



# LANCASTER COUNTY ADULT DETENTION FACILITY

## Reuse Study

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March 19, 2012

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SINCLAIR | hille  
architects





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## A. STUDY BACKGROUND

### 1. INTRODUCTION

In January, 2012, the Lancaster County Commissioners hired BVH and Sinclair Hille Architects to conduct a planning study to chart a course for the adaptive re-use of the current Lancaster County Adult Detention Facility (LCADF). Lancaster County is currently in the process of constructing a new Adult Detention Facility in west Lincoln, approximately four miles from the current facility. The operational start date for the new facility is anticipated to be September, 2012. As a result of constructing the new detention facility, the Lancaster County Commissioners authorized a seven-week space planning study to determine the highest and best use of the existing 115,000 square-foot facility.



## 2. PROCESS & PARTICIPANTS

BVH and Sinclair Hille architects were hired in late January, 2012 by Lancaster County to gather and analyze space needs, and develop a Space Plan for 13 departments identified as possible tenants for the LCADF. An Advisory Committee was formed with each of the departments designating a representative to serve on the Committee, collect space needs data, and participate in a series of work sessions. The LCADF Advisory Committee included the following representatives:

Community Mental Health: Dean Settle, Scott Etherton  
 County Attorney: Joe Kelly, Doug Cyr, Mike Thew, Eileen LeGrande  
 Records Management: Brian Pillard  
 County Sheriff: Terry Wagner, William Jarrett  
 County Corrections: Mike Thurber  
 County Wellness Center: Judy Halstead, Pat Borer  
 Adult Probation: Gene Cotter  
 County Court: Judge Laurie Yardley, Judge Susan Strong, Becky Bruckner  
 Clerk of the District Court: Sue Kirkland, Chuck Salem  
 District Court: Judge Jodi Nelson, Judge Stephanie Stacy, Troy Hawk  
 Juvenile Court: Judge Reggie Ryder, Theresa Emmert  
 Juvenile Probation: Lori Griggs  
 Community Corrections: Kim Etherton  
 Lincoln Police Evidence Storage: Jim Peschong, Pam Fittje

Additional representatives providing input during Advisory Committee meetings included:

County Commissioners: Jayne Raybould, Brent Smoyer  
 City/County Property Management: Don Killeen  
 City/County Purchasing: Robert Walla

Each Advisory Committee representative completed a Space Needs Survey Form documenting existing and future needs for their respective departments. One-on-one interviews and facility tours were then completed with each department, followed by an on-site tour and analysis of the existing Adult Detention Facility.

A series of three work sessions were held with the LCADF Advisory Committee over a span of seven weeks. The work sessions focused on a report of preliminary findings and review of block diagrams that graphically represented potential re-use alternatives.

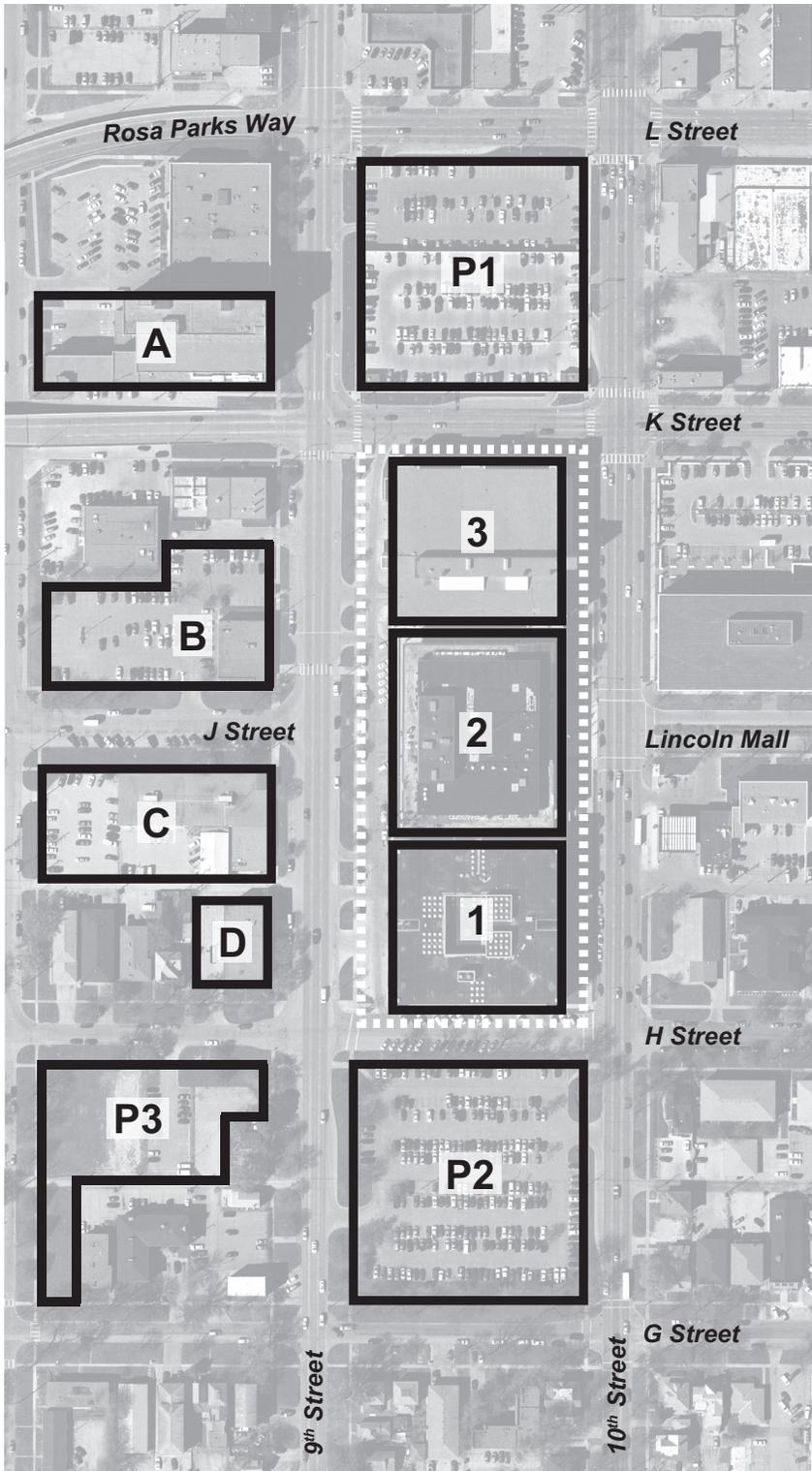
### 3. LCADF SITE

The existing LCADF is located on the main County-City Government campus near the south edge of downtown Lincoln. The campus site is bounded on the east and west by two primary one-way arterial streets (9<sup>th</sup> & 10<sup>th</sup>) that carry significant traffic volumes entering and exiting downtown Lincoln. The LCADF is part of a three-building complex on the core government campus. Immediately north of the LCADF is the Lancaster County Justice and Law Enforcement Center, which is then bordered on the north by the County-City Government Building (Figure 1, page 8).

Parking areas for these buildings exist in two locations: 1). public parking in a north deck that is bordered by 9<sup>th</sup>, 10<sup>th</sup>, "K" and "L" streets; and 2). employee parking in a south surface lot bordered by 9<sup>th</sup>, 10<sup>th</sup>, "G" and "H" streets.

Ancillary government-owned buildings and land are located on 9<sup>th</sup> Street immediately west of the main three-building complex. These include: a). K Street Records Warehouse (records storage); b). 900 "J" Street (Adult Drug Court); c.) Benesch Building (private office lease); d). Courthouse Plaza (Public Defender & Community Corrections); and e). Public Building Commission property (surface parking).

FIGURE 1



LEGEND

CORE GOVERNMENT SITE

- 1. Adult Correctional Facility – facility to be vacated Fall 2012
- 2. Justice & Law Enforcement Center – courts, law enforcement, public safety
- 3. Government Building – core city and county departments

ANCILLARY BUILDINGS

- A. K-Street Records Warehouse
- B. 900 “J” Street
- C. Benesch Building
- D. Courthouse Plaza

PARKING

- P1 Public Parking Deck
- P2 Employee Surface Parking
- P3 Public Building Commission Property (small employee surface parking, future expansion area)

## 4. PURPOSE

The LCADF study examined the projected space needs of 13 County departments over the next decade (2012-2022). This document is the product of that planning effort. The scope of the study focused on the development of space planning block diagrams for adaptive reuse of the LCADF, with corresponding implementation phases and opinions of cost. Recommendations and concepts outlined in the following pages are intended to support Lancaster County in assessing the potential for relocating County agencies into the LCADF following the relocation to the new County Correctional facility.

The LCADF Reuse Study can be viewed as a guide for short-term and long-term growth needs. It serves as a tool to support timely decision-making for anticipated growth in delivery of government services. However, it should not be viewed as pre-authorization for departmental space growth or staff increases. Rather, the Study expresses the collective best-guess picture of the future based on certain assumptions and preliminary analysis within a snapshot of time.

This LCADF study builds on work completed by the Public Building Commission (PBC) in 2002 when it adopted the County-City Master Plan. The PBC is comprised of representatives from the Lancaster County Board of Commissioners and Lincoln City Council, with an additional public member from the community. The 2002 County-City Master Plan recognized the consistent growth of the Judicial System and recommended that, in the eventuality of a new off-site Detention Facility, consideration be given to converting the existing LCADF to County government use focused on necessary expansion of Courtroom space.

The value of the Reuse Study is not measured by its ability to accurately predict the future, but its ability to frame a collection of needs, offer concepts to address them, and fashion a systematic approach for implementing the concepts. Subsequent analysis, planning, and design will need to take place at the project level to verify needs and costs, refine concepts, and strategize the best options for implementation.

## 5. STUDY GOALS

The goals of LCADF Reuse Study were as follows:

- To address critical space deficiencies among the 13 represented departments and identify possible space use in the LCADF
- To meet anticipated growth needs of 10 years or more
- To increase staff efficiencies by consolidating departments with multiple locations
- To increase staff efficiencies by locating high interaction departments within proximity of each other
- To increase public convenience by locating related departments within proximity of each other
- To provide employee security and public safety by maintaining secure circulation and controlled points of entry
- To decrease space needs by co-location of departments that can share space

## 6. EVENTS IMPACTING REUSE RECOMMENDATIONS

During the seven-week period of the LCADF Reuse Study, several events occurred involving facilities owned by Lancaster County. These events had a significant impact on the recommendations formulated by the LCADF Advisory Committee and consultant team.

### **A. Court Growth in the Justice & Law Enforcement Center:**

Lancaster County has experienced a consistent ten to fifteen year cycle in court growth. For example, the 3<sup>rd</sup> Judicial District Court received appointments for additional judges in 1972, 1982, 1995 and 2011. In recent years, Juvenile Court received appointments in 1997 and 2007, and Lancaster County Court anticipates the addition of a seventh judge in July, 2012. The high growth of the judicial departments reflects the changing social, economic, public safety, and mental health needs of the community. With the appointments of new judges in recent years, the courtroom floors of the Justice & Law Enforcement Center (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) are virtually land-locked, having nearly maximized any growth potential for interior courtroom additions.

### **B. Trabert Hall, Community Mental Health, and Benesch buildings:**

On February 28, 2012, the Lancaster County Board voted to buy the Alfred Benesch & Company building at 825 "J" Street. The intent of the commissioners is to consolidate departments from Trabert Hall and the Community Mental Health Center building into the LCADF and the Benesch building in the next five to seven years. The purchase of the 25,000-square-foot Benesch building is part of the county's 10-year master plan for a county-city campus that locates departments primarily between 7<sup>th</sup> and 10<sup>th</sup> streets and "J" to "K" streets.

As part of purchasing the Benesch Building, the county intends to sell Trabert Hall (11<sup>th</sup> & South streets) and the Community Mental Health Building (2200 St. Mary's Avenue) and use the Benesch building and the vacated LCADF space to co-locate departments in the existing central county-city campus. Trabert Hall has 25,880 square feet of county space and the Community Mental Health Center has 43,930 square feet of county space, although a pending shift in mental health services may reduce the space needed for the Mental Health Center.

The purchase agreement has Lancaster County buying the Benesch building and leasing it back to Benesch & Company for five years with two, one-year options to renew the lease. The county could then occupy the building in either 2017 or 2019.

*(continued→)*

Concurrent to the purchase of the Alfred Benesch Building, the Lancaster County Board of Commissioners voted to accept a special task force recommendation to transition management of the Community Mental Health Center over to Region V Systems as a temporary measure while community leaders look for other options to provide mental health services. Lancaster County owns and operates the center, but is seeking to outsource mental health care due to high operational costs and constricted budgets. The center provides mental health care and rehabilitation services for adults, who experience acute psychological distress or serious mental illness. More than 5,000 people use the center.

Under the task force recommendation, Region V would manage the Mental Health Center during a transition period through a pending contract with the county. The transition period is set to begin July 1, 2012, with center services, staff and funding levels remaining the same until July, 2014.

### **C. Phased Implementation:**

Successful implementation of the LCADF Reuse Plan is highly-dependent on a phased, incremental approach. Recommendations listed on pages 13-19 outline a multi-phase plan to be completed over an estimated 25-year period (between 2013 to 2037) following the opening of the new Lancaster County Detention Facility in west Lincoln. The sequence of the phases is critical to the success of the plan and has significant cost-savings implications to the County.

Phasing of the LCADF renovation is directly tied to court growth in the Justice and Law Enforcement Center and the eminent sale of Trabert Hall and the Community Mental Health Center. The majority of the Reuse Plan can be implemented as additional judges are added in the Juvenile and District court levels (estimated as 2017 and 2021 respectively). However, Lancaster County Court anticipates the addition of a seventh judge in July, 2012. Consequently, pending approval, immediate steps need to be taken to accommodate an additional courtroom and chamber set on the second floor of the Justice and Law Enforcement Center.

## C. Recommendations

Various alternatives for addressing future space needs were explored and refined during work sessions with the LCADF Advisory Committee. The result was nine primary space plan recommendations for reuse of the LCADF. These recommendations are listed below and described on the following pages:

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**Recommendation #1:** Meet court and justice system space demands in the current Justice and Law Enforcement Center by converting the Lancaster County Adult Detention Facility (LCADF) to a renovated “Justice and Law Enforcement Center - South”.

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**Recommendation #2:** Relocate the existing prisoner transport, intake and holding areas into renovated space in the north portions of the LCADF.

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**Recommendation #3:** Prioritize the second, third and fourth floors of the current Justice and Law Enforcement Center for expansion of courtroom space.

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**Recommendation #4:** Relocate county departments from Trabert Hall and the Community Mental Health Building to the renovated LCADF (“Justice and Law Enforcement Center - South”).

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**Recommendation #5:** Relocate Lincoln Police Evidence storage from the “K” Street Records Warehouse to interim storage areas in the LCADF (“Justice and Law Enforcement Center - South”).

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**Recommendation #6:** Relocate Community Corrections and Adult Drug Court to the LCADF (“Justice and Law Enforcement Center - South”) and co-locate with Adult Probation for shared operational efficiencies.

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**Recommendation #7:** Convert the 9<sup>th</sup> & “J” Street Building to a County Wellness Center.

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**Recommendation #8:** Convert a portion of the existing LCADF Kitchen area into a new County Morgue space.

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**Recommendation #9:** Manage increased parking demands by developing a surface lot on “H” Street and adding parking control systems to the lower level of the LCADF (“Justice and Law Enforcement Center - South”).

**Recommendation #1:** Meet court and justice system space demands in the current Justice and Law Enforcement Center by converting the Lancaster County Adult Detention Facility (LCADF) to a renovated “Justice and Law Enforcement Center - South”.



The recommendation to adaptively reuse the LCADF to house justice-related county departments is consistent with the 2002 County-City Master Plan and can be done more economically than constructing a new facility to house similar functions. This concept will alleviate the eminent overcrowding in the Justice and Law Enforcement Center and accommodate the anticipated growth associated with County Court (2<sup>nd</sup> floor), District Court (3<sup>rd</sup> floor) and Juvenile Court (4<sup>th</sup> floor). The adaptive reuse of the LCADF to justice

related departments will essentially create a Justice Center Complex comprised of a Justice and Law Enforcement Center - North (current center) and a Justice Center and Law Enforcement Center - South (converted LCADF).



This recommendation will “land-bank” space on the second and third floors of the LCADF for future use as courtroom and justice-related support offices. Conversion of interior space to courtrooms, jury rooms and judge’s chambers/offices can be incrementally done as new appointments are made to each court level. The next anticipated appointments are Juvenile Court 2017-19; District Court 2021-2023 and County Court 2022-24. The exception to this is the anticipated appointment of a seventh Lancaster County Court Judge in July, 2012. Pending approval of this appointment, immediate steps need to be taken to accommodate an additional courtroom and chamber set on the second floor of the Justice and Law Enforcement Center.

Secure entry to the future court space on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the LCADF (Justice and Law Enforcement Center - South) can be provided through the existing entry in the Justice and Law Enforcement Center. This recommendation does not propose adding a second security checkpoint in the LCADF due to the ongoing high costs of equipment and labor to operate security entrances.



*Existing Secure Skywalk*

Instead, this recommendation proposes two separate secure corridors: 1) for judges and employees using the existing secure “back of court” corridor and skywalk that currently connects the two buildings on both the 2<sup>nd</sup> and 3<sup>rd</sup> floors; and 2) for public visitors by using the existing public lobbies of the Justice and Law Enforcement Center and constructing a new two-level skywalk (2<sup>nd</sup> and 3<sup>rd</sup> floors) that connects the southeast corner of the current Justice and Law Enforcement Center with the northeast corner of the LCADF. Public visitors passing through the existing secured entry could then access future courts in the LCADF through the proposed new skywalk. Security checks of public visitors going to court in both buildings would therefore occur through the existing entry in the Justice and Law Enforcement Center. This one-time expenditure of funds to construct the public skywalk is more economical than the long-term cost associated with operating a second security entrance in the LCADF. It should be noted that the first level of the LCADF would remain an unsecured entry for both employees and public visitors.

**Recommendation #2:** Relocate the existing prisoner transport, intake and holding areas into renovated space in the north portions of the LCADF.



*Existing Holding Cells*

The existing LCADF sally port, holding cells and secure corridor to courts are located in the south portions of the building. This condition is acceptable on an interim, short-term basis until the LCADF is fully renovated to meet the recommendations of this plan. However, keeping these functions in their current south location limits the useful floor area of the facility by requiring a secure corridor (south to north) through each floor level. This would essentially divide the future office and court space into east and west halves, and adversely affect functional efficiency. This recommendation eliminates this inefficiency by relocating the sallyport to the northeast corner of the lower level parking area and using the existing elevator shaft in this area to access a new holding area created in the northwest corner of the second floor. This new holding area will be in close proximity to the secure skywalk link connecting to the court floors in the Justice and Law Enforcement Center.

**Recommendation #3:** Prioritize the second, third and fourth floors of the current Justice and Law Enforcement Center for future courtroom expansion space.



Existing County Courtroom

The court floors (second, third and fourth) in the Justice and Law Enforcement Center cannot accommodate interior courtroom additions without relocating portions of judicial support offices currently located on each floor. As new appointments for judges are added, the Justice and Law Enforcement Center should be prioritized for continual courtroom expansion. This will require a phased relocation of the judicial support departments on an incremental basis.

To accommodate the anticipated growth of courtrooms, this recommendation proposes to relocate the County Attorney Civil and Criminal divisions from the fourth floor of the Justice and Law Enforcement Center to renovated space on the second floor of the LCADF. This solution not only allows the future expansion of Juvenile Court on fourth floor of the Justice and Law Enforcement Center, but also increases the operational efficiency of County Attorney by co-locating all its divisions in one office space. Currently, the Child Support Division is located in Trabert Hall.

The County Attorney's office must be provided with two critical space criteria: 1) location in a secure environment where public visitors are required to enter through a security checkpoint; and 2). close proximity to all level of courts.

**Recommendation #4:** Relocate county departments from Trabert Hall and the Community Mental Health Building to the Lancaster County Adult Detention Facility.



Trabert Hall - 11<sup>th</sup> & South streets

This recommendation facilitates the Commissioners February 28, 2012 action to purchase the Benesch Building, 825 "J" Street and relinquish ownership of Trabert Hall (11<sup>th</sup> and South streets) and the Community Mental Health Center (2200 St. Mary's Avenue).

This recommendation accomplishes greater operational efficiency by co-locating county departments with divisions currently operating in separate locations. For example, the County Attorney's office is located on the fourth floor of the Justice and Law Enforcement Center, but the Child Support Division is located in Trabert Hall. Similarly, the Adult Probation Pre-Sentence Investigation and Director's administrative office are located on the first floor of the LCADF, while the Intensive Supervision and Drug Testing Center serve community needs from Trabert Hall.



Community Mental Health Center -  
2200 St. Mary's Avenue

The concept of relocating the Community Mental Health Crisis Center from 2200 St. Mary's Avenue is motivated by the Lancaster County Board of Commissioners recent vote to accept a special task force recommendation to transition management of the Community Mental Health Center over to Region V Systems. This action is a temporary measure while community leaders look for other options to provide mental health services. The transition period is set to begin July 1, 2012, with center services, staff and funding levels remaining the same until July, 2014. The 2200 St. Mary's Avenue building that houses the Community Mental Health Center is located on the northeast corner of the BryanLGH West Medical Center campus. Medical Center administrators from BryanLGH have expressed an interest in obtaining the Mental Health Center building.

Administrators from Lancaster County Community Mental Health oppose the relocation of the Crisis Center to the LCADF, largely because they believe a high-traffic public area is an inappropriate location for the sensitive issues inherent with operating a mental health crisis center.

### **Recommendation #5:** Relocate Lincoln Police Evidence storage from the "K" Street Records Warehouse to interim storage areas in the LCADF ("Justice and Law Enforcement Center - South").



K Street Records Warehouse

The conversion of the former K Street Power Plant to the K Street Records Warehouse has been so successful that both the State and County Records Management departments are nearly at capacity. Their need for additional records storage space continues to grow despite growth in digital imaging and de-accessioning practices. The result is that within a few years, they will have outgrown the space available to them in the K Street facility.

The Master Plan recommends that areas used for Police Evidence Storage in the lower levels of the north towers be relocated into the LCADF for interim storage in order to make room for additional County and State records storage in the building. However, this is not a long-term solution for Police Evidence Storage. The areas of storage designated for LPD evidence storage in the LCADF are located in the floor areas reserved for future court growth. This court growth is anticipated to occur between 2022 and 2024, creating an interim 10- to 12-year period for LPD evidence storage.

Beyond 2022, possible future options for LPD evidence storage include the construction of a new Police Storage facility in conjunction with other future public safety facilities (e.g. new police garage, new police precincts, new fire stations).

## **Recommendation #6:** Relocate Community Corrections and Adult Drug Court to the LCADF and co-locate with Adult Probation for shared operational efficiencies.

Directors from Adult Probation and Community Corrections have developed an innovative concept that proposes to share resources between the two departments by co-locating their programs in adjacent office space. This concept has the potential to increase operational efficiency by sharing resources common to both departments. With the continued population growth in Lancaster County, there will continue to be growth in the amount of crime and resulting demand for more staff and program space. The Community Corrections Department offers viable alternatives to costly incarceration. With jail overcrowding initiatives at the forefront, more and more people are diverted to Community Corrections programs, which directly interact with Adult Probation activities. The activities of Adult Probation, while not duplicative of services offered by Community Corrections, are similar in nature and close proximity could create the sharing of common resources. Examples include group therapy rooms, security and chemical dependency testing.

This recommendation co-locates the offices of Community Corrections and Adult Probation on the first floor of the LCADF, with shared meeting rooms available for both departments. It also combines the chemical dependency testing requirements of both departments in a Drug Test Reporting Center in the lower level of the LCADF. The joint "Reporting Center" would include Adult Drug Court and would be accessed through a separate, discreet entrance on the south side of the LCADF.

## **Recommendation #7:** Convert the 9<sup>th</sup> & "J" Street Building to a County Wellness Center.



The 9<sup>th</sup> & "J" Street building has served for years as critical "swing space" for County departments. It has acted as temporary office space for departments impacted by construction elsewhere on the campus, as well as offering overflow space for crowded departments. It is currently the home of the Adult Drug Court, operated under the direction of Community Corrections. However, over the next decade as the LCADF Reuse Plan is implemented, the need for swing space and overflow space will likely decrease. Therefore, this plan recommends that the 9<sup>th</sup> & "J" Street building be converted to a new County Wellness Center.

The Wellness Center would be accessible on a 24/7 basis, with parking readily available in the existing parking lot immediately west of the building. A joint partnership with the City of Lincoln should be investigated to allow Lincoln Fire and Rescue (LFR) employees access to the facility. Employees of LFR are required to complete weekly exercise.

The Wellness Center will require exercise space for aerobic, cardio and strength conditioning, as well as shower and locker areas. Additional restrooms were recently added in the building, but no other major investments have recently been made to adapt or renovate the structure for long term government use. An addition of approximately 4,000 sq. ft. will be required to meet the space needs of the Wellness Center.

**Recommendation #8:** Convert a portion of the existing LCADF Kitchen area into a new County Morgue space.

Lancaster County currently has limited morgue storage cooler capacity. Overflow storage is handled through contracted services with local hospitals and funeral homes. The Lancaster County Sheriff's Office has proposed the need for increased morgue capacity on-site in the LCADF building. This can be accomplished by converting a portion of the existing refrigeration area in the cafeteria kitchen located on the lower level of the LCADF. A separate loading door is currently located on the west side of the cafeteria and can be retained for use in transport and unloading of bodies to the proposed morgue space.

**Recommendation #9:** Manage increased parking demands by developing a surface lot on "H" Street and adding parking control systems to the lower level of the LCADF.

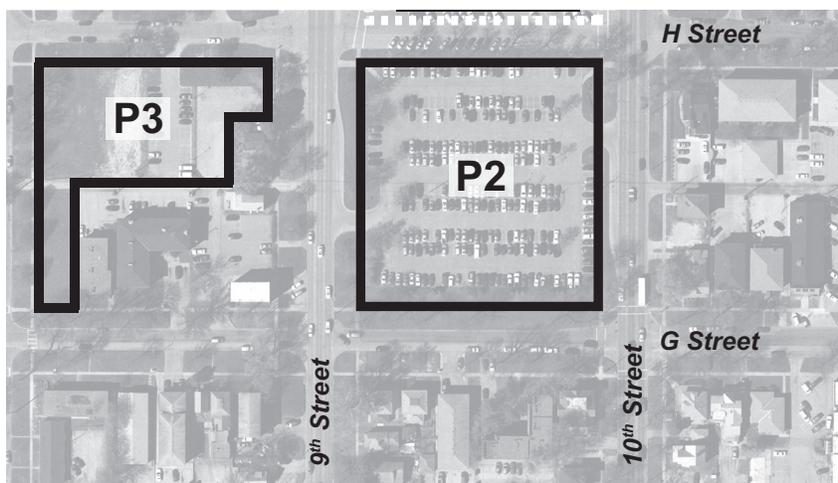


FIGURE 2

Parking expansion should be designed for the property immediately west of the government campus bordered by 8<sup>th</sup> & 9<sup>th</sup> streets and "G" & "H" streets (see Figure 2).

The property indicated in Figure 2 (P3) is currently owned by the Public Building Commission and development of a surface parking lot could accommodate approximately 125 stalls. Entry and exit to this lot should be limited to the north side of the property ("H" Street) in order to

discourage traffic through the neighborhood to the south.

In addition to creating a new lot west of the campus, parking control measures need to be implemented in the lower level of the LCADF. This area will be prioritized for transport of prisoners to and from court through a proposed new sallyport in the northeast corner of the lower level. Parking for law enforcement is a priority for this area and control gates should be installed on the west side of the parking area off the 9<sup>th</sup> Street access.

In the next stage of planning, a traffic/neighborhood impact study should be conducted, with the involvement of neighborhood residents, to more fully explore and evaluate options for addressing the site implications of parking expansion and to study existing traffic in the area.

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## C. Space Needs Summary

In order to quantify the scope of future program space, the LCADF planning team collected data through surveys, site visits, and individual meetings with each of the 13 departments involved in the study. The focus of the data collection was to quantify existing conditions and projected needs. Each of the 13 departments were provided with a "Space Needs Survey Form". The survey form requested information related to current and projected needs such as staff counts, square footages and adjacency preferences. The survey also requested elaboration on current and potential future events that may impact the growth of each department. Survey data provided by the departments was compiled and analyzed by the planning team. Individual meetings were then held with each department, followed by site tours to review and correlate space projections. The table below summarizes the space needs for each respective department.

It should be stated that the anticipated space needs outlined on the following pages are intended for preliminary planning purposes only. Over the next ten years, each decision to implement a specific phase or project outlined in this study should include architectural programming, design, and project budgeting.

	Existing NASF	Staff Increase	Re-Use Plan
1.0 Community Mental Health	17,050	2	21,500
2.0 County Attorney-Civil & Criminal	13,042	9	23,700 combined with Child Support
2.1 County Attorney-Child Support	5,516	8	(included in 2.0 above)
3.0 Records Management	21,738	0	36,646
4.0 County Sheriff - Morgue	-----	NP	1,860
5.0 County Corrections	5,235	NP	6,630
6.0 Wellness Center	-----	NP	8,300 with addition to 900 "J" Street
7.0 Adult Probation-Administration & PSI	6,323	5	36,320 combined with Community Corrections
7.1 Adult Probation-Drug Test & IS Intensive	16,831	9	(included in 7.0 above)
8.0 County Court-Judges & Clerk	29,095	2	See Block Diagrams
9.0 District Court-Clerk	5,936	2	6,186
9.1 District Court-Judges	33,524	3	See Block Diagrams
10.0 Juvenile Court	12,632	4	See Block Diagrams
11.0 Juvenile Probation	3,471	5	5,300
12.0 Community Corrections-Admin.	4,950	4	(included in 7.0 above)
12.1 Community Corrections-Drug Court	4,722	2	(included in 7.0 above)
13.0 Police Evidence Storage	14,908	NP	23,000

NP = Not Provided by Department

The following concept diagrams illustrate the proposed reuse of the LCADF. Their primary purpose is to provide a graphic description of where departments should be located and approximately how much space they will require. Actual scope and individual office layout plans will be determined during the design process for each renovation phase.

### Plan Diagrams

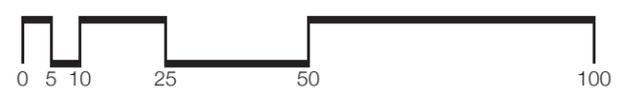
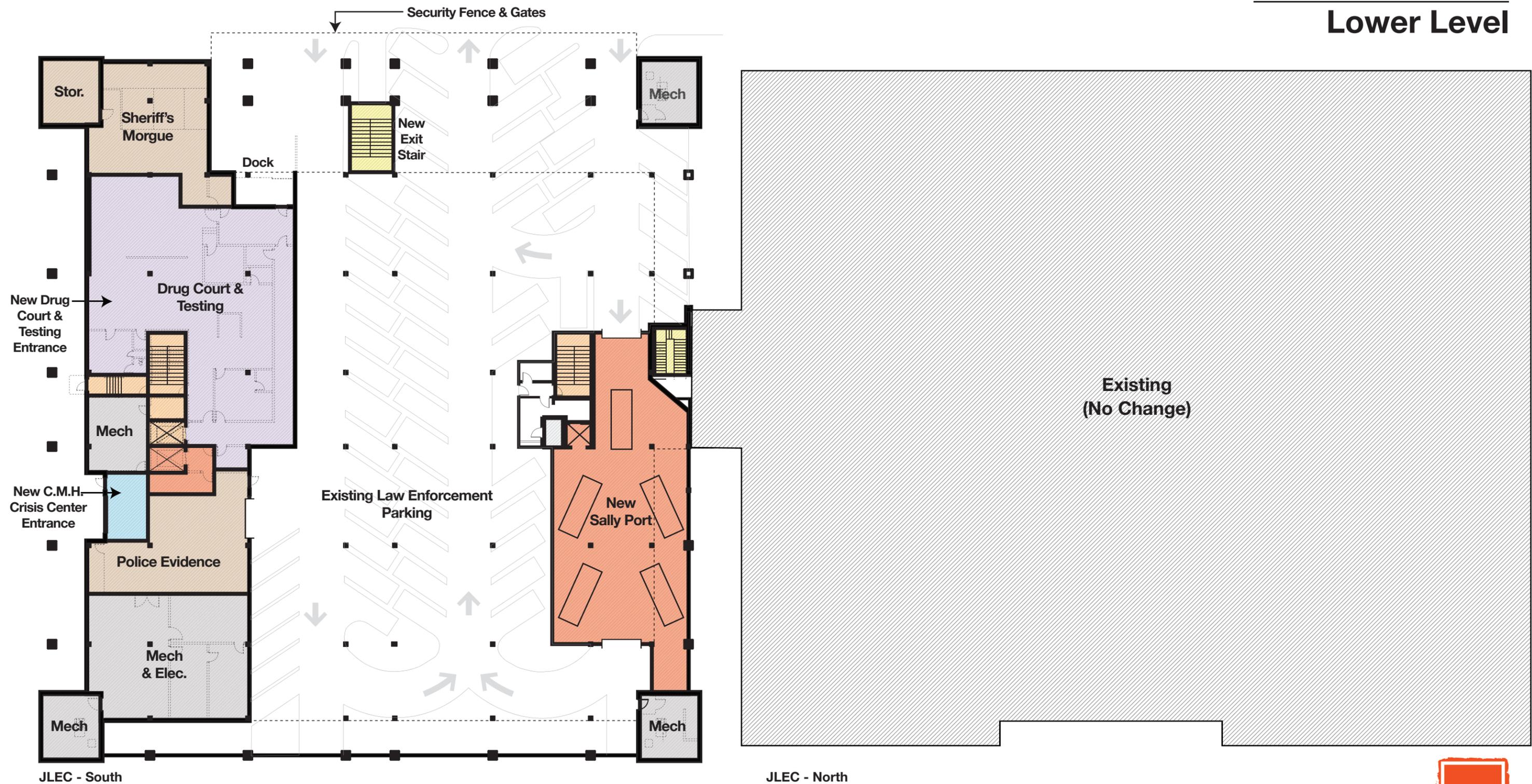
The plan diagrams on the following pages illustrate the near-capacity occupancy of both the JLEC-North and JLEC-South buildings ending with the addition of a County Court and District Court courtroom, judge's chamber set and jury room in the year 2032+/- . The underlying design fundamentals that shaped the plan organization are as follows:

- The secured public access to the District, County and Juvenile courts as provided by the County Sheriff's department is provided at a single point of entry in its current location. A public skywalk connection between the JLEC-North and JLEC-South buildings on the 2<sup>nd</sup> and 3<sup>rd</sup> floors allows for future District, County and Juvenile court expansion on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors. Public circulation is indicated in a yellow color on the plan diagrams.
- The secure transfer and holding of prisoners between the new correctional center and the courts is located on the north side of the JLEC-South to minimize its presence on the floors above. The new Sally Port on the Lower Level is sized to accommodate four transfer vehicles at one time. The new prisoner holding area is housed in a portion of the former northwest cell-block on 2<sup>nd</sup> floor. A new 3-stop elevator located in an existing elevator shaft is dedicated only to the transfer of prisoners between floors. Secure transfer circulation is indicated in a red color on the plan diagrams.
- The public and non-court staff circulate through a new skywalk that connects the JLEC-North and JLEC-South buildings on 2<sup>nd</sup> and 3<sup>rd</sup> floors. Judge's, court staff, juries and escorted prisoners circulate through the existing skywalk that connects the non-public side of the current and future courtrooms on 2<sup>nd</sup> and 3<sup>rd</sup> floors. This level of limited access circulation is indicated in an orange color on the plan diagrams.
- Adult Probation and Community Corrections are co-located on the 1<sup>st</sup> floor level with Drug Court and drug testing located on the Lower Level in the former Kitchen area. It is anticipated that the co-location of these programs will allow for some functions and resources, e.g., drug testing and client meeting rooms, to be shared and result in operational efficiencies. Access to these programs is unsecured and discreetly separated from the secured

- JLEC-North entrance. A new Lower Level entrance on the south side of JLEC-South would provide quick access to Drug Court and drug testing from designated short-term parking on “H” Street.
- The infilling of the open floor areas on the 3<sup>rd</sup> floor level of JLEC-South would maximize the potential occupancy of the building. Initially it allows for the Community Mental Health program to locate on the south side of JLEC-South and have secure public business-hours access as well as emergency and after-hours access via a new entrance on the south side of the Lower Level. In the long term the infilling of the open floor areas on the 3<sup>rd</sup> floor level allows for the District Court to add judges, courtrooms and jury rooms well into the future.
  - If the open floor areas on the 3<sup>rd</sup> floor level of JLEC-South are not infilled then Police Evidence Storage would likely be the best use for this area. A “Third Floor–Option” plan diagram illustrates how this approach could work on the south half of the floor.
  - The plan diagrams indicate opportunities to open up the walls of the building with the addition of windows. This will not only provide natural light and views to the occupants of the building, but will also help to transform the image of the building from a corrections center to a public use civic building.
  - A Sheriff’s Morgue is located in the southwest corner of the Lower Level where the jail kitchen is currently located. This end of the existing kitchen houses the cooler and freezer units that could be adapted to morgue use.
  - The proposed Wellness Center is not shown to be located in the JLEC complex for two reasons. The first reason is that there simply is not enough room in the facility to establish a permanent location for the Wellness Center. The second reason is that it would be highly desirable to have convenient 24-7 access and use of the facility by both “on-campus” and “off-campus” staff. For these reasons the Wellness Center is being proposed to be developed in the 900 “J” Street building after Drug Court vacates it.

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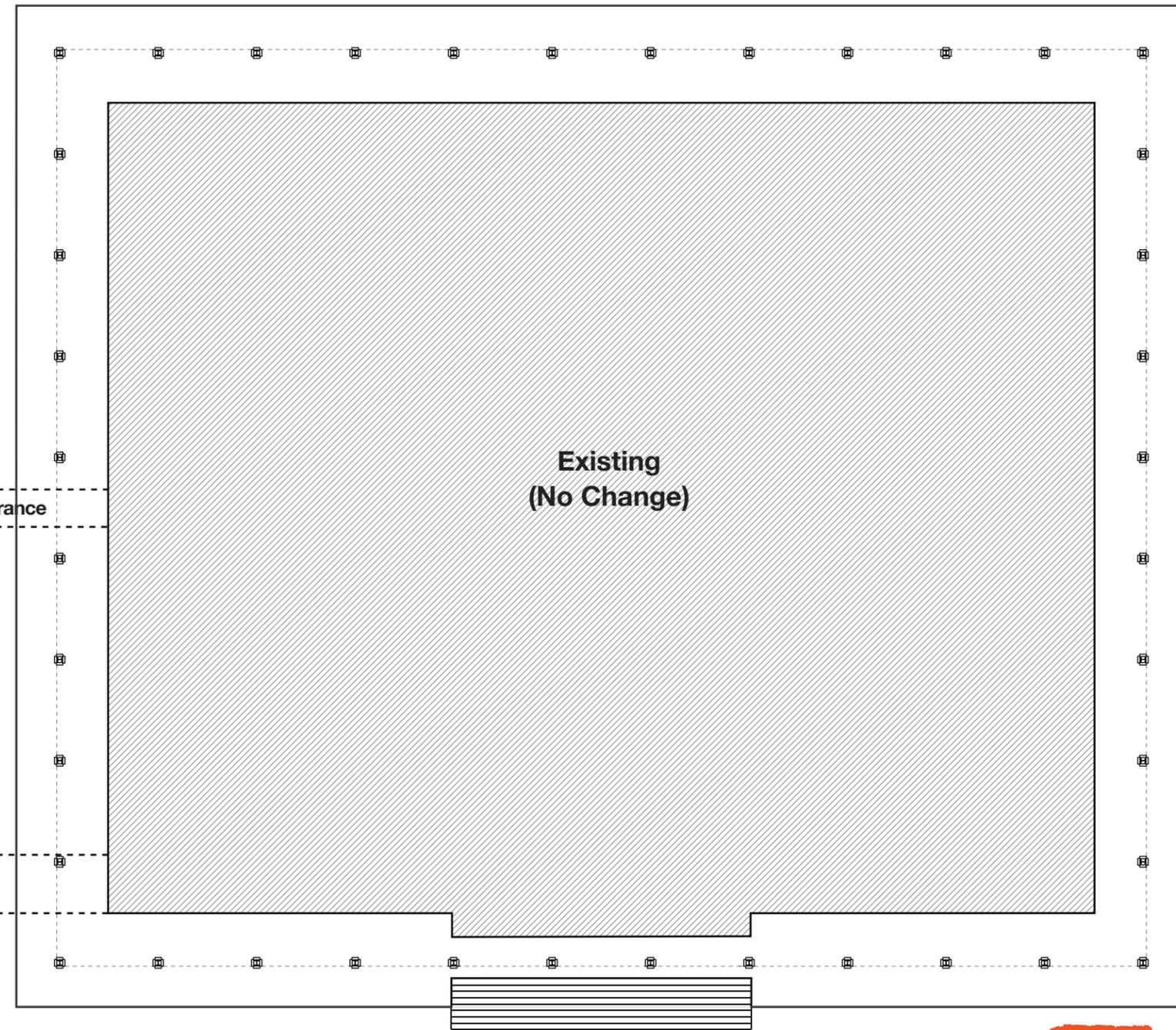
# Lower Level



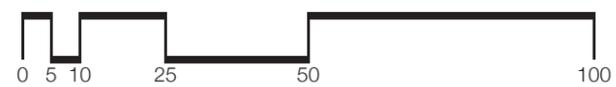
# First Floor



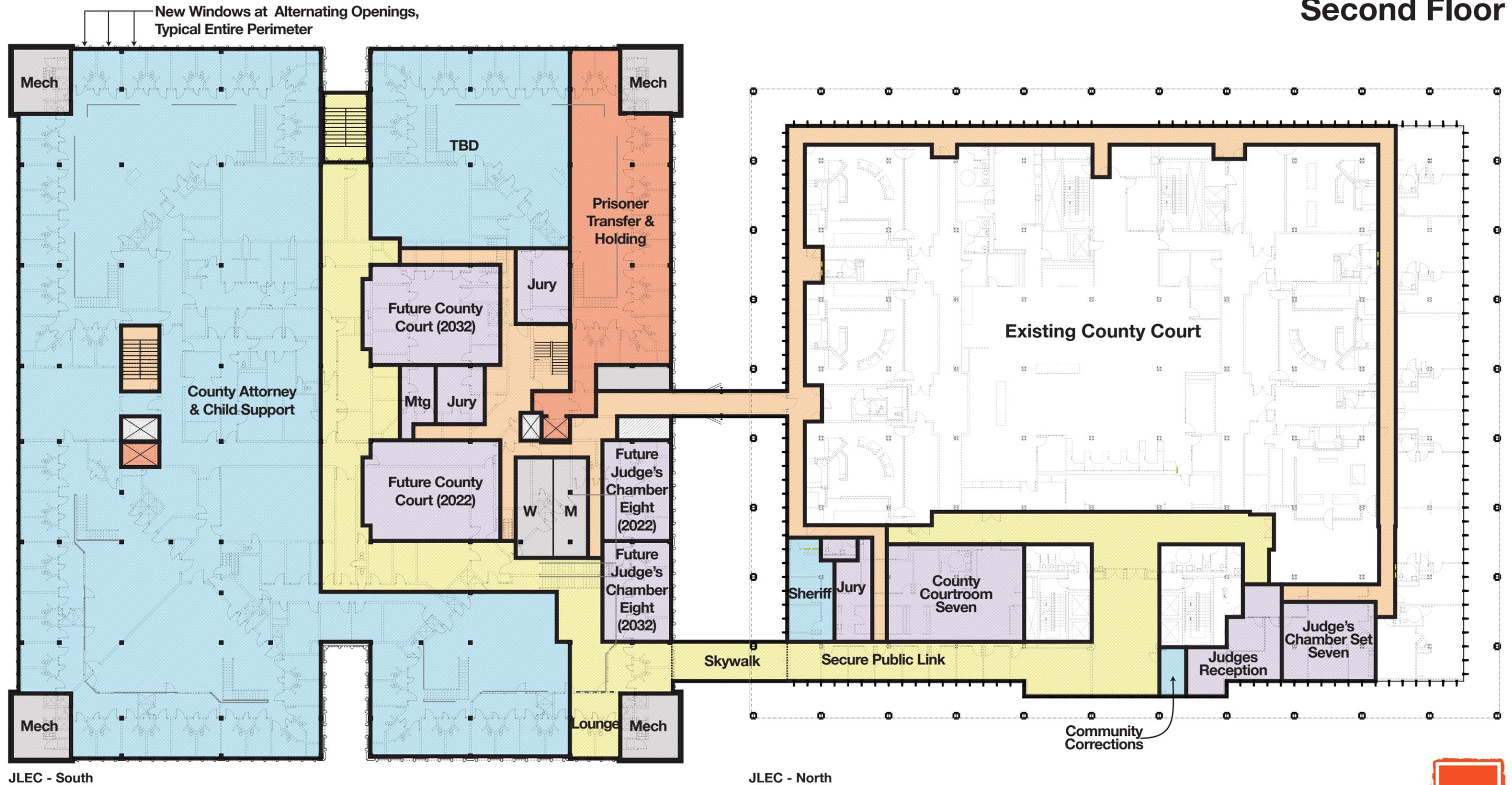
JLEC - South



JLEC - North

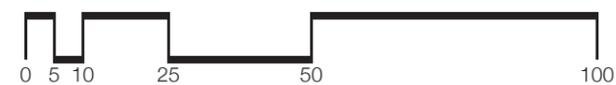


# Second Floor



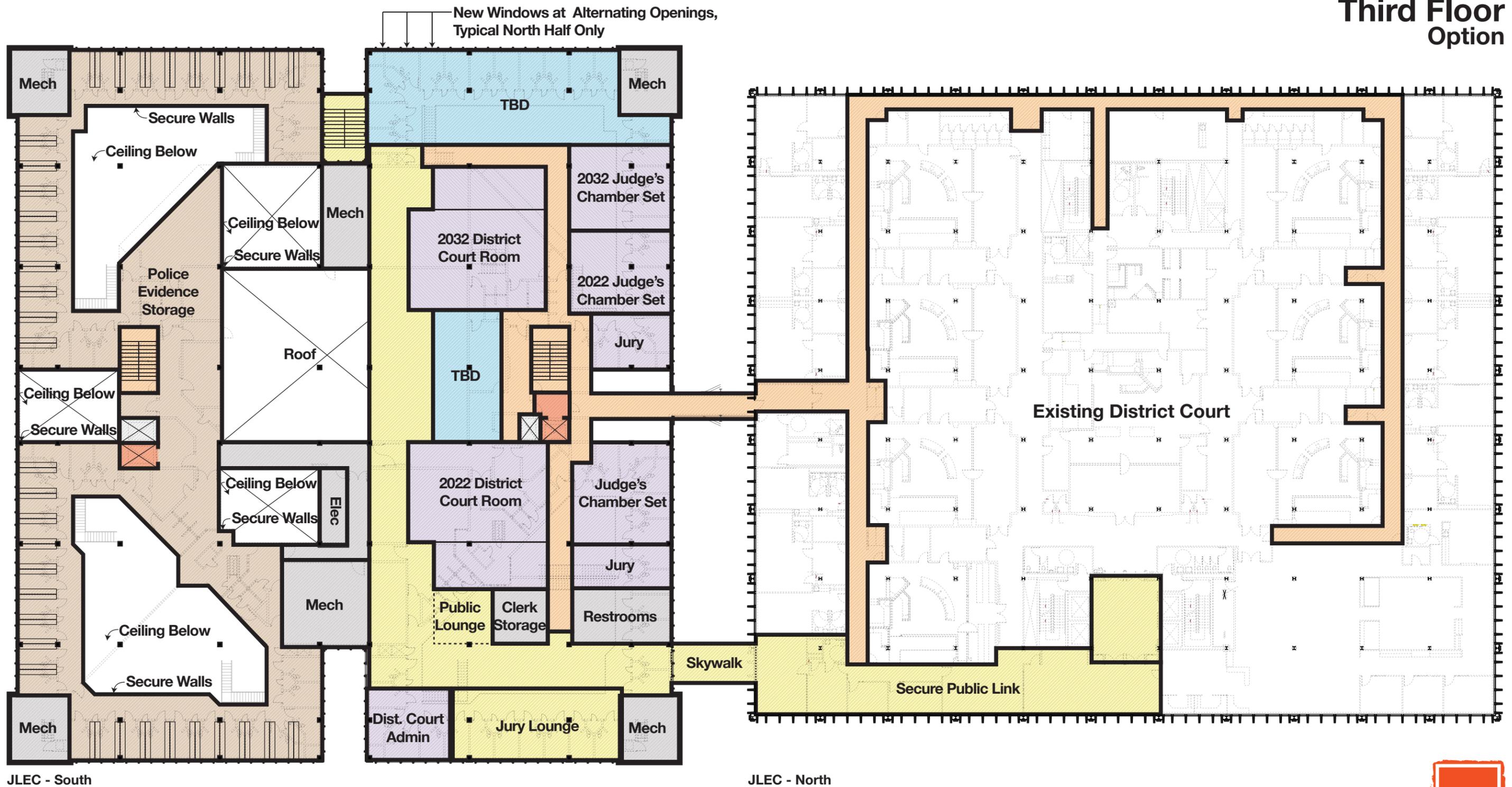
JLEC - South

JLEC - North



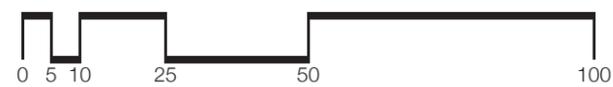


# Third Floor Option



JLEC - South

JLEC - North

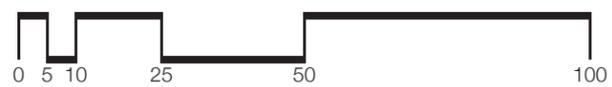


# Fourth Floor



JLEC - South

JLEC - North



## Structural Conditions & Approach

The existing building is a structure composed of precast concrete column and beam members with a precast concrete twin-tee floor system. The one exception to this system is that the perimeter cell-block floor mezzanines utilize a structural concrete floor slab design. Partition walls are constructed of concrete masonry units and for the most part would need to be removed in order to open up the design flexibility of the floor plates to office type usage. There are several structural issues that will need further study early in the implementation process as follows:

- **Floor Infill.** The first issue that needs further study is the infilling of the open 2-story areas on the 3<sup>rd</sup> floor. The open areas occur at the 2-story day rooms in each quadrant of the building and at the five 2-story exercise areas. The 3<sup>rd</sup> floor will have little use other than for lightweight storage if these floors are not infilled due to the pervasive layout of the openings. The new floor areas would likely require new footings, columns, beams and floor system. New columns would be strategically located through the 2<sup>nd</sup>, 1<sup>st</sup> and lower levels to minimize the impact on the law enforcement vehicle parking layout.
- **Roof Well.** This issue is similar to the floor infill issue that is described above. There is a depressed interior roof well in the middle of the 3<sup>rd</sup> floor level that essentially divided the floor plate into northern and southern halves. In order to maximize the usefulness of the 3<sup>rd</sup> floor it would be necessary to add a roof (or a mechanical equipment penthouse) above convert the existing roof to a floor. It appears that this existing roof area may have the same structural system as the floor area. This issue and the possibility of adding a mechanical equipment penthouse above will need further study to verify its feasibility.
- **Floor Design Loads.** The original construction documents generally indicate structural floor design live loads of 40, 60 and 100psf for specific areas of the building. For comparison, the International Building Code currently requires new office buildings to have a minimum floor live load of 65psf (50 + 15 for partitions). Light storage floors require a 125psf live load and heavy storage floors a 250psf live load. It is very apparent that heavy storage such as the County Records storage in the "K" Street facility is not suitable for this building. On the other hand, relatively light storage such as that found in Police Evidence Storage may be accommodated. Further structural analysis of the shop fabrication drawings for the columns, beams and twin-tees will be necessary to resolve this issue. One procedure that could help alleviate the issue with floor design loads will be the removal of most if not all of the relatively heavy concrete masonry unit partitions.

It is highly recommended that further structural analysis of the structural issues outlined above occur early in the process of designing for the reuse of this building.

## Mechanical & Electrical Conditions and Approach

### 1. MECHANICAL

#### a. HVAC

The existing facility HVAC system is primarily composed of air handling units with hot and chilled water provided by the District Energy Plant. Air is distributed to individual zones throughout the facility where terminal boxes located above the ceiling adjust air flow quantities to each space. The existing system performs adequately; however, frequent individual complaints are common.

As spaces are remodeled, it is recommended that a new space or area be created to house new air handling units. The new system should be provided with heat recovery to recover excess energy being exhausted. A new temperature control system should also be installed. The new system would have the ability to be a web based system and be viewed by maintenance personnel on a personal computer.

The District energy corporation hot and chilled water is recommended to be utilized to provide low cost energy to feed the building.

#### b. Plumbing

##### Domestic Hot Water

The existing facility is currently served by two large gas fired domestic water heaters, one for the kitchen and one for the rest of the building. These units are very large and inefficient. As the building function changes away from a kitchen, shower and laundry facility to more of an office environment, it is recommended to go with a smaller high efficiency water heater.

##### Fire Sprinkler

The existing building is served by a fire service coming into the building at the lower level south mechanical room. The water is pumped by a fire pump to the rest of the facility. It is recommended to keep this system and remove/extend the sprinkler system as required.

## 2. ELECTRICAL

### a. Electrical Service

The existing electrical service is 277,480-V, 3-phase and is located in the lower level. The switchboard has three main disconnects, a 200A/3P for fire pump, 800A/3P for emergency systems, and a 2500A/3P for all other systems. The equipment appears to be in good condition and could be reused. New panels will need to be added and existing ones relocated, depending on floor plan changes.

### b. Emergency Service

The facility has a diesel fired emergency generator that is in working order and should be reused. The generator serves an 800A emergency distribution panel and appears to be in good condition and adequate for the facility. One issue that was discussed was the location of the engine exhaust for the generator. When the generator is running, sometimes exhaust fumes enter the building.

### c. Lighting

New lighting should be provided in areas that are remodeled. This will allow the County to take advantage of the latest energy saving designs.

### d. Fire Alarm

Where areas are remodeled, new ADA type devices should be installed. The existing system should be reused, if possible. More research needs to occur to determine whether the system is still serviceable and if accessories are still available.

### e. Data System/Telephone System

We recommend keeping existing areas that are not being remodeled. In remodeled areas, new data cables and patch panels should be provided. The same approach applies to the telephone system.

### f. Security System/Camera System

These systems need more consideration and input to determine the proper direction. At this time, we do not have enough information to make any recommendations.

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## D. Implementation Phasing

The following implementation scenario describes a phasing sequence of construction and occupancy that ultimately fills the JLEC-North and JLEC-South buildings to capacity and accommodates growth in the County departments and District, County and Juvenile Court systems for the next 20+ years.

**County Court Expansion Phase**—The imminent addition of a seventh County Court Judge will create an urgent need for an additional courtroom, judge’s chamber set and jury room. The new courtroom is planned to be located where the Juvenile Probation Office is currently located on the 2<sup>nd</sup> floor, JLEC-North. This is also the area where secured public access to the 2<sup>nd</sup> floor of the JLEC-South via the new skywalk will occur. The most expedient method of allowing the design and construction of this project will be to relocate the Juvenile Probation Office off campus, but in close proximity to the JLEC.

The proposed schedule for this first phase of the project would be as follows:

1.	5/12 - 6/12	Locate and secure space for the Juvenile Probation Office relocation.
2.	7/12 - 10/12	Temporary Juvenile Probation Office preparation and County Court design and contract document preparation.
3.	11/12	Juvenile Probation Office vacates current location and County Court project bids.
4.	12/12 - 5/13	County Court project construction.
5.	6/13	County Court occupied new courtroom.

**Building Preparation Phase**—This initial phase will prepare the building for the office-type occupancy of those Lancaster County departments that have been identified as potential tenants as well as the future expansion of the County and District Courts. This work would occur while Adult Probation and the temporary Prisoner Transfer & Holding function (see below) occupy the building. Ideally, the scope would include the following in order to minimize future construction disruption while the building is occupied:

- Total demolition of interior to usable shell space.
- Infill “open to below” floor areas on the 3<sup>rd</sup> floor.
- New Prisoner Transfer & Holding Sally Port on Lower Level, holding area on 2<sup>nd</sup> floor and secure elevator between Lower Level and 2<sup>nd</sup> & 3<sup>rd</sup> floors.

- Windows on the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- New exit stairway.
- New 2<sup>nd</sup> and 3<sup>rd</sup> floor skywalk link between JLEC-North and JLEC-South.
- Mechanical, electrical and plumbing systems infrastructure upgrades including additional HVAC equipment in a new rooftop equipment penthouse.

The proposed schedule for the demolition phase would be as follows:

6.	6/12 - 9/12	Prepare interior demolition contract documents.
7.	9/12	Lancaster County Adult Detention vacates the building.
8.	10/12	Bid interior demolition project.
9.	11/12 - 2/13	Interior demolition except space occupied by Adult Probation and temporary Prisoner Transfer & Holding.

Overlapping the above schedule would be the design and contract document preparation for the balance of the building preparation work as outlined above. The proposed schedule for this phase would be as follows:

10.	6/12 - 12/12	Design and contact documents for building preparation scope outlined above.
11.	1/13	Bid building preparation project.
12.	2/13 – 9/13	Construct building preparation project. Note that floor infill work will be phased to avoid the spaces occupied by Adult Probation and the temporary Prisoner Transfer & Holding function. Floor infill would therefore be completed in the northeast and southwest quadrants. When the floor infill in the northeast quadrant is complete, Adult Probation would temporarily relocate into the former Jail Administration space and floor infill work would commence in the northwest quadrant. The new Prisoner Transfer & Holding work would be constructed and this function would relocate into its permanent location when complete. Floor infill work would then commence in the southeast quadrant.

At the end of 2013, the facility would be completely prepared for tenant fit out work to begin. Adult Probation would be temporarily located in the former Jail Administration area and Prisoner Transfer & Holding would occupy its permanent location in the facility.

**Initial Tenant Occupancy Phase**—Design work on the initial tenant spaces would be in progress during the building preparation phase of implementation. Construction of tenant spaces could be held until the building preparation phase is complete which would allow this work to be bid separately by general contractors. Another option would be to integrate tenant finish work into the building preparation construction scope. This option would require more design time up front which could be picked up in a more efficient construction schedule.

The initial tenants to occupy the building would be the following:

- Lower Level

- >> Adult Probation drug testing
- >> Community Corrections Drug Court and drug testing
- >> Sheriff's Morgue
- >> Prisoner Transfer & Holding Sally Port

- 1<sup>st</sup> Floor

- >> Adult Probation
- >> Community Corrections

- 2<sup>nd</sup> Floor

- >> Child Support (part of County Attorney department)
- >> Prisoner Transfer & Holding holding block
- >> Police Evidence Storage and/or lightweight general storage in future County Attorney and County Court expansion spaces

- 3<sup>rd</sup> Floor

- >> Community Mental Health including Crisis Center
- >> Police Evidence Storage and/or lightweight general storage in future District Court expansion space

The proposed schedule for the initial tenant occupancy phase would be as follows assuming the approach where tenant finish work would be implemented under separate contract once the building preparation phase is complete:

- |     |              |   |
|-----|--------------|---|
| 13. | 1/13 - 5/13  | Design and contract document preparation for tenant finish project. |
| 14. | 6/13         | Bid tenant finish project.  |
| 15. | 10/13 - 1/14 | Tenant finish construction.   |

**Wellness Center Phase**—Once the 900 “J” Street building is vacated by the Community Corrections Drug Court the Wellness Center can be developed in that location.

The proposed schedule for the Wellness Center phase of implementation would be as follows:

- |     |              |   |
|-----|--------------|---|
| 16. | 7/13 - 12/13 | Design and contract document preparation for the Wellness Center project. |
| 17. | 1/14         | Bid Wellness Center project.  |
| 18. | 2/14 - 8/14  | Wellness Center project construction.                                     |

**Future Phases**—The anticipated growth of the Juvenile, County and District Courts, Adult Probation and Community Corrections would be accommodated in future phases as follows:

- |     |      |   |
|-----|------|---|
| 19. | 2017 | Tenant finish for County Attorney on 2 <sup>nd</sup> floor, JLEC-South.<br><br>Tenant finish for additional Juvenile Court courtroom and judge’s chamber set on 4 <sup>th</sup> floor, JLEC-North.  |
| 20. | 2022 | Tenant finish for additional County Court courtroom, judge’s chamber set and jury room on 2 <sup>nd</sup> floor, JLEC-South.<br><br>Tenant finish for additional District Court courtroom, judge’s chamber set and jury room on 3 <sup>rd</sup> floor, JLEC-South.<br><br>West addition for Adult Probation and Community Corrections expansion on 1 <sup>st</sup> floor, JLEC-South. |

- |     |      |  |
|-----|------|--|
| 21. | 2027 | Tenant finish for additional Juvenile Court courtroom and judge's chamber set on 4th floor, JLEC-North.  |
| 22. | 2032 | Tenant finish for additional County Court courtroom, judge's chamber set and jury room on 2 <sup>nd</sup> floor, JLEC-South.<br><br>Tenant finish for additional District Court courtroom, judge's chamber set and jury room on 3 <sup>rd</sup> floor, JLEC-South. |

At this point in the future the JLEC-North and JLEC-South buildings are fully occupied. If Police Evidence Storage occupies unfinished space in JLEC-South, there will be a time when that function will be displaced to another location as other departments in the facility expand into those unfinished spaces.

## Opinion of Probable Construction Cost

The following Opinion of Probable Construction Cost is based on average projected square footage costs (\$/sf) applied to the corresponding areas of the conceptual plan diagrams. The intent of this estimate is to provide “order of magnitude” costs that will guide the County as it implements a plan to adapt and reuse the facility. The costs have been organized in steps that parallel the anticipated implementation sequence as previously outlined.

**County Court Expansion**—The following are the estimated construction costs associated with the County Court Expansion project in the JLEC-North initiated by the addition of a seventh County Court Judge. Remodeling would include spaces for the new County Court Courtroom, Judge’s Chamber Set, Jury Room, Judge’s Reception, Sheriff’s Office and Community Corrections Office on the 2<sup>nd</sup> floor. Note that the costs associated with the temporary off-campus relocation of Juvenile Probation are not included:

JLEC-North

2 <sup>nd</sup> floor demolition	5,450sf @ \$10/sf =	\$ 54,500.
2 <sup>nd</sup> floor tenant finish	5,450sf @ \$100/sf =	545,000.
		599,500.
Contingency (10%)		59,950.
<b>Total County Court Expansion</b>		<b>\$ 659,450.</b>

**Building Preparation**—The following are the estimated construction costs associated with preparing the JLEC-South building shell for tenant fit out and occupancy:

Demolition	97,840sf @ \$10/sf =	\$ 978,400.
4 <sup>th</sup> floor infill*	18,324sf @ \$150/sf =	2,748,600.
New exit stairway	1,056sf @ \$200/sf =	211,200.
New skywalk link	Allowance =	500,000.
New windows (1 <sup>st</sup> floor)	7,000sf @ \$60/sf =	420,000.
New windows (2 <sup>nd</sup> & 3 <sup>rd</sup> floors)	168 @ \$2000ea =	336,000.
Elevator controls	3 @ \$10,000ea =	30,000.
Mechanical/Electrical infrastructure	116,164sf @ \$25/sf =	2,904,100.
New mechanical penthouse	4,480sf @ \$75/sf =	336,000.
		8,464,300.
Contingency (10%)		846,430.
<b>Total Building Preparation</b>		<b>\$9,310,730.</b>

*\*The structural method of infilling the open floor areas on the 3<sup>rd</sup> floor has been determined as part of this study. Further structural analysis is needed to verify the method and estimated cost of the floor infill.*

**Prisoner Transfer & Holding**—The following are the estimated construction costs associated with the new JLEC-South Sally Port, secure elevator adaptation and 2<sup>nd</sup> floor holding area.

New Sally Port.	3,750sf @ \$50/sf =	\$ 332,500.
Prisoner Holding	2,880sf @ \$25/sf =	72,000.
New 3-stop elevator	Allowance =	75,000.
		479,500.
Contingency (10%)		47,950.
<b>Total Prisoner Transfer &amp; Holding</b>		<b>\$ 527,450.</b>

**Initial Occupancy**—The following are the estimated costs associated with finishing tenant space for Adult Probation, Community Corrections, Child Support and Community Mental Health in the JLEC-South. Secure access to Community Mental Health would displace a District Court Judge's chamber set, the District Court Administrator's office and jury lounge space which would be relocated in JLEC-South.

**JLEC-South tenant finish**

Lower Level	8,070sf @ \$75/sf =	\$ 605,250.
1 <sup>st</sup> floor	30,040sf @ \$75/sf =	2,253,000.
2 <sup>nd</sup> floor	10,700sf @ \$75/sf =	*802,500.
3 <sup>rd</sup> floor	26,100sf @ \$75/sf =	1,957,500.
		5,618,250.
Contingency (10%)		561,825.
<b>Total Initial Occupancy</b>		<b>\$6,180,075.</b>

*\*Note that this cost does not include finished tenant space for relocating Juvenile Probation to 2<sup>nd</sup> floor, JLEC-South from their temporary off-campus location. This would be an option to consider in advance of their permanent relocation to 4<sup>th</sup> floor, JLEC-North. The cost to include this tenant finish space would be \$437,250.*

**Wellness Center**—The following is the estimated cost associated with developing a Wellness Center at 900 "J" Street after Community Corrections Drug Court vacates the facility.

Demolition	4,440sf @ \$5/sf =	\$ 22,200.
Remodel	4,440sf @ \$50/sf =	222,000.
Addition	4,000sf @ \$200/sf =	800,000.
		1,044,200.
Contingency (10%)		104,420.
<b>Total Wellness Center</b>		<b>\$1,148,620.</b>

**Year 2017 Occupancy**—The following are the estimated costs (in current dollars) associated with the future need for an additional Juvenile Court judge and courtroom on the 4<sup>th</sup> floor of JLEC-North and the resulting need to relocate the County Attorney to the 2<sup>nd</sup> floor of JLEC-South which would prompt Juvenile Probation to relocate to their permanent location on the 4<sup>th</sup> floor of JLEC-North.

**JLEC-South**

2 <sup>nd</sup> floor demolition	5,400sf @ \$5/sf =	\$ 27,000.
2 <sup>nd</sup> floor tenant finish	18,550sf @ \$75/sf =	1,391,250.

**JLEC-North**

4 <sup>th</sup> floor demolition	12,345sf @ \$5/sf =	\$ 61,725.
4 <sup>th</sup> floor tenant finish	5,300sf @ \$75/sf =	397,500.
4 <sup>th</sup> floor courtroom finish	3,600sf @ \$100/sf =	360,000.
		2,237,475.
Contingency (10%)		223,750.
<b>Total 2017-Year Occupancy</b>		<b>\$2,461,225.</b>

**Year 2022 Occupancy**—The following are the estimated costs (in current dollars) associated with the future need for the additional space requirements of Adult Probation & Community Corrections provided by an expansion to the west and an additional County Court Judge & Courtroom and District Court judge & courtroom.

**JLEC-South**

1 <sup>st</sup> floor addition	6,175sf @ \$200/sf =	\$1,235,000.
2 <sup>nd</sup> floor tenant finish	4,000sf @ \$100/sf =	400,000.
3 <sup>rd</sup> floor tenant finish	4,000sf @ \$100/sf =	400,000.
		2,035,000.
Contingency (10%)		203,500.
<b>Total 2022-Year Occupancy</b>		<b>\$2,238,500.</b>

**Year 2027 Occupancy**—The following are the estimated costs (in current dollars) associated with the future need for an additional Juvenile Court judge and courtroom.

**JLEC-North**

4 <sup>th</sup> floor tenant finish	3,445sf @ \$100/sf =	\$ 344,500.
Contingency (10%)		34,450.
<b>Total 2027-Year Occupancy</b>		<b>\$ 378,950.</b>

**Year 2032 Occupancy**—The following are the estimated costs (in current dollars) associated with the future need for an additional County Court judge and courtroom and District Court judge & courtroom.

JLEC-South

2 <sup>nd</sup> floor tenant finish	4,000sf @ \$100/sf =	\$ 400,000.
3 <sup>rd</sup> floor tenant finish	4,000sf @ \$100/sf =	400,000.
		800,000.
Contingency (10%)		80,000.
<b>Total Year 2032 Occupancy</b>		<b>\$ 880,000.</b>

**Summary of Opinion of Probable Construction Costs:**

900 "J" Street Wellness Center	\$ 1,148,620.
JLEC-South	21,134,080.
JLEC-North	1,939,550.
<b>Total Construction Value (in current dollars)</b>	<b>\$24,222,250.</b>

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## Appendix

### 1.0 COMMUNITY MENTAL HEALTH - CRISIS CENTER & PARTIAL HOSPITALIZATION PROGRAM

**Contacts:** Dean Settle  
Scott Etherton

#### Description

The Community Mental Health Crisis Center provides custody, screening, emergency evaluation and crisis intervention to acutely mentally ill individuals, age 18 and older, who are detained under Nebraska Civil Commitment Statutes within Region V. Individuals must be detained by Law Enforcement under the Mental Health Commitment Act to gain admission to the center. The Center serves the Region V area (Southeast Nebraska). Services provided by the center include Psychiatric Evaluation, Psychological Evaluation & Testing, Medication Therapy, Nursing Care and Assessment, Laboratory tests as ordered by a physician, and Discharge Planning. The center contains 15 beds, with an average length of stay currently four days.

**Existing Location:** 2200 St. Mary's Ave.

**Proposed Location:** LADF (Justice & Law Enforcement Center-South), 3rd floor

#### Space Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
17,050	2	21,500

Survey edited and provided by Scott Etherton.

### Lancaster County Jail Re-Use Study 2012 Director Survey

#### GENERAL INFORMATION

Code No.: 1.0

Department: **CMHC** \_\_\_\_\_ Phone \_\_\_\_\_

Director/Contact \_\_\_\_\_

Email \_\_\_\_\_

Division Name (if any) \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_

#### PERSONNEL DATA

Existing Full Time Employees appr 24 \_\_\_\_\_ 5-6 persons work unit each  
shift Projected Full Time in 2022 26 \_\_\_\_\_

Existing Part Time all part time work unit \_\_\_\_\_ Projected Part  
Time in 2022 \_\_\_\_\_

#### EXISTING 2012 FACILITIES DATA

Please provide a list of the existing spaces that make up your department or division. To the best of your ability, please indicate their location on a floor plan(if attached).

Survey edited and provided by Scott Etherton.

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	0	2		
Open Staff Work Area (systems furniture workstations)	0			
Meeting/Conference Room	0	2		
Copy/Workroom	1	1		
File Room	1	2		
Director's Office	1	1		
Staff Offices	1	4		
Break Room/Kitchenette	0	2		
Miscellaneous Spaces: list individually below				
Client rooms	0	15		
Central Work Station	5	2		
Medication Room	1	1		
Dining room	0	1		
Library Activity room	0	1		
Seclusion room	0	2		
Exercise room	0	1		
Interview room	0	1		
Storage room	0	2		
TOTALS				

## SPACE NEEDS: 2022

---

What are the main factors influencing your projected growth in staffing or space?

\_\_We would only grow if we expanded the services that we offered at the Crisis Center. The number of clients we serve could only grow by one room. If the Crisis Center is split off from CMHC than we may need to expand some therapy services and have a room or share a space with the "library" to accomplish this. Our current size meets most of our needs but a couple of additions would be very beneficial. If we were to move into a new area, a segregated living space apart from the standard 15 bed unit. Additionally, a "comfort" room and another interview room would help.

Please list your projected space needs for the year 2022.

<b>PROJECTED FACILITY NEEDS: Year 2022</b>	<b>No. Staff working in the space</b>	<b>No. of spaces</b>	<b>NSF each space</b>	<b>Total NSF</b>
Reception/Waiting/Lobby				
Open Staff Work Area (systems furniture workstations)				
Meeting/Conference Room				
Copy/Workroom				
File Room				
Director's Office				
Staff Offices				
Break Room/Kitchenette				
Miscellaneous Spaces: list individually below				
<b>TOTALS</b>				

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

We do not necessarily need to be located by another county agency. LPD and LSO are used when needed for security purposes and these agencies deliver clients to our door. We also have numerous clients taken to BLGH ED prior to being brought to us.

2. What is the typical number of public visitors to your department that need to be accommodated at one time? We hold MHB Hearings where the conference room houses about 10 persons on average and the surrounding 2 waiting areas there could be 10 or more. Having a

visitor entrance that can be accessed separate from law enforcement's delivery of a client is good.

3. The best thing about your current location is: Located close to BLGH for treatment and transportation access and issues.

4. The worst thing about your current location is:  
Access to entry for unit can be difficult and location of entrance is not pleasant.

5. General comments and suggestions regarding the location of your department or division: At times, we have clients who end up making loud noises on the unit verbally and by pounding on building surfaces. Isolating the sounds would be beneficial as to not disrupt other agency work areas.

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location. We occasionally use a CMHC vehicle for transport of client. If split, we would need a vehicle or make other transport arrangements.

We need parking areas for law enforcement and access for emergency vehicles. Many times, two law enforcement officers/vehicles are used for delivery of a client. We also have an area for the Mental Health Professional to park.

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
TOTAL		

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
None			
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years: If electronic records are implemented that would decrease the need for storage space for all the medical records.

**GENERAL COMMENTS (building / office space)**

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1. The best thing about your existing facility is:  
Client rooms and spaces are generally adequate in size.
2. The worst thing about your existing facility is:  
We lack the ability to separate our client population
3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: \_\_\_\_\_  
I tried to consider things when answering the previous questions. Having a "comfort" room is something that will be viewed as essential. Records storage should change for the better. We do not have any "outside" area for client use.

Please provide responses by January 31, e-mail to jkay@sinclairhille.com or fax to 402-476-8341

## Response to Jail Reuse Study

\*Raise # of beds to 16. Current rooms sufficient in size. increase sq ft

-Ability to separate/segregate based on: Gender, Psychosis, Medical, age?  
Use statistics to formulate

\*Central Station- little larger in back, area in front for interactions

\*MHB Hearing rm-little larger to accommodate functions.

-Visit area-good size, keep same if can combine with MHB witness rm, currently use another office for secondary witness-closer to unit- storage and check in for visitors

-Client phone area-good -little more privacy, computer use area?

\*Med Room-little larger, provide service, wounds etc

\*Outside Air ???? Atrium

-2 Day areas which we currently have- Library little larger, need to tv areas,

\*Comfort room - new

\*3 interview rooms, currently one- Combination as extra seclusion, comfort rm?

-Bathrooms - Close for size-male side has less stalls than designed. Back up currently is seclusion

-Showers adequate- locate separate by room areas, whirlpool?

-Food Prep-mostly adequate, storage -CMHC split-more staff support office

-MD and directors office smaller? Others sufficient

-Hallway testing and eating separate

-Another East Station? -Seclusion-rooms extra foot -Training room?

\*Separate high watch area-2 beds, bath, shower?, day area,

Currently: Offices off unit could be used differently- intake area,

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## 2.0 COUNTY ATTORNEY - CRIMINAL & CIVIL DIVISIONS

**Contacts:** Joe Kelly  
Mike Thew  
Doug Cyr  
Eileen LeGrande

### Description

The County Attorney's office reviews investigative reports, verifies and files charges against persons accused of felonies or misdemeanors. The office also prosecutes these violations. The office assists in collection of child support, inheritance and other taxes. Other duties include filing petitions with Juvenile Court and disposing of cases concerning children who are delinquent, neglected, dependent or in need of special supervision.

The County Attorney prefers to have all staff co-located if possible. Currently, the Civil and Criminal Divisions are located in the Justice and Law Enforcement Center and the Child Support Division is located in Trabert Hall.

**Existing Location:** Criminal & Civil Divisions in Justice & Law Enforcement Center, 4th floor

**Proposed Location:** LADF (Justice & Law Enforcement Center-South), 2nd Floor

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
13,042	9	23,700 combined with Child Support

## Lancaster County Jail Re-Use Study 2012 Director Survey

### GENERAL INFORMATION

Code No.: 2.0

Department: County Attorney Phone 402-441-8176  
 Director/Contact: Joe Kelly Email jkelly@lanaster.nc.gov  
 Division Name (if any): Criminal/civil/Juv. Location 575-20.10 St

### PERSONNEL DATA

Existing Full Time Employees 48 Projected Full Time in 2022 54  
 Existing Part Time/Volunteer 16 Projected Part Time in 2022 18

### EXISTING 2012 FACILITIES DATA

Please provide a list of the existing spaces that make up your department or division.  
 To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	2	1		
Open Staff Work Area (systems furniture workstations)	14	15		
Meeting/Conference Room		2		
Copy/Workroom		2		
File Room		1	-open area	
Director's Office	1	1		
Staff Offices	32	32		
Break Room/Kitchenette		1		
Miscellaneous Spaces: list individually below				
Interview Rooms		2		
Trial Prep Room		1		
Law Clerks	6	1		
Clinic office	8	1		
Storage		1		
Data Entry office		1		
Rest room - men & women		1 each		
TOTALS				

**SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space?

1. Increase in Criminal and Juvenile case loads;
2. Legislative Changes;
3. Community demographic changes.

Please list your projected space needs for the year 2022.

PROJECTED FACILITY NEEDS: Year 2022	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	2	2		
Open Staff Work Area (systems furniture workstations)	17	18		
Meeting/Conference Room	3	3		
Copy/Workroom		2		
File Room		2		
Director's Office	1	1		
Staff Offices	30	30		
Break Room/Kitchenette		1		
Miscellaneous Spaces: list individually below				
Interview Rooms		4		
Trial prep Room		2		
Law Clerks	8	1		
Clinic office	8	1		
Storage		2		
Data Entry office		1		
Rest rooms - Men/Women With Showers		1 each		
TOTALS				

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

County, District and Juvenile Courts, LPD and LSO

2. What is the typical number of public visitors to your department that need to be accommodated at one time 15

3. The best thing about your current location is: Proximity to Courts

4. The worst thing about your current location is: Space is inadequate to accommodate entire office

5. General comments and suggestions regarding the location of your department or division: It is important and efficient to locate prosecutors and law enforcement in the building as the courts.

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location.

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
<u>No Department owned vehicles</u>		
TOTAL		

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SP	Storage Location	Annual Lease Cost
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL COMMENTS (building / office space)**

1. The best thing about your existing facility is: Law enforcement, prosecutors and Courts in the same building.

2. The worst thing about your existing facility is: \_\_\_\_\_

3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: \_\_\_\_\_

Please provide responses by **January 31**, e-mail to [jkay@sinclairhille.com](mailto:jkay@sinclairhille.com) or fax to 402-476-8341

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## 2.1 COUNTY ATTORNEY - CHILD SUPPORT DIVISION

**Contacts:** Joe Kelly  
Mike Thew  
Doug Cyr  
Eileen LeGrande

### Description

The County Attorney's office reviews investigative reports, verifies and files charges against persons accused of felonies or misdemeanors. The office also prosecutes these violations. The office assists in collection of child support, inheritance and other taxes. Other duties include filing petitions with Juvenile Court and disposing of cases concerning children who are delinquent, neglected, dependent or in need of special supervision.

The County Attorney prefers to have all staff co-located if possible. Currently, the Civil and Criminal Divisions are located in the Justice and Law Enforcement Center and the Child Support Division located in Trabert Hall.

**Existing Location:** Child Support Division in Trabert Hall, 1st Floor

**Proposed Location:** LADF (Justice & Law Enforcement Center-South), 2nd Floor

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
5,516	8	23,700 combined with Civil and Criminal Divisions

### Lancaster County Jail Re-Use Study 2012 Director Survey

**GENERAL INFORMATION**

Code No.: 2.1

Department: County Attorney Phone 402-441-8170  
 Director/Contact Joe Kelly Email: jkelly@Lancaster.Ne.gov  
 Division Name (if any) Child Support Location 2202 South 11st

**PERSONNEL DATA**

Existing Full Time Employees 19 Projected Full Time in 2022 28  
 Existing Part Time/Volunteer 1 Projected Part Time in 2022 0

**EXISTING 2012 FACILITIES DATA**

Please provide a list of the existing spaces that make up your department or division. To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	1	1		
Open Staff Work Area (systems furniture workstations)	9	9		
Meeting/Conference Room		1		
Copy/Workroom		1		
File Room	<u>No designated File Room - Files split among staff</u>			
Director's Office		1		
Staff Offices	9	9		
Break Room/Kitchenette		1		
Miscellaneous Spaces: list individually below				
<u>Interview Room</u>		1		
<u>Storage</u>		1		
<u>Restroom - men and women</u>		1 each		
<b>TOTALS</b>				

**SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space?

1. Increase case load in Child Support establishment and enforcement

Please list your projected space needs for the year 2022.

PROJECTED FACILITY NEEDS: Year 2022	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	1	1		
Open Staff Work Area (systems furniture workstations)	14	14		
Meeting/Conference Room		1		
Copy/Workroom		1		
File Room				
Director's Office	1	1		
Staff Offices	12	12		
Break Room/Kitchenette		1		
Miscellaneous Spaces: list individually below				
Interview Rooms		3		
Storage		1		
Rest room - men + women		1 each		
TOTALS				

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

For efficiency, located near to District and Juvenile Courts and to the main County Attorney office

2. What is the typical number of public visitors to your department that need to be accommodated at one time 10

3. The best thing about your current location is: Close parking

4. The worst thing about your current location is: This is the worst office space occupied by county employees with poor heating & air conditioning. The parking is over crowded with criminals coming & going frequently

5. General comments and suggestions regarding the location of your department or division: It is desirable to be closer to the courts and the main County Attorney office, however not necessary to occupy the same office space as the criminal and other divisions of the office.

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location.

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
<u>No Department owned Vehicles</u>		
TOTAL		

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
No			
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years:

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**GENERAL COMMENTS (building / office space)**

1. The best thing about your existing facility is: Close parking

2. The worst thing about your existing facility is: See #4 previous page

3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: Economic conditions affect ability to pay child support.

Please provide responses by **January 31**, e-mail to jkay@sinclairhille.com or fax to 402-476-8341

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### 3.0 RECORDS & INFORMATION MANAGEMENT

**Contact:** Brian Pillard

**Description:**

Records & Information Management provides records analysis, records storage, and image capture services. As the official County/City Records Center, document security is the top priority of this department. The conversion of the former K Street Power Plant to the K Street Records Warehouse has been so successful that both the State and County Records Management departments are nearly at capacity. Their need for additional records storage space continues to grow despite growth in digital imaging and de-accessioning practices. Storage is provided in three formats: hard copy, electronic, or on microfilm. A scanning and bar code system is used to file, store and retrieve all storage. Records & Information Management contracts with Community Alternatives for staffing necessary to complete microfilming of records. Scanning procedures are conducted from 9:00 a.m. to 2:00 p.m. daily.

The total capacity for County/City storage areas in the K Street facility is 35,000 cubic feet. In January 2012, the storage volume in County/City storage measured 32,800 cubic feet. Based on an average growth of 1,000 boxes per year (1 cubic foot per box), the County/City storage area has approximately two years of available storage remaining. Efforts to relocate Police Evidence Storage (15,000 square feet) out of the K Street facility could alleviate the two year capacity projection

**Existing Location:** K Street Records Warehouse

**Proposed Location:** K Street Records Warehouse

**Space Needs Summary**

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
21,738	0	36,646

*\* A completed Space Needs Survey Form was not provided*

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## 4.0 COUNTY SHERIFF - MORGUE

**Contacts:** Terry Wagner, County Sheriff  
William Jarrett, Chief Deputy

### Description:

The Lancaster County Sheriff's Office has proposed the creation of a dedicated County Morgue space in the lower level of the renovated LADF. Lancaster County currently has two county morgue storage coolers. Overflow storage is handled through contracted services with local hospitals and funeral homes. The Sheriff's Office proposal can be accomplished by converting a portion of the existing refrigeration area in the cafeteria kitchen located on the lower level of the LADF. A separate loading door is currently located on the west side of the cafeteria and can be retained for use in transport and unloading of bodies to the proposed morgue space.

**Existing Location:** None

**Proposed Location:** LADF (Justice & Law Enforcement Center-South), Lower Level

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
-----	0	1,860

\* A completed Space Needs Survey Form was not provided

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## 5.0 COUNTY CORRECTIONS - TRANSFER & HOLDING

**Contact:** Mike Thurber

### Description:

Lancaster County is constructing a new Adult Detention Facility in west Lincoln, approximately four miles from the current facility. A critical function of the renovated LADF (Justice & Law Enforcement Center-South), will be the creation of a new area to transfer and hold inmates for court appearances in the Justice and Law Enforcement Center-North.

The existing LADF sallyport, holding cells and secure corridor to courts are located in the south portions of the building. This condition is acceptable on an interim, short-term basis until the LADF is fully renovated to meet the recommendations of this plan. However, keeping these functions in their current south location limits the useful floor area of the facility by requiring a secure corridor (south to north) through each floor level. This would essentially divide the future office and court space into east and west halves, and adversely affect functional efficiency.

This Reuse Study recommends eliminating this inefficiency by relocating the sallyport to the northeast corner of the lower level parking area and using the existing elevator in this area to access a new holding area created in the north portion of the second floor. These new holding areas will be in close proximity to the secure skywalk link connecting to the court floors in the Justice and Law Enforcement Center.

**Existing Location:** LADF: Sallyport (lower level); Booking & Holding (1st Floor)  
**Proposed Location:** LADF (Justice & Law Enforcement Center-South), Sallyport (lower level);  
 Transfer & Holding (2nd Floor)

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
5,235	NP	6,630

The corrections department will need an area to stage inmates for court appearance purposes. At present and into the foreseeable future court proceedings other than arraignment or initial appearances will require that the inmate be transported to the Hall of Justice.

In an effort to reduce the number of trips between the corrections facility and the Hall of Justice the current booking area would be used to stage inmates waiting to appear in court or return to the facility. On heavy court days 30 inmates could be held in this area. In addition, two staff members would be assigned to manage this area.

We will need a space to store various restraint equipment and two small rooms for conducting unclothed searches.

All door, intercom, camera and elevator controls outlined in the attached prints must be assigned to master control at the new facility.

I have highlighted the second and third floor corridors between the elevator and sky walks. However, we would only need to have access to one or the other. The second floor would be our preference as this would be the most efficient for our operations, however, we could operate with only the third floor corridor if the master plan called for it.

## 6.0 WELLNESS CENTER

**Contact:** Judy Halstead

**Description:**

To make the creation of a Lancaster County Wellness Center more viable, this plan recommends investigating a joint partnership between the County and the City of Lincoln. The City of Lincoln recently moved the supervision of Wellness programs from Risk Management to the Health Department and hired a City Wellness Director using shared funding resources. Through County-City collaboration, over 2,100 public employees would have access to wellness programs and exercise areas in a newly created center located in the existing 9th & "J" street building immediately west of the Justice and Law Enforcement Center. This building currently houses Community Corrections Adult Drug Court and would need to undergo an interior renovation and addition to provide a Wellness Center facility. A joint effort to partner on a center would allow Lincoln Fire and Rescue (LFR) employees access to the facility. The center would be accessible on a 24/7 basis, with parking readily available in the existing parking lot immediately west of the building. The Wellness Center will require exercise space for aerobic, cardio and strength conditioning, as well as shower and locker areas. Additional restrooms were recently added in the building, but no other major investments have recently been made to adapt or renovate the structure for long term government use.

**Existing Location:** None  
**Proposed Location:** 9th & "J" Street Building

**Space Needs Summary**

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
-----	-----	8,300 with addition to 900 "J" Street

*\* A completed Space Needs Survey Form was not provided*

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## 7.0 ADULT PROBATION - ADMINISTRATION & PSI

**Contact:** Gene Cotter

### Description:

Adult Probation is currently in two locations: Intensive Supervision (IS) and Drug Testing are in Trabert Hall, and Pre-Sentence Investigation (PSI) and the Director are located in the Correctional Center. Programs of Adult Probation are best located in the Justice & Law Enforcement Center complex because of their close interaction with the courts. Offenders often go directly from court to probation. Relocating Intensive Supervision (IS) and Drug Testing from Trabert Hall into a co-located space with PSI and administration makes management of the department more effective and decreases the need for support staff and equipment.

In addition to consolidating all of Adult Probation into one contiguous office space in the LADF (Justice & Law Enforcement Center-South), this plan also recommends that the offices of Adult Probation and Community Corrections be located together on the first floor, with shared meeting rooms available for both departments. The Community Corrections Department offers viable alternatives to costly incarceration. With jail overcrowding initiatives at the forefront, more and more people are diverted to Community Corrections programs, which directly interact with Adult Probation activities. The activities of Adult Probation, while not duplicative of services offered by Community Corrections, are similar in nature and close proximity could create the sharing of common resources. Examples include group therapy rooms, security and chemical testing.

The chemical testing requirements of both departments can be combined into a Drug Test Reporting Center in the lower level of the LADF (Justice & Law Enforcement Center-South). The joint "Reporting Center" would include Adult Drug Court and would be accessed through a separate, discreet entrance on the south side of the LADF.

**Existing Location:** Correctional Center - Pre-Sentence Investigation (PSI) and Director  
Trabert Hall - Intensive Supervision (ISP) and Drug Testing

**Proposed Location:** LADF (Justice & Law Enforcement Center-South), 1st Floor

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
6,323 PSI and Admin.	5	36,320 all Adult Probation combined with Community Corrections

## Lancaster County Jail Re-Use Study 2012 Director Survey

### GENERAL INFORMATION

Code No.: 7.0

Department: District #3A Probation

Phone 402-441-8869

Director/Contact Gene Cotter

Email gene.cotter@nebraska.gov Division

Name (if any) PSI Unit

Location County Jail Building

### PERSONNEL DATA

Existing Full Time Employees 13

Projected Full Time in 2022 18

Existing Part Time/Volunteer 1

Projected Part Time in 2022 2

### EXISTING 2012 FACILITIES DATA

Please provide a list of the existing spaces that make up your department or division. To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	1	1	500	500
Open Staff Work Area (systems furniture workstations)	4	1	3000	3000
Meeting/Conference Room		1	625	625
Copy/Workroom		1	250	250
File Room		1	100	100
Director's Office	2	2	100	200
Staff Offices	7	15	80	560
Break Room/Kitchenette		2	300	300
Miscellaneous Spaces: list individually below				
Men's and Women's restrooms		2	150	300
TOTALS	14			5,835

**SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space? With the continued population growth in Lancaster County there will likely and unfortunately continue to be a growth in the amount of crime. The more Crime, the more need for people to do the work of the criminal justice system, which means the need for more people and space. Further, as enhancements of community corrections continue to take hold and prove themselves viable alternatives to more costly incarceration, and with prison and jail overcrowding initiatives continuing at the forefront, more and more people are diverted the way of community corrections programming, of which probation and probation related activities and services are a part. Therefore, this too will bring about a need for additional staff.

Please list your projected space needs for the year 2022.

<b>PROJECTED FACILITY NEEDS: Year 2022</b>	<b>No. Staff working in the space</b>	<b>No. of spaces</b>	<b>NSF each space</b>	<b>Total NSF</b>
Reception/Waiting/Lobby	1	1	500	500
Open Staff Work Area (systems furniture workstations)	6	1	3000	3000
Meeting/Conference Room		1	625	625
Copy/Workroom	1	2	250	500
File Room		2	100	200
Director's Office	2	2	100	200
Staff Offices	10	10	100	1000
Break Room/Kitchenette		1	300	300
Miscellaneous Spaces: list individually below				
Men's and Women's Restrooms		2	150	300
<b>TOTALS</b>	<b>20</b>	<b>22</b>		<b>6,625</b>

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)  
Courts. Because we are an arm of the Court and Officers of the Court for access, efficiency, convenience and security, being near the Courts is imperative.
2. What is the typical number of public visitors to your department that need to be accommodated at one time 15 at any one given time at 50 on any given day.
3. The best thing about your current location is: Proximity to the Courts.
4. The worst thing about your current location is: Parking and access to the public.
5. General comments and suggestions regarding the location of your department or division: Generally people coming to this officer are coming from some sort of a Court hearing or for a scheduled appointment. There is very little “walk up, stop in” traffic from the public. Also, as a department we function similarly to other community corrections type agencies.

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location. .

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
None		
TOTAL	0	

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
Files		K Street	
TOTAL		K Street	

Please estimate your departmental vehicle and storage needs for 10 years: With a move to a paperless system of data management I would expect (hope!!!) that our need for physical space dwindles exponentially over this time period as our work is stored electronically.

### **GENERAL COMMENTS (building / office space)**

---

1. The best thing about your existing facility is: Proximity to the Courts and Jail. It is easy for people to get to us from Court and easy for us to get to the people in Jail. Also, this office is all about generation of reports for the Courts so it allows for a simpler relay of information. These reports include information primarily available from the Police Department and County Attorney so proximity to those office is a plus as well.
2. The worst thing about your existing facility is: It is Dirty and it hasn't been painted or received no floor coverings or anything other than General Upkeep since it opened in I believe 1990. There is little if any security and parking can be troublesome.
3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: some were already spoken to relevant to population growth and jail/prison overcrowding efforts. Other possible items include additions of judges, changes in sentencing philosophies, etc., all of which could influence the number of people coming through our door. Technology can and will likely play a huge role as well, especially in storage needs.

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## 8.0 COUNTY COURT

**Contact:** Becky Bruckner  
 Judge Laurie Yardley  
 Judge Susan Strong

### Description:

Under the existing six judge court, the space assigned to County Court and County Clerk is currently adequate. However, in March, 2012, the Legislature approved funding for a seventh Lancaster County Court Judge, with a final appointment anticipated in July, 2012. Pending approval of this appointment, immediate steps need to be taken to accommodate an additional courtroom and chamber set on the second floor of the Justice and Law Enforcement Center - North (see Block Diagrams).

The imminent addition of a seventh County Court Judge will create an urgent need for an additional courtroom, judge's chamber set and jury room. The new courtroom is planned to be located where the Juvenile Probation Office is currently located on the 2nd Floor of the Justice and Law Enforcement Center - North. This is also the area where secured public access to the 2nd Floor of the JLEC-South via the new skywalk will occur. The most expedient method of allowing the design and construction of an additional courtroom, judge's chamber set and jury room will be to relocate the Juvenile Probation Office off campus, but in close proximity to the JLEC.

Interim use of the in-custody arraignment courtroom (#10) in the LADF by County Court is problematic due to significant structural renovations needed in the floor and ceiling areas immediately surrounding the courtroom. Employee and public safety would potentially be comprised under this scenario. In addition, public restrooms may not be available during the renovation work.

**Existing Location:** Justice & Law Enforcement Center-North), 2nd Floor

**Proposed Location:** LADF (Justice & Law Enforcement Center-North & South), 2nd Floor

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
29,095	2	See Block Diagrams

### Lancaster County Jail Re-Use Study 2012 Director Survey

**GENERAL INFORMATION**

Code No.: 8.0

Department: Lancaster County Court Phone 4024417295

Director/Contact Becky Bruckner Email bbruckner@lancaster.ne.gov

Division Name (if any) \_\_\_\_\_ Location Hall of Justice/2<sup>nd</sup> floor

**PERSONNEL DATA**

Existing Full Time Employees 48 Projected Full Time in 2022

48

Existing Part Time/Volunteer 0 Projected Part Time in 2022

0

**EXISTING 2012 FACILITIES DATA**

Please provide a list of the existing spaces that make up your department or division. To the best of your ability, please indicate their location on a floor plan (if attached).

<b>EXISTING FACILITIES</b>	<b>No. Staff working in the space</b>	<b>No. of spaces</b>	<b>NSF each space</b>	<b>Total NSF</b>
Reception/Waiting/Lobby	2	2		
Open Staff Work Area (systems furniture workstations)	36	1		
Meeting/Conference Room	0	2		
Copy/Workroom	0	2		
File Room	0	1		
Director's Office	1	1		
Judges/Staff Offices	16	16		
Break Room/Kitchenette	0	1		
Miscellaneous Spaces: list individually below				
Jury rooms	0	4		
<b>TOTALS</b>	<b>55</b>	<b>30</b>		

**SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space? Number of cases filed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your projected space needs for the year 2022.

<b>PROJECTED FACILITY NEEDS: Year 2022</b>	<b>No. Staff working in the space</b>	<b>No. of spaces</b>	<b>NSF each space</b>	<b>Total NSF</b>
Reception/Waiting/Lobby	2	2		
Open Staff Work Area (systems furniture workstations)	36	1		
Meeting/Conference Room	0	2		
Copy/Workroom	0	2		
File Room	0	1		
Director's Office	1	1		
Staff Offices	18	18		
Break Room/Kitchenette	0	1		
Miscellaneous Spaces: list individually below				
Jury rooms	0	5		
<b>TOTALS</b>	<b>57</b>	<b>33</b>		

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security) It is certainly more convenient to be located near both prosecuting attorney offices (County and City attorney) as we are know. It is more efficient to be located near the public defender office as well as communication corrections. Paper work goes back and forth several times each day but we also send defendants to any of their office daily.

2. What is the typical number of public visitors to your department that need to be accommodated at one time varies greatly as it depends on what is set in each courtroom for the

day as well as the number of people who may come for other reasons such as paying a fine, filing motions, getting a warrant recalled, requesting copies of a file, etc.

3. The best thing about your current location is: Lancaster County Court is located near the agencies we deal with the most.

4. The worst thing about your current location is: Parking or lack thereof

5. General comments and suggestions regarding the location of your department or division:

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**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location. .

<b>DEPARTMENTAL VEHICLES (general type)</b>	<b>No. Vehicles</b>	<b>Parking Lot or Garage Location</b>
<b>TOTAL</b>		

If you lease off-site storage, please provide the following:

<b>OFF-SITE STORAGE (type)</b>	<b>SF</b>	<b>Storage Location</b>	<b>Annual Lease Cost</b>
<b>TOTAL</b>			

Please estimate your departmental vehicle and storage needs for 10 years: Lancaster County court does not have any departmental vehicles. However, the administrator and all judges park in the

parking garage under the city/county building. Six supervisors park in the \_\_\_\_\_lower level of the parking garage north of our building. All other employees parking in the lot south of the current jail location. \_\_\_\_\_

**GENERAL COMMENTS (building / office space)**

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1. The best thing about your existing facility is close proximity to agencies we work with most frequently and we have security at the main entrance to the building.
2. The worst thing about your existing facility is: Parking is often a problem.
3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: We expect that the legislature will approve an additional judge for Lancaster County this year which would bring about the previously stated needed for an additional courtroom, judge's office, staff office and jury room.

Please provide responses by January 31, e-mail to [jkay@sinclairhille.com](mailto:jkay@sinclairhille.com) or fax to 402-476-8341

## 9.0 CLERK OF THE DISTRICT COURT

**Contact:** Sue Kirkland  
Chuck Salem

### Description:

Each county in the State of Nebraska has a Clerk of the District Court performing the administrative duties associated with District Court. Besides being the administrative officer of the court, the Clerk of the District Court is responsible for the record keeping and collection of child support payments, the record keeping of criminal and civil cases, maintenance of the court's dockets and processing judgments.

The Clerk of the District Court has mitigated growth in workload through e-filing and scanning of documents. As a result, no additional growth in office space is required at this time. However, the Clerk has requested an additional 250 square-feet of storage space in the renovated LADF (Justice & Law Enforcement Center - South).

**Existing Location:** Justice & Law Enforcement Center-North), 3rd Floor

**Proposed Location:** Offices - Justice & Law Enforcement Center-North), 3rd Floor  
Storage - LADF (Justice & Law Enforcement Center- South), 3rd Floor

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
5,936	2	6,186

**Lancaster County Jail Re-Use Study 2012**  
**Director Survey**  
SINCLAIR HILLE ARCHITECTS

**GENERAL INFORMATION**

Code No.: 9.0

Department: Clerk of the District Ct. Phone 441-7328  
 Director/Contact Sue Kirkland Email skirkland@lancoستر.ne.gov  
 Division Name (if any) \_\_\_\_\_ Location 575 So. 10th

**PERSONNEL DATA**

Existing Full Time Employees 24 Projected Full Time in 2022 26  
 Existing Part Time/Volunteer 1 Projected Part Time in 2022 0

**EXISTING 2012 FACILITIES DATA**

Please provide a list of the existing spaces that make up your department or division. To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby				
Open Staff Work Area (systems furniture workstations)	16	18	50	900
Meeting/Conference Room				
Copy/Workroom				
File Room	2	2	80	160
Director's Office	1	1	250	250
Staff Offices	5	5	250	1250
Break Room/Kitchenette			400	400
Miscellaneous Spaces: list individually below				
<b>TOTALS</b>	<b>24</b>	<b>24</b>		<b>2960</b>

**SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space?

*We will have more staff if District Court Judges are added*

Please list your projected space needs for the year 2022.

PROJECTED FACILITY NEEDS: Year 2022	No. Staff working in the space	No. of spaces	Net sq. ft NSF each space	Total NSF
Reception/Waiting/Lobby				
Open Staff Work Area (systems furniture workstations)	18	18	50	900
Meeting/Conference Room				
Copy/Workroom				
File Room	2	2	80	160
Director's Office	1	1	250	250
Staff Offices	5	5	250	1250
Break Room/Kitchenette			400	400
Miscellaneous Spaces: list individually below				
<b>TOTALS</b>				

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

District Court Judge's Offices

2. What is the typical number of public visitors to your department that need to be accommodated at one time 10

3. The best thing about your current location is: Deputy Sheriffs near office, Close to Court System, Metal Detector security on 1st Floor

4. The worst thing about your current location is: Parking for Walk-ins

5. General comments and suggestions regarding the location of your department or division: We are only asking for addition file store nearby

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location.

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
TOTAL	0	

If you lease off-site storage, please provide the following:

OFF SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years:

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**GENERAL COMMENTS (building / office space)**

1. The best thing about your existing facility is: See Page 3

2. The worst thing about your existing facility is: See Page 3

3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: Additional

Judges and Court Rooms would increase our needs

E-Filing may decrease our needs

Please provide responses by **January 31**, e-mail to [jkay@sinclairhille.com](mailto:jkay@sinclairhille.com) or fax to 402-476-8341

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## 10.0 JUVENILE COURT

**Contacts:** Theresa Emmert  
Judge Reggie Ryder

### Description:

Juvenile Court is located on the fourth floor of the Justice and Law Enforcement Center. Expansion and interior renovation of Juvenile Court was completed in 2009 following the appointment of a fourth Juvenile Court Judge in 2007. As a result, Juvenile Court has no immediate space needs until such time a fifth judge is added to the system. Based on the historical pattern of the last two appointments (1997 and 2007), it is reasonable to estimate that a fifth judge may be necessary between 2017 and 2020. At this time, expansion of the court can occur on the fourth floor following the relocation of the County Attorney's office to the LADF (Justice and Law Enforcement Center-South). Preliminary space planning conducted during this study indicates that two courtrooms (with supporting judge's chambers) can be accommodated in the County Attorney space.

Proximity to Juvenile Probation is also critical to the efficient management of Juvenile Court. Juvenile Court and Juvenile Probation personnel have daily face-to-face interaction, often on a short notice basis. This plan recommends co-locating Juvenile Probation on the fourth floor with Juvenile Court, essentially creating a "Juvenile Justice Floor".

**Existing Location:** Justice & Law Enforcement Center-North, 4th Floor

**Proposed Location:** Justice & Law Enforcement Center-North, 4th Floor

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
12,632	4	See Block Diagrams

## Lancaster County Jail Re-Use Study 2012 Director Survey

10.0

### GENERAL INFORMATION

Code No.: \_\_\_\_\_

Department: Juvenile Court Phone (402) 441-6928  
 Director/Contact Theresa Emmert Email t Emmert@lancaster.nc.gov  
 Division Name (if any) \_\_\_\_\_ Location Justice + Law Enf. Center

### PERSONNEL DATA

Existing Full Time Employees 16 Projected Full Time in 2022 20  
 Existing Part Time/Volunteer 0 Projected Part Time in 2022 \_\_\_\_\_

### EXISTING 2012 FACILITIES DATA

Please provide a list of the existing spaces that make up your department or division.  
 To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	1			
Open Staff Work Area (systems furniture workstations)	2			
Meeting/Conference Room				
Copy/Workroom				
File Room				
Director's Office	1			
Staff Offices				
Break Room/Kitchenette				
Miscellaneous Spaces: list individually below				
<u>Judges Chambers</u>	<u>4</u>			
<u>Bailiff offices</u>	<u>4</u>			
<u>Court Reporter offices</u>	<u>4</u>			
TOTALS	<u>16</u>			

**SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space?

*Increasing population numbers and Juvenile Court filings*

Please list your projected space needs for the year 2022.

PROJECTED FACILITY NEEDS: Year 2022	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	<i>1</i>			
Open Staff Work Area (systems furniture workstations)	<i>3</i>			
Meeting/Conference Room				
Copy/Workroom				
File Room				
Director's Office	<i>1</i>			
Staff Offices				
Break Room/Kitchenette				
Miscellaneous Spaces: list individually below				
<i>Judges Chambers</i>	<i>5</i>			
<i>Bailiff Offices</i>	<i>5</i>			
<i>Court Reporter Offices</i>	<i>5</i>			
TOTALS	<i>20</i>			

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

*Juvenile Probation - efficiency, convenience*

2. What is the typical number of public visitors to your department that need to be accommodated at one time 30-40

3. The best thing about your current location is: \_\_\_\_\_

4. The worst thing about your current location is: \_\_\_\_\_

5. General comments and suggestions regarding the location of your department or division: \_\_\_\_\_

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location.

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
<i>No Dept owned vehicles</i>		
TOTAL		

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
N/A			
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years:

South lot - 4 parking spots  
 North lot - 10 parking spots  
 Secure lot (under City/County Bldg) - 6 parking spots

**GENERAL COMMENTS (building / office space)**

- The best thing about your existing facility is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- The worst thing about your existing facility is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please provide responses by **January 31**, e-mail to [jkay@sinclairhille.com](mailto:jkay@sinclairhille.com) or fax to 402-476-8341

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## 11.0 JUVENILE PROBATION

**Contacts:** Lori Griggs

**Description:**

This plan recommends co-locating Juvenile Probation on the fourth floor with Juvenile Court, essentially creating a "Juvenile Justice Floor". Juvenile Probation staff attend an average of 80 hearings per day in Juvenile Court. Therefore, the optimal solution is to locate them on the same floor. However, a temporary relocation will be necessary to allow expansion of County Court. The imminent addition of a seventh County Court Judge creates an urgent need for an additional courtroom, judge's chamber set and jury room. The new courtroom is planned to be located where the Juvenile Probation Office is currently situated on the 2nd Floor of the Justice and Law Enforcement Center - North. This is also the area where secured public access to the 2nd Floor of the JLEC-South via the new skywalk will occur. The most expedient method of allowing the design and expansion of County Court will be to temporarily relocate the Juvenile Probation Office off campus, but in close proximity to the Justice and Law Enforcement Center.

Proximity to Juvenile Drug Court is also critical. Juvenile Probation staff attend a significant number of meetings in Juvenile Drug Court, which is currently located on the first floor of the County-City Government Building.

Additionally, Juvenile Probation is experiencing overcrowding in their current location. Additional offices are necessary for probation officers and their current offices are undersized. Future office space should be increased in size from the current 80SF to 120SF in order to accommodate in-office conferences with youth and their parents. The larger office size is also desirable for security reasons in order to create more distance between staff and potentially volatile youth. Other space needs include a larger waiting area and storage room.

Adult Probation is currently providing a drug technician staff member on loan to Juvenile Drug Court. The concept of a "Drug Test Reporting Center" involving Adult Probation (7.0 & 7.1) and Community Corrections (12.0 & 12.1) has been recommended in this Reuse Plan. Juvenile Probation requests that coordination of juvenile drug testing be coordinated when the Reporting Center concept is implemented.

**Existing Location:** Justice & Law Enforcement Center-North), 2nd Floor

**Proposed Location:** Interim - Off-Campus Location

Permanent - Justice & Law Enforcement Center-North), 4th Floor

### Space Needs Summary

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
3,471	5	5,300

### Lancaster County Jail Re-Use Study 2012 Director Survey

**GENERAL INFORMATION**

**Code No.:** 11.0

Department: Juvenile Probation Phone 402-441-7383

Director/Contact Lori Griggs

Email [lori.griggs@nebraska.gov](mailto:lori.griggs@nebraska.gov)

Division Name (if any) \_\_\_\_\_ Location  
575 S. 10<sup>th</sup> – Rm 2301

**PERSONNEL DATA**

Existing Full Time Employees 19 Projected Full Time in 2022 24

Existing Part Time/Volunteer 1 Projected Part Time in 2022 2

**EXISTING 2012 FACILITIES DATA**

Please provide a list of the existing spaces that make up your department or division.  
To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby		1	320	320
Open Staff Work Area (systems furniture workstations)	<b>3</b>	<b>1</b>	<b>330</b>	<b>330</b>
Meeting/Conference Room		<b>1</b>	<b>352</b>	<b>352</b>
Copy/Workroom		<b>1</b>	<b>50</b>	<b>50</b>
File Room		<b>1</b>	<b>120</b>	<b>120</b>
Director's Office		<b>1</b>	<b>133</b>	<b>133</b>
Staff Offices		<b>13</b>	<b>80</b>	<b>1040</b>
Break Room/Kitchenette		<b>1</b>	<b>50</b>	<b>50</b>
Miscellaneous Spaces: list individually below				
Hallways/closets/bathrooms			<b>700</b>	<b>700</b>
<b>TOTALS</b>			<b>3,095</b>	<b>3,095</b>

**SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space?  
 The potential of taking on more juvenile offenders per potential re-organization of juvenile court supervision of cases (status offenders) or juvenile parole. The potential for a 5<sup>th</sup> juvenile court judge in the next 10 years would require additional juvenile probation staff.

Please list your projected space needs for the year 2022.

PROJECTED FACILITY NEEDS: Year 2022	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby		1	600	600
Open Staff Work Area (systems furniture workstations)	2	1	400	400
Meeting/Conference Room		1	600	600
Copy/Workroom		1	80	80
File Room		1	300	300
Director's Office		1	150	150
Staff Offices ( <i>2 will be clerical offices</i> )	20	20	100	2,000
Break Room/Kitchenette		1	80	80
Miscellaneous Spaces: list individually below				
Hallways, bathrooms, closet – extra storage			1,000	1,000
Drug testing room	1	1	100	100
TOTALS			5,310	5,310

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

Priority is Juvenile Court – youth are sent down to our office from Juvenile Court daily and anywhere from 3 to 15 cases each day. If attorneys don't bring them down, sometimes families just leave the building and we are therefore unable to complete our intake paperwork. Some youth need immediate drug test and they are able to get out of this if they don't stop down. Being next to the Juvenile Court would make it easier for court staff or attorneys to guide them directly to our front door. We would also be able to attend hearings at the last minute and do last minute drug test on youth before a hearing. We not only attend hearings but have the judges sign sanctions and affidavits on a daily basis plus have conversations with them.

2. What is the typical number of public visitors to your department that need to be accommodated at one time \_\_\_\_\_ 10-15.
3. The best thing about your current location is: \_\_\_\_\_ in the courthouse and 2 floors away from the Juvenile Court judges.

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4. The worst thing about your current location is: \_\_\_\_\_ not able to have after- hours meetings or groups due to building security shut down at 5:00 p.m.
  
5. General comments and suggestions regarding the location of your department or division: \_\_\_\_\_ We have generally been very satisfied – just growing our of our space and need more offices and slightly bigger offices.

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location. .

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
State Vehicle	1	Green tag (west parking lot)
TOTAL	1	

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
None			
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years:

\_\_\_\_\_ possibly expands to 2 state vehicles.

**GENERAL COMMENTS (building / office space)**

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1. The best thing about your existing facility is: our own bathrooms for drug testing.

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2. The worst thing about your existing facility is: \_\_\_\_\_staff offices are too small to work comfortably and interview a youth and parents. 80 sq. feet is too small for this function.

3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate:

It is possible that the Supreme Court / Probation Department would take over the responsibility of supervising juveniles released on parole from the YRTC's and is also possible through legislation to fund services for youth on probation. More youth could be served at the probation level and not be made state wards just to access funding for therapy, services, etc.

Please provide responses by **January 31**, e-mail to [jkay@sinclairhille.com](mailto:jkay@sinclairhille.com) or fax to 402-476-8341

## 12.0 COMMUNITY CORRECTIONS - ADMINISTRATION

**Contacts:** Kim Etherton

**Description:**

The administrative offices of Community Correction are currently located on the first floor of the Courthouse Plaza building (633 So. 9th Street). The Adult Drug Court program supervised by Community Corrections is currently housed in the 9th & "J" Street building. Community Corrections offers viable alternatives to costly incarceration. With jail overcrowding initiatives at the forefront, more and more people are diverted to Community Corrections programs. These programs directly interact with Adult Probation activities, and while not duplicative, close proximity to Adult Probation could create the sharing of common resources. Examples include group therapy rooms, security and chemical testing.

The chemical testing requirements of both Community Corrections Adult Drug Court and Adult Probation can be combined into a Drug Test Reporting Center in the lower level of the LADF (Justice & Law Enforcement Center-South). The joint "Reporting Center" would be accessed through a separate, discreet entrance on the south side of the LADF.

**Existing Location:** Administration - Courthouse Plaza, 633 So. 9th Street, 1st Floor  
Adult Drug Court - 9th & "J" Street Building

**Proposed Location:** Administration - LADF (Justice & Law Enforcement Center-South), 1st Floor  
Adult Drug Court - LADF (Justice & Law Enforcement Center-South), Lower Level

**Space Needs Summary**

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
4,950 - Admin.	4	36,320 Community Corrections combined w/Adult Probation

### Lancaster County Jail Re-Use Study 2012 Director Survey

**GENERAL INFORMATION**

Code No.: 12.0

Department: **Community Corrections**      Phone      (402) 441-3603  
 Director/Contact: Kim Etherton      Email KEtherton@lancaster.ne.gov  
 Division Name (if any) **Alternatives to Incarceration**      Location: 633 S. Ninth

**PERSONNEL DATA**

Existing Full Time Employees	16	Projected Full Time in 2022	20
Existing Part Time/Volunteer	2+	Projected Part Time in 2022	2+

**EXISTING 2012 FACILITIES DATA**

Please provide a list of the existing spaces that make up your department or division.  
 To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	2	1		
Open Staff Work Area (systems furniture workstations)	3	2		
*Meeting/Conference Room	4	2		
Copy/Workroom	0	1		
File Room	0	2		
Director's Office	1	1		
Staff Offices	8	7		
Break Room/Kitchenette	0	1		
Miscellaneous Spaces: list individually below				
*Field officers currently share a conference room turned into workstations				
Drug testing area; including restrooms,		1		
Volunteer workspace for court reminder calls and data entry assignments	(+)	1		
Storage space for drug testing supplies and electronic monitoring equipment		1		
TOTALS	18+	20		

### SPACE NEEDS: 2022

What are the main factors influencing your projected growth in staffing or space?

Possible additional alternative programs being taken on by County:

- Diversion service
- veterans programming
- courts expanding use of current alternatives
- legislative changes that place mandatory sentencing requirements on specific offenses.

Please list your projected space needs for the year 2022.

PROJECTED FACILITY NEEDS: Year 2022	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	2	1		
Open Staff Work Area (systems furniture workstations)	5+	5+		
Meeting/Conference Room	0	2		
Copy/Workroom	0	1		
File Room	0	2		
Director's Office	1	1		
Staff Offices	11	10		
Break Room/Kitchenette	0	1		
Miscellaneous Spaces: list individually below				
Drug testing area; including restrooms, testing area and staff workspace rug testing	2	2+		
TOTALS	22	25+		

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

Being near the County and District court is necessary for efficiency and convenience as staff are there daily. We also are at the jail on a daily basis (but that is not as important as being near the courts).

2. What is the typical number of public visitors to your department that need to be accommodated at one time: 6-10 at a given time; there is generally a number of people in our waiting room at any give time.

3. The best thing about your current location is: Close to courts, jail and bus route.

4. The worst thing about your current location is: Do not have all programs at one location. Sharing resources can be cumbersome.

5. General comments and suggestions regarding the location of your department or division:

It would make a lot of sense, if probation is moving to this space, to co-exist. Resource sharing would provide cost savings for the County and the State and improve access for the consumer.

### DEPARTMENTAL PARKING & STORAGE NEEDS

Please provide a list of your department-owned vehicles by general type, number, and parking location.

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
Cars and SUVs	6	lot south of 633 S. 9 <sup>th</sup> Street
TOTAL	6	

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years:

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**GENERAL COMMENTS (building / office space)**

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1. The best thing about your existing facility is: Office space has plenty of daylight and is a pleasant place for participants to visit (not sterile or threatening).
2. The worst thing about your existing facility is: the heating and cooling system is unpredictable and often you dress for the opposite season. It also has a very bad sewer smell lingering in the air.
3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: \_\_\_\_\_  
I would suggest that funding will have the biggest impact on this department. It is a non-mandated service and one that is always being looked at for reduction when budgets are tight.

Please provide responses by **January 31**, e-mail to [jkay@sinclairhille.com](mailto:jkay@sinclairhille.com) or fax to 402-476-8341

## 12.1 COMMUNITY CORRECTIONS - ADULT DRUG COURT

**Contacts:** Kim Etherton

**Description:**

The Adult Drug Court program supervised by Community Corrections is currently housed in the 9th & "J" Street building. The administrative offices of Community Correction are currently located on the first floor of the Courthouse Plaza building (633 So. 9th Street). Community Corrections offers viable alternatives to costly incarceration. With jail overcrowding initiatives at the forefront, more and more people are diverted to Community Corrections programs. These programs directly interact with Adult Probation activities, and while not duplicative, close proximity to Adult Probation could create the sharing of common resources. Examples include group therapy rooms, security and chemical testing.

The chemical testing requirements of both Community Corrections Adult Drug Court and Adult Probation can be combined into a Drug Test Reporting Center in the lower level of the LADF (Justice & Law Enforcement Center-South). The joint "Reporting Center" would be accessed through a separate, discreet entrance on the south side of the LADF.

**Existing Location:** Adult Drug Court - 9th & "J" Street Building  
Administration - Courthouse Plaza, 633 So. 9th Street, 1st Floor

**Proposed Location:** Adult Drug Court - LADF (Justice & Law Enforcement Center-South), Lower Level  
Administration - LADF (Justice & Law Enforcement Center-South), 1st Floor

**Space Needs Summary**

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
4,722	2	36,320 Community Corrections combined w/Adult Probation

### Lancaster County Jail Re-Use Study 2012 Director Survey

**GENERAL INFORMATION**

Code No.: 12.1

Department: <b>Community Corrections</b>	Phone	(402) 441-3603
Director/Contact: Kim Etherton	Email	KEtherton@lancaster.ne.gov
Division Name (if any) <b>Adult Drug Court</b>	Location:	555 S. 9 <sup>th</sup> Street

**PERSONNEL DATA**

Existing Full Time Employees	9	Projected Full Time in 2022	11
Existing Part Time/Volunteer	4	Projected Part Time in 2022	4

**EXISTING 2012 FACILITIES DATA**

Please provide a list of the existing spaces that make up your department or division.  
To the best of your ability, please indicate their location on a floor plan (if attached).

EXISTING FACILITIES	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	1	1		
*Open Staff Work Area (systems furniture workstations)	0	1		
Meeting/Conference Room	0	2		
Copy/Workroom	0	1		
File Room	0	1		
Director's Office	0	0		
Staff Offices	8	7		
Break Room/Kitchenette	0	1		
Miscellaneous Spaces: list individually below				
*Computer access area for client use.	0	1		
Drug testing area; including restrooms,	4	2		
Storage space for drug testing supplies		1		
<b>TOTALS</b>	<b>13</b>	<b>17</b>		

### **SPACE NEEDS: 2022**

What are the main factors influencing your projected growth in staffing or space?

Please list your projected space needs for the year 2022.

PROJECTED FACILITY NEEDS: Year 2022	No. Staff working in the space	No. of spaces	NSF each space	Total NSF
Reception/Waiting/Lobby	1	1		
Open Staff Work Area (systems furniture workstations)		1		
Meeting/Conference Room	0	3		
Copy/Workroom	0	1		
File Room	0	1		
Director's Office	0	0		
Staff Offices	10	10		
Break Room/Kitchenette	0	1		
Miscellaneous Spaces: list individually below				
Drug testing area; including restrooms, testing area and staff workspace rug testing	4	1		
<b>TOTALS</b>	<b>15</b>	<b>19</b>		

**DEPARTMENT PROXIMITY & PUBLIC VISITORS**

1. In your opinion, what other department or division does your department need to be located near and for what reasons? (e.g. access, efficiency, convenience, security)

Being near the District court is necessary for efficiency and convenience. There is also, at a minimum, weekly contact with the County Attorney and Public Defender offices.

2. What is the typical number of public visitors to your department that need to be accommodated at one time: 6-10 at a given time; there is generally a number of people in our waiting room at any give time to check in with staff. However, on drug testing days (most days of the week), the drug testing area will see 15-20 people at a time.

3. The best thing about your current location is: Close to courts, jail and bus route.

4. The worst thing about your current location is: Do not have all programs at one location. Sharing resources can be cumbersome.

5. General comments and suggestions regarding the location of your department or division:  
 It would make a lot of sense, if probation is moving to this space, to co-exist. Resource sharing would provide cost savings for the County and the State and improve access for the consumer.

**DEPARTMENTAL PARKING & STORAGE NEEDS**

Please provide a list of your department-owned vehicles by general type, number, and parking location.

DEPARTMENTAL VEHICLES (general type)	No. Vehicles	Parking Lot or Garage Location
share cars with Alternatives		
TOTAL		

If you lease off-site storage, please provide the following:

OFF-SITE STORAGE (type)	SF	Storage Location	Annual Lease Cost
Closed files		stored at Records and Information Management	NA
TOTAL			

Please estimate your departmental vehicle and storage needs for 10 years:

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**GENERAL COMMENTS (building / office space)**

1. The best thing about your existing facility is: Office space has plenty of daylight. Drug testing facilities can accomodate large numbers of participants that show for testing.
2. The worst thing about your existing facility is: the heating and cooling system is unpredictable, lots of cockroaches and the paint is really quite ugly (government grey).
3. In your opinion, what events, changes, trends, or policies are likely to impact your facility requirements by 2022 (e.g. mergers, technology, security, legislation, grants, reorganization, records management, etc.). Please elaborate: \_\_\_\_\_  
 I would suggest that funding will have the biggest impact on this department. It is a non-mandated service and one that is always being looked at for reduction when budgets are tight. It is also a program that could be taken over by state probation and thus would still need a home as the County is responsible for the administrative overhead of Probation programs.

Please provide responses by **January 31**, e-mail to [jkay@sinclairhille.com](mailto:jkay@sinclairhille.com) or fax to 402-476-8341

## 13.0 POLICE EVIDENCE STORAGE

**Contacts:** Pam Fittje

**Description:**

Police Evidence Storage is currently located in the lower level of the K Street Records Warehouse. Storage areas comprise approximately 15,000 square-feet of floor area, accessed through an overhead loading door. Secure access to the storage area is highly critical to preserve the chain of custody required for police evidence. Location in the K Street warehouse has facilitated this function. However, the primary purpose of the K Street Warehouse is to provide records storage and the Lancaster County Records Management Department projections indicate that available (unleased) storage space may be full by 2014. It is prudent, therefore, to plan for relocation of non-record storage occupants.

The Master Plan recommends that areas used for Police Evidence Storage in the lower levels of K Street be relocated into the LADF for interim storage in order to make room for additional County and State records storage in the building. However, this is not a long-term solution for Police Evidence Storage. The areas designated for LPD evidence storage in the LADF are located in the floor areas reserved for future court growth. This court growth is anticipated to occur between 2022 and 2024, creating an interim 10 to 12-year period for LPD evidence storage.

Beyond 2022, possible future options for LPD evidence storage include the construction of a new Police Storage facility in conjunction with other future public safety facilities (e.g. new police garage, new police precincts, new fire stations).

**Existing Location:** K Street Records Warehouse

**Proposed Location:** 10-12 years interim - Justice & Law Enforcement Center - South  
Permanent - TBD

**Space Needs Summary**

Existing NASF	Add'l Staff	LADF Re-Use Plan NASF
14,908	Not Provided	23,000 - interim

*\* A completed Space Needs Survey Form was not provided*