUMAN SERVICES DIRECTOR**
- ADMINISTRATIVE SERVICES**
- Building Management
 - Contract and Property Management
 - Data Processing
 - Fiscal/Budgeting
 - Legislative Liaison, Public Information
 - Personnel, Training, Organizational Development and Labor/Management
 - Planning
 - Other Functional Responsibilities as Specified By County Board and Human Services Board

- HUMAN SERVICES**
- Community Health Services
 - Economic Assistance
 - Social Services

- Clerk of Court
Court Administration
Court Services**

LEGEND

———— Direct Administrative Control

- - - - - Funding and Liaison

* Budget Review and Transmittal by County Administrator

APPENDIX A

APPENDIX B
PROPOSED RESOLUTION
 Judicial and Criminal Justice Facilities
 Task Force

WHEREAS THE JUDICIAL AND CRIMINAL JUSTICE FACILITIES TASK FORCE has met on May 7, June 11, and June 16 and 17, concerning judicial and criminal justice facilities in Dakota County;

WHEREAS THE TASK FORCE has had the opportunity to receive further information regarding technical assistance available, and the extended time line for receipt of such assistance;

WHEREAS THE TASK FORCE has come to realize during its initial meetings that the scope and complexity of the planning process for facilities is considerably greater than originally anticipated;

WHEREAS THE TASK FORCE feels that the decision regarding judicial and criminal justice is an important one which will have long-term implications for Dakota County;

THEREFORE, BE IT RESOLVED THAT the Judicial and Criminal Justice Facilities Task Force recommends to the Dakota County Board of Commissioners that the deadline for a recommendation from the Task Force to the County Board be changed from September 15, 1980 to February 15, 1981.

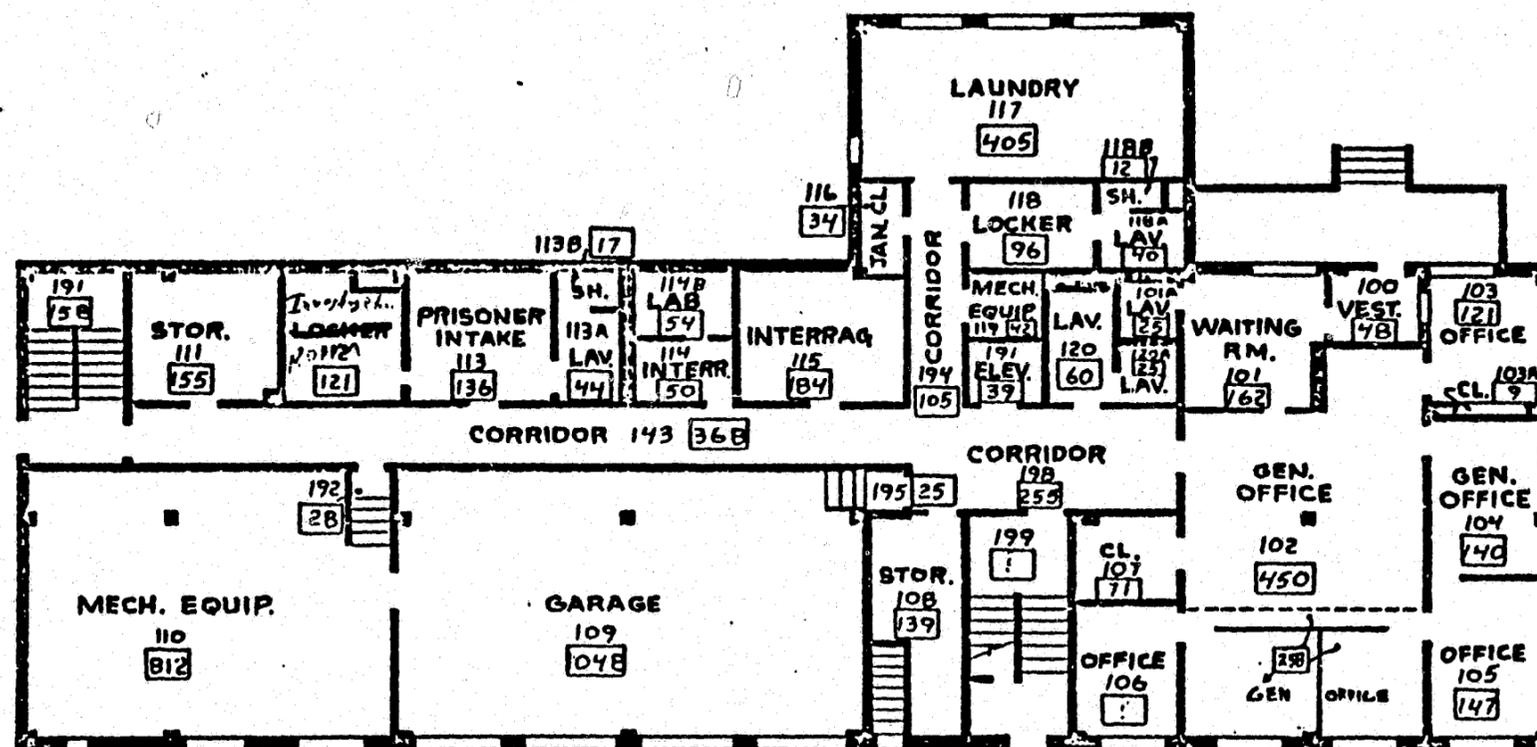
Planning Services
 June 23, 1980

APPENDIX C

<u>Dakota County Jail</u>		
Office Space		3,560 sq. ft.
County Sheriff	3,560	
<u>Jail Facilities</u>		
Cell Blocks	4,937	
Laundry	405	
Kitchen	390	
Offices, etc.	387	
		9,679 sq. ft.

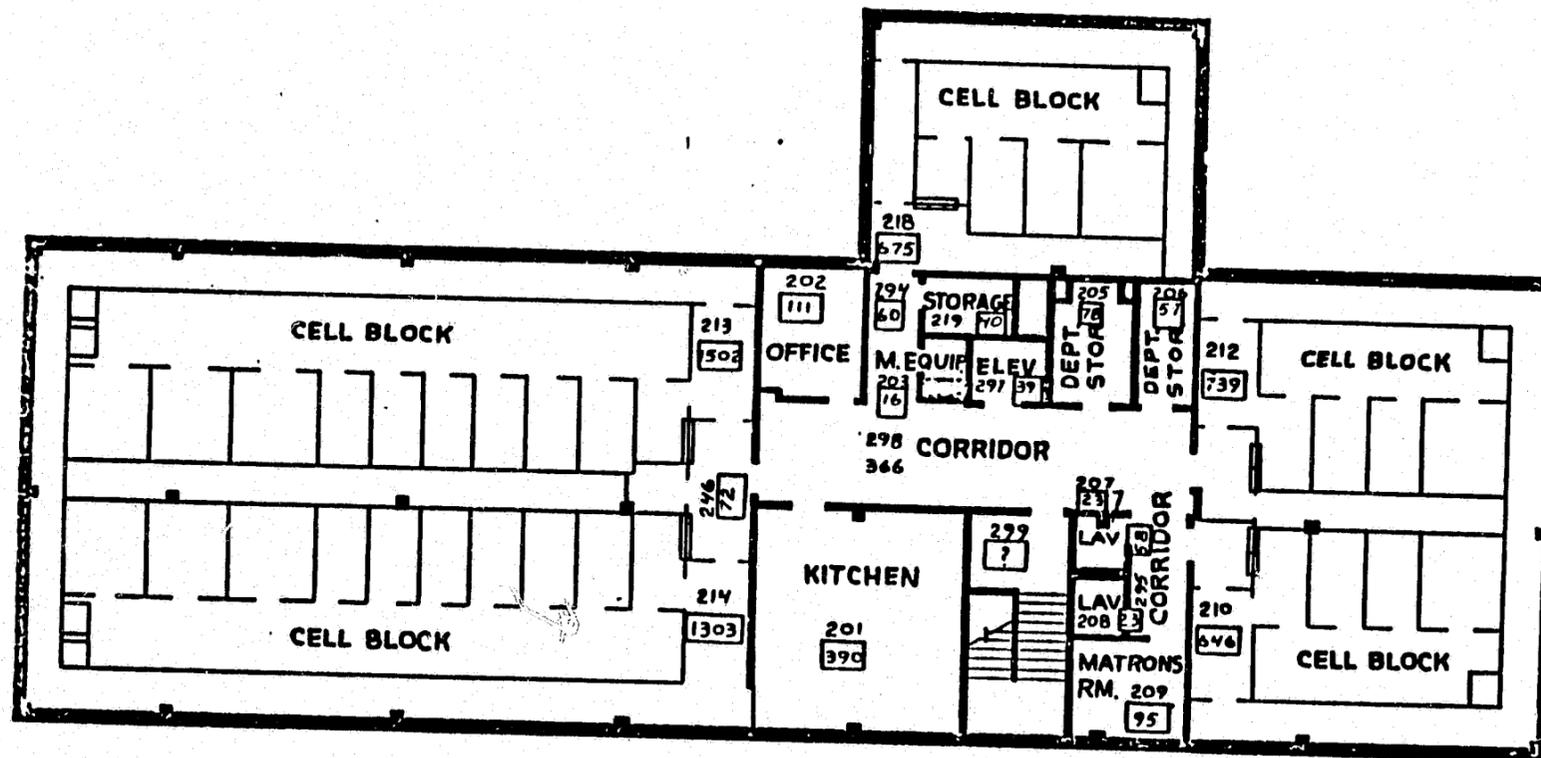
<u>Dakota County Government Center</u>		
<u>Court Wing</u>		
Office Space		5,535 sq. ft.
County Attorney	2,875 sq. ft.	
Clerk of Courts	1,935	
License Bureau	725	
<u>Judicial Space</u>		
Court Rooms	4,683	
Jury Rooms	1,465	
Conference Rooms	564	
Judge's Chamber	1,170	
Court Reporter	724	
Law Library	1,555	
Court Lounge	270	
		15,966 sq. ft.

<u>Dakota County Court House</u>		
<u>Second Floor</u>		
Office Space		2,482 sq. ft.
County Court	2,482 sq. ft.	
<u>Judicial Space</u>		
Court Rooms	2,710	
Jury Rooms	726	
Judge's Chamber	705	
Court Reporter	483	
Law Library	149	
		7,255 sq. ft.



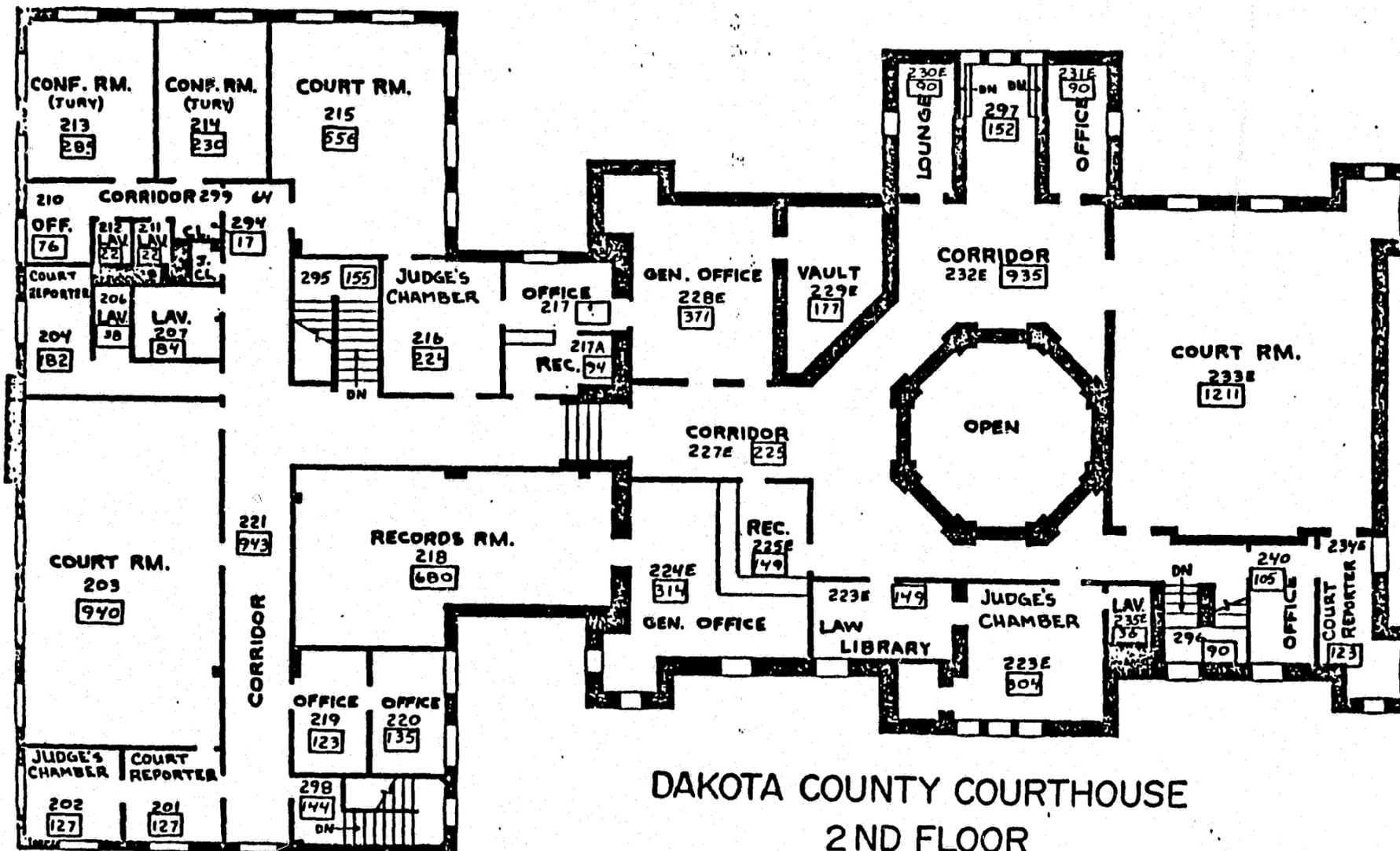
DAKOTA COUNTY JAIL
1ST FLOOR

APPENDIX C CONT.



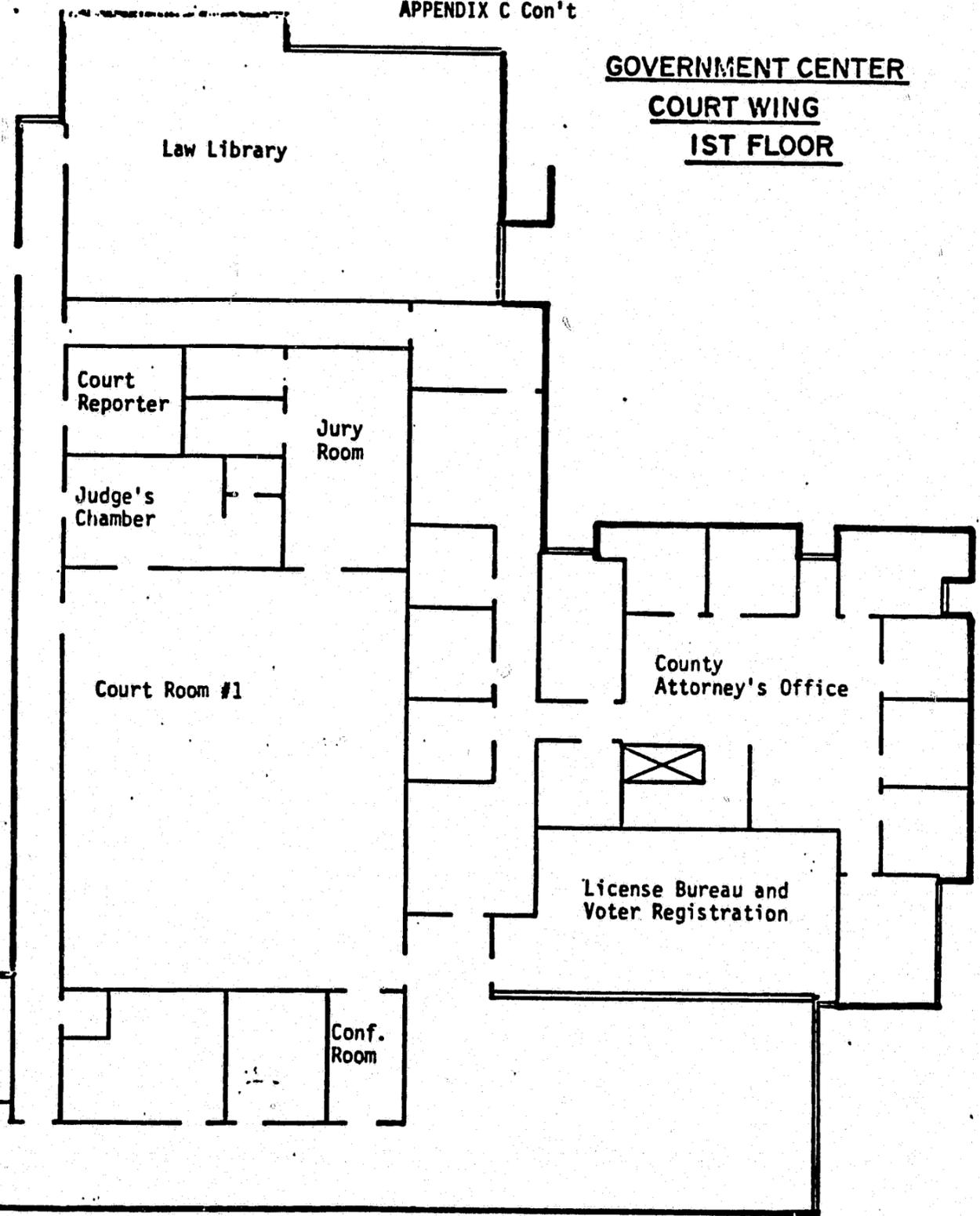
DAKOTA COUNTY JAIL
2ND FLOOR

APPENDIX C Con't

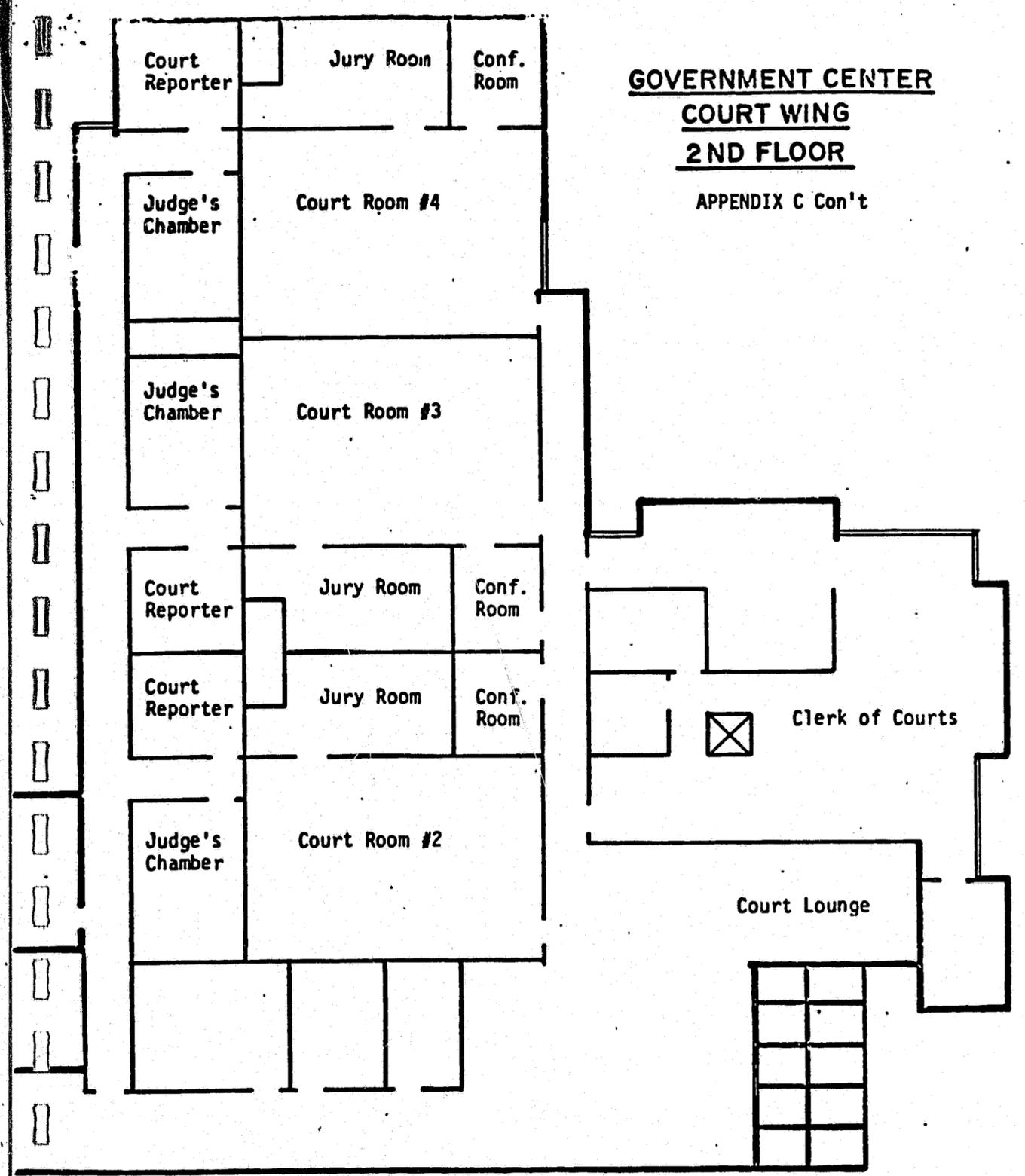


DAKOTA COUNTY COURTHOUSE
2ND FLOOR

GOVERNMENT CENTER
COURT WING
1ST FLOOR



GOVERNMENT CENTER
COURT WING
2ND FLOOR



APPENDIX D (1)
SJIS FILING INFORMATION
DAKOTA COUNTY COURT
1979

Report 1 B

<u>CASE TYPE</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL JAN-JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
General Civil	102	98	105	85	80	92	562	108	123	155	144	100	91	1293
Transcript Judgment	38	40	34	36	49	32	229	26	25	28	24	44	36	412
Default Judgment	42	21	38	42	30	27	200	22	38	37	28	19	29	371
Trust	0	0	0	1	0	0	1	0	0	0	0	1	0	2
Appeal from County Court	-	-	-	-	-	-	-	-	-	-	0	-	-	0
Supervised Administration	8	6	4	8	5	13	44	4	9	0	14	10	5	86
Unsupervised Administration	19	7	14	13	13	8	74	9	15	10	8	8	5	130
Guardian/Conservatorship	5	0	6	3	2	5	21	5	2	1	7	11	3	50
Commitment	14	5	4	9	6	6	44	6	5	5	6	6	2	76
Dissolution	84	64	78	97	100	101	524	79	96	98	85	68	68	1015
Support	14	58	67	58	51	10	258	25	78	64	18	17	30	494
Adoption	11	10	21	17	19	13	91	12	11	11	11	13	6	163
Other Family	0	0	1	1	2	2	6	0	5	6	5	8	8	40
TOTAL CIVIL/PROBATE/FAMILY	337	309	372	370	357	309	2054	296	407	415	352	305	283	4134

APPENDIX D (1)

APPENDIX D (2)
 SJIS ACTIVITY INFORMATION
 DAKOTA COUNTY COURT
 1979

Report 2

<u>COURT DIVISION</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL JAN-JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
CIVIL														
Hearings	31	35	35	33	39	27	200	42	57	39	65	42	43	496
Default Hearings	15	14	1	9	4	2	45	7	0	2	4	8	13	79
Pretrial Conferences	0	0	0	0	0	0	0	3	1	0	0	0	0	4
Court Trials	15	9	16	8	8	9	65	8	6	5	13	7	9	114
Jury Trials	1	0	2	0	3	2	8	1	1	0	1	1	1	13
PROBATE														
Hearings	14	33	29	29	27	26	158	17	5	9	8	14	8	238
Pretrial Conferences	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Court Trials	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jury Trials	0	1	0	0	0	0	1	0	0	0	0	0	0	1
FAMILY														
Hearings	138	104	144	134	181	98	799	120	150	125	170	114	102	1630
Default Hearings	0	40	42	23	43	27	175	46	24	22	27	32	63	416
Pretrial Conferences	2	0	0	0	0	0	2	1	0	0	0	0	0	2
Court Trials	14	15	12	8	6	13	68	24	9	9	12	16	7	148
Jury Trials	0	0	0	0	0	0	0	0	0	0	0	0	1	1

APPENDIX D (2)

APPENDIX D (3)
 SJIS AGGREGATE CASELOAD INFORMATION
 DAKOTA COUNTY COURT
 1979

Report 3

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL JAN-JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
JUVENILE														
Delinquency:														
Petitions filed/reactivated	107	77	102	87	119	104	596	118	90	80	153	161	86	1284
Petitions closed/deactivated	79	56	98	62	93	97	485	86	139	75	130	124	95	1134
Judicial activities	173	118	127	118	138	133	807	127	171	108	116	140	151	1620
Traffic:														
Charges filed	171	121	138	239	238	243	1150	274	319	196	260	239	191	2629
Charges terminated	140	191	74	145	193	182	925	191	301	201	246	215	336	2415
Judicial activities	129	131	97	92	139	149	737	143	206	190	183	159	153	1771
Neglect/Dependency:														
Petitions filed/reactivated	11	5	9	12	11	7	55	5	6	10	12	14	5	107
Petitions closed/deactivated	8	7	9	11	6	11	52	8	6	4	11	6	12	99
Judicial activities	40	35	36	24	30	44	209	27	41	33	44	37	26	417
CONCILIATION COURT														
Cases Filed	246	238	226	236	321	206	1473	204	258	282	308	300	193	3018
Cases Disposed	218	206	242	255	267	201	1389	293	237	214	284	272	312	3001
Number of Hearings	168	151	190	193	194	135	1031	216	172	142	201	173	194	2129

APPENDIX D (3)

APPENDIX D (3) Con't
SJIS AGGREGATE CASELOAD INFORMATION
DAKOTA COUNTY COURT
1979

Report 6

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL JAN-JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD</u>
TRAFFIC														
Charges filed/reactivated	2594	2084	3518	2739	2589	2060	15584	2205	2382	2369	2924	2775	2701	30940
Charges terminated/deactivated	2319	2195	3285	2683	2812	2137	15431	1972	2357	2053	2961	4453	2640	31867
Terminated without courtroom activity	1773	1661	2776	2111	2122	1544	11987	1408	1755	1392	2110	2615	2203	23470
GAME, FISH, WATER, DNR														
Charges filed/reactivated	14	14	8	28	11	6	81	17	7	3	28	10	10	156
Charges terminated/deactivated	6	12	13	20	14	6	71	9	9	4	20	22	13	148
Terminated without courtroom activity	3	3	8	11	5	3	35	2	4	2	7	8	7	65
CRIMINAL MISDEMEANORS														
Charges filed/reactivated	115	88	137	146	144	158	788	223	170	163	181	145	156	1886
Charges terminated/deactivated	99	101	108	107	195	133	743	149	155	140	168	318	118	1791
Terminated without courtroom activity	24	22	27	11	91	28	203	25	42	22	38	146	29	505
OTHER VIOLATIONS														
Charges filed/reactivated	67	50	61	74	51	46	349	67	56	85	58	45	22	682
Charges terminated/deactivated	68	55	43	54	64	44	328	51	67	73	65	66	51	701
Terminated without courtroom activity	40	35	32	27	32	30	196	19	29	32	26	25	42	696

APPENDIX D (3) Con't

APPENDIX D (4)
COUNTY COURT OF DAKOTA COUNTY

REPORT OF CASES FILED AND TERMINATED

	F I L I N G S			T E R M I N A T I O N S		
	1977	1978	1979	1977	1978	1979
Decedents' Estates						
Guardianship & Commitments	325	397	270	377	364	154
Informal Probate	59	56	72	34	30	50
Adoptions	200	190	163	183	186	158
Juvenile Delinquency	949	956	1284	772	970	1134
Juvenile Neglect, Dependency & Termination of Prenatal Rights	161	146	107	172	186	99
Reciprocal Enforcement of Support	464	674	494	531	544	564
Dissolution*	946	911	1015	951	851	1338
Other Civil	1169	1412	2080	1143	1286	2067
Conciliation Court	2342	2473	3018	2265	2735	3001
TOTAL PROBATE, CIVIL & JUVENILE	6615	7215	8503	6428	7152	8565
Juvenile Violations	2141	2375	2629	2031	2170	2415
Adult Violations - Court	9553	9139	9175	9410	9157	10104
Felony & Gross Misdemeanors 1st. & Omnibus Hearings	335	392	547	316	349	474
Adult Violations processed thru the Traffic Violation Bureau	17854	18077	24409	17854	18077	24409
TOTAL TRAFFIC, ORDINANCE AND CRIMINAL	29883	29983	36760	29611	29753	37402
TOTAL FILINGS & TERMINATIONS	36498	37198	45263	36039	36905	45967

*Divorce & Annulments Granted

782 778 882

FINES AND FEES COLLECTED

	1977	1978	1979
Fees	80,110.68	105,332.25	124,137.04
Fines	784,442.85	742,311.09	774,565.00
Inheritance Tax Refund	63,891.48	55,666.17	72,255.09
TOTAL	928,445.01	903,309.51	970,957.13

APPENDIX D (5)
COUNTY COURT OF DAKOTA COUNTY

1979

	Division 2 Hastings	Division 3 South St. Paul	Division 4 West St. Paul	Division 5 Burnsville
Traffic & Ordinance Violations Filed	4,104 12.2%	11,836 35.2%	193 .6%	17,449 52%
Conciliation Court Claims Filed	527 17.4%	12 .4%	1,274 42.1%	1,215 40.1%
Divorce & Annulments Granted	116 13.2%	32 3.6%	344 39%	390 44.2%
Civil Filings including Reciprocal Actions of Nonsupport	441 12.2%	506 14%	1,302 36.1%	1,361 37.7%

COUNTY COURT OF DAKOTA COUNTY
REPORT OF FINES AND FEES COLLECTED

APPENDIX D (6)

		TOTAL FOR YEAR 1979	TOTAL FOR YEAR 1978	
Division 1 Hastings	1.7%	15,552.50	11,213.25	1.3%
Division 2 Hastings	12.9%	115,759.54	141,899.10	16.7%
Division 3 So. St. Paul	22.6%	203,385.68	130,149.50	15.3%
Division 4 W. St. Paul	6.1%	54,576.00	157,341.00	18.5%
Division 5 B'ville	56.7%	509,428.32	407,040.49	48%
EARLY TOTAL		898,702.04	847,643.34	

1979 County Share \$447,842.82 54%

Inheritance Tax Refund 72,255.09 Not included in figures above.

Fees increased August 1, 1978

Metropolitan Council 7/79 APPENDIX E

REGION'S POPULATION GROWTH TRENDS

	Preliminary Population Estimates April 1, 1979	1978	1970
ANOKA COUNTY			
Andover	8,790	8,720	3,904
Anoka	15,250	15,110	13,591
Bethel	300	300	311
Blaine (Pt.)	31,060	30,100	20,568
Burns Twp.	1,940	1,920	1,129
Centerville	710	670	534
Circle Pines	4,090	4,080	3,902
Columbia Heights	21,270	21,300	23,997
Columbus Twp.	3,100	3,050	1,999
Coon Rapids	36,810	36,310	30,505
East Bethel	5,820	5,600	2,586
Fridley	32,670	33,450	29,233
Ham Lake	7,010	6,830	3,327
Hilltop	1,020	1,030	1,015
Lexington	2,420	2,340	2,165
Lino Lakes	4,660	4,570	3,692
Linwood Twp.	2,380	2,120	1,004
Oak Grove Twp.	3,410	3,330	1,674
Ramsey	8,780	8,570	2,360
St. Francis	1,190	1,180	897
Spring Lake Park (Pt.)	7,150	7,200	6,319
County Total	199,830	197,780	154,712

CARVER COUNTY			
Benton Twp.	960	880	897
Camden Twp.	1,000	1,030	895
Carver	700	690	669
Chanhausen (Pt.)	6,290	6,180	4,839
Chaska	8,290	7,920	4,352
Chaska Twp.	190	140	119
Cologne	620	620	608
Dahlgren Twp.	1,290	1,310	1,147
Hamburg	470	470	405
Hancock Twp.	410	430	402
Hollywood Twp.	1,140	1,200	1,064
Laketown Twp.	1,990	1,980	1,558
Mayer	410	410	325
New Germany	320	310	303
Norwood	1,230	1,170	1,065
San Francisco Twp.	680	660	509
Victoria	1,380	1,350	1,042
Waconia	2,840	2,830	2,465
Waconia Twp.	1,380	1,630	1,369
Watertown	1,910	1,900	1,456
Watertown Twp.	1,400	1,580	1,282
Young America	1,360	1,310	719
Young America Twp.	910	960	841
County Total	37,170	37,060	28,331

DAKOTA COUNTY			
Appie Valley	20,300	18,440	8,502
Burnsville	36,240	35,920	19,940
Castle Rock Twp.	1,540	1,560	1,235
Coates	220	220	212
Douglas Twp.	640	650	552
Eagan	20,460	19,950	10,398
Empire Twp.	1,340	1,350	1,136
Eureka Twp.	1,230	1,260	860
Farmington	4,670	4,520	3,464
Greenvale Twp.	740	750	624
Hampton	370	380	369
Hampton Twp.	800	810	595
Hastings (Pt.)	13,850	13,740	12,179
Inver Grove Heights	17,750	17,610	12,148
Lakeville	13,980	13,700	7,196
Lilydale	360	350	322
Marshall Twp.	1,670	1,720	1,186
Mendota	240	260	266
Mendota Heights	7,400	7,520	6,565
Missville	180	190	192
New Trier	150	140	153

	April 1, 1979	1978	1970
Nininger Twp.	760	770	534
Randolph	380	390	350
Randolph Twp.	370	360	267
Ravenna Twp.	1,440	1,460	850
Rosemount	5,260	5,210	4,034
Sciota Twp.	250	260	213
South St. Paul	21,300	22,200	25,016
Sunfish Lake	300	310	269
Vermillion	420	420	359
Vermillion Twp.	1,050	1,060	779
Waterford Twp.	560	570	521
West St. Paul	18,690	18,820	18,802
County Total	194,900	192,870	130,888

Division 2	30,660	15.7%
Division 3	71,290	36.6%
Division 5	92,950	47.7%

Div. 5 without Eagan would be 37.2%

Div. 3 with Eagan would be 47.1%

END